



Minutes

Of The

General Council Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 18 December 2013

Chief Executive Officer: Ken McLoughlin

SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 18 December 2013

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Minutes of the meeting of the South Burnett Regional Council, held in the Council Chambers, 45 Glendon Street Kingaroy on 18 December 2013 at 9:00am

PRESENT:

Councillors:

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

Absent: Cr DJ Palmer

Council Officers:

Ken McLoughlin (Chief Executive Officer), Gary Wall (General Manager Finance, Property & Information Technology), Stan Taylor (General Manager Planning, Community & Environment), Russell Hood (General Manager Infrastructure)

1. Leave Of Absence

Motion:

Moved Cr KM Campbell, seconded Cr BL Green.

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

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

2. (a) Prayers

A member of the Ministers Fraternal was unavailable.

(b) Receipt of Petitions

- i. A petition was received requesting the camphor laurel trees in Henry Street Nanango not be removed.

Motion:

Moved Cr Duff, seconded Cr DP Tessmann.

That the petition be received.

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

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 20 November 2013 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the minutes of the previous meeting held on Wednesday 20 November 2013 as recorded be confirmed.

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

4. Mayoral Report

4.1 MR - 1249925 - Mayor's Report

Summary

Mayoral Report to council for the period 13 November 2013 to 10 December 2013.

Officer's Recommendation

That the Mayoral Report to Council for the period 13 November 2013 to 10 December 2013 be received.

Resolution:

Moved Cr DW Kratzmann, seconded Cr DP Tessmann.

That the Mayoral Report to Council for the period 13 November 2013 to 10 December 2013 be received.

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

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

See Business Function Headings

5. Planning, Communities & Environment

5.1 Planning & Land Management (P&LM)

(a) Officer's Reports

5.1.1 P&LM - 1244268 - Timbertowns Woodworking Group Inc - Forwarding request for waiver of building fees for building application BLD2013/0030 for extension to existing club premises

Summary

Council received a written request from Timbertowns Woodworking Group Inc, requesting a 100% waiver of the Building application fees. The application is for extensions to existing club premises at Hart Street, Blackbutt (and described as Lot 174 on CA311082).

Officer's Recommendation

That Council

- (1) *approve* 100% waiver of the \$1129.00 building assessment fee having regard to the community nature of the Timbertowns Woodworking Group Inc,
- (2) *not approve* the waiver of building document lodgement fee of \$164, in line with previous practice.

Resolution:

Moved Cr BL Green, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

5.1.2 P&LM - 1182123 - Forwarding SeDA Reconfiguration of a Lot (1 lot into 26 lots) - 197 Taylors Road, Kingaroy - Lot 2 RP164390 - Applicant: O'Reilly Nunn Favier Owner: Wieden Developments Pty Ltd

Summary

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 26 Lots)
- Subject site included within the Rural Zone under the Kingaroy IPA Planning Scheme
- The Court Order issued by the Planning & Environment Court on 24 June 2011 approved land uses consistent with the Rural Residential Zone and facilitated lodgement of this current Reconfiguration of a Lot application
- Proposed lots range in area from 4,007m² (Area B) to 8.04ha (Area A)
- Proposed development complies with relevant requirements of the Rural Residential Locality Code and Natural Features and Resources Overlay Code within the Kingaroy Shire IPA Planning Scheme, and through conditions of development approval, the Revised Court Order dated 23 October 2013

- Application 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 (1 Lot into 26 Lots) on Lot 2 on RP164390 located at 197 Taylors Road, Kingaroy 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:

- Drawing No: 3695 P1, Sheet No 1 of 1 Revision D (Proposed Subdivision), Drawn by: O'Reilly Nunn Favier and received by Council on 23 August 2013

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 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 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 fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$1,170.00 (26 x \$45.00); 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.

Electricity

RAL3. Reticulated electricity is to be provided to the development in accordance with relevant Australian Standards.

RAL4. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.

Telecommunications

- RAL5. Evidence of an agreement to provide a telephone service is to be provided to Council prior to sealing the Survey Plan.

Easements

- RAL6. Easements are required over any interallotment drainage systems. Such easements shall be not less than three (3) metres in width.

Statutory Covenant

- RAL7. Provide a Statutory Covenant along the rear boundaries of Lots 1 through 5 (as per Drawing No. 3695 P4 Sheet 1 of 1 Revision D prepared by O'Reilly Nunn Favier) and Lots 10 through 17 where adjoining proposed Lot 26 (Area A) to ensure that no habitable structures are located within 30m of the new boundary. In this regard, the Statutory Covenant is to comply with the "Statutory Covenant – Guidelines for their Use in Queensland". The Statutory Covenants are to be registered prior to Council sealing the Survey Plan pursuant to Section 97(3)(b) of the *Land Title Act 1994* and Section 373(4)(b) of the *Land Act 1994*.

- RAL8. A statutory environmental covenant with a width of 60m along the western boundary narrowing to a width of 40m on the eastern boundary is to be provided along the northern boundaries of proposed Lots 6, 7, 8 and 9 to provide a vegetated buffer to the surrounding agricultural land and to restrict buildings or structures from locating within the buffer area, as per the requirements of State Planning Policy 1/92. In this regard, the Statutory Covenant is to comply with the "Statutory Covenant - Guidelines for their Use in Queensland". The Statutory Covenants are to be registered prior to Council sealing 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 either side, for bushfire management. The buffer is to be established using native drought tolerant species in accordance with "Recommendations for Landscape Buffer Plantings in Kingaroy Shire". The requirements of the buffer are more fully set out in the Deed of Agreement between Mark Clifford Schwenke and Delwyn Mary Schwenke and Wieden Developments Pty Ltd ACN 065 296 559, and the development must be in accordance with the requirements of the Deed.

Proposed Vegetated Buffer

- RAL9. Prior to establishing the vegetated buffer, a detailed Buffer Area Management Plan is to be provided by the Application for assessment and approval by Council. The Plan provided to Council shall include but not be limited to the following issues:

- Species
- Maintenance regimes
- Potential impact on the adjoining Tessmanns Road North road corridor
- Agricultural activities on adjoining properties
- Compliance with relevant Council publications including "*Recommendations for Landscape Buffer Plantings in Kingaroy Shire*"
- Compliance with the Deed of Agreement between Mark Clifford Schwenke and Delwyn Mary Schwenke and Wieden Developments Pty Ltd ACN 065 296 559

For further details regarding the preparation of a Buffer Area Management Plan please contact Council's Manager - NRM & Parks, Greg Griffiths on (07) 4189 9100.

RAL10. Prior to Council sealing the Survey Plan, the buffer is to be established to a height of 1.5m with abundant foliage prior to the commencement of any residential uses. Alternatively a bond may be lodged with Council that is equal to 20% of the estimated cost of the buffer provided that planting has been undertaken in accordance with the approved Vegetation Management Plan.

No Building Zone

RAL11. Proposed Lots 15 through 17 contain a No Building Zone which is to be reflected on the Survey Plan submitted to Council for sealing. A notation shall be included on the Title of these lots restricting the construction of buildings within the No Building Zone.

Building Envelope

RAL12. Provide an amended proposal plan with a building envelope on proposed Lots 1 through 5 and 10 through 17 indicating the following details:

- Minimum side/rear boundary setbacks of 6.0m as per Probable Solution S8.2 of the Rural Residential Locality Code;
- A building envelope with a minimum area of 2,500m² and minimum dimension of 50.0m; and
- A Dwelling House (minimum gross floor area of 200m²), 9m x 6m outbuilding (54m² gross floor area) and on-site effluent disposal system with associated effluent disposal area are to be identified and fully contained within the 2,500m² building envelope

Building Requirements

RAL13. The buildings on residential Lots 5, 6, 7, 8, 9 and 10 and identified on the Drawing No. 3695 P4 Sheet 1 of 1 Revision D (Proposed Subdivision Layout Plan / Property Vegetation Management Plan) submitted to Council on 23 August 2013 prepared by O'Reilly Nunn Favier must be constructed and maintained to satisfy the following criteria in addition to any other requirements of the Building Code of Australia (BCA):

Brick exterior walls	Insulation internal plasterboard
Lightweight exterior cladding	75mm, 11kgs per square meter insulation, internal plasterboard
Roof/ceiling	Either tile or metal sheet roofing 100mm R3 insulation batts above ceiling 10mm plasterboard ceiling
Windows	Minimum 4mm thickness in aluminium/timber frames
Ventilation	Provide mechanical ventilation/air-conditioning to all internal habitable spaces. All bedrooms must be air-conditioned or have mechanical ventilation providing for air exchange i.e. exhaust fans
Building Design	Where possible, buildings should be designed so that

	bedrooms are located towards the south
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Water Supply

ENG1. A reticulated water supply is to be provided to each Lot in accordance with South Burnett Regional Council requirements and the Water Supply Report prepared by AT Consulting dated 31 May 2009.

Stormwater

ENG2. Stormwater management shall be to Council standards in accordance with the Contour Stormwater Management Plan dated 16 April 2013.

ENG3. The contractor shall consent to the discharge of stormwater from Tessmanns Road North in accordance with those proposals set forward in the AT Consulting Report dated 28 February 2013.

ENG4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

ENG5. The stormwater drainage system serving the site is to be design so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

ENG6. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

Roads & Access

ENG7. Prior to Council sealing the Survey Plan, property accesses shall be provided in accordance with IPWEAQ Standard Drawing SEQ R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme. Only one access per lot shall be permitted.

ENG8. The developer is to enter into an infrastructure agreement with Council and the Department of Transport and Main Roads (DTMR) for the future upgrading of the intersection of Taylors Road and the Bunya Highway in general accordance with the Department of Transport and Main Roads (DTMR) requirements.

The Infrastructure Agreement is to nominate -

- The extent of roadworks required, including the estimated construction costs
- The service catchment of the intersection
- The formula for contributions towards the roadworks based upon the expected future yield within the catchment, estimated construction costs, and provision for annual indexation

ENG9. The contractor shall upgrade the intersection of the new road and Taylors Road with a Rural Channelised T-Junction - Short Lane Type CHR(S) intersection treatment as per the design guidelines in Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections, Chapter 7.5.2 with reference to Table 7.1 and Figure 7.6.

ENG10. All internal roads are to be classified as Rural Residential Secondary, requiring a 6.0m seal within a 9.0m formation (minimum) except as specified below. Pavements are to be designed to cater for the ultimate development traffic loading.

ENG11. All new internal road reserves are to be a minimum of 16.0m with a 5.0m verge.

ENG12. Street warning and regulatory signage and street name plates are to be designed and installed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and Council's requirements.

ENG13. Property access points from the same road are to be separated by at least 15.0m with setbacks of at least 10.0m from any intersection of property access on an adjoining site.

ENG14. Proposed Lots 17 through 22 fronting onto Taylors Road shall not have direct access to Taylors Road. Access must be via internal roads only. A notation shall be included on the Title of these lots restricting vehicle access to Taylors Road.

Waste Water Treatment Systems

ENG15. Provide details in relation to wastewater effluent disposal systems suitable for proposed Lots 1 through to 17 which may be located within the Environmental Covenant Area and in close proximity to the proposed 30m wide statutory environmental covenant area. Such information is to be submitted to and approved by Council prior to sealing the Survey Plan.

Infrastructure Agreement

ENG16. The applicant is required to enter into an infrastructure agreement with Council in respect of the impact water supply system and parkland network to required service the proposed development. Based on the demand of the development on Council's infrastructure network, the following amounts are payable as part of an infrastructure agreement:

- Water Supply - \$109,265.25 (75EP x \$1,456.87/EP)
- Parks - \$29,500.59 (75EP x \$393.34/EP)

Advice

ADV1. Section 341(2)(b) 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. 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)

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage."

Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

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

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

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

5.1.3 P&LM - 1224974 - Forwarding development application for material change of use at 101 Maguire Road Wattle Camp - Lot 37 RP838340 - Installation of telecommunication facility - NBN c/- Commplan Pty Ltd

Summary

KEY POINT SUMMARY

- Application is for a Major Utility (for the purpose of this report, it will be referred to as a (Telecommunication Facility)) to be erected on land identified in the Rural Zone and a Preferred Land Use Area of Small Lot Rural
- The proposal is defined as a Community Use Class - Major Utility and further defined as a Telecommunication Facility against the Nanango Shire IPA Planning Scheme
- A Telecommunication Facility located on Rural zoned land is considered an Impact Assessable application
- NBN Co propose to construct a new fixed wireless broadband facility within a fenced compound area
- Special Management Overlay Areas (SMOAs) affecting the property:
 - SMOA Map 2B – Natural Hazard Risk Management Areas - Possible Bushfire Hazard Areas Risk 2, High to Moderate Potential Bushfire Risk Areas (Indicative)
 - SMOA Map 2C – Environmental Management Areas – Regional Ecosystem – Critical Nature Conservation Network
- The applicant conducted public notification from 25 October 2013 to 19 November 2013 and no submissions were received
- Approval subject to reasonable and relevant conditions is recommended

Officer's Recommendation

That Council *approve* the Development Application for a Material Change of Use (Telecommunication facility) located at 101 Maguire Road, Wattle Camp (and described as Lot 37 on 838340) subject to the following conditions:

General

- GEN1. Development of the subject land is to proceed generally in accordance with the site plan and supporting information submitted by the applicant and identified as Drawing Nos.
- Drawing Title: Site Specific Notes and Antenna Table, Drawing No. – 4KRO-51-07-WATT-C1 Rev 05, Drafted by: NS
 - Drawing Title: Overall Site Plan, Drawing No. – 4KRO-51-07-WATT-C2 Rev 04, Drafted by: NS
 - Drawing Title: Site Setout Plan, Drawing No. – 4KRO-51-07-WATT-C3 Rev 05, Drafted by: NS
 - Drawing Title: Site Elevation and Details, Drawing No. – 4KRO-51-07-WATT-C4 Rev 03, Drafted by: NS
- GEN2. The applicant is required to maintain the tower area in a clean and orderly state at all times, clearing of declared weeds and feral animals.
- GEN3. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.
- GEN4. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises during extraction operations.
- GEN5. All buildings and structures are to be fully contained within the area identified on the approved plans.

Roads & 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.

Earthworks

- ENG2. Any proposed earthworks shall be undertaken in accordance with the Rural Locality Code, Element (g) within the Nanango Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

Erosion & Sediment Control

- ENG3. During the construction phase, install and maintain silt management facilities until the building works and operational works are completed and the site is turfed and landscaped.

Council's Advice to the Applicant

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within a period of 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 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 BL Green, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

5.1.4 P&LM - 1175463 - Material Change of Use of the Premises for Development Permit - 166 Hillsdale Road Boobie - Lot 296 FY828 - Installations of a Telecommunications facility

Summary

KEY POINT SUMMARY

- Application is for a Major Utility (for the purpose of this report, it will be referred to as a Telecommunication Facility) to be erected on land identified in the Rural Zone
- The proposal is defined as a Community Use Class - Major Utility and further defined as a Telecommunication Facility pursuant to the Kingaroy Shire IPA Planning Scheme
- A Telecommunication Facility located on Rural zoned land is considered an Impact Assessable application
- NBN Co propose to construct a new fixed wireless broadband facility within a fenced compound area
- Special Management Overlay Areas (SMOAs) affecting the property:
 - SMOA Map 2B – Natural Hazard Risk Management Areas - Possible Bushfire Hazard Areas Risk 2, High to Moderate Potential Bushfire Risk Areas (Indicative)
 - SMOA Map 2C – Environmental Management Areas – Regional Ecosystem – Critical Nature Conservation Network
- The applicant conducted public notification from 5 November 2013 to 28 November 2013 - no submissions were received
- Approval subject to reasonable and relevant conditions is recommended

Officer's Recommendation

That Council *approve* the Development Application for a Material Change of Use (Telecommunication facility) located at 166 Hillsdale Road, Boonie (and described as Lot 296 on FY828) subject to the following conditions:

General

- GEN1. Development of the subject land is to proceed generally in accordance with the site plan and supporting information submitted by the applicant and identified as Drawing Nos.
- Drawing Title: Site Specific Notes and Antenna Table, Drawing No. – 4KRO-51-01-BOOI-C1 Rev 04, Drafted by: ARS
 - Drawing Title: Overall Site Plan, Drawing No. – 4KRO-51-01-BOOI-C2 Rev 05, Drafted by: ARS
 - Drawing Title: Site Setout Plan, Drawing No. – 4KRO-51-01-BOOI-C3 Rev 05, Drafted by: ARS
 - Drawing Title: Site Elevations and Details, Drawing No. – 4KRO-51-01-BOOI-C4 Rev 03, Drafted by: ARS
- GEN2. The applicant is required to maintain the tower area in a clean and orderly state at all times, clearing of declared weeds and feral animals.
- GEN3. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.
- GEN4. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises during extraction operations.
- GEN5. All buildings and structures are to be fully contained within the area identified on the approved plans.

Roads & 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 Kingaroy Shire Council IPA Planning Scheme.

Earthworks

ENG2. Any proposed earthworks shall be undertaken in accordance with the Rural Locality Code, Element (g) within the Nanango Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

Erosion & Sediment Control

ENG3. During the construction phase, install and maintain silt management facilities until the building works and operational works are completed and the site is turfed and landscaped.

Council's Advice to the Applicant

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within a period of 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 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 BL Green.

That the Officer's Recommendation be adopted.

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

5.1.5 P&LM - 1042401 - O'Reilly Nunn Favier - SeDA Forwarding a Reconfiguration of a Lot (1 lot into 13 lots - Stage 1) - 116 Harris Road Kingaroy - Lot 24 RP37027 Owner: K. Murdoch; Applicant: O'Reilly Nunn Favier

Summary

KEY POINT SUMMARY

- Application for Reconfiguring a Lot (1 lot into 13 lots);
- Subject site is included in the Community Expansion Zone (Preferred Land Use of Residential B) under the Kingaroy Shire IPA Planning Scheme;
- Application is Impact Assessable against the Kingaroy Shire IPA Planning Scheme;
- Specialist reports regarding stormwater, sewer and water supply infrastructure were requested by Council's Infrastructure Department to properly assess the impacts of the development;
- One public submission relating to current stormwater issue affecting the submitters land, downstream properties and roads was received during the public notification period;
- The applicant was requested to address the concerns raised in the submission and Council reiterated its request to provide specialist reports;
- The applicant indicated that due to the prevailing economic conditions that the specialist reports would not be commissioned in the near future and requested that Council assess the application and issue a Preliminary Approval instead of a Development Permit;

- It is considered appropriate to approve a Preliminary Approval only at this stage as the applicant has demonstrated that the subject site can be reconfigured (subdivided) without compromising the subdivision potential of the surrounding lots;
- The Preliminary Approval will provide the opportunity for the applicant to provide the necessary reports, design the development and apply for a Development Permit for Reconfiguration within four (4) years from the date the Preliminary Approval is issued;
- Under Section 324 of the *Sustainable Planning Act 2009* Council may give a preliminary approval, even though the applicant sought a development permit; and
- Recommendation to approve the applicant's request for a Preliminary Approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the applicant's request for Preliminary Approval for Reconfiguring a Lot (1 lot into 13 lots) at 116-120 Harris Road, Kingaroy (and described as Lot 24 on RP37027), 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:
- Ref. Nos: Drawing No. 3400 LAP/1, Rev B – Proposed Urban Subdivision – 116 Harris Road, Kingaroy.
- GEN2. The following information is to be submitted to and approved by Council prior to the lodgement of any subsequent Development Application for Reconfiguration of a Lot:
- Provide a sewerage disposal report by a Registered Professional Engineer of Queensland indicating the proposed connection and design to the existing infrastructure including levels, to have the capacity to cater for the additional flow in Council's reticulated sewerage system. A design report in accordance with "*Planning Guidelines for Water Supply and Sewerage*" addressing modelling of the network to ascertain the impact on existing infrastructure will also be required.
 - Provide a water supply report by a Registered Professional Engineer of Queensland that indicates how the proposed residential lots are to be serviced by Council's reticulated water supply stipulating service standards, recommended use taking in to account adjacent supply standards and existing Council infrastructure, including consideration of fire fighting requirements in accordance with "*Planning Guidelines for Water Supply and Sewerage*". A design report in regards to modelling of the networks to ascertain the impact on existing infrastructure will also be required.
 - Provide a Stormwater Management Report (with associated design plan) prepared by a Registered Professional Engineer of Queensland in accordance with the Queensland Urban Drainage Manual that identifies suitable methods of stormwater disposal, taking into account the subject lot being relatively flat and poorly drained. The report should take into account lot filling design and details, current and future capacity of the site and any downstream issues that may arise.

Future Reconfiguration of a Lot Development Application

- RAL1. Any proposed Reconfiguration of the subject site is to be assessed and determined by Council, under a separate Development Application for Reconfiguration of a Lot. A future application for a Development Permit for

Reconfiguration of a Lot shall be subject to Impact Assessment in accordance with the provisions of the Kingaroy Shire IPA Planning Scheme.

Environmental Covenant

RAL2. Provide a statutory covenant over proposed Lots 11 and 12 that prohibits habitable buildings within the 10m buffer area as indicated on Drawing No. 3400 LAP/1, Rev B – Proposed Urban Subdivision – 116 Harris Road, Kingaroy.

The “Statutory Covenant is to comply with the Guidelines for their Use in Queensland”.

Advice

ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant’s obligations with respect to infrastructure contributions/charges will be contained in a separate adopted infrastructure charges notice rather than in this preliminary approval.

ADV2. Section 341(2) 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.

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. 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.

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

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

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

5.1.6 P&LM - 1234062 - Forwarding eEDA Reconfiguration of a Lot (1 lot into 2 lots) - 562 Weens Road Kingaroy - Lot 10 SP151432 - Applicant: O'Reilly Nunn Favier Owners: Alan & Marion Lees

Summary

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots)
- Subject site included within the Rural Zone under the Kingaroy Shire IPA Planning Scheme
- The subject site has an area of 341.53ha and direct frontage to the Stuart River
- Proposed Lot 1 has an area of 296ha and proposed Lot 2 has an area of 45.7ha with the proposed boundary between these proposed lots following the alignment of Weens Road
- A Land Resource Assessment has been provided to Council as part of the application material on the basis that proposed Lot 2 is below the 200ha specified within the Kingaroy Shire IPA Planning Scheme
- This Land Resource Assessment prepared by BGA AgriServices confirms that there is agricultural merit in creating proposed Lot 2 as trafficking cattle and farm machinery across Weens Road is considered to increase the level of operational risk. In addition proposed Lot 2 has sufficient access to water (existing dam and direct frontage to the Stuart River)
- Application 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 (1 Lot into 2 Lots) on Lot 10 on SP151432 located at 562 Weens Road, Gordonbrook 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:

- Drawing No: 5062 P1, Sheet No 1 of 1 (Proposed Subdivision),
Drawn by: O'Reilly Nunn Favier and dated 19 August 2013

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 fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$90.00 (2 x \$45.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

Property Access

- ENG1. A single property access is to be provided to each lot in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan. Only one access per lot is permitted.

Stormwater

- ENG2. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

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. 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)
- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.

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

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

Carried 5/1
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr BL Green, Cr DP Tessmann,
Cr RLA Heit
AGAINST VOTE - Cr KA Duff
ABSENT. DID NOT VOTE - Cr DJ Palmer

5.1.7 P&LM - 1241264 - The Creche & Kindergarten Association Ltd - Request to waive infrastructure charges on approval - Material Change of Use (Kindergarten) - 36 Sutton Street, Blackbutt

Summary

The Creche & Kindergarten Association Limited is seeking a waiver of Council's Infrastructure Charges which were applied as part of a recent Material Change of Use approval for an extension to the existing Child Care Centre located at 36 Sutton Street, Blackbutt (Council Reference: IR 1204729).

An Adopted Infrastructure Charges Notice (AICN) was incorporated with Council's Decision Notice issued on 23 September 2013 and contained the following infrastructure charges:

- Water Supply - \$2,939.55
- Sewerage - \$1,177.08

Based on the above figures, the Creche & Kindergarten Association Limited is seeking Council support to waive a total amount of \$4,116.63.

Officer's Recommendation

That Council *refuse* the request to waive Infrastructure Charges (\$4,116.63) as the contribution charge will assist in ensuring that the rate paying base of South Burnett Regional Council area is not required to fund trunk infrastructure towards water and waste water out of general revenue.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

Lost 3/4 on the casting vote of the Mayor
FOR VOTE - Cr KM Campbell, Cr DP Tessmann, Cr RLA Heit
AGAINST VOTE - Cr DW Kratzmann (Mayor), Cr KA Duff, Cr BL Green
ABSENT. DID NOT VOTE - Cr DJ Palmer

Resolution:

Moved Cr DW Kratzmann, seconded Cr BL Green.

That Council approve the request to waive Infrastructure Charges (\$4,116.63) as the contribution charge will assist in ensuring that the rate paying base of South Burnett Regional Council area is not required to fund trunk infrastructure towards water and waste water out of general revenue.

*Carried 4/3 on the casting vote of the Mayor
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KA Duff, Cr BL Green
AGAINST VOTE - Cr KM Campbell, Cr DP Tessmann, Cr RLA Heit
ABSENT. DID NOT VOTE - Cr DJ Palmer*

5.1.8 P&LM - 1335376 - The Planning Place - SeDA RAL (1 lot into 260 lots) & Prelim Approval for MCU - Kelvyn Street River Road & Oasis Drive Kingaroy - L10 RP204229 & L902,30,28,25, 15,11,37, 38,48-50,16,10,40 & 39 SP204673

Summary

- Application for Preliminary Approval Overriding the Planning Scheme, Material Change of Use (Caravan Park - Relocatable Home Park), Reconfiguration of a Lot (1 Lot into 265 Lots) and Material Change of Use (Multiple Dwelling Units)
- Subject site is comprised of seventeen (17) separate allotments ranging in area from 786m² to 39.36ha
- Subject site included within the Residential Zone, Parks and Open Space Zone and Industrial Zone under the Kingaroy IPA Planning Scheme
- All parts of the development application (outlined above) recommended for approval subject to reasonable and relevant conditions

Officer's Recommendation

That Council:

- approve* the Applicant's request for a Preliminary Approval Overriding the Planning Scheme (Taabinga Estate Local Plan) over Lots 10, 11, 15, 16, 25, 28, 37, 38, 39, 40, 49, 50 and 902 on SP204673, Lot 10 on RP204229 and Lots 101, 102 & 103 on SP257226;
- approve* the Applicant's request for a Material Change of Use (Caravan Park - Relocatable Home Park) over Kelvyn Street, Kingaroy (Lot 902 on SP204673);
- approve* the Applicant's request for a Reconfiguration of a Lot (1 Lot into 265 Lots) over Kelvyn Street, Kingaroy (Lot 902 on SP204673);
- approve* the Applicant's request for a Material Change of Use (Multiple Dwelling Units) over 1 Kelvyn Street, Kingaroy (Lot 101 on SP257227), 22 Oasis Drive, Kingaroy (Lot 38 on SP204673), 24 Oasis Drive, Kingaroy (Lot 39 on SP204673) and 30 Oasis Drive, Kingaroy (Lot 103 on SP257227)

subject to the following conditions:

General

GEN1. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.

GEN2. The applicant is required to maintain the site in a clean and orderly state at all times, clearing of declared weeds and feral animals.

Compliance Assessment (Material Change of Use Components)

GEN3. 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.

Compliance Assessment (Reconfiguration of a Lot Component)

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.

a) Preliminary Approval Overriding the Planning Scheme (Taabinga Downs Estate Local Plan)

General

GEN1. The subject site is to be developed generally in accordance with:

- Drawing No. 3352F.DA1.01 J (Structure Plan) prepared by Alex Enborisoff Architects and dated 11 July 2013; and
- Taabinga Downs Estate Local Plan prepared by The Planning Place and received by Council on 29 July 2013

Subject to the following inclusions within the Local Plan Code (Taabinga Downs Estate Local Plan):

- Minimum site area for relocatable homes
- Minimum frontages for relocatable home sites
- Setbacks for relocatable homes from internal roads and side/rear boundaries
- Minimum private open space areas and dimensions for each relocatable home site
- Fencing requirements
- Refuse collection and on-site storage facilities
- Landscaping requirements

Further Development Permits

GEN2. The Preliminary Approval Overriding the Planning Scheme does not prohibit the commencement of site works and the following subsequent applications are to be made to Council prior to the commencement of any works in accordance with the Structure Plan and Taabinga Downs Estate Local Plan referenced in Condition GEN1 above:

- Development Permit for Material Change of Use
- Development Permit for Reconfiguration of a Lot
- Development Permit for Operational Works

Advice

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- 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. 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.
- ADV5. 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.
- b) Development Permit for Material Change of Use (Caravan Park - Relocatable Home Park) and Development Permit for Reconfiguration of a Lot (1 Lot into 265 Lots)**

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:

- Drawing No. 4629 P/7 Sheet 1 of 1 Revision F prepared by O'Reilly Nunn Favier (Taabinga Village - Residential Lifestyle Village)
- Drawing No. 3352F DA2.11 C (Typical Home Setouts) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.12 C (Elevations 1) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.13 C (Elevations 2) prepared by Alex Enborisoff Architects and dated February 2012
- Drawing No. 3352F DA2.14 C (Home Types) prepared by Alex Enborisoff Architects and dated February 2012

Fencing

- MCU1. Fence construction along the side and rear boundaries is to be solid screen fencing to a height not exceeding 1.8m to prohibit direct views between habitable rooms of relocatable homes and between individual private open space areas.
- MCU2. The height of the fences forward of the main building line except where bounding private open space, is to be 1.2m if of solid construction, or up to 1.8m if gaps permit 50% transparency. Fences or walls over 1.2m in height are tapered to 1.2m in height within 4.0m of the front boundary.

Lighting

- MCU3. Lighting used to illuminate any areas of the premises is to be designed and constructed in accordance with Australian Standard AS4282 (Obtrusive Effects of Outdoor Lighting) to ensure that lighting does not directly illuminate any nearby premises or roadways.

Landscaping

- MCU4. The applicant is required to prepare a landscape plan for the subject site in accordance with Planning Scheme Policy No. 5 of the Kingaroy Shire IPA Planning Scheme for Compliance Assessment by Council and is to incorporate a minimum 1.0m wide landscape strip along each internal road frontage (excluding driveway and vehicle manoeuvring areas). This plan is to be submitted to and approved by Council prior to the landscaping work commencing. Plant species may be selected from Council's *Branching Out – Your Handy Guide to Tree Planting in the South Burnett* (refer to booklet provided).

Stormwater

- ENG1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- ENG2. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG3. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG4. Easements are required over any inter-allotment drainage systems. Such easements shall be not less than three (3) metres in width.

Access

ENG5. Prior to Council sealing the Survey Plan, property accesses are to be provided to each lot in accordance with IPWEAQ Standard Drawing SEQ R-050 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

ENG6. Access is to be constructed such that there is no trip hazard to pedestrians present and to ensure that low clearance vehicles can enter and exit the property without bottoming out of the access.

Infrastructure Agreement (Kingaroy/Knight Street Intersection)

ENG7. The developer is to enter into an infrastructure agreement with Council and the Department of Main Roads for the future upgrading of the intersection of Kingaroy Street and Knight Street, in general accordance with Department of Main Road’s requirements.

- The infrastructure agreement is to nominate—
- The extent of roadworks required, including the estimated construction costs
- The service catchment of the intersection
- The formula for contributions towards the roadworks based upon the expected future lot yield within the catchment, estimated construction costs, and provision for annual indexation

Infrastructure Agreement (Kingaroy/Avoca Street Intersection)

ENG8. The developer is to enter into an infrastructure agreement with Council and the Department of Main Roads for the upgrade of the intersection of Kingaroy Street and Avoca Street, in general accordance with Department of Main Road’s requirements.

The infrastructure agreement is to nominate—

- The extend of roadworks required, including the estimated construction costs
- The service catchment of the intersection
- The formula for contributions towards the roadworks based upon the expected future lot yield within the catchment, estimated construction costs, and provision for annual indexation

Albeit that this intersection has been signalised, the original traffic impact assessment report undertaken by The Harrison Group identified this developed catchment as being a key contributor towards its upgrade. Council funded all the undeveloped catchments at the time of its construction and this will be a process of reimbursement back to Council for funding the impacts of development on its infrastructure.

Roads

ENG9. The applicant is required to construct, seal and kerb and channel the extension of Oasis Drive, interconnecting with Roberta Street. The applicant is also required to construct, seal and kerb and channel the extension of Roberta Street, interconnecting with Oasis Drive and as detailed in the table below:

Reserve width	Kerb invert- Kerb invert width	Kerb and Channel
20.0m	7.5m	Type M3 on IPWEAQ Standard Drawing SEQ R- 080

Footpath

ENG10. The applicant is required to construct a footpath from the Oasis Drive/ Roberta Street intersection, extend along Roberta Street down to proposed Lot 67. The footpath shall then cross the extension of Oasis Drive through the footpath corridor abutting Lots 39, 50, 78 & 79 to existing Lot 41. It will then extend along Oasis Drive and around on to Mirage Avenue, terminating at the Mirage Avenue/ Kingaroy Street intersection, generally in accordance with IPWEAQ Standard Drawing R-065.

Water & Wastewater

ENG11. A water connection will be required to service each proposed unit to current South Burnett Regional Council standards. Any alterations to water mains are to be undertaken at no cost to Council.

ENG12. A sewerage connection will be required to service each proposed unit to current South Burnett Regional Council standards. Any alterations to sewer mains are to be undertaken at no cost to Council.

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 fees that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$11,925 (265 x \$45.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

Property Access

ENG1. Property access provided to each lot in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

Stormwater

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

ENG4. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.

Water Supply

ENG5. A water connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to water mains are to be undertaken at no cost to Council.

- ENG6. Water reticulation is to be sized according to Water Supply Network Analysis - Proposed Development Taabinga Estate (Contour Consulting Engineers) and the Planning Guidelines for Water Supply and Sewerage (Department of Natural Resources and Mines 2005).

It should be noted that the water network model has only been provided for the residential land uses (in accordance with the Taabinga Estate Structure Plan) and does not take into consideration future industrial land located to the west of Cornish Street (forming part of Lot 902 on SP204673). Subsequent applications over the aforementioned industrial land will require additional water supply modelling based on specific development requirements.

- ENG7. Connections for the internal reticulation are to be provided to the existing Low Level Zone from Kingaroy Street **and** the Kelvyn Street end as per standard development requirements.

Sewerage Reticulation

- ENG8. A sewerage connection will be required to service each dwelling unit to current South Burnett Regional Council standards. Any alterations to sewer mains are to be undertaken at no cost to Council.
- ENG9. Sewer main reticulation is to be sized in accordance with the Engineering Report Sewer Network Analysis prepared by RMA Engineers Pty Ltd (2012) and the Planning Guidelines for Water Supply and Sewerage (Department of Natural Resources and Mines 2005). This report prepared by RMA Engineers Pty Ltd indicates upgrades to sewer mains based on the Sewer Network Planning Report (2008).
- ENG10. Amendments undertaken to the network analysis prepared by Contour Consulting Engineers (Water Supply Network Analysis - Proposed Development Taabinga Estate dated 17 October 2013) have indicated that the entire main from Cornish Street through to Kelvyn Street will require upgrading to a 300DN main at the location all the way down to River Road.

Earthworks

- ENG6. Any proposed earthworks shall be undertaken in accordance with the Urban Locality Code, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

Environmental Protection

- ENG7. During the construction phase, install and maintain silt management facilities until the subdivision has been accepted off maintenance.
- ENG8. Submit detailed silt management procedures, engineering drawings and an environmental management plan for approval by Council prior to the commencement of works.

Advice

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

- ADV2. Section 341(1)(b) 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.
- 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. 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.
- ADV5. 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.
- c) Development Permit for Material Change of Use (Multiple Dwelling Units) over 1 Kelvyn Street (Lot 101 on SP257227), 22 Oasis Drive (Lot 38 on SP204673), 24 Oasis Drive (Lot 39 on SP2045673) and 30 Oasis Drive (Lot 103 on SP257227)**

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:
- a) 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673)**
 - Drawing No. 3352C DA6 B (Ground Level) prepared by Alex Enborisoff Architects and dated 24 July 2013
 - Drawing No. 3352C DA7 B (Ground Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013
 - Drawing No. 3352C DA8 B (First Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013
 - Drawing No. 3352C DA9 B (First Floor) prepared by Alex Enborisoff Architects and dated 24 July 2013

- Drawing No. 3352C DA10 B (Roof Plan) prepared by Alex Enborisoff Architects and dated 24 July 2013
- Drawing No. 3352C DA11 B (Elevations) prepared by Alex Enborisoff Architects and dated 24 July 2013
- Drawing No. 3352C DA12 B (Elevations) prepared by Alex Enborisoff Architects and dated 24 July 2013

b) 1 Kelvyn Street (Lot 101 on SP257227)

- Drawing No. 3352E DA6 D (Ground Flood Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA7 D (Roof Plan) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA8 D (Elevations and Section Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA9 D (Elevations Lot 30) prepared by Alex Enborisoff Architects and dated 26 September 2012

c) 30 Oasis Drive (Lot 103 on SP257227)

- Drawing No. 3352E DA14 D (Ground Floor Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA15 D (Roof Plan Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA16 D (Elevations Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012
- Drawing No. 3352E DA17 D (Elevations Lot 48) prepared by Alex Enborisoff Architects and dated 26 September 2012

Amended Plans

MCU1. The applicant shall provide amended plans for the eight (8) dwelling units proposed at 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673) incorporating the following design elements:

- All eight (8) dwelling units are to be totally contained within Lots 38 and 39 on SP204673 - currently the proposal plan indicates a single storey dwelling unit being located over the boundary of Lot 37 on SP204673 and Lot 38 on SP204673
- Ensure that ingress and egress from all car parking spaces (including visitor car parking spaces) over 22 Oasis Drive (Lot 38 on SP204673) and 24 Oasis Drive (Lot 39 on SP204673) complies with Australian Standard AS2890.1:2004 for a B99 class vehicle (refer to Condition ENG3)

Fencing

MCU2. Fence construction along the side and rear boundaries is to be solid screen fencing to a height not exceeding 1.8m to prohibit direct views between habitable rooms of dwelling units and between individual private open space areas.

MCU3. The height of the fences forward of the main building line except where bounding private open space, is to be 1.2m if of solid construction, or up to 1.8m if gaps permit 50% transparency. Fences or walls over 1.2m in height are tapered to 1.2m in height within 4.0m of the front boundary.

Satellite Dishes

- MCU4. A maximum of one satellite dish is permitted per dwelling unit with a maximum diameter of 1.2m with a maximum height of 10.5m above ground level.

Lighting

- MCU5. Lighting used to illuminate any areas of the premises is to be designed and constructed in accordance with Australian Standard AS4282 (Obtrusive Effects of Outdoor Lighting) to ensure that lighting does not directly illuminate any nearby premises or roadways.

Landscaping

- MCU6. The applicant is required to prepare a landscape plan for the subject site in accordance with Planning Scheme Policy No. 5 of the Kingaroy Shire IPA Planning Scheme for Compliance Assessment by Council and is to incorporate a minimum 1.0m wide landscape strip along the Oasis Drive frontage (excluding driveway and vehicle manoeuvring areas). This plan is to be submitted to and approved by Council prior to the landscaping work commencing. Plant species may be selected from Council's *Branching Out – Your Handy Guide to Tree Planting in the South Burnett* (refer to booklet provided).

Clothes Drying Area

- MCU7. Each dwelling unit is to be provided with external clothes drying facilities in the private open space area.

Letterboxes and Unit Identification

- MCU8. Letterboxes shall be provided for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished by a number corresponding to the unit number.
- MCU9. Each dwelling unit is to be readily identified by number.

Stormwater

- ENG1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- ENG2. The stormwater drainage system serving the site is to be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG3. Stormwater drainage is to be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG4. Heavy duty galvanized steel roof water adaptors (Kacey or similar) are to be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with South Burnett Regional Council requirements and to the satisfaction of Council.

Roads and Access

- ENG5. Property access is to be provided to each dwelling unit in accordance with IPWEAQ Standard Drawing SEQ R-050 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of each access in accordance with the approved Proposal Plan.

ENG6. Accesses are to be constructed such that there is no trip hazard to pedestrians present and to ensure that low clearance vehicles can enter and exit the property without bottoming out of the access.

ENG7. All internal driveways and turning radii are to be designed and constructed in accordance with AS/NZS 2980.1:2004.

ENG8. All parking areas and internal driveways are to be designed and constructed in accordance with Schedule 1 - Parking and On-site Movement (Ratios, Design and Construction Standards) of the Kingaroy Shire IPA Planning Scheme.

Advice

ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

ADV2. Section 341(1)(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.

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. 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.

ADV5. 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.

PROCEDURAL MOTION:

Moved Cr KM Campbell, seconded Cr KA Duff.

That this item lay on the table until a future meeting.

Carried 5/1
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr
RLA Heit
AGAINST VOTE - Cr DP Tessmann
ABSENT. DID NOT VOTE - Cr DJ Palmer

(b) Portfolio Report

Planning & Land Management Portfolio Report

No Report.

5.2 Environmental Services (ES)

(a) Officer's Reports

5.2.1 ES-124848 - Approved Inspection Program Public Health Act 2005 - Mosquitos

Summary

The *Public Health Act 2005; section 427* provides for Council to approve an Approved Inspection Program for mitigation of mosquito breeding to reduce public health risk through compliance measures.

Officer's Recommendation

That Council approve a Systematic Inspection Program of properties within the designated town areas of Kingaroy, Nanango, Wondai, and Murgon in order to identify and treat mosquito breeding in accordance with the *Public Health Act 2005, section 427*

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr DJ Palmer

5.2.2 ES - 1249435 - Food Business Licensing Model Report

Summary

A Report regarding “The Letter of Objection to the Cost of Food Business Licence - Passchendaele Farm Holidays/Minmore Farm Stay/Taabinga Homestead” went to the September 2013 Council Meeting. However, this matter was “laid on the table” until a further report could be placed before Council, detailing a proposed tiered licence fee structure for the 2013/14 financial year.

In light of Council’s direction a review of the existing Food Business Licensing Model has been undertaken. An alternative to the existing Food Business Licensing system has been developed for Council’s consideration based upon a tiered risk based model.

Officer's Recommendation

That Council:

1. Adopt the proposed Risk Based Food Business Licensing Model for 2014/2015 financial year;
2. Resolve to introduce a new Fee & Charge, namely a Non Compliance Inspection Fee of \$100 per hour, to be applied to businesses that require additional non-compliance inspections in the 2014/2015 financial year;
3. Write to all Food Businesses prior to the next annual food renewal period, advising them of the new Risk Based Food Business Licensing Model and the associated fee structure.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That Council:

1. Adopt the proposed Risk Based Food Business Licensing Model for 2014/2015 financial year;
2. Resolve to introduce a new Fee & Charge, namely a Non Compliance Inspection Fee of \$100 per hour per site inspection, to be applied to businesses that require additional non-compliance inspections in the 2014/2015 financial year;
3. Write to all Food Businesses prior to the next annual food renewal period, advising them of the new Risk Based Food Business Licensing Model and the associated fee structure.

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

(b) Portfolio Report

Environmental Services Portfolio Report

No Report.

5.3 Waste (W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.3.1 W - 1249636 - Waste Portfolio Report

Summary

Waste Portfolio Report to council for the period 12 November 2013 to 9 December 2013.

Officer's Recommendation

That the Waste Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

Resolution:

Moved Cr KA Duff, seconded Cr BL Green.

That the Waste Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

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

5.4 Natural Resource Management (NRM) & Parks (NRM&P)

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.4.1 NRM&P - 1249565 - Natural Resource Management & Parks Portfolio Report

Summary

Natural Resource Management & Parks Portfolio Report to Council for the period 12 November 2013 to 9 December 2013.

Officer's Recommendation

That the Natural Resource Management & Parks Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the Natural Resource Management & Parks Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

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

5.5 Community (C)

(a) Officer's Reports

5.5.1 C - 1248512 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 10 December 2013

Summary

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 10 December 2013.

Officer's Recommendation

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 10 December 2013.



South Burnett
Regional Council

Directorate- Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 10 December 2013 @ 10.00am

Present: Cr Kathy Duff, Buddy Thomson, Mavis Metzroth, Bruce Metzroth, Lynne Bennett, Bob Somerset, Leslie Somerset, Richard Grimes, Marion Alford, Dave Robbins, Delma Robbins, Grant Darlington, Marion Darlington, Keith Brandt and Judy Brandt
Apologies: Chris Du Plessis, Mavis Metzroth, Bruce Metzroth, Pattle Brown, Cr Ros Heit, Bruce Bishop and Jenny Bishop
Observers: Jamie Neil, Michael Hunter and Russell Springall
Chair: Cr Kathy Duff **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Kathy Duff welcomed everybody to the last Boondooma Homestead Management Advisory Committee Meeting for 2013.		
Minutes from Previous Meeting	Resolution: <i>That the minutes of the previous Committee Meeting held on Thursday, 7 November 2013 as recorded be confirmed.</i> Moved: Buddy Thomson Seconded: Bob Somerset Carried 15/0		
Correspondence			
• Nil			
Business Arising from Previous Meeting – 7 November 2013			
• Clarification Lawson's Broadcreek Road	Cr Duff advised the Committee she had spoken to Council Officer, James D'Arcy in relation to this matter. Mr D'Arcy advised that the name change occurred, so that it would comply with Council's policy for road names. He did advise that the request from the Boondooma Museum & Heritage Assoc. Inc was going to the Council	Cr Kathy Duff	



South Burnett
Regional Council

Directorate- Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 10 December 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
General Business			
<ul style="list-style-type: none"> • Budget Update 	<p>Unfortunately due to the New Tech 1 Financial System, Council were not able to provide an update on the 2013/2014 Budget at this meeting.</p>		
<ul style="list-style-type: none"> • Lease Document 	<p>Council's Cultural Services Coordinator, Michael Hunter spoke to the Committee members on the possibility of formalising a lease between South Burnett Regional Council and the Boondooma Museum & Heritage Assoc. Inc. A concern raised was, what the financial obligation for the Incorporated Body could be. Michael advised that there may be a renewal fee on the lease document however Council will work with the incorporated body during the drafting of this document to ensure it was a lease that was agreeable for both parties. This would also help alleviate the problems the Boondooma Museum & Heritage Assoc. Inc. is currently having when applying for grants.</p> <p>Resolution: That Michael Hunter to work with Buddy Thomson on a draft lease document with the option for a twenty (20) year term.</p> <p>Moved: Leslie Somerset Seconded: Marlon Alford</p> <p style="text-align: right;">Carried 15/0</p>	Michael Hunter	



South Burnett
Regional Council

Directorate- Planning , Community & Environment

**Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 10 December 2013 @ 10.00am**

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Request to Department of Main Roads & Transport - Northern Access 	<p>Michael Hunter advised the Committee that the Material Change of Use had been approved by Council. Council's Manager of Planning, Land Management and Community has written to the Department of Main Roads and Transport regarding the Northern Access but to date haven't received a response.</p> <p>Buddy Thomson advised that the Northern Access is not within in the heritage site as per the concern from Department of Main Roads & Transport. Buddy had obtained a copy of the site plan from the Heritage Register.</p>	<p>Michael Hunter</p>	
<ul style="list-style-type: none"> Design for Onsite Sewerage Treatment System 	<p>Chris Du Plessis to write to Department of Main Roads & Transport regarding the discrepancy of the mapping between Main Roads Map and Heritage Register showing the heritage site.</p> <p>Buddy to provide Chris with the latest map provided by the Heritage Register.</p> <p>Council, Plumbing Inspector, Jamie Neil advised the Committee that Council had received the design late last week. Copies of the plans have been provided to Buddy Thomson.</p> <p>Jamie provided a brief overview on the design plan and what has been included. The plan covers all existing buildings and allows for future buildings that can be included into the system. Jamie advised that it has also been designed to allow for the (3) big events that are held annually.</p> <p>Jamie Neil is to obtain a preliminary costing and pass this information onto Buddy Thomson (Boondooma Museum & Heritage Assoc. Inc). It will then be the responsibility of the Boondooma Museum &</p>	<p>Chris Du Plessis/Buddy Thomson</p>	



South Burnett
Regional Council

Directorate- Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 10 December 2013 @ 10.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
	Heritage Assoc to source quotes for the installation from licensed plumbers/installers. It was suggested that the request for quotes be broken down into stages and timeframes which will allow the Boondooma Museum & Heritage Assoc. Inc to make financial and scheduling decisions.		
Agenda Items - New Business			
<ul style="list-style-type: none"> Do Not Call Register 	Michael advised that Boondooma Homestead has been registered on the Do Not Call Register, as per the request from the Boondooma Museum & Heritage Assoc. Inc. This hopefully will prevent all the nuisance calls from telemarketers.	Michael Hunter	
Thanks & Congratulations	Michael Hunter passed on Council's appreciation and thanks to the Boondooma Museum & Heritage Assoc. Inc for working in partnership with Council over the last 12 months. Michael wished the committee a wonderful and safe Christmas and New Year. Michael presented the committee members each with (pocket diary 2014 and discover the magic pen)	Michael Hunter	
Meeting Closed at 10.45 am			

Resolution:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

5.5.2 C - 1248488 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 15 November 2012.

Summary

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 26 November 2013.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 26 November 2013.



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm

Present: Cr Ros Heit (SBRC), Cr Barry Green (SBRC), Kerry Oldfield (SBRC), Caitlin Isaac (RHealth), Bernice Hilly (RHealth), Louise Judge (SBODP), Alice Cavanagh (Active After School Program), Kerrie Zeller (QRME), Nicole O'Brien (BIEDO), Margie Hams (DDWNQ ML), Janine Pay (NPRSR) and Melinda Bradford (CTC).

Apologies: Cr Keith Campbell (South Burnett Regional Council), Greg Griffiths (SBRC), Chris du Plessis (South Burnett Regional Council), Tamara Kelly (BIEDO), Mark White (Qld Health), Shenaed Bliss (DDWNQ ML), Belinda Pennel (Deb Frecklington's Office), Richard Fahy (Rotary Kingaroy), Linda Silburn (BIEDO), Michael Eadie (PCYC), Nicole Connolly (Stanwell), Judith Skinner (DDWNQ ML), Richard Henshaw (Qld Health), Amy Frame (Qld Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Kristen Firman (CTC), Matthew Kenny (CTC), Prue Bauer (CTC), Rosemary Braithwaite (Graham House) and Sue Crossley (Qld Health)

Chair: Cr Ros Heit **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Ros Heit welcomed the attending committee members to the meeting.		
Minutes from Previous Meeting	Resolution: That the minutes of the previous Committee Meeting held on 22 October 2013 as recorded be confirmed. Moved Louise Judge Seconded Kerri Oldfield Carried 12/0		
Correspondence	<ul style="list-style-type: none"> Kitchen Garden National Program 		



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Health Promotion Network Discussion – Shenaed Bliss Program Officer - DOWNQ ML 	<p>Kitchen Garden Program.</p> <p>Kerry advised that Shenaed Bliss is holding a teleconference and if any of the committee members are interested, Council can set a meeting room in Kingaroy and phone in to join the teleconference. Please contact Kerry if you would like to participate in the teleconference. Kerry will forward the teleconference invitation to the committee members.</p>		
<p>Business Arising from Previous Meeting</p> <ul style="list-style-type: none"> Health & Wellbeing Symposium - 21-22 February 2014 	<p>Kerry advised that she had sent an email regarding our Committee submitting an abstract prior to her going on holidays, however to date hasn't received a response. Subsequently we have missed the deadline and will not be presenting an abstract. However Committee members may still be able to attend if there is interest to go.</p> <p>Registrations are still open and if you are interested to attend email Kerry. It was suggested that the Committee hold off until a program has been made available as topics provided may not be pertinent to our Committee.</p>	Kerry Oldfield	
<ul style="list-style-type: none"> Review of Healthy Communities Workshop 	<p>Kerry provided an update on the review of the Healthy Communities Workshop. Hard copies were provided for committee members to peruse.</p>	Kerry Oldfield	
<p>Business for Discussion</p> <ul style="list-style-type: none"> Jamie's Ministry of Food Mobile Kitchen – January to March 2014 	<p>Kerry advised the Committee that Council had been approached to assist in hosting Jamie's Ministry of Food Mobile Kitchen Program.</p>	Kerry Oldfield	



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Update from Healthy Communities Officer 	<p>The mobile kitchen is being held at Wondai & Nanango from January to March 2014.</p> <p>Nanango 13 January – 15 February Wondai 24 February – 29 March</p> <p>There are twenty cooking courses available in each town. Registration is online at www.jamiesministryoffood.com. Each course is one session a week over 5 weeks. Costs are to be paid online at the time of the booking. Each class is \$10 per class, or \$5 per class concession. The classes are an introductory to cooking and each session runs for 90 minutes. They run from Monday through to Saturday during the day and there are evening sessions as well. Classes cater for all age groups however children under 16 years of age are to be accompanied by an adult. This program can cater for 480 participants in total.</p> <p>There is a call for volunteers as each class needs volunteers to assist in prepping before, during and cleaning up afterwards. Kerry requested that if committee members could pass on this information via their network as well as the information about the cooking classes. Volunteering is a 2 hour commitment per week for 5 weeks (includes the class).</p> <p>All media has been undertaken by The Good Foundation.</p>	Kerry Oldfield	



South Burnett
Regional Council

Directorate- Planning & Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>months</p> <p>Walking groups are continuing as normal. Heart foundation walking will be changing how their programs are running next year. It is going to be a nationally run program. Kerry would be classed as a local coordinator and Council will be a host organisation. There will possibly be a small fee for host organisations. From 2014 people will be able to join a virtual walking group.</p> <p>A "Come and Try Program" was recently held at Boondooma and Durong. Kerry is currently going through the evaluation survey from this program.</p> <p>The Healthy Lifestyle evaluation survey is currently being done and surveys from stallholders are due at the end of this month. Kingaroy Community Garden update. The South Burnett Times recently did an article on the community garden and as a result, Council received a call from The National Australia Bank and their staff have volunteered to come in every Tuesday from 10 am to midday to assist. The activities will be watering, weeding and to generally help participants. This time is geared for after school drop off and for people who are not employed full time.</p> <p>A request for a community garden flyer was received as there has been interest from various groups. Kerry is to send out the flyer to the committee members to pass through their networks.</p>		
General Section			
Update from Members	Update from Committee members on recent activities.		



South Burnett
Regional Council

Directorate- Planning & Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

Agenda Item	Action Summary	Responsible Officer	Due Date
Melinda Bradford – CTC	Melinda advised that all surveys are to be completed this week for Nanango Heritage Lodge. The Survey Monkey is still open so if people want to do it online. Deadline is 2 December 2013.		
Cr Barry Green	Cr Green advised that Council have received a lot of publicity regarding Sport & Rec and the survey. He has had a lot of interest from various clubs wanting to fill out the surveys that they hadn't anticipated. Once the surveys are completed, Council will have a better idea of the 'health' of various clubs in our community. Council looking to work with Active After School and the Clubs to assist.		
Berneice Hilly – RHealth	Berneice advised that she has been working in RHealth as the Workplace Wellness Project Officer. They are currently hosting a diabetes prevention program between January – June 2014. There will be two (2) in Kingaroy, one (1) in Nanango and one (1) in Murgon. Classes will be made up of 8 to 10 people per class. There will be a follow up 6 months afterwards. If people are interested they can contact RHealth directly. Referrals can also come from GP's or Community Groups. Participants only have to have one symptom to be eligible, ie family history, waist measurements etc. Once RHealth have a flyer, Berneice will forward it to the committee members.		
Kerrie Zellar	Kerrie advised that her organisation looks after accommodation for visiting university students. She primarily looks after the Medical Students via Griffith University however they have room for more. There are 20 rooms currently available. She has students who would be interested in		



South Burnett
Regional Council

Directorate- Planning & Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Louise Judge</p>	<p>getting into the community so any events they can assist in, committee members to please contact Kerrie. Kerrie also advised that she will have Physician Assistant students via James Cook University as well and they will be here for 12 months, so again if there is a need for students to assist, to please contact her. This program hopefully will encourage the students to come back to the area once they have finished their course/study. The idea is to get them involved in the Community.</p> <p>Louise advised the launch of new website "News in Mind". It's a resource or one stop shop for community members and professionals to go for all mental health related issues. It is evidence and news based and was launched two (2) weeks ago.</p> <p>All emergency services providers, emergency relief providers and churches have combined to run a non-perishable grocery drive for the month of December. These will be distributed by CTC, Graham House, all churches involved and Salvation Army.</p> <p>If clients are in need of emergency assistance for food, they can contact CTC, Salvation Army, St Vincent De Paul, Graham House and Centacare. The Pantry is also available however the cost is \$35 and is open only on Friday mornings from 10am to midday.</p>		
<p>Alice Cavanagh</p>	<p>Alice advised she has been busy visiting and talking to a lot of schools in her region and assisting them with grant funding. She is also currently determining if they want Clubs assisting in Active After School programs for Term 1 of 2014. She is seeing a lot of Schools and assisting with their grants. She will</p>		



South Burnett
Regional Council

Directorate- Planning & Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

Agenda Item	Action Summary	Responsible Officer	Due Date
Caitlin Isaac – Rheath	<p>then be meeting with the Clubs to assist them in building capacity with volunteers, coaches etc. Most of the schools are interested in having the clubs help with programs and she currently has 22 schools signed up. Caitlin advised that the Healthy Lifestyle position is winding up at the end of next month. She is currently working on compiling the Healthy Lifestyle Survey. The feedback has been positive.</p>		
Janine Pay	<p>Janine advised that the funding rounds have closed and hopefully applicants will be advised in January 2014. Get Started Vouchers are also closed and will reopen in January 2014. A question was asked if the Get Started Voucher program was a success and if the kids continued at the clubs/sport. Janine advised that some clubs had kept records and the kids did participate for the whole season. The Murgon PCYC's new squash courts will be opening soon. Workshops will be held in the first half of the year. The Teacher Accreditation Program will be on the pupil free day in October, venue to be decided. Funding rounds will be around the same time of the year.</p>		
<p>Next meeting is to be held on 28 January 2013 starting at 1.00pm. Wendy Kruger to send out Calendar invitations to all Committee Members. Meeting closed 3.25 pm</p>			



South Burnett
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Directorate- Planning & Environment

**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

HC MAC Nov 2013

Item		
1	Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as COAG Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)	
2	Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependent on identified community needs) (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j) - o)	Lift for Life programs continuing in Kingaroy, Wondai, Nanango, Blackbutt, Murgon. Heartmoves programs continuing in Nanango, Kingaroy, Wondai, Murgon and Boonoomera Heartmoves in Blackbutt in planning stages
3	Engage local fitness leaders to conduct Heart Moves in pools or adult learn to swim/ water fitness where there are pool facilities available. (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j) - o)	Adult swimming programs ongoing - Blackbutt, Nanango, Kingaroy, Wondai and Murgon.



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**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

<p>4 Partner with physical activity providers such as South Burnett Aquatic Centre, PCYC, commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined.</p>	<p>Subsidised memberships - 61 memberships rolled out. Memberships to be implemented soon - PCYC, Kingaroy Fitness, Rapid Fitness and with Lynelle Seiler in Boonooma.</p>
<p>5 SBRC Healthy Communities Plan - 3.3.2 (c) In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by: Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt Ø Establishing new walking groups in all towns, with priority locations being: o Nanango o Murgon o Proston o Kumbia and o Maidenwell Ø Once established, continue to expand walking groups and increase the number of available groups Ø Ensure walking groups provide for a range of target groups, with a key focus on: o Men o Mums with strollers o Older adults</p>	<p>Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston, Hezeville Nanango walking group - advertising for new walkers, plus offering morning walk options. HF walking changes in 2014 - Healthy Communities Coordinator recently participated in a teleconference about the program's new model to begin in 2014. This includes - program expansion, stronger community links, improved online support and reporting, increasing sustainability and keeping the program free for walkers.</p>



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Tuesday, 26 November 2013 @ 2.00pm**

6	SBRC Healthy Communities Plan - 3.3.1 (d) Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.	Work in progress
7	Undertake a Ausdräk Health Promotion and Health assessment pilots and local program advertising and marketing. (Australian Diabetes Risk Assessment Tool) at community events	Events required have been completed as per Implementation Plan
8	SBRC Healthy Communities Plan - 3.6.3 Active local parks by running an annual Active Parks program across the region Ø Target mothers, 45-59 year olds and older adults Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon Ø Seek Expression of Interest from local person/s to coordinate the program	Come and Try Program in Durong now complete.
9	SBRC Healthy Communities Plan - 3.3.1 (a) Establish an 'Active and Healthy Families' program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce. Activities could include: Ø Obstacle / fitness circuits Ø Treasure hunts Ø Cooking workshops Ø Gardening workshops (utilising community gardens)	Health and Lifestyle Expo - evaluation underway.
10	SBRC Healthy Communities Plan - 3.3.1 (b) Develop a regular community event such as a 'Mt Wooroolin Race' that inspires people to get fit. The event could:	No activity to report



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Directorate- Planning & Environment

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Tuesday, 26 November 2013 @ 2.00pm**

<p>∅ Include several classes ∅ Be incorporated with an overall Healthy Lifestyle Expo or another festival Partner with employment groups to help run the program</p>	
<p>SBRC Healthy Communities Plan - 3.3.1 (f) 11 Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active & Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active & Healthy South Burnett' program brochure (monthly stakeholders meetings)</p>	<p>No activity to report</p>
<p>SBRC Healthy Communities Plan - 3.4.1 (b) 12 Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website</p>	<p>No activity to report</p>
<p>SBRC Healthy Communities Plan - 3.4.1 (d) 13 Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Council's website and the Active South Burnett website.</p>	<p>Preparing content and commenced map collection - ongoing</p>
<p>SBRC Healthy Communities Plan - 3.4.1 (g)</p>	



South Burnett
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Tuesday, 26 November 2013 @ 2.00pm**

<p>14 In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts. (including launch material for CDAG funded program)</p>	<p>Ongoing</p>
<p>15 SBRC Healthy Communities Plan - 3.4.1 (i) Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities programs to reinforce social marketing messages SBRC Healthy Communities Plan - 3.4.1 (h)</p>	<p>Completed</p>
<p>16 Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township initially to determine its effectiveness and later extended to other areas in the region</p>	<p>No activity to report</p>
<p>17 SBRC Healthy Communities Plan - 3.4.2 (a) Partner with other agencies to promote healthy eating eg. Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation) Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc</p>	<p>No activity to report</p>



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**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

<p>18</p>	<p>☐ Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc. ☐ Community kitchen cooking skills startup program SBRC Healthy Communities Plan - 3.5.2 (a)</p> <p>Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:</p> <ul style="list-style-type: none"> ☐ Reduced licensing fees ☐ Promotion in 'healthy eating' guides ☐ Use of venues as preferred caterers for corporate events <p>SBRC Healthy Communities Plan - 3.5.2 (b)</p>	<p>No activity to report</p>
<p>19</p>	<p>Support and partner with R-Health in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets.</p> <p>☐ Potential to resource through Council's existing EHO responsibilities ☐ Once mobile, develop a database of 'preferred suppliers' for use at Council functions SBRC Healthy Communities Plan - 3.5.2 (d)</p>	<p>Accredited Businesses as per previous updates - Copper Country Motor Inn, Lee's Kitchen, Wild Lettuce, Lizabella's Cafe, Woodcutters of Blackbutt, Taste South Burnett, Asian Gourmet Kitchen, Bunya Nut Cafe, Aussies Pizza Cafe, whiplard Cafe, Captains Paddock, Kingaroy Seafood and Takeaway.</p>
<p>20</p>	<p>Work with local residents to establish, revitalize or continue community gardens. SBRC Healthy Communities Plan - 3.5.2 (f)</p>	<p>Staff from the local NAB are interested in volunteering at the community garden on Pound Street.</p>
<p>21</p>	<p>Liaise with R-Health and Qld Health to promote the 'lighten up' program in all main towns SBRC Healthy Communities Plan - 3.5.2 (f)</p>	<p>No activity to report</p>



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**Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 26 November 2013 @ 2.00pm**

22	Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active & Healthy' component on the agendas of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.	Ongoing
23	SBRC Healthy Communities Plan - 3.5.1 (c) Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels	Ongoing
24	SBRC Healthy Communities Plan - 3.5.2 (a) Audit: Fees	No activity to report
25	Jamie's Ministry of Food (JMof) - Mobile Kitchen	JMof Mobile Kitchen to visit Nanango and Wondal from Jan 2014. See flyer for dates. Participants need to register online at www.jamicministryoffood.com Cost: \$10/session, Concession \$5/session HC MAC organisations are invited to volunteer with a class as per email sent 22/11/2013. Volunteer forms to be completed and returned to Kerry by 13 Dec 2013.

No participants on HC dbase

No participants on HC dbase - 300



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Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting



Tony Hayward
Chief Executive Officer
South Burnett Regional Council
PO Box 336 KINGAROOY
QLD4610

11 November 2013

Dear Tony

I am writing to invite you to learn more about the Stephanie Alexander Kitchen Garden National Program, how it can benefit children and families in your area, and how the Program can help you meet your National Partnership goals.

In 2012 the Stephanie Alexander Kitchen Garden Foundation partnered with the Australian Government to enable **400** schools to join the rapidly growing Kitchen Garden Program community. The Program's aim is to address childhood obesity by giving students positive experiences and skills in growing and cooking their own fresh, nutritious, delicious food.

To make this established food education program more affordable, accessible and flexible for *all* Australian primary schools with a primary curriculum we made some key changes:

- We encourage schools to start small, using the facilities and staff they have
- We train teachers already employed within the school to deliver the Program
- This training is heavily subsidised by the Australian Government
- We provide all the resources and support schools need to deliver the Program.

Independent evaluations of the Kitchen Garden Program provide clear evidence of its benefits, including:

- Children are more willing to try new, fresh, seasonal foods
- Children's knowledge, confidence and skills in cooking and gardening increase significantly
- Links between schools and the community are built and strengthened
- Benefits of the Program transfer to the home environment
- Increased integration with the rest of the curriculum helps overcome competing priorities for class time.

Having participated in the Australian Government's Preventative Health Taskforce, the Foundation is very aware of the commitment to health and wellbeing at a local government level set out by the Healthy Communities Initiative, and we believe the Kitchen Garden Program would be of great benefit to your community.

We would like to invite your health promotion employees to a Program Delivery Training session in your area. These two-day sessions give teachers all the skills they need to deliver garden and kitchen classes to their students, plus comprehensive supporting Kitchen Garden Program resources.

Accepting this invitation puts you under no obligation to the Foundation, we would simply like to share the Program with you. If you would like your health promotion employees to attend a training session please contact Bianca Meese. To find out more about the Program please visit kitchengardenfoundation.org.au or call Bianca on 0401 736 964.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ange Barry'.

Ange Barry



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC)
Meeting

SAVE THE DATE:

**Health Promotion Network
Discussion**

DETAILS:

For those whose primary role is Health Promotion, this teleconference is to discuss the proposed Health Promotion Network for the DDSWQML region, and how you would like to move forward.

DATE: 6 December 2013
TIME: 10:00am
VENUE: Teleconference
(Each town/region may choose to have a host venue to dial in on)

For more information contact: Shenaed Bliss
sbliss@ddswqmedicarelocal.com.au or 4688 2000



medicare local
DARLING DOWNS -
SOUTH WEST QUEENSLAND
Connecting health to meet local needs



Jamie's
MINISTRY OF FOOD
AUSTRALIA

JAMIE'S MINISTRY OF FOOD - MOBILE KITCHEN

Jamie's Ministry of Food aims to educate, empower and inspire people to love and enjoy good food, through learning how to cook.

Join us for a basic cooking course where every week you will learn to cook simple, healthy and tasty meals using fresh ingredients.

The course is open to everyone over the age of 12 who want to learn the basics of cooking and have fun in the kitchen! Young people aged between 12 and 16 years must be under the direct supervision of a guardian or carer at all times during the classes.

We will share with you loads of Jamie's hints, tips and shortcuts.

Classes are held at the same time each week for five weeks and go for 90 minutes. Each class has a maximum of 12 participants and is completely hands on so you get to see, smell, feel and taste everything that you cook!

For full course details and enrolment requirements log onto:
www.jamiesministryoffood.com

Follow us:  

JAMIE'S MINISTRY OF FOOD MOBILE KITCHEN IS COMING TO SOUTH BURNETT

The Mobile Kitchen will be located at
Scott Carpark
Henry Street, Nanango Qld
13th January - 15th February 2014

Wondai Regional Art Gallery
Haly Street, Wondai Qld
24th February - 29th March 2014

Cost \$10 per class (\$50 full course) or \$5 per class concession (\$25 full course)

For bookings please visit us at www.jamiesministryoffood.com

THE GOOD FOUNDATION **THE GOOD GUYS**  

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AUSTRALIA**

VOLUNTEER ENROLMENT DETAILS										
*indicates a mandatory field										
First Name*					Last Name*					
Gender*					Date of Birth* <i>(dd/mm/yyyy)</i>					
Email*					Telephone/ Mobile*					
Street Address *										
Suburb *				State *		Postcode *				
Are you volunteering as part of a Community Organisation or Group. <i>If YES please provide name</i>										
Are you a concession card holder?*								Y	N	
Do you have any form of disability *								Y	N	
Do you identify as being of Aboriginal and/or Torres Strait Islander origin?								Y	N	
How many people (including yourself) live in your household? *						1	2	3	4	5+
Do you have children under the age of 18 living at home? *								Y	N	
What is your Country of origin? *										
How did you hear about Jamie's Ministry of Food Australia? *										
Community Group		Event		Facebook		Friend				
JMof website		Local Council		Magazine		Newspaper				
Radio		School		Signage/Centre		TGF				
TV		Twitter		Word of Mouth		Other				
IN CASE OF EMERGENCY										
Name*					Relationship*					
Telephone*					Mobile*					
AVAILABILITY										
Nominated Course					Extra Availability					
DECLARATION										
I have read and agree to the JAMIE'S MINISTRY OF FOOD AUSTRALIA TERMS AND CONDITIONS FOR PARTICIPANTS as part of the booking process for this course.										
Signature <small>(or parent/guardian if under 18 years)</small>					Date					

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VOLUNTEER INFORMATION	
Tell us why you are interested in volunteering with Jamie's Ministry of Food Australia?	
Do you have a current Food Handlers Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you volunteered with other organisations before?	No <input type="checkbox"/> Yes <input type="checkbox"/> <i>(please provide brief details)</i>
List any areas of particular interest & key skills that would apply to volunteering with Jamie's Ministry of Food Australia	
Details of any other experience which you may consider relevant to volunteering with Jamie's Ministry of Food Australia.	

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PROGRAM INFORMATION

The Program

The vision of Jamie's Ministry of Food program is nothing less than a food revolution. The initiative has the potential to radically improve population health and social welfare of communities across Australia. It empowers people with the skills to change their eating and cooking behaviour, to combat the short and long term manifestations of poor nutrition in our community and on our health care system.

Jamie's Ministry of Food is about getting people cooking again by teaching them the basics: how to cook, how to shop, and how to enjoy food in a way that benefits not only individuals, but also their families. We want to give as many people as possible the tools and information they need to be able to make better

How does it work?

- The Jamie's Ministry of Food Mobile Kitchen, a purpose built kitchen class room on wheels will commence teaching in Nanango on Monday 13th January and Wondai on Monday 24th February.
- The Mobile Kitchen will be located at
 - **Nanango**
Scott Carpark
Henry Street
Nanango, QLD 4615
 - **Wondai**
Wondai Regional Art Gallery,
Haly Street, Wondai, QLD 4606
- Participants sign up to a five week course; they attend a 90 minute class once a week each week for the five weeks.
- The classes involve learning how to cook, knife skills, how to shop and cook on a budget, food safety and hygiene, shopping for fresh, seasonal produce and preparing delicious, tasty meals
- Recipes include how to cook with eggs, pasta, roasts, burgers, salads and simple fish and meat dishes
- Classes are limited to 12 participants, and are completely hands on.
- Participants are able to take home the meal they prepare for their family and friends

Why do we need volunteers?

Although the Mobile Kitchen comes staffed with a team of food trainers who will teach all of the classes, we really couldn't do it without the help of a volunteer army. Very quickly a volunteer becomes an integral part of the team; the trainer will rely on you to help them out and participants will know that they can ask you for extra assistance if they need it.

Who can volunteer?

Volunteers don't need to be professionals in the kitchen - anyone over the age of 16 years who has a

Jamie's
**MINISTRY OF FOOD
AUSTRALIA**

commitment to the values and philosophies of the program and a keen interest in food, cooking and helping people learn how to cook.

What do Volunteers do?

Volunteers help the trainers make sure that classes run smoothly and participants enjoy their class. Tasks could include;

- Preparation of food prep and workstation set up for your class
- Welcome participants into the Mobile Kitchen for their class
- Supporting the trainer and participants during class
- Help out with the clearing, washing dishes and tidying up during and after class

What is the commitment?

Two hours each week - we ask that volunteers commit to the same class each week for the five week cycle. This will help you build relationships with both the trainer and the participants, which will allow the participants to become familiar with you and feel comfortable in asking for your help – this makes for a more relaxed and enjoyable experience for everyone.

Classes will be held at the following times;

Day	Time			
Monday	-	1pm – 2.30pm	4pm – 5.30pm	6.30pm – 8.00pm
Tuesday	10am – 11.30am	1pm – 2.30pm	4pm – 5.30pm	6.30pm – 8.00pm
Wednesday	10am – 11.30am	1pm – 2.30pm	4pm – 5.30pm	6.30pm – 8.00pm
Thursday	-	1pm – 2.30pm	4pm – 5.30pm	6.30pm – 8.00pm
Friday	10am – 11.30am	1pm – 2.30pm	4pm – 5.30pm	6.30pm – 8.00pm
Saturday	9am – 10.30am	11.30am – 1.00pm	-	-

For example, if you volunteer in Cycle 1 and choose the Tuesday 10 am class, you will attend on the following Tuesday's January 14, 21, 28 and February 4 and 11

Induction Sessions

Volunteers must complete the volunteer inductions & information session. This allows for the food trainers to provide you with some further details about the program as well as OH&S induction including safe food handling. Volunteer Induction Sessions are **mandatory**; Volunteer Information session will be held on the Mobile Kitchen at the following days and times;

Cycle 1: Saturday 11th January, 10am – 11am and Monday 13th January 10am – 11am.

Cycle 2: Saturday 22nd February, 10am – 11am and Monday 24th February 10am – 11am.

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AUSTRALIA**

Volunteer Acknowledgement and Agreement

I acknowledge that I am participating as a volunteer of my own free will to benefit The Good Foundation Pty Ltd (ACN 142 198 937) (**Foundation**) and the wider community.

I acknowledge and agree that neither my role as a volunteer, nor this agreement are intended to, nor do they, create any relationship of employment, partnership, independent contractor or agency between me and the Foundation or any of its subsidiaries or partners.

I understand that as a volunteer I will be providing my services at the mobile food truck known as Jamie's Ministry of Food Mobile Kitchen which is fitted with a domestic kitchen or such other location as advised by the Foundation from time to time.

I understand that as a volunteer my role may include the following tasks;

- handling and preparing ingredients;
- supporting participants during classes;
- cleaning and tidying up after classes;
- putting stock away and restocking shelves with produce; and
- maintaining cleanliness, order and hygiene of the Mobile Kitchen.

I understand that I am volunteering my services to the Foundation and that I will not receive any remuneration or monetary reward for my services.

I understand that the Foundation may undertake reference checks about my work, conduct, experience and skills.

I understand that as a Volunteer, I will not be covered by the Foundation's workers' compensation insurance and that the Foundation will not provide personal accident insurance for me.

I understand that I am covered by the Foundation's public liability insurance in respect of accidental damage that I may cause to other people or property in the course of performing the volunteer role to the Foundation.

I acknowledge that if I become, or suspect I may become, ill in the 48 hours prior to any booked Class with any communicable diseases (e.g. colds and flu; diarrhoea, vomiting) and other infections, I will not attend the relevant class. This is necessary to protect all participants as these sorts of illnesses can be spread through food.

I will follow the Foundations hygiene and safety procedures and all reasonable instructions issued by the Foundation from time to time.

I acknowledge the Foundation may refuse me admission or require that I leave a class if the Foundation suspects that I am under the influence of alcohol or any other substance, ill with a communicable disease or is engaging in inappropriate behaviour (as determined by the Foundation).

I will advise the Foundation of any food allergies that I may have. Classes involve cooking with a variety of ingredients including potentially allergenic foods (including without limitation nuts and eggs). Any Volunteer with severe food allergies must consult with the Foundation both before and during any Class prior to consuming or handling any foods which may trigger an allergic reaction.

I understand that I will be personally liable for any deliberate or negligent damage caused to any person or property whilst performing my volunteer role.

I acknowledge that the Foundation may use and disclose personal information it collects about me for any purpose connected with my volunteer role and the conduct of the business of the Foundation.

I acknowledge and understand that I must maintain a professional standard of conduct at all times and must not do anything either during my time as a volunteer or after my volunteer role comes to an end that harms the reputation of the Foundation, Jamie Oliver Enterprises Limited or Jamie Oliver.

I agree that I will only perform my volunteer role under the guidance and supervision of the Foundation's employees or representatives.

I acknowledge and agree that I will not:

- collect personal information from other people, or
- use or disclose personal information that I have collected about other people,

except if authorised by the Foundation and in accordance with applicable privacy laws and the Foundation's policies.

I agree to comply with all relevant legislation and the Foundation's rules, policies and procedures in force from time to time, including the Volunteer Policy and Code of Conduct attached to this agreement.

I understand that either the Foundation or I may end my volunteer role at any time. At the termination of my volunteer role or on request by the Foundation I will return all keys, files, records, documents, equipment and any other property which belongs to the Foundation in my possession or control, to the Foundation.

Resolution:

Moved Cr RLA Heit, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Reports

Community Portfolio Report

No Report.

Arts, Culture and Heritage Portfolio Report

No Report.

Sport and Recreation Portfolio Report

No Report.

Indigenous Affairs Portfolio Report

No Report.

6. Economic Development & Tourism

6.1 Economic Development (ED)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Economic Development Portfolio Report

No Report.

6.2 Tourism (T)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Tourism Portfolio Report

No Report.

ADJOURNMENT:

Motion:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That the meeting adjourn for morning tea.

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

RESUMPTION:

Motion:

Moved Cr BL Green, seconded Cr KM Campbell.

That the meeting resume at 10:44am with attendance as previous to the adjournment

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

7. Infrastructure Services

7.1 Roads & Drainage (R&D)

(a) Officer's Reports

7.1.1 R&D - 1248686 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 12 November 2013

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Tuesday 12 November 2013 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 12 November 2013.
2. Adopts the recommendations of the Committee in relation to:

a) Logan Street, Kingaroy

That the recommendation from this Committee is that the speed remain at 60 kph and signage subsequently erected.

b) Deb Frecklington MP's request to attend Traffic Advisory Committee meetings

That Council advise Ms Deb Frecklington MP that any matters for the Traffic Advisory Committee be raised through the Mayor for consideration.

 <p>South Burnett Regional Council</p>	<p>UNCONFIRMED MINUTES Traffic Advisory Committee</p>
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Purpose: Meeting of Traffic Advisory Committee (TAC)
Venue: Kingaroy Office
Date: 12 November 2013

Attendance: Cr Damien Tessmann, Cr Kathy Duff, Russell Hood (General Manager, Infrastructure), James D'Arcy (Manager Design Technical Services), Peter Van Eysden (Principal Engineer, TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety, TMR Bundaberg), Maree Shepherd (Road Safety Officer, TMR Bundaberg), Desley Shailer (TMR Maryborough), Snr Sgt Duane Frank and Sgt Brad Johnassen (QPS Kingaroy), Snr Sgt Lance Guttridge (QPS Murgon), Sgt Paul McDonnell (QPS Yarraman), Sgt Alan Gerrard (QPS Blackbutt), Sgt Brett Stephensen and Sgt Paul Britten (QPS Dalby), Kay Dove (Infrastructure Support Officer).

Apologies: Cr Wayne Kratzmann (Mayor), Jeff Stephan (Manager Roads & Drainage), Judi Johnson (Regional Manager RACQ), Sgt Jason Newton (QPS Nanango), Peter Hancock (QAS Nanango) and Nolan Jones QAS Kingaroy

AGENDA ITEM	OUTCOME
<p>OPENING</p>	<p>Cr Tessmann opened the meeting at 10.40 am and welcomed those new to the meeting including the Dalby Police representatives as Dalby has taken over the traffic branch in this area.</p> <p>Sgt Brad Johanssen is now based in Kingaroy having been transferred from Wondai</p> <p>Apologies noted.</p>
<p>CONFIRMATION OF PREVIOUS MINUTES</p>	<p>Moved by Cr Duff, seconded Maree Shepherd, that the minutes of the previous Traffic Advisory Committee held 13 August 2013 as recorded be confirmed.</p>
<p>BUSINESS ARISING FROM MINUTES</p> <p>(a) Markwell/Kingaroy Traffic lights</p> <p>(b) Road name changes across the region <i>(update on Report to Council e.g Okeden Road / Okeden Byanda Road)</i></p>	<p>James has layout for Nanango traffic lights however has not received same anything for Kingaroy.</p> <p>Peter Van Eysden advised that TMR will make these available prior to Christmas.</p> <p>Action: James D'Arcy to confirm in writing with TMR (Mike Chambers) that Council wants to formally change Boondooma Dam Rd to Okeden Rd. Item Closed</p>

<p>(c) Durong State School re parking signage (Cr Duff)</p> <p>(d) Logan St Kingaroy</p> <p>(e) Taabinga SS</p> <p>(f) Blackbutt Signage</p> <p>(g) Murgon Skate Park</p> <p>(h) Cloyna and Winderera school signage</p>	<p>Meeting was held on site with the Mayor, Cr Duff and TMR met after the last TAC meeting.</p> <p>ACTION: TMR investigating the reduction of the speed limit from 80 kph to 60 kph – Peter Van Eysden will take this to the Speed Management Review Committee. <i>(discussed further in General Business)</i></p> <p>ACTION: Design & Technical Services are currently preparing a parking layout. James D'Arcy will bring this back to the March meeting.</p> <p>Cr Tessmann asked if speed could be reduced from 60 kph to 50 kph given the unsealed road and dust problem. It was also noted that if this street is eventually sealed, it will most likely become a collector road and this will remain a 60 kph environment.</p> <p>ACTION: Resolution by Council: <i>(Moved by Snr Sgt Frank and seconded Sgt Paul Britten)</i> That the recommendation from this Committee be that the speed remain at 60 kph and subsequently signage be erected.</p> <p>Maree Shepherd noted that following a traffic count earlier this morning on the D'Aguliar Highway 550 vehicles – data will be updated however this will make no change to the priority status for Taabinga. Flashing school zone signs works on a prioritisation process. Item Closed</p> <p>Russell Rogers advised that the the speed zone will be lengthened on the Southern approach i.e. Brisbane into Blackbutt to assist with speed reduction on the Southern approach.</p> <p>ACTION: Maree Shepherd to arrange for a letter from TMR's Manager Road Safety advising the Blackbutt Community Council that school zone signage on the D'Aguliar Highway is not warranted. Item Closed</p> <p>Signage is required enforce keeping kids from riding bikes and skateboards on footpaths in the CBD i.e. define the area when they shouldn't be riding. i.e. McAllister to Lamb St Murgon.</p> <p>ACTION: Design & Technical Services department will progress this.</p> <p>ACTION: James D'Arcy & Maree Shepherd to provide Russell Rogers with school zone times information & he will arrange for Roadtek to install. Item Closed</p>
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<p>GENERAL BUSINESS</p> <p>(a) Translink</p> <p>(b) Turning lane on Bunya Hwy at General Hospital (email from Cr Campbell)</p> <p>(c) Email from Deb Frecklington MP re attending Meetings</p>	<p>Desley Shailer addressed the meeting. Translink is a business unit of TMR based in Marlborough (formerly Passenger Transport) and deals with W&WW Q Connect Contracts.</p> <p>Request was from Darling Downs Health Board and was flagged as a safety concern.</p> <p>ACTION: Russell Rogers will check the current status for this corner and Snr Sgt Frank will supply Russell Rogers with last two years crash data.</p> <p>ACTION: The Chair (Cr Tessmann) advise Cr Campbell to let the Darling Downs Health Board know this decision.</p> <p>Russell Hood considers this an issue of Code of Conduct for State employees. Russell put it back to each of the Departments to seek advice from their Departments or DGs.</p> <p>Peter Van Eysden – has no issue as he feels it would give them the opportunity to inform MP what is going on etc.</p> <p>Snr Sgt Frank noted from the Police perspective that decisions are operationally based and the Local MP has a proper course to follow so that it is formally documented and reported on. The MP has an excellent rapport and open lines of communication with Police. Cr Duff has a concern with rejecting this request.</p> <p>Maree Shepherd advised that there are Guidelines that determine who should attend TAC meetings.</p> <p>ACTION: Resolution by Council:</p> <p>That Council advise Ms Deb Frecklington MP that any matters for the Traffic Advisory Committee be raised through the Mayor and Cr Tessmann for consideration.</p> <p>It was brought to Cr Tessmann’s attention that no traffic signage at that intersection (near Kingaroy State High School).</p> <p>ACTION: Design & Technical Services will check and sign accordingly. Item Closed</p> <p>Peter Van Eysden advised that this intersection would need two street lights. If there was further development in that area costs could be incorporated. No further action at this stage.</p>
<p>(d) Intersection Toomey & William Sts (Cr Tessmann from Louise Judge)</p> <p>(e) Street light Bunya Hwy and Taylors Rd intersection (Cr Tessmann from Louise Judge)</p>	<p>(d) Intersection Toomey & William Sts (Cr Tessmann from Louise Judge)</p> <p>(e) Street light Bunya Hwy and Taylors Rd intersection (Cr Tessmann from Louise Judge)</p>

<p>(f) Boondooma Homestead – speed reduction request (Cr Duff)</p> <p>(g) 80 kph sign Rogers Drive / D'Aguillar Hwy, Kingaroy</p> <p>(h) McAllister St, Murgon</p> <p>(i) Speed sign on Wondai side of Murgon</p> <p>(j) Bunya Hwy opposite Kingaroy Bowling Club</p> <p>(k) Proston area signage (TMR)</p>	<p>Boondooma Homestead Management Advisory Committee have requested that the speed be reduced from 100 kph to 80 kph on the Mundubbera-Durong Rd (from just before Thomsons Rd through to just past the turn on Manar Rd). There is an issue with trucks turning into the Boondooma Clearing Dip.</p> <p>Russell Hood said this is a rural environment and would not warrant any change and even if it was to change the public will not likely to adhere to this lower speed limit and this would require enforcement.</p> <p>ACTION: Peter Van Eysden will assess and bring back to the February meeting.</p> <p>Sgt Paul Britten believes the 80 kph sign has been moved just past the Mitre 10 turnoff. James D'Arcy advised that Roadtek had completed road works in that area recently.</p> <p>ACTION: Russell Rogers will investigate the history of the signage and ensure it is returned to the correct place. Item Closed</p> <p>Snr Sgt Guteridge reported that the road has sunk opposite the Four Square store.</p> <p>ACTION: Kay will follow-up with a customer request. Item Closed</p> <p>Snr Sgt Guteridge reported that the 80 kph sign near the Murgon Meatworks is on a lean and needs to be righted. It appears there has been a recent crash in that area.</p> <p>ACTION: Russell Rogers will investigate and organise maintenance. Item Closed</p> <p>Russell Rogers advised that the no parking for heavy vehicles signage has been delivered and Council will install. Item Closed</p> <p>Russell Rogers gave an update of signage in the Proston area regarding the confusion between State maps and Council names. Russell also asked if signage could be all on one sign post as it is messy at present.</p> <p>ACTION: Design & Technical Services to investigate and liaise with Russell Rogers. Item Closed</p>
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<p>REPORTS Kingaroy Police</p> <p>Murgon (Snr Sgt Guteridge) Blackbutt (Sgt Alan Gerrard) Yarraman (Sgt Paul McDonnell)</p>	<p>A number of serious injury crashes recently and most are due to driver error and behaviour. Snr Sgt Frank advised that parking was becoming a serious issue at Kingaroy State Primary School, William St and Alford St, with the drop-off zone at the roundabout. Also people accessing the town pool have caused more traffic in the Summer season.</p> <p>ACTION: Snr Sgt Frank asked that this go on the Agenda for the March 2014 meeting.</p> <p>Nothing additional report.</p> <p>Still waiting for signs for Blackbutt as discussed last meeting. This was noted earlier.</p> <p>Nil.</p>
<p>Main Roads (a) Speed Management Reviews (TMR)</p>	<p>Add this as a standard agenda item for future TAC meetings rather than a separate Committee as is the case now.</p> <p>Durong State School currently has 80 kph speed zone. School zone operates 60 kph. Heavy traffic uses this road on a daily basis and currently speed compliance is not good.</p> <p>ACTION: Peter Van Eysden suggested that the northern 80 kph sign be moved closer to 60 kph school zone sign to help register with drivers that this is a school zone. Signage will be installed on both sides of road to show that this is a gateway. School zone needs to be 20 kph lower than current speed limit.</p> <p>Sgt Brett Stephensen suggested an enforcement crackdown over several months. Similar happened with Kumbia and this had a good affect. Cr Duff agreed and would take this back to the community.</p> <p>No report.</p>
<p>Qld Transport</p> <p>Next meeting</p>	<p>11 March 2014</p> <p>Meeting closed at 12.20 pm</p>

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

7.1.2 R&D - 1250614 - Roads and Drainage Portfolio Report

Summary

Roads and Drainage Portfolio Report to council for the period 12 November 2013 to 9 December 2013.

Officer's Recommendation

That the Roads and Drainage Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

Resolution:

Moved Cr DP Tessmann, seconded Cr BL Green.

That the Roads and Drainage Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

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

7.2 Design & Technical Services (D&TS)

(a) Officer's Reports

7.2.1 D&TS - 1249106 - Timber Bridge Assessments

Summary

Council's timber bridge network is aged and in instances has exceeded its useful life at current service levels, requiring engineering assessment as to what loadings each bridge can safely carry. Some bridge components have failed or are in the process of failing, limiting the heavy vehicle carrying capabilities of the structure. Load limits have been recommended to minimise Council's exposure to risk of component failure under load threatening life and property of those using these bridges.

Officer's Recommendation

That Council:

- 1) Adopt the following gross vehicle mass (GVM) legal load limitations for timber bridge structures on Council's road network:
 - Stonelands Road – 30 tonne;
 - Gayndah Hivesville Road (Horse Gully) – 30 tonne;
 - Webbers Bridge Road – 20 tonne;
 - Kings Bridge Road – 15 tonne;
 - Campbells Road – 10 tonne; and
 - Home Creek Loop Road – 10 tonne.

- 2) Convert the timber bridge structures on the following roads from a two (2) lane structure to one (1) lane due to structural deficiencies in the external load bearing components:
 - Kumbia Brooklands Road;
 - Silverleaf Road (Marshlands); and
 - Weens Road.

- 3) Maintain a sidetrack on the following road for loads in excess of the above limits:
 - Stonelands Road

Resolution:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That Council:

- 1) *Adopt the following temporary gross vehicle mass (GVM) legal load limitations for timber bridge structures on Council's road network:*
 - *Stonelands Road – 30 tonne;*
 - *Gayndah Hivesville Road (Horse Gully) – 30 tonne;*
 - *Webbers Bridge Road – 20 tonne;*
 - *Kings Bridge Road – 15 tonne;*
 - *Campbells Road – 10 tonne; and*
 - *Home Creek Loop Road – 10 tonne.*

- 2) *Convert the timber bridge structures on the following roads from a two (2) lane structure to one (1) lane due to structural deficiencies in the external load bearing components:*
 - *Kumbia Brooklands Road;*
 - *Silverleaf Road (Marshlands); and*
 - *Weens Road.*

- 3) *Maintain a sidetrack on the following road for loads in excess of the above limits:*
 - *Stonelands Road*

- 4) *Community consultation be undertaken to inform future decisions regarding each of the bridges.*

*Carried 6/0
FOR VOTE - Councillors voted unanimously*

ABSENT. DID NOT VOTE - Cr DJ Palmer

7.2.2 D&TS - 1249233 - Renaming and Renumbering of Kumbia Brooklands Road

Summary

Following amalgamation, several roads on the boundaries of the former Council areas have been identified as having inconsistent road names and/or rural addressing. This causes confusion to the casual user and significant difficulties for emergency services. Several of these inconsistencies were addressed at Council's meeting of 21 August 2013. This report identifies Kumbia Road and Kumbia Brooklands Road as another that needs to be resolved.

Officer's Recommendation

That Council:

1. Rename Kumbia-Brooklands Road to Kumbia Road;
2. Continue the rural numbering of Kumbia Road from Ellesmere Road to Stuart Street, Kumbia;
and
3. Advise the affected property owners and offer financial assistance, to a maximum of \$50 per residence, to assist residents with their change of address obligations.

Resolution:

Moved Cr DP Tessmann, seconded Cr BL Green.

That the Officer's Recommendation be adopted.

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

7.2.3 D&TS - 1239402 - Requesting objections and or any views or requirements that may affect future use of the land for the application for proposed permanent road closure - Unnamed Road, Goodger

Summary

An application has been received by the Department of Natural Resources and Mines (DNRM) to permanently close road reserve abutting Lot 24 on FY27 and Lot 23 on FY26, Goodger. The unformed road reserve is currently unformed just to the south of Haly Creek Road and to the west of Kingaroy Cooyar Road. The total area of land proposed to be resumed is 2,160m².

Officer's Recommendation

That Council advise the Department of Natural Resources and Mines that there is no objection with the submitted proposal.

Resolution:

Moved Cr DP Tessmann, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

7.3 Water & Wastewater (W&W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

7.3.1 W&WW - 1250619 - Water and Wastewater Portfolio Report

Summary

Water and Wastewater Portfolio Report to Council for the period 12 November 2013 to 9 December 2013.

Officer's Recommendation

That the Water and Wastewater Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

Resolution:

Moved Cr BL Green, seconded Cr DP Tessmann.

That the Water and Wastewater Portfolio Report to Council for the period 12 November 2013 to 9 December 2013 be received.

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

8. Finance, Property & Information Technology

8.1 Finance (F)

(a) Officer's Reports

8.1.1 F - 1248869 - South Burnett Regional Council Monthly Capital Works

Summary

The following information provides a snapshot of Council's Capital Works as at 2 December 2013.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 2 December 2013 received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the South Burnett Regional Council's Monthly Capital Works Report as at 2 December 2013 received and noted.

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

8.1.2 F - 1248790 - Sale of Land for Overdue Rates or Charges

Summary

In accordance with Division 3 Section 140 of the Local Government Regulation 2012, Council resolved to sell certain properties for arrears of rates at the July 2013 meeting. This report contains an updated list of properties that will be offered for sale by public auction if rates are not paid.

It is recommended that Council receive the report and it is further recommended that Council conduct the public auction at the Kingaroy Customer Service Centre on Friday 21 February 2013 commencing at 10.00 am.

Officer's Recommendation

That;

a) The following updated list detailing properties to be sold for arrear of rates be noted;

- 1. Lot 4 on Registered Plan 178596, County of Fitzroy, Parish of Boonenne, Title Reference 16328145, Registered Owner Jaerok Pty Ltd*
- 2. Lot 5 on Registered Plan 32393, County of Cavendish, Parish of Taromeo, Title Reference 11038135, Registered Owner Graham Jardeng.*

3. *Lot 3 on Registered Plan 32394, County of Cavendish, Parish of Taromeo, Title Reference 50744026, Registered Owner Graham Jardeng.*
4. *Lot 4 on Registered Plan 32394, County of Cavendish, Parish of Taromeo, Title Reference 50744023, Registered Owner Graham Jardeng.*
5. *Lot 5 on Registered Plan 32394, County of Cavendish, Parish of Taromeo, Title Reference 50744024, Registered Owner Graham Jardeng.*
6. *Lots 1-7, 9-16, 29-31 on Registered Plan 15181, County of Fitzroy, Parish of Coolabunia, Title Reference 11192224, Registered Owner Joseph Obst.*
7. *Lot 198 on Crown Plan N231, County of Fitzroy, Parish of Nanango, Title Reference 14231059, Registered Owner Senad Kucukovic.*
8. *Lot 199 on Crown Plan N231, County of Fitzroy, Parish of Nanango, Title Reference 14231060, Registered Owner Senad Kucukovic.*
9. *Lot 2 on Registered Plan 212302, County of Fitzroy, Parish of Johnstown, Title Reference 16987172, Registered Owner Merlyn D Reeves.*
10. *Lot 1 FY1808, County of Fitzroy, Parish of Johnstown, Title Reference 13245185, Registered Owner Merlyn D Reeves.*
11. *Lot 58 on Registered Plan 177433, County of Fitzroy, Parish of Booie, Title Reference 16123107, Registered Owner Thomas Heinrich Thomsen..*
12. *Lot 4 on Registered Plan 172930, County of Cavendish, Parish of Taromeo, Title Reference 16058192, Registered Owner Peter Kerry Boyle.*
13. *Lot 8 on Registered Plan 182137, County of Fitzroy, Parish of Neumgna, Title Reference 16292200, Registered Owner Jane Moore Personal Representative under instrument 705583950.*
14. *Lot 2 on Registered Plan 63749, County of Fitzroy, Parish of Cloyna, Title Reference 11883066, Registered Owner William Frederick Green.*
15. *Lot 607 on Crown Plan M5513, County of Fitzroy, Parish of Murgon, Title Reference 18192238, Registered Owner Darryl Austin Smith and Craig Steven Schmidt.*
16. *Lot 19 on Registered Plan 203393, County of Fitzroy, Parish of Mondure, Title Reference 18525141, Registered Owner Geoffrey Carl Thorley & Barbara Marjorie Fleming.*
17. *Lot 14 on Registered Plan RP66780, County of Boondooma, Parish of Proston, Title Reference 16686035, Registered Owner Josephine Badran.*
18. *Lot 17 on Registered Plan 57676, County of Boondooma, Parish of Proston, Title Reference 12353033, Registered Owner Geoffrey Carl Thorley & Barbara Marjorie Fleming.*
19. *Lot 2 on Survey Plan 116128, County of Fitzroy, Parish of McEuen, Title Reference 50257145, Registered Owner Ben G Adams & Sandra P Davies.*

20. Lot 38 on Crown Plan BO 585, County of Boondooma, Parish of Ballogie, Title Reference 16168004, Registered Owner Mellissa J Pryor.
21. Lot 4 on Registered Plan 195413, County of Boondooma, Parish of Jua, Title Reference 16548178, Registered Owner Ricky Clark.
22. Lot 39 on Registered Plan 190623, County of Boondooma, Parish of Proston, Title Reference 16465027, Registered Owner Patricia Kaye Baker.
23. Lot 2 on Registered Plan 85313, County of Boondooma, Parish of Cushnie, Title Reference 13015078, Registered Owner Neva J Watson.
24. Lot 1 on Registered Plan 117547, County of Boondooma, Parish of Lawson, Title Reference 14707157, Registered Owner Ian Charles Windsor Sneddon and Patricia Kay Sneddon.

b) A public auction be held at the Kingaroy Customer Service Centre on Friday 21 February 2014, commencing at 10am.

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

8.1.3 F - 1231674 - Rate Exemptions and Remissions - additions to approved list

Summary

A request has been received from the St Vincent De Paul Society to allow a rate remission on their property situated at 53 Gipps Street, Nanango.

It is recommended that Council agree to provide a rate remission for the St Vincent De Paul Society.

Officer's Recommendation

That Council agree to provide a rate remission for the Kingaroy Care for the St Vincent De Paul Society situated at 53 Gipps Street, Nanango effective from 01/10/2013.

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously*

ABSENT. DID NOT VOTE - Cr DJ Palmer

DECLARATION OF INTEREST:

Cr KM Campbell declared an interest in the following matter and left the meeting at 11:33 AM.

Reason: Cr Campbell is a shareholder of the Company.

8.1.4 F - 1164900 - Notice of Repeal of Resolution - Sale of Lot 4 on RP914988

Summary

In accordance with Section 262 of the Queensland Local Government Regulations 2012 Councillor DJ Palmer proposes to repeal the following resolution adopted at the General Meeting held on Wednesday 15 May 2013.

Resolution:

Moved Cr DJ Palmer, seconded Cr BL Green

That the Officer's Recommendation be adopted.

Carried 6/0
FOR VOTE – Councillors voted unanimously
ABSENT. DID NOT VOTE – Cr KM Campbell.

(Officer's Recommendation)

That in accordance with section 236(2) of the Local Government Regulations 2012, Council resolves to dispose of Lot 4 on RP 914988 other than by tender or auction as it is proposed to dispose of the lot to a person who owns adjoining land.

Officer's Recommendation

That

- The resolution from Item 15.1 of the General Meeting held on the 15 May 2013 – CONF – IR Number 1164900 be repealed; and a new resolution as follows be adopted;
 - In accordance with section 236(2) of the Local Government Regulations 2012, Council approves a resolution to dispose of a part of (approx 2,700sqm) Lot 4 on RP814988 other than by tender or auction as it is proposed to dispose of the part of the Lot to a person who owns adjoining land.

Resolution:

Moved Cr BL Green, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

ATTENDANCE:

Cr KM Campbell has returned from temporary absence at 11:34 AM

(b) Portfolio Report

Finance Portfolio Report

No Report.

8.2 Property (P)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Property Portfolio Report

No Report.

8.3 Information Technology (IT)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Information Technology Portfolio Report

No Report.

9. Executive Services

9.1 Human Resources (HR)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Human Resources Portfolio Report

No Report.

9.2 Governance (G)

(a) Officer's Reports

9.2.1 G - 1249526 - Appointment of Acting Mayor for December 2013 and January 2014

Summary

Mayor Kratzmann will be taking leave from Friday 20 December 2013 to Monday 20 January 2014 exclusive. It is therefore necessary to appoint Deputy Mayor, Keith Campbell as the Acting Mayor during this time to assume the necessary responsibilities.

Officer's Recommendation

That Council appoint Deputy Mayor Keith Campbell as Acting Mayor for the period Monday 23 December 2013 to Sunday 19 January 2014.

Resolution:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

9.2.2 G - 1249444 - Endorse support for The Queensland Plan: a 30-year vision for Queensland - a working draft created by Queenslanders, for Queensland

Recommendation

That Council

1. thank the Queensland government for the opportunity for Mayor Wayne Kratzmann to participate in the Brisbane Summit: and
2. endorse support for *The Queensland Plan: a 30-year vision for Queensland - a working draft created by Queenslanders, for Queensland.*

Resolution:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That Council

1. *thank the Queensland government for the opportunity for Mayor Wayne Kratzmann and Cr Kathy Duff to participate in the Brisbane Summit: and*
2. *endorse support for The Queensland Plan: a 30-year vision for Queensland - a working draft created by Queenslanders, for Queensland.*

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

9.2.3 G - 1249562 - Administrative Action Complaint Procedure

Summary

Council's General Complaint Policy has been reviewed and updated in compliance with the Local Government Act 2009 with an Administrative Actions Complaint process. This process has been developed in recognition of the need to manage complaints efficiently, effectively, objectively and fairly, as well as to ensure compliance with relevant legislation

Officer's Recommendation

That the Administrative Action Complaint Procedure be adopted.



ADMINISTRATIVE ACTION COMPLAINTS PROCEDURE

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1. INTRODUCTION

South Burnett Regional Council is committed to providing a level of customer service that acknowledges the rights of affected persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

2. PURPOSE

South Burnett Regional Council (SBRC) has developed this Administrative Actions Complaint process in recognition of the need to manage complaints efficiently, effectively, objectively and fairly, as well as to ensure compliance with relevant legislation.

3. LEGISLATIVE BASIS

Local Government Act 2009
Local Government Regulation 2012
Information Privacy Act 2009
Public Records Act 2002

4. APPLICATION/SCOPE

This complaints process has been established for resolving complaints by affected persons (see "9.0 Definitions") about administrative actions of SBRC.

An administrative action complaint is a complaint that is about an administrative action of a Local government, for example:

- 4.1 a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- 4.2 an act, or a failure to do an act;
- 4.3 the formulation of a proposal or intention;

4.4 the making of a recommendation;

and is made by an affected person.

The Administrative Actions Complaints procedure does *not* apply to a matter:

- (i) about competitive neutrality complaints (Chapter 3, Part 2 of the Act – OCP151); or
- (ii) complaints about Councillors including the Mayor; or
- (iii) relating to staff conduct or a breach of the SBRC Council Officers Code of Conduct;
- (iv) made under the *Public Interest Disclosure Act 2010*; or
- (v) made about anti-discrimination, equal employment opportunity policy or industrial matters including the Enterprise Bargaining Agreement; or
- (vi) made about the level of service provided by council (as determined in the annual budget process eg waste services or road maintenance); or
- (vii) relating to civil and/or insurance matters; or
- (viii) relating solely to a matter of routine application of policy, for example parking fines, library fines; or
- (ix) that is considered frivolous or vexatious as it is already the matter of a complaint that Council has already responded to or in matters where a complaint is made with the intention of disrupting administrative processes.

A complaint should not be confused with a *service request, notification, enquiry* or a *suggestion*.

Any complaint about the conduct of or performance of the Mayor or an individual Councillor must be referred to the Chief Executive Officer (CEO) and will be dealt with under a separate process in accordance with the provisions of the Act.

A complaint about the conduct of staff must be referred to the CEO and will be dealt with in accordance the SBRC Council Officers Code of Conduct, the Act and any other appropriate legislation.

A complaint about the conduct of the CEO is to be directed to the Mayor.

5. POLICY STATEMENT

SBRC intends to provide customer service at the level Council has determined the ratepayers have the capacity to fund. It seeks to manage feedback, both positive and negative, on its services and/or a complaint about a decision or other action it takes.

For complaints covered by this Administrative Actions Complaints process, the Council will endeavour to ensure that:

- 5.1 anyone who is dissatisfied about a decision or other action of the Council, can easily and simply lodge a complaint;

5.2 complainants have access to information on the complaints process and, if necessary, assistance to make their complaint;

5.3 complaints are responded to as efficiently and quickly as possible;

5.4 there is a fair, objective, consistent and confidential (subject to any legal requirements) treatment of complaints;

5.5 complainants, Councillors and Council staff are treated with respect;

5.6 the principles of natural justice apply; and

5.7 where appropriate, Council will inform an affected person of the Local government's decision about the complaint and the reasons for the decision.

6. COMPLAINTS PROCEDURE

All administrative action complaints received by SBRC will be assessed and processed in accordance with the following procedure.

6.1 Who can make an administrative action complaint?

Any affected person can make an administrative action complaint. Under the legislation, an affected person is defined as "a person who is apparently directly affected by an administrative action of a Local government".

Where there is a need, a complaint can be made by an agent on behalf of an affected person. If a complaint is lodged by a professional advisor eg a solicitor or accountant, the Council will respond directly to that advisor.

Council will take all reasonable steps to confirm that the person claiming to act on behalf of the complainant has the appropriate authority to do so. Unless the complaint is made anonymously, written authorisation to act as the complainant's agent will be required.

6.2 Complaining anonymously

Affected persons are able to make a complaint anonymously either in writing, via email or by telephone.

If a complainant does decide to complain anonymously, the need to provide sufficient information for the matter to be investigated is critical. If made anonymously, it will not be possible for Council to clarify or request further information from the complainant. Further, it will not be possible to advise the complainant of Council's decision and the reasons for that decision in relation to the complaint.

6.3 How to make a complaint

Affected persons can request assistance from a Council officer on how to make a complaint. Council will not tolerate abusive or disrespectful behaviour from persons making a complaint. A complainant may make a complaint in any of the following ways:

- verbally, either by telephone or in person,
- by email to info@southburnett.qld.gov.au, or
- in writing.

All written complaints must be addressed to:
Chief Executive Officer

South Burnett Regional Council
PO BOX 336
KINGAROY QLD 4610

A complainant who makes a verbal complaint is strongly encouraged to commit the complaint in writing to ensure that all matters relating to the complaint are clearly documented.

6.4 Taking action on complaints

After receiving a complaint, Council will make a decision on how best to deal with the matter. Where a complaint is referred to an external entity, council will inform the complainant of this action.

6.4.1 Complainant to provide further information

In some cases, Council will invite an affected person to provide further information to assist Council to fully understand the concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought.

6.4.2 Assessing a complaint

Council may refuse to investigate a complaint or, having started to investigate a complaint, refuse to continue the investigation if it reasonably considers that:

- (a) the complaint is trivial; or
- (b) the complaint concerns a frivolous matter or was made vexatiously; or
- (c) the complainant is found not to be an affected person in relation to the complaint; or
- (d) both of the following apply:
 - (i) the complainant has a right of appeal, reference or review, or another remedy, that the person has not exhausted; and
 - (ii) it would be reasonable in the circumstances to require the complainant to exhaust the right or remedy before the Council investigates, or continues to investigate the complaint;
- (e) in the circumstances, investigating the complaint is unnecessary or an unjustifiable use of council resources; or
- (f) the complaint is made anonymously and there is insufficient information provided to investigate the complaint.

Where relevant, SBRC will provide the affected person with advice of a decision to refuse to investigate the complaint and the reasons for the decision.

6.4.3 Investigating a complaint

The investigation of a complaint will be undertaken by Council in an impartial, objective, and as far as possible, confidential manner. The investigation of a complaint may involve the following stages:

- information gathering, including discussions and interviews with the complainant, Council staff, councillors and third parties (where relevant);
- analysis of all relevant information obtained;

- preparation of a report on the results of the investigation (if it was not resolved, or withdrawn by the complainant during the complaints process); and
- formulation of findings, report and any recommendations for the CEO and/or for Council's consideration;
- inclusion of statistics in the statutory reporting requirements for Council's Annual Report.

6.4.4 Keeping the complainant informed

If a complaint has been made, SBRC will provide the complainant with access to information on the Administrative Actions Complaints process and inform the complainant of Council's decision and the reasons for this decision, unless the complaint was made anonymously.

7. PRIVACY AND CONFIDENTIALITY

Council is committed to the privacy principles of the *Information Privacy Act 2009*. In protecting confidentiality, SBRC will ensure that the details of the complaint, the investigation and related decisions will be kept confidential.

While every attempt to protect confidentiality will be made, there may be occasions when disclosure of details of a complaint may be legally required.

8. RECORD KEEPING AND REPORTING

Council will maintain a confidential file for Administrative Action Complaints. Council's Annual Report will include statistical details regarding administrative action complaints.

Information reported will include the number of:

- a) administrative action complaints made to the Local government;
- b) administrative action complaints resolved by the Local government under the complaints management process;
- c) administrative action complaints not resolved by the Local government under the complaints management process.

9. DEFINITIONS

Administrative action complaint is a complaint that:

- (a) is about an administrative action of a local government, including the following, for example:
 - (i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision (when required);
 - (ii) an act, or a failure to do an act;
 - (iii) the formulation of a proposal or intention;
 - (iv) the making of a recommendation; and
- (b) is made by an affected person.

Affected person - is a person who is apparently directly affected by an administrative action of a Local government.

Affected person's agent – either a professional advisor eg a solicitor or accountant, or other person acting on authorised behalf of the affected person.

Complainant – the affected person making a complaint.

Enquiry – a request for information.

Level of service – the current capacity of SBRC to provide services as determined by the funding allocations in the annual budget at the level council has determined the ratepayers have the capacity to fund (eg road maintenance schedule).

Request for service – a request for the council to take action to satisfy the needs of a customer or ratepayer. This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information. *This is not considered to be a complaint.*

Suggestion – an unsolicited idea for a proposed service or product improvement.

The Act – *Local Government Act 2009.*

10. DELEGATIONS

Council:

- (a) Selects and appoints the CEO as a complaints officer for the internal review of any complaint;
- (b) Delegate to the CEO the power to select and appoint a person or persons to be a complaints officer to investigate complaints.

The CEO may delegate his/her powers under (b) to another employee of the Council.

11. REVIEW OF POLICY

This procedure/policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced; or
2. Other circumstances as determined from time to time by a resolution of Council.

Resolution:

Moved Cr KM Campbell, seconded Cr BL Green.

That the Officer's Recommendation be adopted.

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

9.2.4 G - 1249874 - Operational Plan 2013/14 September Quarter Progress Report

Summary

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2013/14 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 Progress Report for the September 2013/14 Quarter be adopted.



Planning and Environment Department Operational Plan 2013/14

September Quarter Review Report

Mission: To support balanced development that preserves and enhances our region.

Officer Responsible: General Manager Planning and Environment

Responsibilities: Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Disaster Management, Libraries and Customer Contact.



ACTIVITY LIBRARIES

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Implement outcomes from strategic workshops	EC1		Inform/Engage	June 2014	Meeting requirements

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Library Services and Facilities	Libraries providing library services across the region to meet community needs	Community/Visitors	EC1.2	Inform	Focus on target groups identified	Service have been provided to children youth, adults and seniors target groups both outreach and internal

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Library Collections	Library Collections developed to meet community needs	Community/Visitors	EC1.2	Inform	Maintain membership & loans	Maintaining membership and loans to community needs
Annual Book Grant	Management and acquittal of the State Library of Queensland (SLQ) annual book grant to Council for the purchase Library stock.	SLQ, Council, Employees, Library Members and Visitors	EC1.2	Inform	State Library of Queensland (SLQ) Service Level Agreement (SLA) compliance Performance assessed and reported to SLQ annually	Acquittal submitted 8/11/13 signed off by CEO
Family and Early Literacy Program	Resource family and early literacy programs Conduct one partnership program with a community group	Community/Visitors	EC1.2	Inform	Early and family literacy collections developed. One Partnership program conducted with a community organisation.	Programs have been increased across all facilities

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Outreach Program	Providing community groups access to library facilities	Community	EC1.2	Inform	Kingaroy and Nanango Libraries to provide at least one outreach program	Program is being delivered on monthly bases
Self Check Out Machine	Self serve technology enabling customers to issue their own loans and other transactions	Library members	EC1.2	Inform	Commence recording number of transactions using self check out; encourage increased usage over time	Implemented in Kingaroy/September

ACTIVITY DISASTER MANAGEMENT

Mission: To provide the South Burnett community with an effective and coordinated response in the event of a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	September Quarter Update
Disaster Management	An effective Disaster Management Framework for the South Burnett Community	Community, South Burnett Local Disaster Management Group, Emergency Management Queensland (EMQ)	EC3		Quarterly South Burnett Local Disaster Management Group Meeting to maintain disaster management readiness in accordance with the responsibilities of the Group as detailed in the Disaster Management Plan Review and Update the relevant subplans as advised by EMQ Conduct one scenario session in conjunction with key stakeholders	Disaster Management meeting held 8/11/13 Disaster Management plan updated – Draft recovery plan completed Disaster exercise to be held 6& 7 December 2013
SES	Provision of SES operations and equipment maintenance	Community, SES Groups, Emergency Management Queensland (EMQ)	EC3		State Emergency Services across region operational within budget allocations	Compliant within budget

SECTION CUSTOMER CONTACT

Mission: To provide a high standard of customer service at the counter and call centre, that meets the expectations of the organisation and our community.

ACTIVITY SERVICE CENTRES AND CALL CENTRE

Mission: To provide efficient *point of contact* service delivery across five Customer Service Centres to the community and the organisation.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Customer Contact Knowledgebase (HARRY) Continued Development	SD1		Internal	June 2014	System in place
Establish Performance Monitoring Function using Automated Call Distribution Software	SD1		Internal	June 2014	Yet to be implemented
Investigate availability for online services - payments, lodging customer requests and other Bpay payment options ie Dog Registrations – with Tech One Business System	SD1		Inform	June 2014	Implemented for B pay dog reg. refining system at the moment

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Customer Contact Training	Adequate training for team	Customer Contact Team	SD1	N/A	100% of permanent customer service employees complete required training	Being Provided	
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councillors	SD1	N/A	80% of calls resolved by Customer Contact Less than 3% calls abandoned	Compliant Meeting requirements since increase in resources	
Customer Requests	Correctly profile customer concerns and requests for council services	Community, Internal Departments	SD1	N/A	Customer requests resolved or forward to correct officer	Compliant	
Receipting	Processing of payments to Council	Community, Internal Departments	SD1	N/A	Cashier accuracy when processing payments to Council	Compliant	
Information for the Public	Information regarding Council operations/service communicated to customers.		SD1	Inform	Timely and accurate communication of information	Compliant	
Inter-Office Mail Coordination	Coordination of inter office mail collection and delivery between centres	Internal Departments,	SD1	N/A	Timely delivery of inter office mail between customer service centre	Compliant	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Outgoing mail coordination	Coordination of outgoing mail from five service centres	Internal Departments, Community	SD1	N/A	Coordination of outgoing mail daily from five customer service centres	Compliant
Support services to Libraries	Support services provided to Libraries at Blackbutt and Murgon customer service centres	Community	EC1.2	N/A		Blackbutt – Compliant Training given to at Murgon to meet standard

ACTIVITY QUEENSLAND GOVERNMENT AGENT PROGRAM

Mission: To provide a broad cross-section of government services, including processing transactions and providing information through the Queensland Government Agent Program (QGAP) at the Blackbutt Customer Service Centre.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
QGAP Community Engagement – Funded Program – Promotion of QGAP Services	SD1		Inform	June 2013	Compliant

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
QGAP Shared Services Agreement	Provision of other government services	Community, State Government	SD1	N/A	Services delivered in accordance with Service Agreement	Operational in accordance with agreement
Business and Marketing Plan	Funding as per QGAP Lead Agency Subsidy Agreement	Community, State Government	SD1	N/A	Funding expended in accordance with the Business and Marketing Plan as approved by Smart Service Qld	Operating in accordance with subsidy agreement

ACTIVITY CENTRELINK AGENCY FUNCTION

Mission: To provide the community with self service facilities and agent functions for Centrelink at the Blackbutt Customer Service Centre.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Centrelink Agent Agreement	Provision of self service centre and agency functions	Community, Federal Government	SD1	N/A	Agency agreement requirements	Service centre operational – in accordance with need agreement



**Planning and Land Management Branch
Operational Plan
2013/14**

September Quarter Review Report

Mission: To support balanced development that preserves and enhances our region.
Officer Responsible: Manager Planning and Land Management
Responsibilities: Planning, Building and Plumbing Services, Community Grants and Donations Program, Heritage and Museums, Visitor Information Centres, and Arts



ACTIVITY **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.

New Initiatives	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	September Quarter Update
New Planning Scheme for the South Burnett region.	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Consult	Preparation of draft Scheme completed by Aug 2013 Public consultation completed of Scheme by Dec 2013 Adoption of Scheme by March 2014	Draft Scheme completed
Adopted Infrastructure Charges Resolution	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Inform	Resolution adopted and implemented by July 2013 with budget and resource support from Infrastructure Services.	Resolution implemented and commenced on 1 Nov 2013.
Priority Infrastructure Plan	Corporate Plan: GO3.3, EXC1.1, EXC4.1	Community Plan Goal 4.1.1 & 4.4.1	Consult	Draft PIP prepared and included in Planning Scheme by Aug 2013 PIP adopted as part of Planning Scheme adoption by March	Awaiting completion of PIP by Dec 2013.

<p>Monitor implementation of new Planning Scheme to correct administrative errors and other omissions</p>	<p>Corporate Plan: GO3.3, EXC1.1, EXC4.1</p>	<p>Community Plan Goal 4.1.1 & 4.4.1</p>	<p>Consult</p>	<p>2014 Scheme budget to increase by \$15K to allow for drafting PIP chapter of Scheme. Monitor implementation of new Scheme and draft list of possible amendments by Sep 2014. Draft amendment by Dec 2014. Amendment adopted by June 2014.</p>	<p>To commence once new Scheme is adopted.</p>
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Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key performance Indicator	September Quarter Update	
Development Applications (MCU & ROL)	To manage the assessment of development applications across the South Burnett area	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	100 per cent of delegated applications processed within statutory timeframes	Ongoing, awaiting implementation of T1 applications module.	
Planning Compliance	Undertake compliance inspections	Developers, building industry, commercial operators, ratepayers	Corporate Plan: GO3.3	N/A	Compliance investigations completed in a reasonable timeframe. Written responses to customers within 10 business days. Infrastructure charges collected at time land use commences.	Ongoing.	

ACTIVITY **BUILDING SERVICES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Boondooma Homestead Building Sub Committee – Advisory Role	GO3.3, EC1.2		Inform	Ongoing	Ongoing. Supported approval for caravan park and three cabins.
Electronic lodgment of documents by private certifiers	GO3.3		Inform	Consider and implement electronic lodgments system by Nov 2013 as dictated by TechOne implementation	Awaiting implementation of T1 applications module.

Operating activities and services							Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	September Quarter Update		
Development permits for building works	Applications processed for new structures, additions, alterations and undertake compliance inspections	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications processed within statutory time frames	Ongoing		
Building Searches	Process search requests	Community, building public and other government agencies	GO3.3	N/A	100% applications processed within statutory time frames	Ongoing		
Building Compliance	Undertake compliance activities when potential breaches are identified	Building industry, commercial operators, ratepayers	GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Ongoing		
Pool Safety	Swimming pool safety certificates	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications process within statutory timeframes	Ongoing		

ACTIVITY **PLUMBING AND DRAINAGE SERVICES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Electronic lodgment of plumbing applications via Smart eDA	GO3.3		Inform	Consider and implement electronic lodgments system by Nov 2013 as dictated by TechOne implementation	Awaiting implementation of T1 applications module.
Provide resource support to Infrastructure Department to seek approval from Minister to opt-in to mandate rainwater tanks on lots within reticulated town water supply areas	GO3.3		Inform	Ongoing	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Compliance permits and certificates for plumbing and drainage works	Assessment of application, issue of permits and certificates and undertake compliance inspections	Building Industry, ratepayers	EC2.3, GO3.3	N/A	100% applications processed within statutory time frames		
Plumbing Compliance	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Ongoing.	
Audit of notifiable works	Undertake audit program to check compliance of notified works	Building Industry, ratepayers	EC2.3, GO3.3	N/A	5% of notifiable works inspected for compliance as per list provided from State – Plumbing Application Service (PAS)		
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Annual Inspection Program Completed	Inspection document filed. Renewal reminders forwarded for attention of land owners.	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
HSTP and backflow prevention devices compliance	Undertake compliance activities when potential breaches are identified	Building Industry, ratepayers	EC2.3, GO3.3	N/A	Compliance investigations completed in a reasonable timeframe	Ongoing.	

ACTIVITY **COMMUNITY GRANTS & DONATION PROGRAM**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Community Grants and Donations Policy Review (reviewed annually)	EC1.1	Corporate Plan	Inform Community of outcome of review	September 2014	Ongoing.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Annual Community Grants & Donations Program	Provide assistance to not-for-profit organisations that meet cultural, community, educational, sporting or recreational needs through the provision of events or projects that benefit the South Burnett community	Not for profit community organisations	EC1.1	Engage	Donations made in accordance with Policy and budget allocation	Annualised and Round 1 funding completed. Elite performance applications assessed as needed. Delivery on target with budget allocation.

ACTIVITY **HERITAGE AND MUSEUMS**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Local Heritage Register	EC1.2		Engage	March 2014	Ongoing. List of Council owned properties prepared.
Investigate the options for combining the South Burnett Heritage Collection Records electronically	EC1.2		Inform	June 2014	Ongoing.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Boondooma Homestead – Restoration Materials – as per budget allocation	EC1.2, SD2.4		Consult	June 2014	Awaiting quote for purchase of material to restore homestead.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Museum Services	Enhance displays and stock lines to support the identified point difference	Community / Visitors	EXC1.2	Inform/Engage	Individual 'points of difference' enhanced for each Museum Service. 1 annual partnership display with external museum or collection.	Boisen's book of account relocated to Wondai museum for display.	
Boondooma Homestead	Continue support through bi monthly meetings to support Boondooma Homestead Incorporated body.	Community, Councillors, Internal Departments	EXC1.2	Consult	Boondooma Homestead maintained	Ongoing attendance at monthly MAC and bi-monthly building sub-committee.	
Heritage Collections	Record and dispose of collection in accordance with collection policy	Community / Visitor	EXC1.2	Inform	All items included on Mosaic	Ongoing, approximately 500 items recorded in Mosaic program.	

ACTIVITY VISITOR INFORMATION CENTRES

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Strategic Workshop on Visitor Information Centres	EXC1.1, EXC4.1, EXC4.2		Internal/Consult/Engage	June 2014	Ongoing.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Visitor Information Centre (VIC) services & facilities	VIC's providing information services to community and visitors	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Continue to increase accumulation and awareness of relevant and accurate information	Ongoing.
Visitor Information Centre (VIC) services & facilities	Displays and stock lines to support the identified point difference	Community / Visitors	SD1.1, GO1.1, GO1.2	Inform	Further enhance VIC service delivery based on the individual 'points of difference'.	Ongoing. VIC Connect pilot programme commenced. Waiting on service providers to participate in pilot.

ACTIVITY

ARTS

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

Operating activities and services							Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update		
Administration of arts funding through the Art Culture and Heritage Management Advisory Committee	Work in partnership with community organisations to deliver cultural activities	Community, Community Organisations	EC1	Inform/Engage	ACH funded project delivered	Ongoing. Rounds 1 and 2 funding rounds completed. Round 3 advertise during quarter.		
Regional Arts Development Fund (RADF) Program	Continue support for RADF Program	Community, Community Organisations, Government Agencies	EXC6.2	Inform/Engage	Annual bid completed for 13-14 Annual Report for 12-13 lodged by September 2013	Annual bid due March 2014. Annual Report completed and lodged.		
RADF Administration	Administration of art funding in accordance with RADF guidelines	Community, Community Organisations, Government Agencies	EC1.1, EXC6.2	Engage/Inform	RADF funded programs delivered	Ongoing.		
Kingaroy Regional	Maintain varied and inclusive exhibition	Community, Artists	EC1.2	Inform	Minimum 10 exhibitions per year	Ongoing meeting target.		

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Art Gallery	program					
Wondai Regional Art Gallery	Financial support for the operations of the Wondai Regional Art Gallery (WRAG) in accordance with the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee, Community	EC1.1	Inform	Financial support provided to committee to support the operations of the Wondai Regional Art Gallery pending permit to occupy and facilities review	Ongoing

ACTIVITY **SPORT & RECREATION**

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement. (excludes Sport and Recreation facility management)

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	September Quarter Update	
Wide Bay Burnett Regional Recreation and Sport Steering Committee	Council representation on committee	Wide Bay Burnett Regional Recreation and Sport Steering Committee, Councillors, Community	EC2.2	Engage	Attendance at 4 meetings per year	Ongoing	

ACTIVITY
HEALTHY COMMUNITIES

Mission: An active and healthy South Burnett community.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	September Quarter Update	
Healthy Communities Management Advisory Committee		Community, Healthy Communities Management Advisory Committee	Corporate Plan EC2.2 Community Plan 1.1.2(c)	Engage	Coordination of health relative activities and initiatives in region	MAC meetings ongoing held monthly.	
South Burnett Healthy Communities Plan	Work towards achieving objectives of the South Burnett Healthy Communities Plan and priorities identified through the planning process.	Community, Government Agencies	EC2.1	Engage	Active parks programs delivered. Implementation of the Plan	Project completed implementation of Plan ongoing.	
COAG Healthy Communities Funding	Undertake programs funded under the Federal Government healthy communities initiative	South Burnett residents not in full time employment	EC2.2	Engage	Milestones detailed in implementation plan are met	Progress report completed and submitted in October.	



**Environment and Waste Branch
Operational Plan
2013/14**

September Quarter Review Report

Mission: To serve the community by the provision of services which protect and enhance public and environmental health.

Officer Responsible: Manager Environment and Waste

Responsibilities: Public Health, Local Law Compliance, Waste Management and Environmental Protection.



ACTIVITY PUBLIC HEALTH

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update

Operating activities and services		Performance Measurement
<p>Licence applications approved under relevant legislation</p> <p>Licenses and Approvals under:</p> <ul style="list-style-type: none"> • Food Act 2006 • Local Laws • Higher Risk Personal Appearance Services • Residential Services Accommodation Act 	<p>EC2.3</p> <p>Food shop proprietors, Accommodation Premise Operators, Higher Risk Personal Appearance Service Operators, General public</p>	<p>95% of applications approved within 30 business days</p>
		<p>Ten (10) new food business applications were received this first quarter of the financial year. All applications were approved within the required timeframe of the 30 days, except for two (2) which had to be extended due to staff resources being committed to the Go Live TechOne preparations.</p> <p>Ten (10) changes of licensee applications have been received for far this financial year</p> <p>Nineteen (19) temporary food stall applications have been received during this quarter period.</p> <p>No new public health applications were received. One (1) transfer application for a tattooist has been received.</p>

Operating activities and services				Performance Measurement
Routine inspections of licensed premises	Inspections of premises as per inspection program	Food shop proprietors, Accommodation Premises Operators, Higher Risk Personal Appearance Service Operators	EC2.3, EC2.4	<p>There are a total of 221 food premises currently registered.</p> <p>Approximately 81% (180 inspected) of all the licensed premise inspections have been undertaken in this first quarter of the financial year. This good result achieved early this financial year was only possible by engaging external EHO consultants.</p> <p>Follow up inspections have commenced however the Go Live Tech One preparations are taking a priority position.</p>
Complaints management	Inspections and visits in response to Complainants/customer service requests	General public Councillors	EC2.3, EC2.4	<p>95% of licensed premises inspected/audited at least once per financial year.</p> <p>85% of CSR's actioned within six (6) working days 85% of urgent CSR's actioned within forty-eight (48) hours</p> <p>Not all low priority Customer Requests were actioned within the required time frames this period. This was due to a staff resources being heavily committed to the Go Live Tech One preparations.</p> <p>However, all urgent high priority CRMs have been actioned on time.</p>

Operating activities and services				Performance Measurement	
Education	Workshops for community and industry to explain and educate in relation to legislative responsibilities eg food safety/hygiene training	Community, Private Enterprise / Industry Councilors, Council Staff, Schools		100% of all requests for educational sessions are conducted	No educational sessions where requested or held during the first quarter of this financial year
School based immunisation clinics	Partnership program with Queensland Health	Community, Queensland Health	EC2.2	Number of vaccinations administered 100% vaccination rate of those who present for immunisation at school based clinics	No school clinics were scheduled or conducted in this first quarter of the financial year. First clinics are to be conducted in October 2013.

ACTIVITY LOCAL LAWS COMPLIANCE

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

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update
Approvals(Permits/Licences)	Commercial Use of Footpaths Keeping of Animals Animal Management Caravan Parks	Community, Business / Industry	EC2		95% applications approved within 20 business days 95% inspection programs conducted annually for each category	Four (4) new Footpath sign applications were received. There are 118 (Kingaroy, Nanango and Blackbutt 68; Wondai 21 and Murgon 29) issued footpath permits in existence. No footpath permit inspections were carried out this first quarter of the financial year 33% of Kennels/Catteries have been inspected. 14% of Caravan Parks have been inspected to date.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update
Complaint management	Complaints and inspections to be actioned in required time frame	Community, Business / Industry	SD1		85% of CRM's actioned within six (6) working days 85% of urgent CRM's actioned within forty-eight (48) hours	As TechOne has not become fully operational as yet we are unable to report on statistics. Due to staff shortages caused by a resignation Compliance has not been able to action all low priority CRMs (e.g. overgrown allotments) within the six working days. As to whether this is only 15% this remains unknown at present. All urgent CRM's have been actioned within the required timeframes during this financial year to date.
Education/Public Awareness	To educate community including schools relating to all local laws legislative responsibilities	Community, Residents, Schools	EC2,3, EC2,4	Inform	100% of PetPEP presentations on responsible pet ownership provided to all schools (and students) that permit and/or request Council to attend.	One (1) presentation was requested, booked and completed during July this year.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update
Abandoned Vehicles	Impound abandoned vehicles where necessary	Community	EC2.4		Impound or find owner of all identified abandoned vehicles. Identified abandoned vehicles to be removed within 10 business days	One vehicle only impounded so far this financial year. It has been held in accordance with Council's Impounded Vehicles Procedure & within the allotted timeframes.
Animal Housing (Pound) Operations	Maintain and operate animal housing facilities for impounded animals	Community, Residents	EC2.3		Animals held for the prescribed impound period For registered animals or the owner is known – impound for 5 days For unregistered or non known owner – impound for 3 days	There have been 238 dogs and cats combined impounded this financial year to date. All animals have been held for the required

ACTIVITY **WASTE MANAGEMENT**

Mission: To provide cost effective, efficient and sustainable Waste Management Services

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Develop Regional Waste Management Plan	ENV2.1		Engage	June 2014+	40% completed
Participate in the drumMUSTER program July 2013 Total Drums: 474 Aug 2013 Total Drums: 195 Sept 2013 Total Drums: 48	ENV2.2		Inform	June 2014+	A total of 717 drumMUSTER drums were collected during this first quarter period.
Participate in the mobileMUSTER program	ENV2.2		Inform	June 2014	No mobile phones were sent off to be recycled during this period.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Capital Works Program as per Budget Allocation	ENV2.1		Inform	June 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	ENV2.2		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Waste Collection Services	Provision of regular and efficient waste collection services	Customers	ENV2.2	Inform	99% domestic general refuse wheellie bins serviced at least once weekly	The servicing of Domestic wheellie bins was carried out at least once weekly during this quarter within the service standard.
Waste Disposal Facility Operations	Facility operations managed in accordance with contracts.	Facility contractors, community, business and industry	ENV2.2	Inform	99% of all facilities are opened at the advertised times; Waste Facility Contractors are complying with their contracts with Council.	Council's waste disposal facilities have been open at the advertised times during this period within the agreed service standard requirements.

ACTIVITY ENVIRONMENTAL PROTECTION

Mission: To ensure that activities which could affect the environment are effectively managed in accordance with the relevant legislation.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	September Quarter Update
Environmental Licence Compliance	Compliance with DERM's licence conditions for Council's licensable facilities (e.g. ERA's)	DERM, Council	ENV1		Nil prosecutions from DERM (Department of Environment and Resource Management) for environmental compliance breaches.	No legal proceedings instigated and no prosecutions awarded against the Council during this quarter.
Environmentally Relevant Activities (ERA's)	Environmental impacts from licensed Environmentally Relevant Activities (ERA's) are effectively managed in accordance with the relevant legislation	DERM, Council	ENV1		95% of ERA's inspected/audited for the financial year and appropriate action instigated as required	After the state government's green tape reduction initiative last year Council only has 2 environmentally relevant activities left to regulate under the Environmental Protection legislation. 100% of these activities were inspected in the first quarter.



**NRM and Parks Branch
Operational Plan
2013/14**

September Quarter Review Report

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.



ACTIVITY
BRANCH ADMINISTRATION

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Participate in Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	Ongoing	
Participate in Tech One – New Business System Implementation	EXC2.1		Internal	March 2014	On Track

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Wandering Livestock	Management of public safety on roads due to wandering livestock	Community, Landholders	EC2		Attend to situations within 24 hrs on weekdays and 48 hrs on weekends within budget allocation	All callouts attended within timeframe, budget on track.
	Assess landscape plans associated with development	Developers, Internal Departments,	GO3.3		Assessments completed within specified timeframes	Nil received this quarter.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Landscaping Design Services	applications	Community Internal Departments	GO3.3	Internal	Comment on plans and return to customer within timeframes	Nil Received

ACTIVITY NATURAL RESOURCE MANAGEMENT

Mission: To implement programs which focus on the restoration and protection of natural landscapes by involving and engaging landowners, community and government agencies.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Biodiversity Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1, GO3.3		Engage		Scheduled for 3 rd & 4 th quarter.
Climate Change Strategy	ENV1.1, ENV1.2, ENV1.7, GO2.1,		Engage		As above

	GO3.3							
Biodiversity & Carbon Management Grant – Stage One/Six	ENV1.1, ENV1.2, ENV1.3, ENV1.7, GO2.1, GO3.3			Engage			USQ engaged to undertake atmospheric carbon release study, Fire Management Plans completed.	
Work with Fire and Biodiversity Consortium in developing carbon reduction methodologies through fire management (funded by grant)	ENV1.3			Engage			Continued communication with Fire & Bio.	
Carbon Management Plan	ENV1.3			Engage			Finalised plan. Council within/under threshold.	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Pest Plant Management	Ensure landholders comply with legislation	Landholders	ENV1.2, ENV1.6	Inform	Conduct quarterly inspections of Class 1 & 2 pests	1 inspection completed.
Pest Plant Management	Undertake pest weed eradication	Council, Internal Departments,	ENV1.2, ENV1.6	Inform	Expenditure on eradication programs on Council controlled land	Programs scheduled for implementation mid spring.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
	programs on Council controlled land and reserves for Class 1 (manage Class 2)	Community			within budget allocations		
Pest Plant Management	Partner with landholders to eradicate pest weeds	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Expenditure on Partnership Programs within budget allocation	On track. Expenditure within budget.	
Pest Plant Management	Field Workshops	Landholders	ENV1.2, ENV1.6, ENV1.7	Engage	Minimum 2 per year	Scheduled for Sept – December.	
Pest Animal Management	Management of declared pest	Landholders			Coordinated a minimum 2 wild dog baiting programs per annum	One completed in September.	
Fire Management	Undertake controlled burns as per planned burns operation (depending on weather conditions)	Landholders, Council	ENV1.2	Inform	Report on number of controlled burns per quarter-	3 burns for this quarter.	
Fire Management	Manage preapproval system and assess special	Landholders	ENV1.2	Inform	Maintain database	Database up to date.	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Stock route maintenance	permits Manage stock route facilities, weeds, permits and assets	Community	ENV1.2, ENV1.6		Expenditure on maintenance within budget	On track within budget.

ACTIVITY **PARKS & GARDENS**

Mission: To provide and maintain public parks, amenities and open spaces that meets the community's needs within resource allocations.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Recreation Strategy	EC2.1		Engage	June 2014	Scheduled 3 rd quarter.
Internal Strategic Workshop	EXC4.1		Internal	June 2014	
Undertake an assessment of Stock Route Assets (including condition assessments)			Internal	June 2014	Scheduled for 4 th quarter.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.1, SD2		Inform	June 2014	On track.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Parks & Open Spaces	Maintain parks and open spaces to a standard that reflects public usage	Community, Visitors	SD1.1		Expenditure on park maintenance within budget	On track within budget.	
Parks & Open Spaces	Mowing of parks and open spaces	Community, Visitors	SD1.1		90% of grass in high profile areas maintained at 150mm intervention level	On track, no complaints.	
Public Amenities	Public amenities kept clean and to a high standard of hygiene	Community, Visitors	SD1.1		Less than 5 complaints per quarter per work area	On track.	
Landscaping Maintenance	Annual Plant Planting Program	Community, Visitors	SD1.1		One program per work unit per annum within budget allocations	Kingaroy, Blackbutt, Murgon, Wondai / Proston.	
Landscaping Maintenance	Pruning of amenity trees to Australian Standard AS4373:2007	Community, Visitors	SD1.1		Pruning's conducted annually	Part pruning's in Murgon, Proston, Kingaroy, Wondai, Blackbutt and Nanango.	
Playground	Compliance with	Community,	SD1.1		One inspection program annually	One completed.	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Equipment Safety	AS/NZS4360:2004	Visitors					
Playgrounds & Playground Equipment Maintenance	Maintained in accordance with AS/NZS4486.1:1997	Community, Visitors	SD1.1		One audit conducted per annum	One completed.	
Vandalism	Rectify vandalism as soon as reasonably possible after reporting	Community, Visitors	SD1.1		Report vandalism to proper authorities with 24 hours of notification 100%	On track. Vandalism reported and no negative comments or media received.	
Park Furniture	Undertake minor repairs on park furniture as required	Community, Visitors	SD1.1		Maintenance to be undertaken as required to maintain park furniture at an acceptable level	Completed inspections and addressed maintenance. No complaints received. On track.	

ACTIVITY **CEMETERIES**

Mission: To provide a dignified, efficient and safe burial service to the community.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Complete Capital Projects as per Budget Allocation	EC2.3		Inform	June 2014	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Cemetery Services	Provision of services - interment in grave or columbarium wall.	Community, Funeral Directors	EC2.3	Inform	Completed booking applications processed within 2 working days.	On track.
Burial Data	Management of cemeteries database and provision of data as required	Community, Funeral Directors	EC2.3	Inform	Records kept up to date	Records up to date.
Cemetery grounds	Cemetery areas are well-kept and	Community,	EC2.3		Less than 5 complaints per year	On track no complaints first

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
maintenance	maintained to a high standard	Funeral Directors				quarter.

ACTIVITY
RAIL TRAILS

Mission: Utilise the rail corridor to improve health and fitness, increase tourism and business opportunities.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Feasibility study considered by Council and decision made on future use of the rail corridor	GO3.1	Community Plan 4.4.1(a)	Consult	30 June 214	Study received.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Brisbane Valley Rail Trail (BVRT)	Continued partnerships with key stakeholders to	Community, Key Stakeholders, BVRT	GO1.1	Inform	4 e-newsletter prepared and distributed annually BVRT promoted as per	Ambassadors use face book

Operating activities and services					Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
	promote BVRT				Promotional Plan and within budget allocation		
Nukki to Linville section of Rail Trail	Work with Brisbane Valley Rail Trail Steering committee to develop and maintain trail	Community, Brisbane Valley Rail Trail Steering Committee, Key Stakeholders	GO1.1	Inform	Nukku to Linville section of rail trail maintained and operational	Phil has budget.	
Brisbane Valley Rail Trail	Support ambassadors and the agreement for maintenance	Ambassadors, internal	EC2.2	Engage/inform	Maintain relationship with rail trail operational.	Attended 1 meeting, emails.	

STREETSCAPE PROJECT						
Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	September Quarter Update	
Towns Transformation Project - Henry Street and Drayton Street Nanango Streetscape project completed.	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	30 June 2014		
Town Transformation Project - design of entry statements completed and project plan developed showing progressive installation as funding is available	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	28 Feb 2014		



Finance, Property and Information Services Department Operational Plan 2013/14

September Quarter Review Report

Mission: To provide sustainable financial management, information technology services and property management to the organisation that supports the goals of Council and meets the needs of the community.

Officer Responsible: General Manager Finance and Information Services

Responsibilities: Finance Branch, Information Technology Services Branch, Property Management Branch and TechOne Business System

Implementation.

ACTIVITY **TECHONE BUSINESS SYSTEM IMPLEMENTATION**

Mission: To successfully implement the new business software - TechOne.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Tech One New Business System - Complete Implementation and manage organisational change management and training	EXC2.1		Internal	June 2014	One Council module scheduled to go live on 21 st October other modules to follow in early 2014



**Finance Branch
Operational Plan
2013/14**

September Quarter Review Report

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



ACTIVITY
BRANCH ADMINISTRATION

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Tech One New Business System - Complete Implementation and manage organisational change management and training	EXC2.1		Internal	March 2014	
Coordinate the development of Council's Schedule of Fees & Charges 2014-15	EXC1.2		Internal	June 2014	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Council	EXC1.1, EXC1.2, EXC4.2	Internal	Cash managed in accordance with Investment Policy Debt portfolio in accordance with Debt Policy	Cash invested taking into account cash flow requirements. Sweep Facility to be established with National Australia Bank to invest funds overnight until longer term investments can be negotiated.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Trust Fund Management	Effectively manage monies held in trust	Community, Council	EXC4.1	Internal	Monies held in trust reconciled monthly	Trust fund reconciled prior to transition to Techone.	
Insurance services	Annual insurance renewal and management of claims	Insurance brokers and Council Departments	EXC4.2	Inform	Appropriate levels of insurance Timely management of claims	Insurances current. Claims processed as required.	
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT and Tax returns, Monthly BAS Returns, Payroll Tax and various ABS Returns	Regulatory Bodies, Departmental Agencies	EXC4.1	Internal	Completed in accordance with statutory timeframes	Monthly returns submitted on time.	
Rescue & Evacuation Levy	Provide funds for the purpose of sponsoring the airborne emergency rescue	Airborne emergency rescue & evacuation transport providers,	EC1.1	Inform	Sponsorship of airborne emergency rescue & evacuation transport providers forward to service providers.	Part of annual budget process.	

Operating activities and services					Performance Measurement		
Title		Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
		& evacuation transport providers that service the South Burnett Region	Community				

ACTIVITY PROPERTY & RATING

Mission: To levy rates in accordance with Council policy.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Investigate and implement improved debt collection processes	EXC1.2		Inform	June 2014	

Operating activities and services					Performance Measurement	September Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Rates Notices	Rates notices levied quarterly by Council	Ratepayers	EXC1.2	Inform	Accuracy of rates (including supplementary rates) and associated charges	Rate notices issued quarterly. Notices issued from Techone for second quarter.
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Community	EXC1.2	N/A	Percentage of sundry debtors overdue, which are greater than 90 days. Percentage of rates debtors outstanding at the end of the rates period	Partly reviewed with Audit Committee however more analysis required on overdue accounts. Outstanding rates collection processes in place.

ACTIVITY **PROCUREMENT & STORES**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Review stores operations for operational efficiencies	EXC4.1	N/A	Internal	June 2014	To be done.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Procurement	Coordinate tendering processes		EXC1.1	Inform	Compliance with LG Act and Council's Procurement Policy	Tenders and purchasing monitored for compliance with Policy. Techone provides a higher level of automated control.
Accounts Payable	Management of accounts payable	Creditors, Internal Departments	EXC1.1	N/A	% of invoices paid within terms	Approved creditor invoices paid fortnightly.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
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 Departments	EXC4.1	N/A	Bulk purchasing is carried out whenever possible to obtain best value and stock turnover and obsolescence rates monitored. Average prices of stock compared to purchasing same items on a small scale. Stock Turnover ratio, Percentage of obsolescence.	Bulk purchasing where possible. Ratios to be developed.

ACTIVITY

FINANCIAL PLANNING, COMPLIANCE AND SUSTAINABILITY

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Participate in Tech One – New Business System Implementation	EXC2.1		N/A	March 2014	Ongoing.

Borrowing Capacity Modeling – Queensland Treasury Corporation	EXC1.1	N/A	June 2014	Provided with 2014 Borrowing Application.
Business Planning – Introduce use of business cases for projects/initiatives to improve planning processes for long term sustainability.	EXC1.1	Inform	December 2014	Business Case developed and in use.

Operating activities and services					Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Budget Planning	Budget 2013 - 2014 finalised by 30 June 2013 – including relevant financial sustainability measures	Councillors, General Managers, Council branches and Community.	EXC1.1	Inform	Budget prepared and adopted by Council within statutory and organisational timeframes	Budget adopted July 2013	
Budget Management	Ongoing monitoring of operational and capital budgets	Councillors, General Managers, Council branches and Community	EXC1.1	Inform	Budget monitored and organisation operates within approved budget	Monthly and adhoc reporting in place along with quarterly budget reviews.	
Long Term Financial Forecast	Long Term Financial Forecast as per LG Regulation 2012	Councillors, General Managers, Council branches and Community	EXC1.1	Inform	Long Term Financial Forecast adopted by Council	Long Term Financial Forecast developed.	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Financial reports and Information	Standard monthly and financial reports.	Councillors, General Managers, Managers and Council branches	EXC1.1	Inform	Reporting deadlines are adhered to	Reports prepared and presented to Council on a monthly basis.
Financial Statements for 2012 - 2013	Annual Financial Statements for 2012-13 prepared, with unqualified audit report by Queensland Audit Office	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Inform	Unqualified Audit Certificate from Queensland Audit Office	Financial Statements prepared with audit finalised on 30 September.
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	Internal - Inform	Statements presented by 31 October 2013	Audit planning in place with 2014 audit to be planned in December 2013.
Annual Return on Financial Management (Sustainability)	Annual Return on Financial Management (Sustainability) completed for DLG	Council, Audit Committee, QAO, Department of Local Government	EXC1.1	N/A	Annual Return completed and lodged within timeframes and as required.	No required. Sustainability Statements are now included in the Annual Financial Statements.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Council, Audit Committee, QAO, Department of Local Government, Queensland Local Government Grants Commission	EXC1.1	Internal	FAG Return accurately completed to secure funding for next financial year	Grant data return usually submitted in November each year.	

ACTIVITY ASSET MANAGEMENT

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Asset Management Plans Finalise	SD2.4, EXC1.1	Community Plan 4.4.1(a)	N/A		Developed but to be reviewed.
Annual Asset Valuations	SD2.4, EXC1.1		N/A		Asset Valuations set for review by December each year.
Participate in NDRRA Flood Restoration Program Project	SD2.4, SD2.1	Community Plan 4.3.2(c)	Inform		Ongoing.
Participate in Tech One – New Business System Implementation	EXC2.1		N/A		Ongoing.
Strategic Asset Management Planning	SD2.4, SD2.3, EXC1.1	Community Plan 4.4.1(a)	N/A		To be reviewed by the Asset Management Group.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Asset Management Plans	Implement adopted plans	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Management Plans implemented into Council operations and management	Developed but require review.	
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Internal	Asset Register up to date at EOY	Asset register maintained as required particularly for Annual Financial Statements.	
Annual CapEx Budget	Capital works budget developed for budget planning	Councillors, General Managers, Managers, Council branches	SD2.4, EXC1.1	Inform	CapEx Budget prepared and adopted by Council within organisational timeframes	Capex Budget adopted each year as part of Overall Budget.	

ACTIVITY **PLANT AND FLEET MANAGEMENT**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Review of Council Fleet	EXC1.1, SD2.3	N/A	Internal	June 2014	Plant and Fleet Review Committee established.
Review of Council Workshop Facilities	EXC2.3	N/A	Internal	June 2014	Ongoing.
Strategic Workshop - Fleet & Workshop Facility Review	EXC2.3	N/A	Internal	June 2014	Ongoing.
Plant Utilisation Review	EXC1.1, SD2.3	N/A	Internal	June 2014	Plant and Fleet Review Committee established.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Annual Plant and Fleet Purchases	EXC4.1	N/A	Inform	June 2014	On track per budget.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Workshops	Maintenance of Council Plant & Fleet	Internal Departments	SD2.3	Internal	# days downtime	Ongoing. Plant and Fleet maintained on a priority and resource availability basis. Small plant maintenance outsourced where possible.	
Plant & Fleet	Management of Council's fleet including purchases and disposals.	Internal Departments	EXC1.1	Internal	Average age of fleet; Average odometer readings Purchases and disposals as planned and within budget allocations	Fit for purpose vehicles purchase following consultation with relevant stakeholders. Fleet disposed of where excess to organisational requirements.	
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Departments, Private Works Contracts	EXC1.1	Internal		To be reviewed with the development of the 201 financial year budget.	



**Information Services Branch
Operational Plan
2013/14**

September Quarter Review Report

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 Records Management and Geographic Information Systems (GIS).

ACTIVITY INFORMATION & COMMUNICATION TECHNOLOGY

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Extend the Council corporate network to Blackbutt	EXC2.1		Internal	June 2014	Obtained quotes created purchase order awaiting scheduling
Server Infrastructure for Mobile IT Devices e.g. tablets	EXC2.1		Internal	June 2014	Application base implemented trials being carried out
Enhance GIS data and presentation - establish hot linking for other departments	EXC2.1		Internal	June 2014	Awaiting GIS officer recruitment process to conduct meeting with business units
Enhance Two way systems Coverage	EXC2.1		Internal	June 2014	Primary discussions held brief overall strategy discussed project break down to be commenced
SOE Upgrade	EXC2.1		Internal	June 2014	Changes amended office 2010, Wfn 7

									and Techone suite included
Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update				
Annual Information Technology Purchases and Improvements	EXC2.1		Internal	June 2014					

Operating activities and services						Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update		
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Departments	EXC2.1	Internal	Support requests are dealt with within acceptable timeframes	Ongoing		
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Departments	EXC2.1	Internal	User experience at a suitable level	35%		
Web Presence – Internal and External	Intranet and council website	Community, Internal Departments	EXC2.1	Internal	Information is current and presented professionally	Ongoing		

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Communications	Mobile phones Internet Desktop handsets VoIP Phone system Email	Internal Departments	EXC2.1	Internal	User experience at a suitable level Acceptable fault level	Ongoing	
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Ongoing	
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Departments	EXC2.1	Internal	Uptime, seamless operation	Ongoing	
External Security	Antivirus, firewall security threats	Internal Departments	EXC2.1	Internal	Security threats recognised and prevented	Ongoing	
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Departments	EXC2.1	Internal	Uptime and license agreements are complied to	Ongoing	

ACTIVITY RECORDS MANAGEMENT & 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.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Transfer Records to new Off Site Storage Facility	EXC2.2		N/A	June 2014	
Upgrade to Queensland Disposal Authority Schedule	EXC2.2		Internal	June 2014	
Upgrade Dataworks to version 4.02 in preparation for New Business System	EXC2.2		Internal	June 2014	Completed
Electronically scan sewerage drainage and building plans and link to GIS mapping system	EXC2.2		External	June 2014	95%

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Record Keeping	Ensure council inward correspondence is recorded into Council electronic data management system	Community, Government agencies, Internal Departments	EXC2.2	N/A	Compliant with Public Records Act for the Record Keeping – IS40	All inward emails to Council and hard copy mail received from Australia Post and Customers are recorded into ECM on a daily basis	
Incoming Mail	Incoming mail opened, sorted, scanned and distributed via Dataworks	Community, Government agencies, Internal Departments	EXC2.2	N/A	Incoming mail is opened and distributed via tasks in Dataworks to the organisation within 30 hours turn around	All incoming mail is opened and distributed via tasks in ECM within a 30 hour turn around most days – dependant on staffing levels	
Email correspondence	Register and distributed email correspondence via Dataworks to the organisation	Community, Government agencies, Internal Departments	EXC2.2	N/A	Email correspondence distributed within 3 working days	All incoming mail is opened and distributed via tasks in ECM within a 30 hour turn around most days – dependant on staffing levels	
Storage & archival management	Ensure council storage and archival management practices meet business and legislative requirements	Community, Government agencies, Internal Departments	EXC2.2	N/A	Management practices in compliance with Public Records Act for the Retention and disposal - IS31	Disposal of archived records will occur within the next 6 months for paper documents that have reached their retention period expiration	

Continue to develop and enhance the current GIS datasets	Data accuracy and integrity. Layer creation and development.	Internal Departments	EXC2.2	N/A	Current inaccuracies identified and addressed	Ongoing
GIS Support desk	Helpdesk	Internal Departments	EXC2.1	N/A	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 Departments	EXC2.1	N/A	Suitable solution that effectively accumulates new information	On hold until business processes are identified. Rapid maps installed as an NRM solution
Web presence and development	Stratus – SBRC GIS data available to the public.	Community, Internal Departments	SD1.1, EXC2.1		Data accuracy and maintenance	Ongoing and new changes applied
Enhanced Software usability and upgrades	Exponare, MapInfo Suite.	Internal Departments	EXC2.1	N/A	Easily accessed Information and acceptable end user experience	Exponare installed and additional info added to layers



**Technical Services Branch
Operational Plan
2013/14**

September Quarter Review Report

Mission: To provide efficient infrastructure planning and design services to the organisation.
Officer Responsible: Manager Design and Technical Services
Responsibilities: Infrastructure Planning and Design Services and Soil Laboratory.

ACTIVITY INFRASTRUCTURE PLANNING AND DESIGN SERVICES

Mission: To provide efficient infrastructure planning and design services to the organisation.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Departments	SD2	Consult	Concept planning, design and indicative costs provided in advance of construction need	Future capital works scoping documents and prioritisation on-going	
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into Infrastructure operations and management	Outstanding – Asset Management Group with Finance established	
Design	Provision of design services for Operations Branch	Internal Departments	SD2	Consult	Designs services completed to meet work programming timetables	>50% of designs for 13/14 complete ready for construction	
Surveying	Provision of surveying services for the organisation	Internal Departments	SD2	Consult	Surveying services completed to meet programmed works	Achieved	
Quality Assurance	Quality assurance of infrastructure design and	Infrastructure Department, Council and TMR	EXC4.1	Internal	Third party certification of QA system obtained by June 2014	Program towards certification developed	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Development Application Assessment Advice	operations Advise of infrastructure requirements for Development Applications	Community, Internal Departments	GO3.3, SD2	Inform	Timely and professional engineering advice on Development Applications within SPA timeframes	Achieved

ACTIVITY SOIL LABORATORY

Mission: To provide timely and efficient soil laboratory services to internal departments and external customers.

Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
NATA Certification	Maintain NATA certification for soil laboratory activities	NATA	SD1 & 2	Internal	NATA audits completed successfully and certification maintained	No audit in this quarter – Certification remains
Materials testing	Tests undertaken for Council	Internal Departments	SD2	Internal	Tests analysed and reports provided to departments	Achieved
Private Works	Tests undertaken for client purposes	Customers	SD1	Inform	Tests analysed and reports provided to customer	Moderate level of private work done for external parties



Flood Restoration Program Operational Plan 2013/14

September Quarter Review Report

Mission: To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013.

Officer Responsible: Program Manager Flood Restoration

Responsibilities: Flood Restoration Program

ACTIVITY FLOOD RESTORATION PROGRAM

Mission: To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Program Controls	Deliver a prioritised works program that meets time expectations of the affected community, Council	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Flood restoration program delivered within required timeframes	2011 restoration program scheduled for completion 20 Dec 2013 2013 restoration program targeted for completion by 30 September 2014.	
Value for Money	Deliver to a defined value-for-money framework that considers lifecycle costs, timing, auditing and QRA requirements	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Value for money demonstrated and accepted by QRA	Design solutions reviewed and scope approved by QRA. Community consultation meetings held explaining timing and solutions.	

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Quality Management	Deliver appropriate and long term community solutions	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Asset restoration delivered to quality requirements of the asset owner	2011 restoration program scheduled for completion 20 Dec 2013. Quality documentation and as constructed information forwarded to asset owners. 2013 restoration program underway. Progressive sign-off of completed works by asset owners.	
Financial and Procurement Strategy	Deliver a financial and procurement strategy that balances achieving certainty of cost and lowest whole of life cost in line with SBRC's procurement policy	Community, Council, Internal Departments, Queensland Reconstruction Authority	SD2	Inform	Assets constructed will not burden Council financially in the future from increased depreciation costs	2013 procurement strategy substantially implemented. Experienced contractors whom represent the lowest risk to Council will be selected.	



Water and Wastewater Branch Operational Plan 2013/14

September Quarter Review Report

Mission: To deliver quality and reliable water and wastewater services that meet the needs of our community through sound asset management planning that is focussed on preventative maintenance and proactive infrastructure renewals.

Officer Responsible: Manager Water and Wastewater

Responsibilities: Water and Wastewater Administration, Water and Wastewater Services and Projects, Water and Wastewater Treatment and Quality.



ACTIVITY WATER AND WASTEWATER ADMINISTRATION

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

Activities and Services					Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Administration Support	Administration support services to water and wastewater branch	Community, Team Members, Internal Departments	SD2.2, EXC5.1	Engage	Level of satisfaction with service	Satisfactory	
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into Water and Wastewater operations and management.	Hydraulic models established internally for town water supplies and asset details updated	
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Community, Internal Departments, Council	SD2.2	Internal - Engage	Future works and needs determined and budgeted in the 10 year capital works plan	10 year plans continually updated as more accurate data available	
Budget Management	Ongoing monitoring and reviewing of budget (operational and capital)	Team Members, Internal Departments, Council	EXC1	Internal - Engage	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Surplus budget prepared and adopted and monitored	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
	expenditure)				Quarterly Budget Reviews	
Branch Meetings	Regular Coordinator and Supervisor meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators and Supervisors monthly Branch 6 monthly	Meetings held regularly
Customer Service	Responses to enquiries and requests for service	Customers, Community, Internal Departments, Councillors	SD2.2, EXC5.1	Engage	Responses to enquiries and requests for service within Customer Service Standards for Water and Wastewater	Response times achieved

ACTIVITY WATER & WASTEWATER SERVICES AND PROJECTS

Mission: To provide water and wastewater networks which meet customer and Council expectations through a planned and proactive approach.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Community, Internal Departments, Council	SD2.2	Inform	Decrease in reactive maintenance costs	No decrease in reactive costs in first quarter which is typical due to ground movement at this time of year causing main breaks	
Reactive Maintenance	Service sewer blockages and water main breaks	Customers, Internal Departments	SD2.2	Inform	Customer Service Standards met – 95%	Achieved	
Capital Works Program	Completion of Capital Works Program	Community, Internal Departments, Council	SD2.2	Inform	Capital works program completed as scheduled and within budget	Delivery of mains replacements on-target	
Program Planning, Design and Coordination	Construction Design Coordination	Community, Internal Departments, Council	SD2.2	Inform	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement Coordination - projects delivered in accordance with program and budget	Achieved Currently achieving 1-2 months Achieved	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
New Connections	Service delivery of new connections	Customers	SD2.2	Consult	All connections in accordance with Customer Service Standards timeframes	Achieved
Minor Works	Internal support to Treatment & Quality section and Property Branch	Internal Departments	SD2.2	Consult	Internal assistance provided to other sections when resources available to reduce external contractor use	On-going assistance provided

ACTIVITY WATER & WASTEWATER TREATMENT AND QUALITY

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

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Capital Works Program	Completion of Capital Works Program	Community, Internal Departments, Council	SD2.2	Inform	Capital works program completed as scheduled and within budget	Delivery of minor works on target. Preparation of major tenders commenced	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	DERM (including EPA), SWIM, Bureau of Meteorology (BOM)	SD2.2	Inform	Statutory timeframes met	SWIM reporting undertaken in this quarter	
Treatment Plants, Reservoirs and Chlorination Facilities	Operate and manage facilities	Community, Internal Departments, Council	SD2.2	Inform	Compliance with licence conditions	Ongoing non-compliance with some plants due to inappropriate limits, however new licence applied for Kingaroy	
Dams and Weirs	Operate and manage dam and weir facilities within Regulations	Community, Internal Departments, Council, Dam Safety Regulator	SD2.2	Inform	Compliance with Dam Safety Regulations	Achieved	
Recycled Water	Supply of recycled water to	Community and sporting groups,	SD2.2	Consult	Recycled water available within climatic restraints	Continuing unrestricted	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Water Quality	community and sporting groups Maintain water quality in accordance with relevant guidelines	Council Customers	SD2.2	Consult	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Two instances of E-Coli detection in Wondai and Murgon due to chlorination equipment failures resolved.



Roads and Drainage Branch Operational Plan 2013/14

September Quarter Review Report

Mission: To provide safe, adequate, effective and efficient road network across the South Burnett.
Officer Responsible: Manager Roads and Drainage
Responsibilities: Administration, Construction, Maintenance and Contracts



Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Branch Meetings	Regular Coordinator and Supervisor meetings	Team Members	SD2.2, EXC5.1, EXC3, EXC3.2, EXC3.3, EXC3.4	Internal - Engage	Coordinators and Supervisors monthly Branch 6 monthly	published Achieved
Asset Management	Asset Management Plan implementation	Community, Internal Departments, Council	SD2.4	Internal - Engage	Asset Management Plans implemented into infrastructure operations and management	Outstanding

ACTIVITY CONSTRUCTION

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

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Road Infrastructure Levy Program	Completion of Capital Works Program funded by the Council Road Infrastructure Levy	Community, Council, Internal Departments	SD2.1	Inform	Capital works program completed as scheduled and within budget	Division 1 works commenced	
Road Infrastructure Assets Program	Completion of Capital Works funded by General Revenue	Community, Council, Internal Departments	SD2.1	Inform	Capital works program completed as scheduled and within budget	27% completion of capital works achieved in first quarter	
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	Queensland Government Department of Transport and Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification, in accordance with contracts and within budget	TH Burns Road completed, Memerambi Barkers Creek Road 50% complete	
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery	Australian Government Department of Infrastructure and Transport, Community	SD2.1	Inform	Capital works program completed as scheduled and within budget	Crumpton Drive complete	

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
	Program	Council, Internal Departments				

ACTIVITY **MAINTENANCE**

Mission: To maintain safe, adequate and effective road and drainage networks in the region.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
General Maintenance Program	Deliver general maintenance program across the region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of the general maintenance program through efficient and effective use of materials and resources	Timely general maintenance being delivered	
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Community, Council, Internal Departments	SD2.1	Inform	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Working in conjunction with flood restoration to achieve effective maintenance to unsealed roads	

ACTIVITY **CONTRACTS**

Mission: To provide maintenance services across the State Controlled road network within the region on behalf of the Department of Transport and Main Roads.

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	Queensland Government Department of Transport and Main Roads, Council, Community, Internal Departments	SD2.1	Inform	Completion of works to specification and in accordance with the RMPC contract	Achieved	



Economic Development Branch Operational Plan 2013/14

September Quarter Review Report

Mission: To promote and support the economic development of the South Burnett region.

Officer Responsible: Manager Economic Development

Responsibilities: Economic Development and Tourism, Airports, Dips, Saleyards, Yallakool Park on BP Dam and Boondooma Dam.

ACTIVITY ECONOMIC AND TOURISM DEVELOPMENT

Mission: To promote and support the economic and tourism development of the South Burnett region.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Economic Development Strategy Finalisation	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	December 2013	Draft strategy reviewed by SBD. Facilitation sessions to be held in November 2013 and February 2014
South Burnett Directions – establish a peak economic & tourism development organisation that is structured to deliver projects of regional significance for the South Burnett	GO2.1, GO2.2, EXC6.1	Community Plan and Draft Economic Development Strategy	Engage	July 2013 and on-going	SBD established as Committee of Council
Marketing Plan for Yallakool Park on BP Dam	GO1.2			December 2013	Not started
Marketing Plan for Boondooma Dam	GO1.2			December 2013	Not Started
Support for "Hand Made in Country" Southern Queensland Country Project to encourage and promote local hand made goods and services, monthly markets now held in Kingaroy forecourt, additional in-kind promotion of the project provided by Council	EC1.2		Engage/inform	June 2014	Website created

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Complete Capital Projects in accordance with Budget Allocations	SD2		Inform	June 2014	On going

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Enhancing Passenger Transport Project – finalise project, outcomes and acquittal	Sustainable transport services	Community	EC4.1	Engage	Ongoing services that demonstrate a capacity for longevity (or improved linking of existing services)	Services continuing and passenger numbers are being nominated
Jobs Skills Development	Continuation of skills development projects	Eligible workers	GO2.2	Engage	Increased employment	Completed

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Regional Economic Development Advisory Committee (REDAC)	Work with community and business leaders to deliver key economic development projects	Business community	GO2.1, GO3.2, EXG6.2	Community Plan and Draft Economic Development Strategy	Identified key economic development projects delivered	Actively participating in the following WBB projects - Liveable Cities Liveable Towns; Digital Economy Strategy and Centre for Rural Innovation. Attending bi monthly REDAC committee meetings.	
Develop a Supply Chain Model	Work with Department of State Development, Infrastructure and Planning to undertake supply chain opportunities analysis	Business community	GO2.1, GO2.2,	Community Plan and Draft Economic Development Strategy	Demonstrated local business engagement in opportunities and pathways identified. Identification and development of business growth opportunities	DSDIP has taken up the model for use in the Wide Bay Burnett. SBRC does not have resource to drive this program	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
New Business Attraction	Identify businesses that may relocate to the South Burnett	Business community	GO2.1		Develop a business attraction prospectus. Identify key industries that could operate successfully in the South Burnett. Target and approach identified new business start up opportunities	Part of the SB Economic Development Strategy
Business Programs	In collaboration with State Development, Infrastructure and local Planning and local businesses provide the business community with business programs that support business growth and or improvement	Business community	GO2.1, GO2.2,	Community Plan and Draft Economic Development Strategy	Delivery of defined programs that meet business needs for on-going business improvement and the digital economy.	SBRC has delivered monthly business improvement workshops with approximately 30 businesses attending the sessions.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Precinct master planning for vibrant townships	Involvement in a working group to commence town plans for future liveability	Community	GO3.3		Establishment of a detailed long term plan including financial funding and resource commitment Concepts developed for future planning developed	Concepts are being discussed	
South Burnett Exposed	Business products and services displayed with a new technology theme	Business and local community	GO2.1	Business Associations and local businesses	With the undertaking by business associations to support and participate undertake a local business expo to be held Spring 2013	SBRC does not have resource to run this event	
Yallakool Park	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Visitor numbers and length of stay are up on the previous year	
Lake Boondooma	Provision of pristine competitive facilities	Tourists and locals	GO1.2	Inform - Advertising	Improvement from previous year for patronage and return on investment	Visitor numbers and length of stay are up on the previous year	
Airports	Provision of airport facilities and runway safety	Aviation Community	SD2		Airport runway maintained to safety requirements	Regular safety inspections undertaken.	
Dips	Provision of dip facilities	Rural Cattle Community	SD2		Dip facilities adequately service rural community	DIPS regularly maintained	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Saleyards	Provision of saleyard	Rural Cattle Community	SD2, GO2.2		Saleyards adequately service rural community. Facilities provide satisfactory animal welfare	New catwalk erected. A new cattle ramp is being designed for installation in 2014	
Bunya Mountains	Representation on Bunya Mountains Action Group	Bunya Mountains Action Group, Community, Councillors	EC1.2	Engage		Future plans to be reviewed	
Tourism Opportunities Plan – South East QLD Tourism Projects	Continued representation on the Project Management Committee	TOP Project Management Committee, Community, Tourism/Business Sector, Councillors	GO1.1	Engage	Tourism Opportunities Plan projects implemented in the South Burnett	To be evacuated with the Tourism stakeholders	
Major Tourism Event	Develop and introduce one new major event in the South Burnett	Local Community and external visitors	GO1.1	Engage local business, Cherbourg Aboriginal Council and tourism operators	Event planned and structured	South Burnett On Show planned for the long week end in October 2013.	



Governance Branch Operational Plan 2013/14

September Quarter Review Report

Mission: To provide effective administrative and governance services to the organisation
Officer Responsible: Manager Governance
Responsibilities: Branch Administration, Mayor and Councillors, Strategic Planning and Performance, Legal Services, Internal Audit, Media, Communications, Community Engagement, Marketing, Promotions, Civic Receptions, Corporate Events, Audit Committee and Risk Management.

ACTIVITY **BRANCH ADMINISTRATION**

Mission: To provide management and administration support to promote and support governance branch activities.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Coordinate review of all Council Policies	EXC4.1		Internal	June 2014	Draft Policy Framework finalised for CEO Approval

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Production of agendas and minutes	Preparation of agendas and minutes for Council meetings and other meetings as required.	Councillors, Departments and the Community	EXC4.1	Inform	Publication of agenda and minutes within statutory timeframes	Completed	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Council minutes and resolution notifications	Completion of minutes and issuing of notices to staff regarding resolutions requiring action	GM's, Managers and branches	EXC4.1	Inform	Notices issued within 7 days.	Completed
Administrative Action Complaints	Coordination of administrative action complaint processing	CEO	EXC4.1		Processing in accordance with legislation	Completed – General Complaint Policy under review
Register of Interests	Coordinate and maintain register of interests	Councils, Senior Staff, Community	EXC4.1	Inform	Councillor Register of Interests on website	Completed
Corporate Registers	Maintenance of statutory registers	Council, Community	EXC4.1	Inform	Corporate registers maintained	Completed

ACTIVITY **MAYOR AND COUNCILLORS**

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

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Remuneration	Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Mayor and Councillors	EXC4.1	Inform – Annual Report	Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Completed	
Facilities and Resources	Facilities and resources provided as per policy	Mayor and Councillors	EXC4.1	Inform – Annual Report	Mayor and Councillors satisfaction with level and quality of facilities and resources provided.	Facilities and resources provided in accordance with policy	
Mayoral Administration Support Services	Level of administrative support to Mayor	Mayor and Councillors	EXC4.1	Internal	Mayor's satisfaction with level / quality of support provided.	Mayoral Administration Support Services provided – officer Seconded to new Executive Liaison Officer position	
Training & Development	Professional development provided to Councillors to support their role	Mayor and Councillors	EXC3	Internal	Training and development delivered in accordance with training plan.	Professional development provided to Councillors	

ACTIVITY STRATEGIC PLANNING AND PERFORMANCE

Mission: To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Introduce utilisation of Business Intelligence Software for Strategic Planning and Performance	EXC4.1		Internal	June 2014	Scheduled to commence in February 2014

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Long Term Community Plan	Undertake annual review of the implementation of the long-term community plan	Community	EXC4.1		Review completed and included in Annual Report	No progress to date
Corporate Plan	To coordinate corporate plan annual progress report	External/Internal	EXC4.1	Inform	Adopted by December 2013 Compliance with legislative requirements: Local Government Act and Regulations	Workshop conducted, consultation with GM & Managers progressing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Operational Plan	To coordinate the production of the Operational Plan every year.	External/Internal	EXC4.1	Inform	Operational Plan adopted by 31 July 2013. Compliance with legislative requirements: Local Government Act and Regulations	Operational Plan adopted with Budget in July 2013	
Operational Plan	To coordinate organisational reporting on a quarterly basis.	External/Internal	EXC4.1	Inform	All branches and departments complete an Operational Plan quarterly report. Present to CEO. Report to Council	September Quarter Progress Report templates developed and circulated for completion	
Annual Report	To manage organisational reporting on an annual basis.	External/Internal	EXC4.1	Inform	Annual Organisational Reporting – Annual Report 2012/13 adopted by 30 November 2013	Draft Annual Report progressing – information being gathered	

ACTIVITY LEGAL SERVICES

Mission: Compliance with relevant legislative requirements and coordinate legal services within budget allocations.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Annual Review of Delegations Register	EXC4.1		Internal	November 2013	Annual Review completed in August

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Purchase of legal services	The buying of external legal services	External/Internal	EXC4.1	Internal	Services costs within budget	Within Budget – being monitored
Responses to subpoenas, orders for non party disclosure	Provision of documents as required	External/Internal	EXC4.1	Internal	Information compliance by required or otherwise agreed date	Nil

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Right to Information	Processing of Right to Information applications.	External/Internal	EXC4.1	Inform	Compliance with RTI Act Less than 5% of applications require extension of time	Nil RTI Applications received in September Qtr One Decision Notice issued	
Information Privacy	Compliance with privacy principles	External/Internal	EXC4.1	Inform	Less than 5 privacy complaints per annum	Nil Privacy Complaints received	
Delegations	Delegations register complete and up to date.	Internal	EXC4.1	Internal	Timely, appropriate and up-to-date delegations register	Delegations for the following Legislation were adopted: Environment Protection Regulation Environmental Protection Act 1994 Public Health Act 2005	
Authorised Persons Powers	Authorised persons instruments of appointments maintained	Internal	EXC4.1	Internal	Timely and up-to-date instruments of appointments	Ongoing updates completed	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Identification Cards	ID cards issued to all staff and councillors	Internal	EXC4.1	Internal	New and replacement ID cards prepared and issued	Ongoing updates completed

ACTIVITY INTERNAL AUDIT

Mission: To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Audit Plan	3 Year Audit Plan	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement – PreAudit Notices issues, Discussion Paper and Exit Meeting	Audit activities completed as per the schedule. 100% complete for the financial year 2013-14 activities	3 Internal Audits Finalised 2 Audit Activities commenced
Review Audit Plan	Annual review to ensure Audit Plan meets organisational requirements and addressing new and emerging risks.	Internal Departments, Council, Audit Committee, External Auditors	EXC4.1	Internal Engagement with CEO & GM's	Audit Plan meets organisational requirements Review completed by June 2014	The Audit Plan was reviewed in terms of the timing of particular audits - rearranged to meet operational needs.

ACTIVITY MEDIA, COMMUNICATIONS, COMMUNITY ENGAGEMENT, MARKETING, PROMOTIONS, CIVIC RECEPTIONS & CORPORATE EVENTS

Mission: To deliver quality media, communication, community engagement, marketing, promotions, civic receptions and corporate events, to and behalf of Council.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Corporate Communication Plan 2014/15	EXC4.1		Internal	June 2013	Approved by CEO August 2013
Develop Council Event Calendar 2013/14			Internal	September 2013	Commenced

Operational activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Media Releases	Coordination, approval and release of proactive media releases	Community, Councillors, Internal Departments, CEO	EXC5.1	Inform	Ratio of proactive to reactive media releases	July 2013 – 20 Media Releases August 2013 – 24 Media Releases September 2013 – 23 Media Releases

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Advertising	Coordination, booking and placement of classified and display advertising in print and radio	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of advertising in accordance with budget	On budget	
Community Engagement	Resources available for internal departments	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1		Effectiveness of community engagement activities	Policy in place	
Corporate Image	Monitor adherence to prescribed corporate style guidelines.	Internal Departments, CEO,	EXC5.1	Inform	Compliance with style guidelines and logo use.	Ongoing	
Corporate Publications	Coordinate design and production of corporate publications including Corporate Plan, Annual Report	Community, Councillors, Internal Departments, CEO, Council Committees	EXC5.1	Inform	Delivery of corporate publications on time and within budget	Ongoing	

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Staff Newsletter	Staff newsletter distributed to all staff	Employees, CEO	EXC3.4	Inform	Monthly staff newsletter distributed to all staff	Distributed monthly	
eNewsletter	eNewsletter distributed to community members on email list	Community	EXC5.1	Inform	eNewsletter distributed to community monthly	Distributed monthly	
Australia Day Awards and celebrations	Deliver or partner in a range of events to celebrate Australia Day	Councillors, VIPs, dignitaries, invited guests, community, Council employees	EC1.1	Engage	Australia Day celebrated around region		
Anzac Day	Work with community through Council officers at Nanango, Kingaroy, Wondai and Murgon offices to contribute to Anzac Day celebrations	Council officers, Community, RSL's, Councillors	EC1.1, EC1.2	Engage	Ceremonies reflect the tradition of Anzac Day		

Operational activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Citizenship Ceremonies	Deliver Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community,	EC1.1, EC1.2	Engage	Citizenship ceremony attendance rate	Ongoing	
Christmas Light Competition	Annual Christmas Light Competition	Community, Councillors	EC1.1	Engage	Participation in competition		
Mayoral Events	Mayoral events to raise funds for Community Trust	Business Community, Mayor and Councillors	EC1.1	Engage	Funds raised for community trust.	Planning commenced for 2014 Mayoral Charity Gala Ball	
Staff Service Recognition Awards	Annual Award Night –	Staff, CEO and Councillors	EC1.1	Engage	Staff attendance at award night.		

ACTIVITY
AUDIT COMMITTEE

Mission: 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.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Audit Committee	Oversight function over internal audit and risk management. At least four meetings per year	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Self evaluation of Audit Committee Performance – Completion of appraisal/survey of committee members of satisfaction with meeting conduct and content. Target: 75% satisfaction	Audit Committee met twice during September Quarter	
Internal Audit Plan Review	Review the internal audit for the current financial year	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Audit Plan reviewed and approved by Audit Committee. Completed by June 2014		

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Internal Audit Progress Review	Review the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate	CEO, Councillors, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Quarterly progress reports reviewed by Audit Committee	Internal Audit progress report presented at the August Audit Committee meeting
Draft Financial Statements reviewed by Audit Committee	Review draft Financial Statements prior to certification by Mayor and CEO under section 161(2) and given to the auditor-general for auditing.	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Financial Statements reviewed by September 2013 prior to certification by Mayor and CEO	Financial Statements reviewed by the Audit Committee at the September 2013 meeting

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Auditor General's report reviewed by Audit Committee	Review of Auditor General's report about the financial statements for 2011-12	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee	EXC4.1	Internal Engagement with Audit Committee	Auditor General's report reviewed in a timely manner to meet statutory requirement of adopting Annual Report by 30 November 2013		
Minutes of Meeting	As soon as practicable after a meeting of the committee, give the Council a written report about the matters reviewed and the committee's recommendations about the matters.	CEO, Councillors, Audit Committee, External Auditors (QAO)	EXC4.1	Internal Engagement with Audit Committee	Report to Council including minutes of meeting in the monthly meeting immediately after the Audit Committee Meeting	Completed	

ACTIVITY **RISK MANAGEMENT**

Mission: 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.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Risk Register developed for Operational Plan 2013-14	EXC4.1		Internal	September 2013	Completed
Risk Register developed for Corporate Plan 2013-18	EXC4.1		Internal	August 2013	Postponed until Corporate Plan adopted
Investigate the potential to use a computer based Risk Management System	EXC4.1		Internal	June 2014	Initial investigations commenced

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update	
Operational Risk Register Monitoring	Continuous updates on operational risk treatment plans. (Including special projects)	Councillors, GM's, Managers, CEO and all Council employees	EXC4.1	Internal Engagement – All branches	All branches update their risk treatment plans quarterly. Present to CEO.	Completed	
Strategic Risk Register Monitoring	Continuous updates on strategic risk treatment plan	Councillors, GM's CEO	EXC4.1	Internal Engagement – All departments	All departments update their risk treatment plans biannually. Present to Council.		
Risk Register Tools	Review Consequences/Impact Matrix	Councillors, GM's, Managers, CEO and all Council employees	EXC4.1	Internal Engagement – All departments	A revised Consequences/Impact Matrix completed by October 2013 and approved by the CEO		



Human Resources Branch Operational Plan 2013/14

September Quarter Review Report

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

ACTIVITY **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.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Workforce Planning Framework to be developed	EXC3.1		Internal	Review during 2013/14	
Human Resource Policy and Procedures Manual to be developed	EXC3.1		Internal	Rollout March 2014	Needs established Policies are currently under review to be updated and rewritten
Implement Human Resource Management Standards	EXC3.1		Internal	Ongoing	Monitoring
Participate in TechOne – New Business System Implementation	EXC2.1		Internal	December 2013	Completed for Pay roll

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
					September Quarter Update

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	General Managers, Branch Managers, Supervisors, and Employees	EXC3.4	Internal - Engage	100% of Learning & Development Plan Delivered within framework allocated from Council	More work has been undertaken to finalise.
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Trainees, Apprentices, Supervisors, Managers, General Managers	EXC3 EXC3.5		Completion of Apprentice and Trainees employment contracts within required timeframes and view to reduce to nil.	Funding obtained, selection underway
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	General Managers, Branch Managers, Supervisors, and Employees	EXC3		100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels to accredited in R&S. June 2014	Achieved

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
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.	General Managers, Branch Managers, Supervisors, and Employees	EXC4.1		Commence rollout of HR metrics reporting from new business system by July 2013 with full suite rolled out by December 2013.	Waiting on T1 reports to be finalised

ACTIVITY **WORKPLACE HEALTH & SAFETY**

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Full WH&S Audit Accreditation	EXC3.2	N/A	Internal - Inform	March 2014	Completed
Implement the Health & Safety Strategic Plan	EXC3.2	N/A	Internal - Inform	August 2013	Completed

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
WH&S Training	Training delivered in line with Council's Safety System, including external providers.	Employees, GM's, Managers, Councillors, Training Providers	EXC3.2	Internal	100% of all new employees' to attend Corporate WH&S Induction. 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. 90% attendance for all other training provided.	

WH&S Reports	Reports on Workplace Health & Safety measures that will assist and support effective management of Safeplan within the organisation	GM's, Managers, WH&S Committee	EXC3.2	Internal	<p>WH&S injury and incident measures:</p> <p>Lost Time Injury Frequency Rate 14 by June 2014 (LTIFR)</p> <p>Days Lost for the Year(LDFY) 60 for 2013/14</p> <p>Lost Time Injuries for the Year(LTY) 6 injuries for 2013/14</p>	
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Employees, Managers, GM's, Councillors	EXC3.2	Internal	<p>Safeplan Compliance Management:</p> <p>Compliance with Safeplan system - Audit 80% Compliance</p> <p>Compliance with WH&S QLD inspections- Audit 80% Compliance</p>	

Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Employees, Managers, GM's	EXC3.2	Internal	100% compliance with legislative standards. Reduction in the number of days to return to work rate. With ongoing review and report to CEO.	
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ACTIVITY EMPLOYEE RELATIONS

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

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
Planning for Enterprise Bargaining Agreement 2014	EXC3	N/A	Internal - Engage	Ongoing	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	September Quarter Update
Employee relations, advice and support	Employee / industrial relations support.	Employees, CEO, Unions	EXC3	N/A	Support provided as requested, ongoing.	

ACTIVITY 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).

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	September Quarter Update
HR Metrics Reporting	EXC3	N/A	Inform Internally	December 2013	

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councilors. Process all leave requests and timesheets.	Councillors, General Managers, Branch Managers, Supervisors, and Employees	EXC2		Accuracy of payments processed measured against the data provided to payroll. 2% error rate. Payments made consistently into accounts on pay Wednesdays.

Resolution:

Moved Cr BL Green, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

9.2.5 G - 1237850 - Annual Report 2012/2013

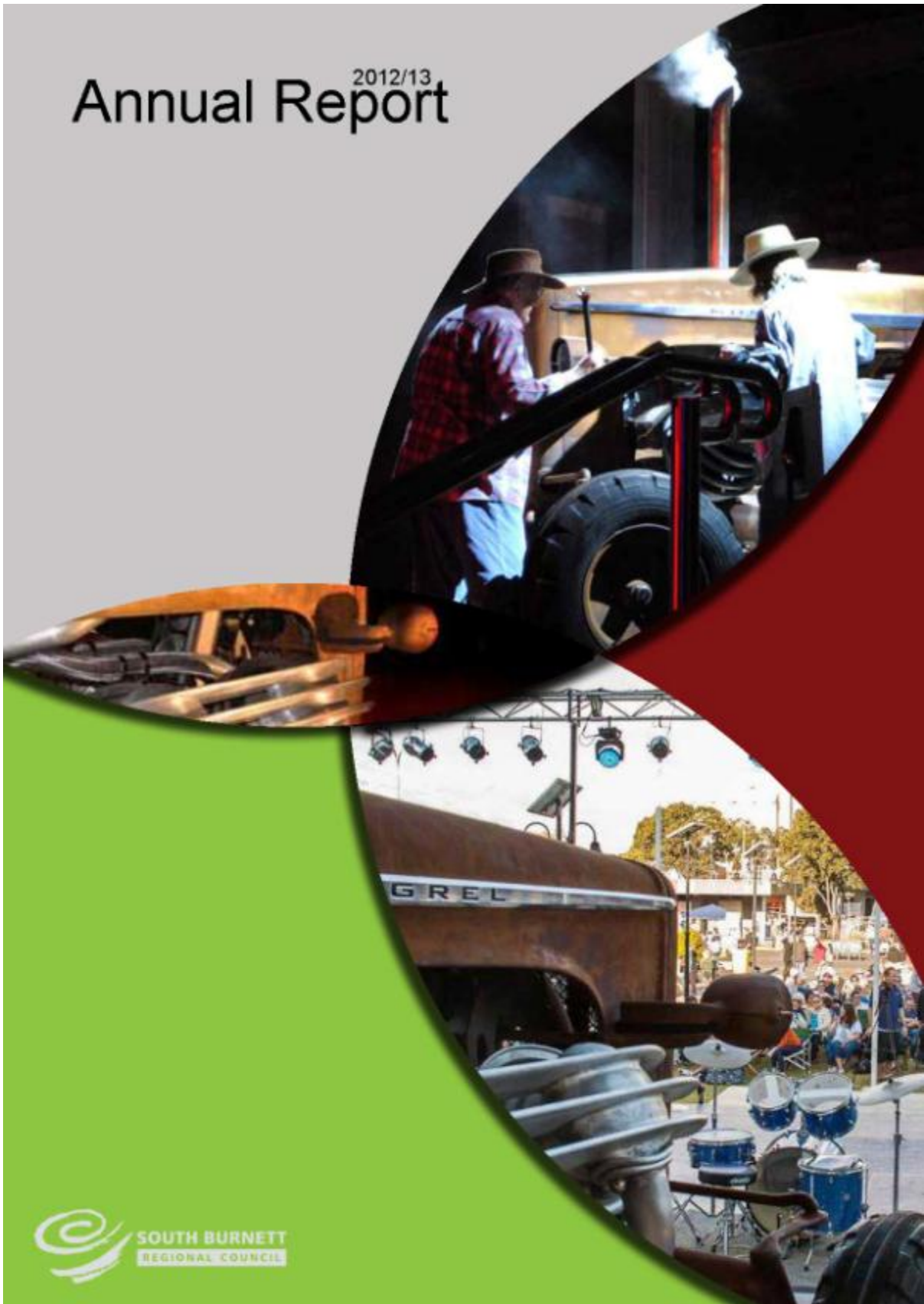
Summary

Pursuant to section 182 of the *Local Government Regulation 2012*, Council is required to prepare an Annual Report which contains an assessment of Council's performance in implementing its Corporate and Operational Plans, audited financial statements, and other statutory information as required by legislation.

Officer's Recommendation

That the South Burnett Regional Council Annual Report 2012/13 be adopted.

Annual Report ^{2012/13}

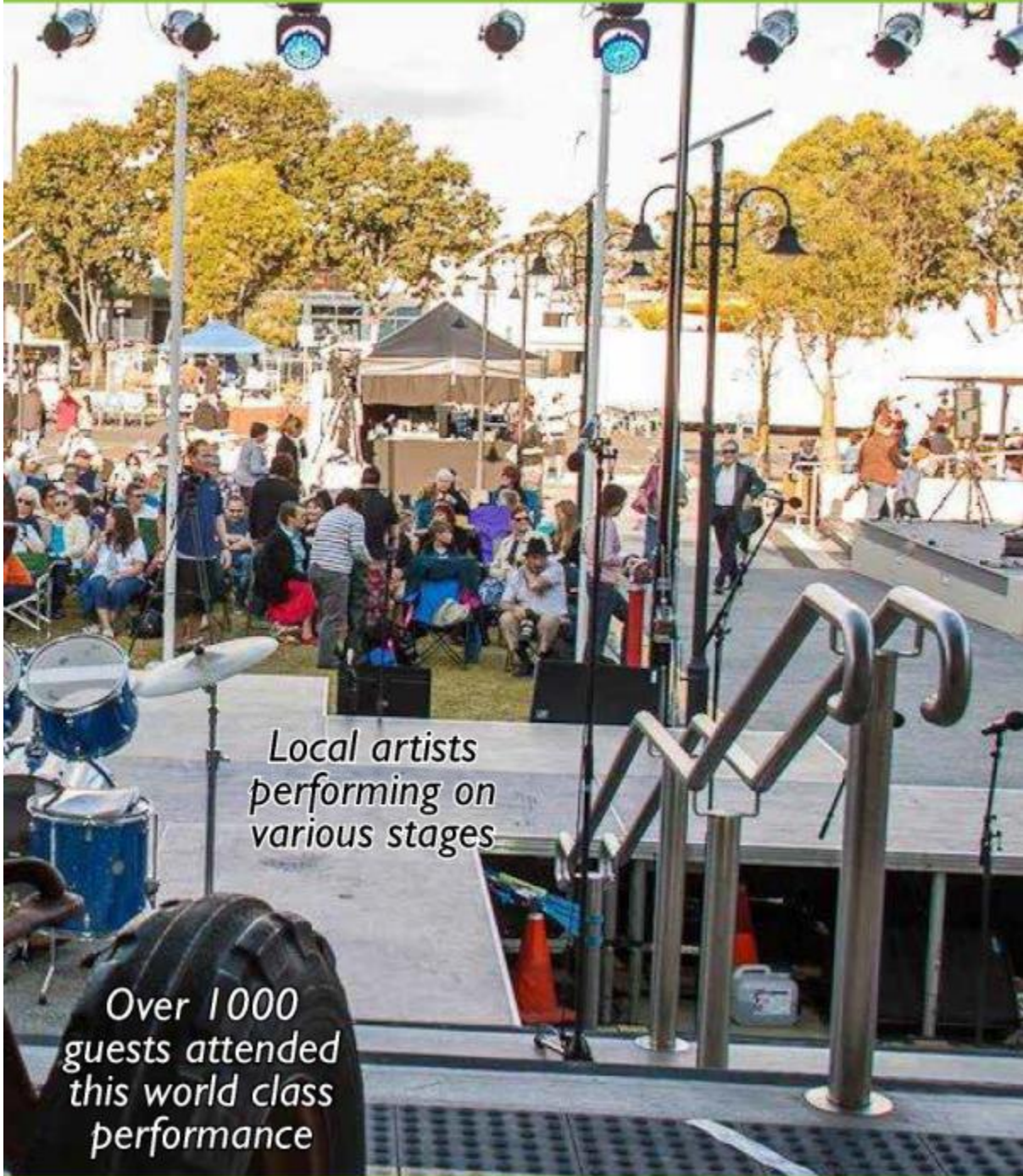


Event of the Year Tractor Tattoo 2012



Over \$100,000 in funding from
Regional Arts Fund, Australia Council
for the Arts and Arts Queensland

An Edinburgh inspired Tattoo combined with the playing of a
Musical Tractor
constructed by Steve Langton



Local artists
performing on
various stages

Over 1000
guests attended
this world class
performance



Photograph: Woomoolin Wetlands

South Burnett Regional Council 2012/13 Annual Report

This Annual Report is for the period 1 July 2012 to 30 June 2013.

Council's Corporate Plan 2009/13 is the guiding Council document. The Corporate Plan describes the strategic priorities and desired outcomes and the Annual Report documents what was achieved. As an organisation Council is required by legislation to prepare and adopt an Annual Report but more importantly it is the major accountability tool in Council's corporate governance framework which provides financial and non financial information on the efficiency and effectiveness of operations.

The Annual Report outlines Council's vision, values and strategic priorities, details performance and achievements, challenges faced and the future initiatives planned to meet these challenges.

The Annual Report 2012/13 meets Council's commitment to transparent reporting by exceeding legislative requirements and producing a report that truly captures all aspects of Council's business.

Council hopes you enjoy reading this report.

How to read this report

This report is divided into three (3) sections; an overview of Council and the organisation, the main body featuring performance reporting, and statutory information including the financial statements. The main body of the report is divided into the five strategic priority areas: Enhancing our Communities, Growth and Opportunity, Our Environment, Organisational Excellence and Service Delivery and Infrastructure. Each strategic priority includes information on achievements, challenges, interesting facts and statistics, as well as performance against the Corporate Plan 2009/13.

Progress

Council's progress against each strategic priority is illustrated by the following symbols:

- ✓ Achieved Target
- Progressing
- ⊕ Commenced
- ✖ Postponed

Striving for excellence in reporting

Council was presented with a Bronze Award at the Australian Reporting Awards (ARA) in June 2013 for its Annual Report 2011/12. This Award acknowledged Council's commitment to providing transparent and accountable reporting to the community.

The Awards provide an opportunity for Council to benchmark the report against ARA criteria for Local government reporting based on world's best practice. They are open to all organisations that produce an Annual Report. The general awards, under which Council received their Bronze, clearly recognise the standard of report.

Council embraces the fundamentals of good reporting and remains committed to excellence in reporting to our community.

Target audience

Council's annual report is produced to inform the community of progress in achieving the outcomes documented in our Corporate and Operational Plans.

The community includes residents, ratepayers, community organisations, businesses, investors, potential funding bodies, sponsors, industry organisations and government departments; Local, State and Federal.

Feedback

Your feedback is valuable to us. Should you wish to comment on the content, structure and readability of this annual report please complete the feedback form at the end of this document or contact Council's Governance Branch on (07) 4189 9100.



Highlights of the Year

Strategic Priority: Enhancing our Communities - See page 48 for more details

Building vibrant, healthy, supportive and inclusive communities

- Tractor Tattoo, an Edinborough inspired Tattoo combined with the playing of a Musical Tractor
- Mayor launches Mayor's Red Earth South Burnett Flood Appeal to raise funds for farmers affected by flooding events
- Taromeo Cemetary restored to its former glory after being destroyed by the 2011 flooding event
- Nanango library partnered with the local community to support early childhood literacy and foster a love of reading through the Reading Bug Program
- Big Screen Festival celebrates its seventh (7) year

Strategic Priority: Growth and Opportunity - See page 62 for more details

A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms

- Council established a peak economic and tourism body, South Burnett Directions.
- Drafting of new Planning Scheme progresses
- Consistently complied with Statutory timeframes for development applications
- Good attendance numbers at business mentoring workshops
- Formal agreement arranged for management of Brisbane Valley Rail Trail
- Kingaroy Aerodrome Precinct Plan under development

Strategic Priority: Our Environment - See page 70 for more details

A sustainable environment, proactively and responsibly managed in partnership with the community for future generations

- Carbon Management Plan finalised
- Implementation of the State Government's Waste Levy Strategy completed
- New fence around playground, gazebo, tables and chairs and amenities block at Memorial Park Kingaroy
- Exercise equipment stations along walkway Angel Avenue, Murgon
- Bike training track with traffic signs - Butterfly Park, Nanango
- Installation of barbeque, shelter and tables at Railway Park, Proston
- Fencing of Wooroolin Park playground - partnership program
- Completed weighbridge and roadworks at Kingaroy Waste Disposal Facility

Strategic Priority: Organisational Excellence - See page 76 for more details

An organisation that is characterised by effective leadership, responsible management and quality service delivery

- New Business System implementation progresses with 'go live' for October 2013
- New Procurement Policy supports local business
- Council self nominates for State wide Local government Workcover Workplace Health and Safety Scheme Audit
- Council consolidates banking arrangements
- Asset Management Committee established

Strategic Priority: Service Delivery and Infrastructure - See page 84 for more details

The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles

- 2011 Flood Restoration works 85% complete
- Nanango Water Treatment Plant dosing facility upgraded
- Lagoons were upgraded as part of the Blackbutt Wastewater Treatment Plant augmentation
- Rapid assessment and lodgement of the 2013 NDRRA submissions for damage to road, water, sewerage, parks, gardens and community assets put Council in a leading position to gain funding approvals
- \$9.6million on emergent and restoration works completed as a result of the 2013 flooding event



Challenges	Future Initiatives
<ul style="list-style-type: none"> • Attracting additional volunteers • Providing suitable storage facilities for our growing museum collections • Encouraging and maintaining increased physical activity and better nutrition within the community 	<ul style="list-style-type: none"> • Introducing e-book to the libraries' collections • Introducing internet wireless access to the branch libraries • Annual Survey of Physical Activity Providers • Healthy Catering Guidelines • Ride the South Burnett Community Ride (funded by SBRC Healthy Communities and Stanwell) • Community Grants and Donations Presentation Night • Recreation Strategy



Challenges	Future Initiatives
<ul style="list-style-type: none"> • Attracting additional volunteers to the Visitor Information Centres • Managing increased numbers of development applications for multiple dwelling units with poor design • Supply Chain Model project has been deferred due to the withdrawal of support from program partners 	<ul style="list-style-type: none"> • Business Plans for Boondooma Dam and Yallakool Tourist Park • Economic Development Strategy Finalisation • Business Attraction Prospectus • Electronic lodgement system for building, plumbing and drainage application through new business system • Council pledges in-kind support for 2014 UAV Challenge Outback Rescue event to be held in Kingaroy at Sir Joh Bjelke-Petersen Airport



Challenges	Future Initiatives
<ul style="list-style-type: none"> • Work programs for 2012/13 have been delayed due to the flooding events of early 2013. This will affect the delivery of work programs through to June 2014 • Transitioning into the new Waste Collection Contract from 1 July 2014 • Integrating the new business system with Council's compliance regime 	<ul style="list-style-type: none"> • Interpretative signage at Coomba Falls • Regional Fire Management Regime • Plan and implement Box Thorn treatment and landholder partnership program • Plan and implement biological control program for declared and noxious weeds • Implement and coordinate Giant Rats Tailed grass treatment and landholder partnership programs • Finalise and adopted Waste Management Strategy • Regional Waste Collection Service



Challenges	Future Initiatives
<ul style="list-style-type: none"> • Improving the quality of the Asset Registers for all asset classes • Continuously improving the budget processes • Improved monitoring of actual performance • Preparing the business model to facilitate the \$34million borrowing program • Manage the cash flows relating the restoration works program from the 2013 flood events - \$65million 	<ul style="list-style-type: none"> • Full implementation of new Business System - OneCouncil solution • Redesign Council's Website • Implement Policy Framework • Implement Zero Harm Program in our Workplace • Workforce Planning Framework to be developed • Achieve full Workplace Health & Safety Audit Accreditation • Planning for new Enterprise Bargaining Agreement



Challenges	Future Initiatives
<ul style="list-style-type: none"> • Weather conditions affecting the delivery and completion of works programs • Sourcing external funding to provide sustainable Water and Wastewater infrastructure • Development of new Customer Request Workflows for the new Business System • Delivering current levels of service while external funding decreases 	<ul style="list-style-type: none"> • Customer Request Response System (CRRS) further implemented • Asset Management Plans implemented into infrastructure operations and management • Capital Works Program delivered • General Maintenance Program • Heavy Maintenance Program • Improved strategic planning for future infrastructure through forward planning design Concept planning, design and indicative costs provided in advance of construction need



About your Council

About your Council



Council plays a pivotal role within our local community. Council provides and maintains essential infrastructure and quality services for our growing community. Roads, bridges, footpaths, water and sewerage networks, refuse collections, parks, open spaces, libraries as well as community and sporting facilities – these and other vital services are fundamental to the provision of a quality lifestyle in our region.

Council proactively and responsibly manages both the region's built and natural environment to achieve a sustainable future for the community and generations to come. Council does this through the delivery of various environmental awareness programs, natural resource management, environmental protection activities and sustainable development.

Council actively contributes to a strong and sustainable regional economy by providing services that support and promote local business, employment, economic investment and development within the region.

Council plays a fundamental role in influencing and maintaining the general health, well being and lifestyle of the community. Together we are building a vibrant, healthy, supportive and inclusive community by delivering a range of health, safety, social, cultural, lifestyle and leisure programs, services and activities.

The Livable Region



With the majestic Bunya Mountains as its backdrop, the South Burnett provides a perfect blend of vibrant town & country living set amongst rich agricultural farmland & rolling hills.

Located on the edge of the Great Dividing Range, it is an easy 2-hour drive north-west of Brisbane and directly west of the Sunshine Coast. The South Burnett covers 8,421 km², combining quality living and working environments, a relaxed country lifestyle, strong community values and outstanding cultural and natural attractions which continue to support economic growth within the region.

Kingsroy is the regional centre of the South Burnett with services including a commercial airport, regional shopping facilities, government agencies and many of the industries generally expected in much larger centres. All townships within the region support a vigorous sporting, cultural and social lifestyle with facilities including a range of heritage museums, art galleries, craft outlets, shopping malls, indoor and outdoor sporting and fitness facilities, local theatre groups, annual festivals and music venues.

Council employs approximately 340 staff, and has an operational budget of \$41 million and a capital budget of \$20 million. Council has a Mayor and six Councillors elected by the community, who meet for General Council Meetings every month to plan the delivery of services and discuss strategic priorities for the Region.

Our Vision

Individual communities building a strong and vibrant region.

Our Values

Corporate values are fundamental to Councils' decision-making processes, guiding the way we do business. Our values form the acronym ACHIEVE, which is what we aspire to do as we deliver outcomes for the region and our community.

A

ccountability

We accept responsibility for our decisions and actions

C

ommunity

Building partnerships, supporting communities and delivering quality services

H

armony

Our people working cooperatively to achieve common goals in a supportive and safe environment

I

nnovation

Encouraging an innovative and resourceful workplace and community

E

thical Conduct

We behave fairly with open, honest and accountable behaviour and consistent decision-making

V

ision

Our vision is the driving force behind our action and responsibilities

E

xcellence

Striving to deliver excellent environmental, social and economic outcomes



FAST FACTS

Population*:

32,227
people



5 Visitor Information Centres



3 Aerodromes

1.45%

Population Growth Rate South Burnett*

1.92%

Population Growth Rate Queensland*



7 New bus routes linking the South Burnett Region



over 17,500 Rateable Properties



73 Citizenship ceremonies



829 Building and planning approvals processed



6 Depots and 4 Workshops



10 Right to Information applications received



\$3.6million on roads



48,134 Phone calls answered from Council's main number



4,237 Customer Services Requests received



8,843 Drums recycled

*Australian Bureau of Statistics, Regional Population Growth, Cat. 3218.0 (Released on 30 April 2013. 2012 data will be revised in August 2013).

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Awards and Achievements

Our Awards and Achievements...

Staff Recognised for their Long Service to Council

Council recognised long serving staff that have been working for Local government in the South Burnett area at a function held in the Kingaroy Town Hall in April. The function was attended by staff and their families.

This is the second official awards night where staff with greater than 20 years of service to our organisation were recognised.

There were eight (8) people in the 20 year category, five (5) people in the 30 year category and one (1) person in the 40 year category. All of these people are applauded for their contribution to our Region. Their wealth of experience provides them with a textbook of knowledge gained from work under all sorts of conditions and over a period that has seen significant change.



Council receives Australasian Reporting Award

Council has received a Bronze Award at the 2013 Australasian Reporting Awards. This is the fifth consecutive year Council has received a Bronze at these prestigious awards.

Council is committed to producing an Annual Report which is an open and detailed account of Council's operations for the year. The award recognises Council's transparency and accountability in reporting back to our community on our operations, financial position and achievements for that year.

The Australasian Reporting Awards are regarded as the most prestigious reporting benchmark in Australia and New Zealand. The awards were introduced 62 years ago as a means of improving accountability for, and public communication about, the activities of public, government and not-for-profit organisations.

Council wins LGMA Excellence Award

At the 2013 State Local government Excellence Awards, Council's Executive Support Team won the Teamwork Award for Excellence. The Executive Support Team is an exceptional team consisting of four (4) Administration Officers; Kerrie Le Du, Lynelle Paterson, Amanda Latif, Bronwyn Barry.

The Local government Managers Association (LGMA) Queensland Awards for Excellence acknowledges and celebrates the outstanding work being undertaken by Local governments across Queensland. This victory is a major achievement for the South Burnett.

The winning team is self managed and provides support services to the Mayor, Councillors, CEO and Manager Governance. The Teamwork Award acknowledged their effective utilisation of resources, strong collaboration, mutual understanding and good communication. They consistently work in a way which was responsive to the needs of the organisation and is a model for Local government across Queensland.

The runner up for the Above and Beyond Award category also went to Council. Mr Greg Lewis, Manager Human Resources was the recipient for his contribution to human resource management in the Region. Greg has facilitated a major internal change program that demanded innovation, excellent interpersonal skills and which resulted in significant cost savings to Council.



State Award for SBRC's Flood Recovery Team

South Burnett Regional Council's flood recovery efforts were acknowledged with two (2) Council officers receiving the 2013 Local government Managers of Australia Queensland (LGMAQ) Procurement Professional Award at the LGMAQ Procurement Gala Dinner on Wednesday 6 March 2013.

The Flood Recovery Team has been working hard since 2011 to ensure contractors and staff rebuilt South Burnett Region's road network. Council engaged the services of Maurie McGuire in January 2012 as Project Manager to lead the management of the flood works. Mr Gary Wall, General Manager Finance who oversaw the procurement from an accounting and legal perspective was the co-nominee for the Award.

Maurie and Gary's combined skill-set were exceptional and resulted in achievements that made them eligible for the Procurement Professional Award. The Award is a worthy recognition of their long standing community service commitment and dedication to the flood recovery.

As with many Regions across Queensland, the South Burnett experienced the devastation of the 2010/11 floods. There was extensive damage to the road network. The damage in Council's area was estimated at \$57 million.

They have raised the procurement 'bar' to a new level and this standard is now the 'norm' in the South Burnett Regional Council and across Local government in Queensland.





Mayor Wayne Kratzmann

Severe flooding events and a tough economic climate brought huge challenges to Council which I am proud to say were effectively handled by both Councillors and Staff

Mayor's Review

On behalf of Council I am pleased to present the 2012/13 Annual Report which showcases the achievements and progress that has been made by Council. Severe flooding events and a tough economic climate brought huge challenges to Council which I am proud to say were effectively handled by both Councillors and Staff. Hopefully next year will see a return to normal weather conditions which will give Council an opportunity to deliver on our road and infrastructure network.

Councillors

It is a privilege and honour to lead a group of focused, professional and community driven Councillors whose primary focus is to make the South Burnett a better place to live, work and play. To my Deputy Mayor, Cr Keith Campbell I pay tribute to his outstanding service and for his help, guidance and friendship over the last 12 months. To my other Councillors I offer thanks for not only caring and serving their divisional constituents but for also taking on their new Portfolios which have been a huge success and made a significant difference to our operation. Our ability to work as a team has made a huge difference to our operations. I am honoured to lead a great group of individuals.

Portfolios

Our new Portfolio system has been an overwhelming success. All Councillors have enjoyed the challenge of leading the Council through their various portfolios and it has enabled them to work closely with the appropriate General Manager and/or Manager. All of us are now working at a strategic level within the organisation and positive outcomes are being achieved.

South Burnett Directions

As part of this Council's inclusive attitude to Businesses and Community, South Burnett Directions has become a reality in 2013. It was launched by the Hon. David Crisafulli, Minister for Local Government, Community Recovery and Resilience in June.

'Directions' has brought together nine (9) business leaders to plan South Burnett's Economic Development and Tourism future. Our Economic and Development Manager, Mr Phil Harding has worked diligently to provide information and consultancy to see this Council and business community partnership flourish. I am proud to Chair this committee.

Barb Malden	Smithfield Feedlot
Brett Harding	Lawyers McCullough Robertson/Govery Estate
Georgie Somerset	Somerset Trading Company- Agri-Business /Author
Graham Archdall	South Burnett Business Centre
John Carey	Stanwell Corporation
Ken Mills	Ken Mills Toyota
Lincoln Hawks	Swickers Bacon Factory
Maryanne Aldcock	Captains Paddock
Richard Fahey	Lutheran Community Care Orana

Good Fiscal Management

This financial year has seen Council embark on a major review of our financial operations. Due to the diligence of the Staff and Councillors a \$13 million deficit some years back now sees Council deliver a budget with a small surplus. Despite a huge loss in federal grants I am proud to say we have all made the tough decisions to ensure Council's financial position is a sound one. Council's workforce has decreased during the year not by staff cuts or sackings but by natural attrition and the differences are seen in our Balance Sheet. The sound financial platform that now positions Council for the coming years.

Community

Our community is the backbone of our region and to every volunteer across the South Burnett can I say thank you. Your commitment to many not for profit organisations allows Council to work side-by-side to ensure our Region continues to be one of the best in our great nation.

Staff

My work as Mayor and the work of our Councillors could not be achieved without a wonderful band of officers and staff who make up a great team at Council. Can I please place on record my sincere gratitude to the work done by our Chief Executive Officer Ken McLaughlin for his ability to work with a Mayor and Council who want most things done 'yesterday' and for his advice, advocacy and mateship which has made a difficult job easier. I also thank our General Managers for their ability to engage easily with all Councillors and to the staff right across the region who are delivering a service of which we can be proud.

In closing can I say that I am truly honoured to hold the position of Mayor of the South Burnett Regional Council and that I will continue to lead a team of Councillors and Staff to make decisions in the best interests of our community.



Cr Wayne Kratzmann
Mayor

2013 Mayoral Charity Gala Ball



Photographs from Left to Right: Table setting at the Mayoral Charity Gala Ball held 1 June 2013, Mayor Wayne Kratzmann and Mrs Kratzmann attending the Mayoral Charity Gala Ball 2013, James Moriath, world class entertainer performed at the 2013 Mayoral Charity Gala Ball



Alan McLoughlin

"My legacy as Chief Executive Officer is for the South Burnett Regional Council to become the Leading Regional Council in Queensland"

Chief Executive Officer's Report

This is my second Annual Report having been with the South Burnett Regional Council now for almost two years. During 2011/12 we made solid gains in understanding our business and changing emphasis from working in the business to working on the business. We also chartered a course to long-term economic and environmental sustainability.

Business Realignment

Part of the charter was to realign our business to make savings while not compromising services or service levels. This was a challenge in itself a blueprint was adopted in the 2012/13 budget. However, shortly after the start of the 2012/13 year we experienced large funding cuts from both the State and Federal governments. This clearly made the realignment of our business much more important as it not only had to deliver on our original goal but also accommodate for the funding loss.

Legacy Program

Council during this time maintained focus on its Legacy Program: Roads, Water and Wastewater, and Streetscapes. Roads were further brought to the fore of Council when in January and February 2013 other flood events were experienced. This caused redeployment of Council resources from the planned works program to emergent work which continued for about three months. At this time, work being undertaken as a result of the 2011/12 flood events was not completed. Council rolled the remaining work and the new work together and developed a new project plan to meet the needs of the community. The total flood recovery spend in 2013 event will be in the vicinity of \$60m. It proceeds on track within the project plan timeframes.

Flooding Event

I acknowledge the great work done by my staff in response to the flood events earlier this year. The Disaster Management Group did an amazing job in 2013 and were backed up by the Council staff on the ground that helped with road closures, evacuations, bridge inspections, and organising temporary accommodation. In the recovery phase, staff exceeded what was expected by organising a charity benefit, coordinating volunteers, and providing advice to those affected on possible grant monies available to those in severely affected areas.

Budget Planning

During this year Council discussed and later resolved to introduce a Floods Levy to supplement the work being done under the flood recovery. This decision was only taken after a detailed works plan was developed for roads, both capital improvements and increased maintenance.

Capital Works Strategies

Council now has a streamlined process for managing the day to day operations of Water and Wastewater including a ten year capital program. Waste management has also been bolstered during the year with the commencement of the new ten year strategy which will provide clear direction into the future. Staff that have worked on these two large projects are commended for their efforts.

Contingency planning for Private Hospital

Advice was received during the year that the current occupant of the Community Private Hospital would not be seeking an extension of the current arrangements. Council entered into a due diligence process to develop a contingency plan. This included discussions with the regulatory body. Negotiations were still continuing at the 30 June 2013.

South Burnett Directions

A major achievement during the year has been the establishment of South Burnett Directions. This is a group of eminent business people that have a passion for advancing the region. It has been assembled by staff who have also written a charter, recruitment procedure and facilitate the development of a business plan. All is in readiness for outcomes to be realised in the next financial year as a direct result of this group's efforts.

Customer Service Improvements

Council's customer service now has a full suite of policy and procedure which continues to meet the needs of those who enquire about Council business. I can report that we have improved from the 85% first level handling enquiries by Customer Service Staff to almost 90% which is testimony to the continuous improvement process undertaken by the organisation.

Planning and Development

The year has been relatively quiet in respect of planning so land development has been subdued across the region. This has enabled the staff of this area to focus on the development of a new planning scheme. This has reduced the need to engage consultants and offset costs in this Department.

Organisational Restructure

A restructuring of the management level of the organisation was completed during the year. It saw a reduction in General Managers (those reporting to the CEO) from four (4) to three (3). The communities area was combined with planning and environment and this is proving to be a successful move. Properties has been moved from communities to finance and is now being managed as a direct asset.

Awards and Recognition

Our staff have received several awards and citations during the year. These are mentioned elsewhere in the report but suffice to say that this is evidence of the strong positive culture that is apparent in the organisation for not only did we receive these several awards but did so in competition with many other most of which are much larger than ours.

The 2012/13 year has been very challenging and yet rewarding year, and out of adversity (funding grant cuts) has come a new level of resilience. My legacy as CEO is for the South Burnett Regional Council to become the 'Leading Regional Council in Queensland' and in reviewing the metrics I am now able to put forward an argument to support this claim.

Thanks to my staff, my Council, and my community for all your support during the 2012/13 year – a 'stellar year for South Burnett Regional Council'.



Ken McLoughlin
Chief Executive Officer

A year that was...



Photographs from Left to Right: Service Recognition awards and medallions, held April 2013, Tractor Tattoo 2012, Flood damage on Chinchilla-Winton Rd at Driedin Creek

Community Financial Report



The Community Financial Report is an overview of the key elements of Council's financial performance. The aim of the report is to assist readers in evaluating Council's financial position without the need to interpret the financial statements contained in the Annual Financial Statements (page 10).

The next few pages provide a simple explanation on what the financial reports actually mean and what the major financial implications are for Council.

The three main reports are:

- Statement of Cashflows
- Statement of Comprehensive Income
- Statement of Financial Position



Statement of Cash Flow

(Refer to page 108 of full financial statements)

The Statement of Cash Flow is just like your bank statement. If you did a summary of your personal bank statements for 12 months it would be called a cashflow statement.

This statement only reports on cash and shows:

- how much money we started the year with,
- where the incoming money came from,
- where the money was spent, and
- how much money we have left at the end of the year.

As can be seen by the summary below, Council started the year with \$46,222,303 in the bank and ended the year with \$34,697,138. This means that for the entire year we spent \$11,525,165 more in cash than we received. This was mainly due to grant monies Council received for flood restoration works in a previous financial year and the monies were actually spent this financial year.

Cashflows for the period are separated into operating, investing and financing activities.

Operating activities include all other areas such as rates, user charges, interest, grants, employee costs, materials and services, interest and administration.

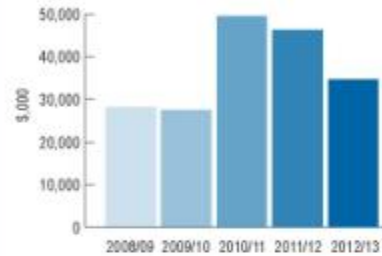
Investing activities include money Council receives and spends when we buy or sell property, plant and equipment.

Financing activities are cash received if Council takes out new loans or cash paid as repayments against loans.

Snapshot

	2013	2012
Opening Cash Balance	46,222,303	49,436,270
Net Cashflow from Operating Activities	(4,358,781)	7,712,368
Net Cashflow from Investing Activities	(10,647,125)	(10,282,605)
Net Cashflow from Financing Activities	(11,525,165)	(3,213,967)
Closing Cash Balance	34,697,138	46,222,303

Summary of Closing Cash Balance



The 2013 closing cash balance of \$34.6 million was a significant decrease from 2012 of approximately \$12 million because Council received grant monies in advance from the Natural Disaster Relief and Recovery Arrangement (NDRRA) for the reinstatement of the region's assets which were damaged during the 2011 and now the monies were being spent restoring the road network.

Statement of Comprehensive Income

(Refer to page 108 of full financial statements)

Did we make a profit or loss?

Whilst a cashflow statement shows how much money goes in and out of your bank account, what if you had a bill for painting your house and you had just not got around to paying it by the end of the year?

The Income Statement takes into account things like the painting bill that really relate to this year, but you won't actually pay it until next year. It shows both cash transactions and non-cash transactions such as depreciation. These figures are based on accrual accounting principles. For example, all rates issued are included as income even though some ratepayers have not paid. The amount not paid would show in the Balance Sheet as an amount owed to Council.

Net Result

The Net Result for the financial year ending 30 June 2013 was \$(24,330,405) and \$629,843 for the financial year ending 30 June 2012. The reason for this significant difference relates to the receipt and expenditure of funding which was provided under the Natural Disaster Relief and Recovery Arrangements (NDRRA). These funds were provided for the reinstatement of the region's assets which were damaged during the 2011 flood event. The initial advance of \$25,942,500 was received in 2011 and was reported as Capital Revenue. The spending of these funds occurred this financial year and is included in materials and services. Further receipt and expenditure of NDRRA funding will occur in the 2014 financial year.

Table of Significant Differences

	2013	2012
Comprehensive Income Statement		
Net Result	\$(24,330,405)	\$629,843
Capital Revenue	\$2,195,464	\$6,050,315
Materials and Services	\$(66,257,507)	\$(24,102,619)

Sources of Income

(Where the money came from)

Rates and Utility charges are Council's main source of income. Other sources such as recoverable works, government grants and subsidies and fees and charges are important sources that assist in funding the future growth of our region.

Operating Expenses

(Where the money was spent)

Council provides a wide range of services to the community. This work is done by Council staff and in some circumstances contractors. Wherever possible, local suppliers and contractors are utilised so the money flows back into our community. The three largest costs are employee costs, materials and services and depreciation. The level of expenditure is monitored through a rigorous budget process.

Snapshot

	2013	2012
Revenue (R)	79,839,704	61,126,476
Expenses (E)	(104,169,109)	(60,488,632)
Operating Result - Profit(Loss) (R-E)	(24,330,405)	(629,843)

The \$24.3 million operating loss included monies spent under the Natural Disaster Relief & Recovery Arrangements (NDRRA) for restoration works on infrastructure that was damaged as a result of the flooding events. The funding from NDRRA funding received in advance in a previous financial year.

Statement of Financial Position

(Refer to page 106 of full financial statements)

The previous two statements showed the activity that has happened for a twelve (12) month period.

The Statement of Financial Position shows what Council's net accumulated financial worth is at the end of each financial year. The Statement of Financial Position is broken down into three areas –

- what Council owns (Assets),
- what Council owes (Liabilities) and
- what Council is worth in dollar terms (Equity).

Equity is worked out by taking the total of our liabilities away from our assets.

Assets - What our community owns

The major components of our assets include:

- Cash
- Receivables
- Property, plant and equipment
- Capital work in progress

Property, Plant and Equipment accounts for 89% of Council's assets. This is a significant investment for the community and requires astute management to ensure the level of service provided by these assets is maintained. As at 30 June 2013, Council held total assets worth \$511.4 million.

Liabilities - What our Community owes

The major components of our liabilities include:

- Payables
- Employee benefits
- Borrowings
- Provisions

This year Council increased overall borrowings by \$3 million.

Snapshot

	2013	2012
Assets (A)	537,914,521	572,343,960
Liabilities (L)	(10,192,804)	(9,331,992)
Equity (A-L)	511,401,483	548,796,215

Current Ratio

(Current Assets divided by Current Liabilities)

The current ratio measures Council's ability to meet its short-term commitments.

A good ratio is considered to be around 1½:1.

Council's current ratio of 4:1 is down slightly from last year. However the ratio is still considered good which means Council is in a sound position to pay all of its current bills when they fall due.

Total Loan to Pay

In July 2012 Council adopted a Debt Policy that detailed new borrowings planned for the current financial year and the next nine (9) financial years.

With the finalisation of the Asset Management Plans for all classes of assets Council has been better informed regarding the ongoing investment required in its asset base. As a result, the future borrowing program is based on improved asset planning.

Council is developing a detailed long term borrowing strategy to facilitate effective borrowings to achieve specific outcomes.

Our Council

Our Council



The Role of Council

Council operates under the *Local Government Act 2009* (the Act) and is elected to provide leadership and good governance to the South Burnett Region. Our seven (7) elected members together are the Council.

The Council has a duty to ensure the system of Local government is accountable, effective, efficient and sustainable in accordance with the principles. The Local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, Local government; and
- (e) ethical and legal behaviour of Councillors and Local government employees.

The Elected Council

Queensland Local government Elections are held every four (4) years. A quadrennial election was held in April 2012 with a new Mayor and six (6) returning Councillors elected to represent the South Burnett Region over the next four (4) years. The region is divided into six (6) divisions represented by a Councillor in each division. All voters elect the Mayor.

Role of the Mayor

The Mayor has the duties of a Councillor with the added responsibility of:

- (a) leading and managing meetings of the Local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
- (b) proposing the adoption of the Local government's budget;
- (c) liaising with the Chief Executive Officer on behalf of the other Councillors;
- (d) leading, managing, and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of the Local government;
- (e) directing the Chief Executive Officer, in accordance with the Local government's policies;
- (f) conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the Local government;
- (g) ensuring that the Local government promptly provides the Minister with the information about the Local government area, or the Local government, that is requested by the Minister;
- (h) being a member of each standing committee of the Local government; and
- (i) representing the Local government at ceremonial or civic functions.

Role of Councillors

In summary, all Councillors, including the Mayor, are responsible for:

- (a) ensuring the Local government -
 - (i) discharges its responsibilities under the Act;
 - (ii) achieves its corporate and community plans;
 - (iii) complies with all laws that apply to Local governments;
- (b) providing high quality leadership to the Local government and the community;
- (c) participating in Council meetings, policy development, and decision making, for the benefit of the Local government area;
- (d) being accountable to the community for the Local government's performance; and
- (e) complying with the Queensland Contact with Lobbyists Code.

Each Councillor participates in the process of formulating, adopting and reviewing our Corporate and Operational Plans. Councillors have regular meetings to make decisions and to discuss local issues. Councillors focus on the policy directions of the Local government, not the internal day-to-day administration. The role of Councillors is to make decisions which Council officers can then implement on their behalf.

Councillor Portfolios

At the 2012 post election meeting of the newly elected Council, Council resolved to establish a portfolio system for Councillors. While Councillors have no decision making authority of their own, they are expected to have a higher level of knowledge of their portfolio. Councillors are responsible for chairing their respective portfolio briefings and are the official Council portfolio spokesperson. Councillors have been appointed as portfolio representatives to areas of personal interest and/or experience.

Councillors' Code of Conduct

Council has a strong commitment to open, accountable and ethical government. The Code of Conduct for Councillors was reviewed in May. The Code of Conduct sets out behaviours and responsibilities for Councillors as required under the *Local Government Act 2009*.

The key ethical principles of the code reflects the unique nature of Councillors' responsibilities within the context of Local government. It outlines breaches and penalties under the *Local Government Act 2009* and describes how to make a complaint about a breach of the code.

**Mayor
MAYOR WAYNE KRATZMANN**



Mayor Kratzmann, Jeff Stephan and Lloyd Jorgensen inspecting the restoration work on River Road, Kingaroy

Mayor Kratzmann brings a wealth of Local government experience to Council having worked as Deputy Chief Executive Officer for 29 years at the former Wondai Shire Council, from 1979 to 2003, then from 2004 to 2008 as Deputy Mayor of the Wondai Shire Council.

Mayor Kratzmann was born in Kingaroy and attended the Tashings State School, then Kingaroy State High School. Wayne has close ties with the local community and donates a lot of his time and effort with local charities and committees to further aged care, education and tourism, just to name a few.

Mayor Kratzmann was the former General Manager of Crow FM 90.7, South Burnett's Community Radio Station. He resides in Kingaroy with his wife, Eleanor and enjoys music, sport and a round of golf when time permits.

Mayor Kratzmann is the Governance, Economic Development and Tourism Portfolio representative.

T: (07) 4159 9155

M: 0455 171 723

Address: P O Box 306, Kingaroy Qld 4610

E: mayor@southburnett.qld.gov.au

First Elected: 2002



**Division 1
COUNCILLOR BARRY GREEN**



Cr Barry Green, Shane Putter, Jack Bonas, Russell Hood inspecting water sewerage infrastructure

Division 1 includes the townships of Comdale, Booi, Wattlecamp, Johnston, Wyalla, Sandy Ridges, Runnymede, Bulcamp, Glen Devon, Hodgeleigh, Barker Creek Flat, Kuricon, Nanango and East Nanango.

Cr Green was a Councillor for eight (8) years with Nanango Shire Council during the 1980's, a period of growth following the construction of Torong Mine. Cr Green has a long association with rugby league and sport in general, and spent many years working in radio in the South Burnett area.

Cr Green was elected in 2008 as the Division 1 Councillor for South Burnett Regional Council and successfully again contested the 2012 elections.

Cr Green is keen to develop and promote tourism in the region, which he sees as having enormous potential.

Cr Green is the Water and Waste Water Portfolio representative.

M: 0417 767 444

Address: P O Box 186, Nanango Qld 4615

E: bgreen@southburnett.qld.gov.au

First Elected: 2005

Elected Mayor: 2015



**Division 2
COUNCILLOR DEBRA PALMER**



Cr Palmer and Mayor Wayne Kratzmann playing a tune on 'The Mangrel' during SES Week celebrations in Blackbutt.

Division 2 includes the townships of Bleasmere, Wengemile, Banya Mountains, Brooklands, Tarong, Maidenwell, Pimpimbudgee, Neumgns, South Nanango, South East Nanango, Teelah, Taromeo, Nikku, Blackbutt and Benarkin.

Cr Palmer learned about civic service as daughter of long-serving Nanango Shire Councillor, Kevin Abery. Determined to make a difference to the community, and representing Division 2, Cr Palmer was elected for the first time at the 2008 elections and re-elected unopposed at the 2012 elections.

Cr Palmer is enjoying the challenge of working through community issues with residents and being part of the South Burnett Regional Council. She has business interests in Blackbutt, operating the local newsagency with her family.

Cr Palmer is the Community and Cultural Services Portfolio representative.

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F: 2006
M: 3471



**Division 3
COUNCILLOR DAMIEN TESSMANN**



Col Miller, Cr Damien Tessmann, Mayor Wayne Kratzmann, Jeff Stephan, construction on Petersens Drive.

Division 3 includes the townships of Boocie, Kingsroy, Taabings, Coolabunia, Inverlawand Goodger.

Cr Tessmann describes himself as a "true South Burnett local", having spent his entire life in Kingsroy where he is the fifth (5) generation of Tessmanns to live on the family property "Hillside" located at Coolabunia; something he is extremely proud of. Cr Tessmann attended the Coolabunia State School and Kingsroy State High School. After completing schooling, Cr Tessmann started work at Swickers Bacon Factory whilst studying externally through the University of Southern Queensland. Cr Tessmann then returned to working on the family's dairy farm before being elected to the South Burnett Regional Council in 2008, aged 21.

Cr Tessmann is the Roads Portfolio representative.

M: 0409 490 175
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M: 3485



**Division 4
COUNCILLOR KEITH CAMPBELL**



Cr Keith Campbell presenting cheque for \$8792 to Mr David Donaldson, Chief Executive Officer AGL Action RESCUE Helicopter

Division 4 includes the townships of Memerambi and Kingaroy.
 Cr Campbell has 13 years experience as a Councillor - nine (9) years with the former Kingaroy Shire Council and 4 years in the South Burnett Regional Council. Cr Campbell was elected (unopposed) to represent Division 4 in the South Burnett Regional Council in 2008 and has again successfully contested the 2012 elections. Cr Campbell was appointed as Deputy Mayor following the 2008 election and again in the 2012 election.

Cr Campbell's vision for the South Burnett is to preserve the diversity that individual communities represent by providing adequate essential services (roads, water, sewerage and waste disposal) and to ensure that community assets are adequate for the present and into the future. Cr Campbell's goal is to foster growth and development, building the South Burnett's reputation as an enjoyable liveable region catering for the needs of all residents.

Cr Campbell is the Finance Portfolio representative.

M: 0439 708 553
Address: PO Box 336, Kingaroy Qld 4610
E: kcampbell@southburnett.qld.gov.au
First Elected: 2008
Enrolled Voters: 3,628



**Division 5
COUNCILLOR KATHY DUFF**



Denise White, Cr Duff and Greg Griffiths inspecting the African Box Thorn.

Division 5 includes the townships of Boondooma, Wigton, Speedwell, Okeden, Stalworth, Abbeywood, Stonelands, Windera, Glenrock, Wooroondeen, Hivesville, Proston, Marshlands, Kavel Kavel, Keysland, Mondure, Silverleaf, Bye, Chelmsford, Leadale, Greenview, Wondal, Ficks Crossing, Baril, Merlewood, Sunny Nook, Crossethorpe, Kitoa, Cobbs Hill, Tablelands, Oakdale, Margon, Manyung, Mboondooner, Redgate and Moffatdale.

Cr Duff is honoured to have been elected unopposed to serve her third term in Council. Cr Duff believes that the South Burnett is more fortunate than other amalgamated Councils due to the close relationship that the four (4) shires had developed through communities of interest. Cr Duff sees an opportunity to promote tourism, attract new industry and business, coordinate regional events and lobby for funding with a united voice. Cr Duff is also very keen to ensure that rural communities and outlying areas get a strong voice across the Council table and that individual communities are well represented and supported.

Cr Duff is the Natural Resources and Parks Portfolio representative.

M: 0437 020 705
Address: Cr Duff Station 7195 Manduberra-Caring Rd, Proston Qld 4613
E: kduff@southburnett.qld.gov.au
First Elected: 2008
Enrolled Voters: 3,340



Division 6
COUNCILLOR CHERYL DALTON



Craig Patch and Cr Dalton assessing the new weigh bridge at the Kingaroy Transfer Station.

Division 6 includes the townships of Boondooma, Durong, Brigooia, Chahingah, Inopot, Boyeside, Alice Creek, Kumbia, Mansueta, Hily Creek, Banair, Wattle Grove, Iverlow, Kingaroy, Crawford, Memsambli, Dangore, Gordonbrook, Wooroolin, Comdale, Charlestown, Tingora, Wilkesdale, Bologie, Melrose, MP Creek, Mt McEuen, Keyland, Fairdale, Greenview and Wondai.

This is Cr Dalton's fifth (5) term in Local government, the second (2) with the South Burnett Regional Council representing Division 6, and also having served three terms previously as a Councillor for Kingaroy Shire Council, where she managed the Water and Sewerage Portfolio.

The Planning and Development Portfolio is the primary area of focus for Cr Dalton in this term of Council. Cr Dalton has a real interest in this aspect of Council and is proud to be involved with shaping the development of a South Burnett Regional Council Planning Scheme.

Cr Dalton is the Town Planning and Waste Portfolio representative.

M: 0405 790 275

Address: PO Box 336 Kingaroy Qld 4610

E: cdalton@southburnett.qld.gov.au

First Elected: 2008

Enrolled Voters: 3,856



Our Councillors



Councillor Remuneration

Remuneration levels for Councillors are set by an independent State government convened tribunal. Each year the Councillor Remuneration and Discipline Tribunal undertakes a review of the remuneration levels and publishes a report with their recommendations. In accordance with Section 247 of the *Local Government Regulation 2012* Council resolved to adopt the remuneration rates for the Mayor, Deputy Mayor and Councillors as published in the Local government remuneration tribunal report gazetted. Council later resolved on 16 January 2013 the following remuneration rates and amalgamation loading based on the Councillor Remuneration and Discipline Tribunal 2012 Report:

Mayor - 80% of the rate payable to a member of the Queensland Legislative Assembly being \$112,462.00 plus the amalgamation loading set by the Tribunal.

Deputy Mayor - 50% of the rate payable to a member of the Queensland Legislative Assembly being \$70,289.00 plus the amalgamation loading set by the Tribunal.

Councillor - 42.5% of the rate payable to a member of the Queensland Legislative Assembly being \$59,746.00 plus the amalgamation loading set by the Tribunal.

Pursuant to Section 186 (a) of the *Local Government Regulation 2012*, the Councillor remuneration and superannuation contributions for 2012/13 are outlined below:

	Cr Kratzmann Mayor	Cr Green Councillor	Cr Palmer Councillor	Cr Teasdale Councillor	Cr Campbell Deputy Mayor	Cr Duff Councillor	Cr Dalton Councillor
Salary	\$ 115,693.00	\$ 61,036.88	\$ 61,036.88	\$ 61,036.88	\$ 72,146.05	\$ 61,036.88	\$ 61,736.26
Superannuation Contributions	\$ 43,339.30	\$ 7,064.53	\$ 7,064.53	\$ 7,064.53	\$ 8,325.28	\$ 7,651.30	\$ 7,064.53

Councillor Meeting Attendance

Pursuant to Section 186 (c) of the *Local Government Regulation 2012*, a total of 12 Ordinary Council Meetings and eight (8) Special Meetings were held during the period July 2012 to June 2013. Meeting attendance by Councillors for the reporting period is as follows:

	Cr Kratzmann Mayor	Cr Green Councillor	Cr Palmer Councillor	Cr Teasdale Councillor	Cr Campbell Deputy Mayor	Cr Duff Councillor	Cr Dalton Councillor
Council Meetings Attended	12	12	9	11	11	12	11
Special Meetings Attended	8	8	8	7	7	8	4
Total Meetings Attended	20	20	17	18	18	20	15

*The Mayor and Councillors attended many other meetings, including public meetings, meetings with residents and portfolio meetings.

Councillor Expenses

Council is required under Section 186(b) of the *Local Government Regulation 2012* to adopt a Councillor Expenses Reimbursement Policy to provide for the payment of reasonable expenses incurred by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to the Councillors for this purpose. A review of the Reimbursement of Expenses and the Provision of Facilities for Councillors Policy was undertaken in May 2012 and adopted by the newly elected Council at the post election meeting on 16 May 2012.

Pursuant to Section 186(b) of the *Local Government Regulation 2012*, Councillors were provided with electronic equipment and facilities to enable them to perform their duties.

The Councillor expenses incurred during the year are outlined in the following table:

	Cr Kratzmann Mayor	Cr Green Councillor	Cr Palmer Councillor	Cr Tessmann Councillor	Cr Campbell Deputy Mayor	Cr Duff Councillor	Cr Dalton Councillor
Telephone	\$ 1,163.06	\$ 905.55	\$ 577.67	\$ 793.96	\$ 746.00	\$ 3,042.19	\$ 606.41
Vehicle	-	\$ 4,309.72	\$ 4,172.74	\$ 4,822.36	\$ 3,483.99	\$ 5,954.87	\$ 5,999.10
Hospitality	\$ 882.10	-	-	-	-	\$ 190.91	-
Discretionary Training	\$ 5,739.21	-	-	\$ 1,227.28	\$ 3,145.45	\$ 343.06	\$ 1,227.27
Accommodation, Meals & Incidentals	\$ 6,247.04	-	\$ 228.12	\$ 696.50	\$ 1,699.41	\$ 409.12	\$ 896.50

Code of Conduct for Councillors

Pursuant to Section 186(f) of the *Local Government Regulation 2012*, the following complaints relating to Councillors were reported in the 2012/13 reporting period:

Complaint Details	
Total number of orders and recommendations made under section 180(2) or (4) of the Act	Nil
Total number of complaints about the conduct or performance of councillors for which no further action was taken under section 176C(2) of the act	Nil
Total number of complaints to the department's chief executive under section 176C(3)(a)(i) of the act	Nil
Total number of complaints referred to the mayor under section 176C(3)(a)(i) or (b)(i) of the act	Nil
Total number of complaints referred to the department's chief executive under section 176C(4)(a) of the act	7
Total number of complaints assessed by the chief executive officer as being official misconduct	Nil
Total number of complaints heard by a regional conduct review panel	2
Total number of complaints heard by the tribunal	Nil
Total number of complaints to which section 176C(5) of the act applied	Nil

Councillor Discretionary Funds

Pursuant to Section 189 of the *Local Government Regulation 2012*, Council must report on expenditure from Councillor discretionary funds. Councillors were allocated the following discretionary funds for the 2012/13 financial year:

Councillor	Division	Funds
Cr Kratzmann - Mayor		\$ 4,000
Cr Green - Councillor	Division 1	\$ 1,500
Cr Palmer - Councillor	Division 2	\$ 1,500
Cr Tessmann - Councillor	Division 3	\$ 1,500
Cr Campbell - Deputy Mayor	Division 4	\$ 2,000
Cr Duff - Councillor	Division 5	\$ 1,500
Cr Dalton - Councillor	Division 6	\$ 1,500

Full details on expenditure of each Councillors discretionary fund is available on page 99.

Councillor Appointments

Councillor Appointments to Council Committees

COUNCIL COMMITTEES	MEMBERSHIP	COUNCILLOR
Healthy Communities Management Advisory Committee (HC MAC)	2 Councillors	Cr Debra Palmer (Chairperson) Cr Keith Campbell
Local Disaster Management Committee (LDMC)	2 Councillors (as detailed in Local Disaster Management Plan)	Mayor Wayne Kratzmann (Chairman) Cr Keith Campbell
Boondooma Homestead Management Advisory Committee (BH MAC)	2 Councillors	Cr Kathy Duff (Chairperson) Cr Debra Palmer
Audit Committee	2 Councillors, with one being appointed Chairman (as per Audit Committee Terms of Reference)	Mayor Wayne Kratzmann (Chairman) Cr Keith Campbell
Traffic Advisory Committee (TAC)	3 Councillors	Mayor Wayne Kratzmann (Chairman) Cr Kathy Duff Cr Damien Teszmann
Enhancing Passenger Transport Steering Committee	1 Councillor	Cr Damien Teszmann
Arts, Culture and Heritage Advisory Committee (ACHAC)	2 Councillors	Cr Cheryl Dalton (Chairperson) Cr Debra Palmer
Reconciliation Action Plan Working Group	2 Councillors	Mayor Wayne Kratzmann Cr Kathy Duff
Grants and Donations Committee	3 Councillors	Cr Debra Palmer Cr Kathy Duff Cr Keith Campbell
Workplace Health and Safety Committee	1 Councillor	Mayor Wayne Kratzmann



Councillor Appointments to Community Committees

COMMUNITY COMMITTEES WITH COUNCIL REPRESENTATION	MEMBERSHIP	COUNCILLOR
Toowoomba Golden West South Burnett Tourism 2012/13 Board (TGWSTB)	1 Council representative	Mayor Wayne Kratzmann
South Burnett Tourism Association	1 representative	Mayor Wayne Kratzmann
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor	Mayor Wayne Kratzmann
Health Consultative Committee (HCC)	1 Councillor	Mayor Wayne Kratzmann
Wide Bay Regional Sport and Recreation Committee	1 Councillor	Cr Debra Palmer
Wide Bay Burnett Regional Road Group (WBBRRG)	1 Councillor	Cr Damien Tessmann
Burnett Inland Economic Development Organisation (BIEDO)	1 Council representative	Mayor Wayne Kratzmann
Kingaroy Community Police Consultative Committee	1 Councillor	Mayor Wayne Kratzmann
South Burnett Police Citizens Youth Club (PCYC) Steering Committee	2 Councillors	Cr Debra Palmer Cr Kathy Duff
Crow FM Community Radio Station	1 Councillor	Cr Damien Tessmann
Kingaroy Chamber of Commerce Inc.	1 Councillor	Mayor Wayne Kratzmann
South Burnett Community Network Committee	1 Councillor	Cr Keith Campbell
Performing Arts Complex Committee	1 Councillor	Mayor Wayne Kratzmann
Tick and Sale Yards Committee	1 Councillor	Cr Kathy Duff
Blackbutt Pool Committee	1 Councillor	Cr Debra Palmer
Brisbane Valley Rail Trail Steering Committee	1 Councillor	Cr Debra Palmer
Barker Barambah Irrigators Advisory Committee	1 representative	Cr Barry Green
Regional Animal Advisory Committee	1 Councillor	Cr Kathy Duff



Our Organisation



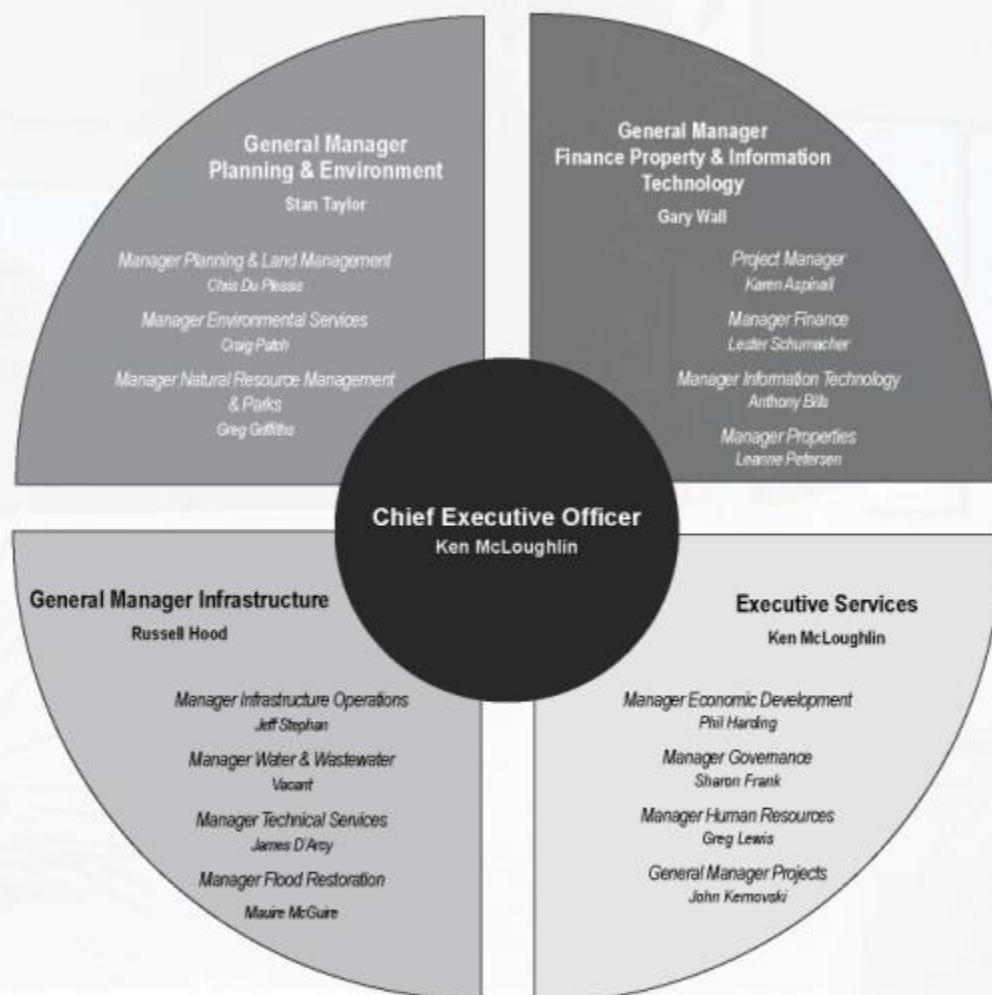
Photograph: Craig Yimovt Kingaroy Customer Service Centre

The Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic priorities and plans of Council. Four (4) General Managers together with the CEO form the Leadership Team and lead the organisation's administration.

The Leadership Team (LT) meets on a weekly basis to oversee the operations of Council, and once every three weeks to discuss strategic and policy issues, then again monthly to discuss forthcoming Council meeting agendas. Members of the Leadership Team attend all Council meetings and provide Council with information and advice to enable them to make informed decisions on strategic and policy issues. This leadership team is supported by Managers and staff that have responsibility for effecting the policies and directions set by the Council.

The Leadership Management Team (LMT) includes the Leadership Team and all branch Managers. The LMT is characterized by a diverse skill set with gender, age, sector and geographical diversity, all contributing to the strength of the administration underpinning the directions of Council.

Organisational Structure



The diagram above details the organisational structure at 30 June 2013. There are four (4) departments comprising of 15 branches. Each branch is managed by a Chief Executive Officer/General Manager who is responsible for the day to day operations of their branch.

The organisational structure enables Council to make responsible, accountable decisions, which are supported by expert advice and overseen by both internal and external audit processes.

Executive Management



Chief Executive Officer
Ken McLoughlin

Ken was appointed as Chief Executive Officer in October 2011.

Department Responsibilities:

- Executive Services
- Human Resources
- Governance
- Economic Development
- Projects

Qualifications:

- Bachelor Applied Science (Applied Psychology)
- Master Educational Administration
- Graduate Australia Quality Council Program
- Graduate Queensland Executive Development Program

Corporate Memberships:

- Local government Managers Australia
- Australia Institute Company Directors
- Australia Human Resources Institute



Manager Human Resources
Greg Lewis

- Learning & Development
- Organizational Development
- Payroll Services
- Performance Management
- Recruitment & Selection
 - Administration
 - Casual Pool
 - Operational
 - Permanent & Part Time
 - Workplace Health & Safety



Manager Governance
Sharon Frank

- Community Engagement
- Corporate Registers
- Council Meetings (Agendas & Minutes)
- Councillor Support
- Delegations & Authorizations
- Event Management
- Grant Writing & Management
- Information Privacy
- Internal Audit
- Legal
- Local Laws & Policy Coordination
- Media & Communications
- Regional Bodies
- Right to Information
- Risk Management
- Strategic & Operational Planning & Performance



Manager Economic Development
Phil Harding

- Boonahora Dam
- Business Development
- Company Boards, Advisory Boards & Committees
- Coolabah Safeyards
- Economic Development
- Regional Development
- Regional Promotion
- Tourism Development & Marketing
- Yalakool Tourist Park



General Manager Projects
John Kernovski

- Projects



General Manager Finance and Information Technology
Gary Viall

Gary commenced in Local government in 1971.

Department Responsibilities:

- Finance
- Information Technology
- Properties
- TechOne Business System

Qualifications:

- 42 years experience in Local government



Project Manager
Karen Aspinall

Implementation of the
Tech One Business System



Manager Finance
Lester Schumacher

Accounts Receivable & Payable
Asset Financial Management
Asset Management
BAS, FBT & Payroll Tax
Budget Preparation & Monitoring
Cash Management
Finance Registers
Financial Planning Reporting & Compliance
Insurance
Plant & Fleet Management
Procurement
Rates
Stores
Trust Account Management



Manager Information
Services
Anthony Bills

Council Internet
Council Intranet
GIS
Information & Communication
Technology
Records Management



Manager Properties
Leanne Petersen

Airports
Caravan Parks
Commercial Leases & Contracts
Community Organisations Leases
& Contracts
Council Buildings & Special
Maintenance
Council Land Stock
Depots
Ficks Crossing
Halls
Housing (Pensioner/Disabled/
Rents)
Leases
Public Facilities
Pulse/PCYC
Sale of land - residential &
industrial (incl. dams)
Swimming Pools



General Manager Infrastructure
Russell Hood

Russell commenced in Local government in 1994.

Department Responsibilities:

- Operations
- Water & Wastewater
- Design & Technical Services
- Flood Restoration

Qualifications:

- Bachelor of Engineering
- 20 years experience in Local government

Corporate Memberships:

- Member Local government Managers Australia
- Member Institute Public Works Engineering Australia



Manager Operations
Jeff Stephen

- Bridges, Drainage & Flood Mitigation
- Construction - Roads, Drainage, Foot & Cycleways
- Road Mowing & Slashing
- Roads Infrastructure Maintenance
- Street Lighting
- Traffic Facilities



Manager Water & Wastewater
Vacant

- Bulk Water Supply (Storage & Treatment)
- Construction - Water & Wastewater
- System maintenance
- Systems Management
- Wastewater Service Delivery
- Wastewater Treatment
- Water Service Delivery



Manager Technical Services
James O'Arcy

- Design Services
- Infrastructure Planning
- Soil Laboratory



Manager Flood Restoration
Maurie McGuire

- Flood Restoration Program



General Manager Planning and Environment
Stan Taylor

Stan commenced in Local government in 1966.

Department Responsibilities:

- Disaster Management
- Planning & Land Management
- Environmental Services
- NRM & Parks

Qualifications:

- Associate Diploma in Built Environment
- Post Graduate Diploma in Urban and Regional Planning
- Post Graduate Certificate in Management

Memberships:

- Corporate Member of Planning Institute of Australia
- Corporate Member of Australia Institute of Management



Manager Planning & Land Management
Chris Du Plessis

- Aged Care
- Art Development & RADF
- Art Galleries
- Boondooma Homestead
- Building Assessment & Inspection
- Community Assistance
- Compliance Services
- Development Assessment & Compliance
- Grants & Donations Program
- Healthy Communities
- Infrastructure Charges
- Libraries
- Museums
- PIPS, RICS, SICS
- Planning Schemes
- Plumbing Assessment & Inspection
- Sport & Recreation
- Statutory Planning
- Strategic Land Use Planning
- Visitor Information Centres
- Youth



Manager Environmental Services
Craig Patch

- Animal Management
- Environmental Protection
- Health Services
- Local Laws Compliance
- Nuisance Control
- Waste Management



Manager NRM & Parks
Greg Griffiths

- Cultural Heritage
- Environmental Areas/Reserves/Wetlands
- Impounding Livestock
- Livestock Services/Tick Facilities
- Natural Resources
- Parks & Gardens
- Parks Development
- Public Conveniences
- Rail Trails
- Recreational Reserves
- Roadside Cleaning & Burning
- Sporting Facilities
- Spraying Livestock
- Stock Routes
- Weeds & Pest Management

Our People Our People



HIGHLIGHTS

- Developing leadership capability by investing in training and developing of our people
- Opportunities for our workplace to upskill through higher duties and secondments
- Executive Support Team wins LGMA Excellence Award for Teamwork: Bronwyn Barry, Kerrie Le Du, Amanda Liffin and Lynelle Paterson
- Runner Up for the LGMA Excellence Award for the Above and Beyond category, Manager Human Resources Mr Greg Lewis

Recognising long serving employees

The Staff Service Awards are an opportunity to recognise the contributions of long-serving employees. Their wealth of experience provides their colleagues with a textbook of knowledge gained from working under all sorts of conditions and over a period that has seen significant change. This annual celebration of service to Council includes the presentation of a certificate of appreciation and a medal. Service milestones are acknowledged for 20, 30, 40 and 50 years of service.

Gold Award 40 Years of Service

Erol Dunemann

Silver Award 30 Years of Service

Bill Hebblewhite
Brian Laherty
Don Johnson
Michael Hunter
Michael Wall
Russell Gschelde
Shane McDowell

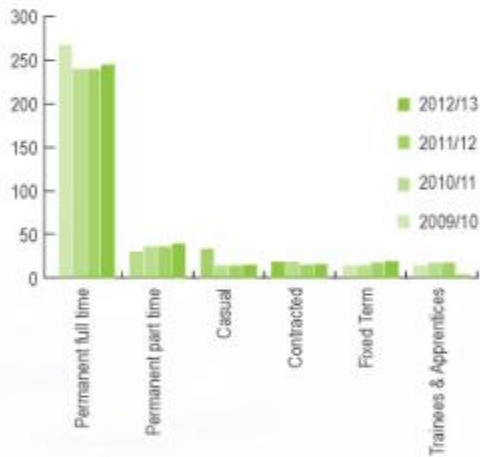
Bronze Award 20 Years of Service

Damien Shelley
Gary Bemrose
Mark Larsen
Peter Robinson
Rosie Schmitt
Sarah Saxer

Employment by type

Council offers a flexible employment arrangements including fulltime, part time, casual and fixed term. This flexibility provides benefits for not only the community but also our employees.

As at 30 June 2013, 343 people were working for Council including seven (7) elected representatives. In addition to our established workforce we also provided employment to two (2) Apprentices and one (1) Trainee.

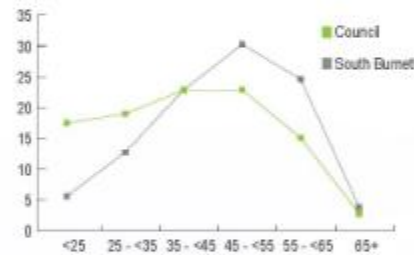


Workforce composition by age groups

The age demographic of the Council workforce ranges from 18 to 65+ years. The table below illustrates the average age of Council's employees and the percentage of employees in each age range. The average age of Council staff is 45.6 years.

Years	Number	Percentage
15 - < 25	19	6%
25 - < 35	43	13%
35 - < 45	77	23%
45 - < 55	102	30%
55 - < 65	83	24%
65+	13	4%

Workforce composition by age groups (South Burnett v Council)



Workforce by occupation and department

Department	Number	Percentage
Executive Services	37	11%
Finance, Property and Information Technology	56	16%
Infrastructure	136	40%
Planning, Community & Environment	113	33%

Workforce composition by gender

The ratio of male to female employees is 65 : 35. At 35 per cent, the proportion of women in Councils workforce has increased slightly since amalgamation.



Workforce learning and development

Council is committed to providing equitable access to professional development and training opportunities for all employees to ensure a skilled, adaptable and motivated workforce. Council invested \$244,000 in training and development of the workforce this financial year. Over 48 per cent was spent on training related to workplace health and safety.



Council's Governance

Council's Governance

Good governance is the leadership and management of all aspects of our organisation to ensure we all work together to achieve our vision; Individual communities building a strong and vibrant region. It is about ensuring the organisation is run transparently, goals are achieved and public monies are managed with high standards of propriety and probity. Corporate governance is a framework that enhances planning and reporting practices, assists leadership and management and drives improved performance, moving beyond compliance to focus on meeting strategic objectives and operational goals.

Role of Councillors

The South Burnett region covers an area of 8,421 km² and is divided into six divisions, with one Councillor elected to represent each division. All voters throughout the region elect the mayor. Our seven elected members represent the community to ensure the governance of the region. In summary, Councillors are responsible for:

- ensuring the Local government—
 - discharges its responsibilities under this Act; and
 - achieves its corporate and community plans; and
 - complies with all laws that apply to Local governments;
- providing high quality leadership to the Local government and the community;
- participating in Council meetings, policy development, and decision making, for the benefit of the Local government area;
- being accountable to the community for the Local government's performance;
- complying with the Queensland Contact with Lobbyists Code.

Each Councillor participates in the process of formulating, adopting and reviewing our Corporate and Operational Plans. Councillors have regular meetings to make decisions and to discuss local issues. Councillors focus on the policy directions of the Local government, not the internal day-to-day administration of the Local government. The role of Councillors is to make decisions which Council officers can then implement on their behalf.

Role of the Mayor

The Mayor has the duties of a Councillor with the added responsibility of:

- leading and managing meetings of the Local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;
- proposing the adoption of the Local government's budget;
- liaising with the chief executive officer on behalf of the other Councillors;
- leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high quality administration of the Local government;
- directing the chief executive officer, in accordance with the Local government's policies;
- conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the Local government;
- ensuring that the Local government promptly provides the Minister with the information about the Local government area, or the Local government, that is requested by the Minister;
- being a member of each standing committee of the Local government;
- representing the Local government at ceremonial or civic functions.

Role of the Chief Executive Officer and Employees

The Chief Executive Officer (CEO) provides leadership to the organisation and is responsible for ensuring Council's local laws, decisions and policies are implemented in line with the Local Government Act 2009, other relevant legislation and Council's Corporate and Operational Plans. The CEO is also responsible for providing timely professional advice to Council and managing a professional relationship with the mayor and Councillors.

All employees have the following responsibilities:

- implementing the policies and priorities of the Local government in a way that promotes
 - the effective, efficient and economical management of public resources; and
 - excellence in service delivery; and
 - continual improvement.
- carrying out their duties in a way that ensures the Local government
 - discharges its responsibilities under this Act; and
 - complies with all laws that apply to Local governments; and
 - achieves its corporate and community plans;
- providing sound and impartial advice to the Local government;
- carrying out their duties impartially and with integrity;
- ensuring the employee's personal conduct does not reflect adversely on the reputation of the Local government;
- improving all aspects of the employee's work performance;
- observing all laws relating to their employment;
- observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
- complying with a code of conduct under the Public Sector Ethics Act 1994 (including the Queensland Contact with Lobbyists Code, for example).

The chief executive officer has the following extra responsibilities:

- managing the Local government in a way that promotes
 - the effective, efficient and economical management of public resources; and
 - excellence in service delivery; and
 - continual improvement.

- managing the other Local government employees through management practices that -
 - promote equal employment opportunities; and
 - are responsive to the Local government's policies and priorities;
- establishing and implementing goals and practices in accordance with the policies and priorities of the Local government;
- establishing and implementing practices about access and equity to ensure that members of the community have access to
 - Local government programs; and
 - appropriate avenues for reviewing Local government decisions;
- keeping a record, and giving the Local government access to a record, of all directions that the mayor gives to the Chief Executive Officer.

Strategic Planning

Council's key planning tool, the *Corporate Plan* was adopted in June 2009. This plan was developed shortly after amalgamation. Four (4) years on Council has developed a Strategic Planning Framework to provide an integrated approach to planning underpinned by financial sustainability and supported by longer term planning such as the Community Plan. The Community Plan will document the communities' needs and expectations and inform Council's strategic planning through to 2032.

Council is required to adopt a corporate plan. This document establishes the guiding framework and identifies the goals, objectives and strategies to be pursued by Council to meet the needs and aspirations of the community. The 2009/13 Corporate Plan, is in the process of being updated.

To effectively achieve the vision and strategic direction of Council's Corporate Plan, an operational plan is prepared. Developed at the beginning of each financial year, the operational plan focuses on strategies for achieving our vision over the next twelve months. The annual budget is integrated with the operational plan detailing planned strategies, goals, activities and priorities for that year.

This corporate framework ensures there is a clear link between community needs and expectations, corporate strategies, direction, priorities, policy, projects and day to day operations.

Performance Monitoring and Reporting

Performance monitoring and reporting are ongoing processes throughout the financial year.

Internal - An internal framework has been established for internal reporting and accountability. Reports are provided to Council on a monthly and quarterly basis to ensure cost efficient and effective services are being provided to the community. These reports include progress reports on the implementation of Council's Corporate and Operational plans and financial reporting of budget

performance.

External - The primary tool for external accountability is the annual report. This document is prepared annually to show the community and interested stakeholders how successful Council has been in achieving the strategic goals and objectives outlined in the corporate plan. The report contains detailed financial and non-financial information about Council's activities and performance.

Councillors Statement of Interest Extracts

Pursuant to section 110 of the *Local Government Regulation 2012* Council has available an extract of each Councillors register of interest at the Kingaroy Customer Service Centre and on our website www.southburnett.qld.gov.au. The extract for each Councillor includes:

- gifts received;
- hospitality benefits received including sponsored hospitality benefits;
- memberships of organisations.

Remuneration for Elected Representatives

Remuneration levels for Councillors are set by an independent state government convened tribunal. Each year the tribunal undertakes a review of the remuneration levels and publishes a report with their recommendations. Remuneration details for 2012/13 reporting year are on page 28.

Councillors' Code of Conduct

Council has a strong commitment to open, accountable and ethical government. The Code of Conduct for Councillors sets out behaviours and responsibilities for Councillors as required under the *Local Government Act 2009*.

The key ethical principles of the code reflect the unique nature of Councillors' responsibilities within the context of Local government. The ethics principles are:

- integrity of Local government;
- primacy of the public interest;
- independence of action;
- appropriate use of information;
- transparency and scrutiny;
- appropriate use of entitlements.

The code sets out the statutory, ethical and behavioural obligations by which Councillors must abide. It outlines breaches and penalties under the *Local Government Act 2009*, and describes how to make a complaint about a breach of the code.

Council Chambers, Kingaroy



South Burnett Regional Council 2012/13 Annual Report

Audit Committee & Internal Audit



In April 2013, Council approved the revised *Audit Committee Policy* in compliance with section 105 of *Local Government Act 2009* and the provisions of sections 157 to 160 of *Local Government Regulation 2012*.

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management. The *Audit Committee Terms of Reference* specifies the role, responsibilities and authority of the Committee.

The *Audit Committee's* primary duties are:

- oversee the internal audit and risk management functions to enhance Council's governance, internal control systems and decision making processes
- ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments
- monitor and review the integrity of financial reports
- assess and evaluate the internal audit plan to ensure that material business risks to Council's financial and operational environment are prioritised
- promote transparency, integrity and ethical conduct

The *Audit Committee* reports directly to Council and is composed of three (3) voting members namely Mayor Wayne Kratzmann, Cr Keith Campbell and Mrs Melissa Schreffel (Independent Member). The Chief Executive Officer, General Manager Finance, Property and Information Technology, Manager Finance, Manager Governance and Risk Management Coordinator attend as observers. The Committee meet at least four (4) times each financial year. The Governance Branch provides secretarial functions.

Internal Audit

The following report on Internal Audits for the reporting period is provided pursuant to Section 119(1)(g) of the *Local Government Regulation 2012*

Internal Audit provides independent, objective assurance and consulting services as a capability building resource to add value and improve Council's operations. Amended Internal Audit Policy and Terms of Reference (Charter) in compliance with section 105 of the *Local Government Act 2009* and sections 155-156 of the *Local Government Regulation 2012* were approved by Council in April 2013.

The internal audit function provides Council and the Chief Executive Officer with:

- Assessments and evaluation of Council operations and activities as these relate to the achievement of set corporate objectives within the context of proper internal controls and risk management
- Reviews of the integrity and reliability of accounting and financial management, compliance with relevant legislation, Council policies and procedures, operating guidelines and delegations
- Reasonable assurance as to the safeguarding of Council's assets
- Advisory services related to improvement of operational effectiveness, efficiency and economy.

To ensure independence and objectivity of the internal audit function, the Terms of Reference (Charter) provide that:

- Internal Audit shall not be involved in the day to day operations of Council and therefore shall have no managerial authorities or duties except those related to the management of the internal audit function
- Direct and unrestricted access to Council and management shall be provided to Internal Audit. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work
- The internal audit activity shall be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of audit results.

A risk based internal audit approach is implemented each financial year. A three (3) year plan and an annual internal audit plan is prepared based on the operational risk assessments to be conducted by Council annually.

The objective of internal audit is to assist Council in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the efficiency and effectiveness of Council operations. The Internal Audit function is a unit of the Governance Branch under the Executive Services Department.

The internal audit engagements for the Financial Year 2012/13 focussed on:

- Human Resource Processes - an assessment of the processes involving recruitment and selection, educational assistance, learning and development, equal employment opportunity and workforce planning
- Payroll - review of payroll processes and an assessment with regard to correctness, accuracy and internal controls surrounding payroll transactions
- Work Cover Audit - a review and assessment of Council's insurable risks and the transactions related to the insurance coverage of these risks. It also covered the review of historical trends related to work cover claims
- Procurement Policy - mainly covered the review of transactions and supporting documentation related with identified medium sized contracts
- Infrastructure Charges - review of the systems, procedures and transactions involving the assessment, calculation, levying and collection of infrastructure charges for new developments
- Disbursements - review of the accuracy and validity of disbursements related with identified transactions

Seventy five per cent (75%) of the audits specified in the Internal Audit Plan were completed.

Two (2) audits were deferred namely Rates Management and Project Management due to the implementation of the new business system.

Eighty-two (82) internal audit recommendations were made from the completed audit engagements.

Fifty one per cent (51%) of the recommendations have been finalised and implemented.

Forty nine per cent (49%) remain outstanding as of 30 June 2013.

Internal Audit provided advice and assistance to management during the fiscal year 2012/13. Quarterly monitoring and updating the status of outstanding internal audit recommendations were completed.

In February 2013, the Internal Audit Policy and Internal Audit Terms of Reference were reviewed and revised in line with the amended *Local Government Act 2009* and the *Local Government Regulation 2012*.

Independent Audit Committee Member - Mrs Melissa Schroffel

Mrs Melissa Ann Schroffel, the independent member of the South Burnett Regional Council Audit Committee, is a finance professional with over ten years experience in internal and external audits. She has worked in various organisations including accounting firms, financial institutions, registered training organisations and in Local government. Melissa is a member of the Institute of Public Accountants, the Institute of Internal Auditors and an associate member of Certified Practising Accountant Australia. She is currently the Chief Finance Officer of the Central West Hospital and Health Service in Longreach. She is also Director of Audit and Finance of Brenel Professional Services, a public accounting firm based in Toowoomba.



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Enterprise Risk Management



Enterprise Risk Management implementation commenced two and half years ago. At the time South Burnett Regional Council was an amalgamated Council, three (3) years young and with no established process for the management of risk, with the exception of a conventional approach to workplace health and safety.

Focusing on a framework that was simple and relevant to Council's operation and Council's officers, Enterprise Risk Management has been brought to the forefront of Council's business and operations. Extensive consultation and mentoring has moved risk management from being academic to be an integral part of the quadruple bottom line of Council. The position descriptions of all staff were revised to reinforce risk management responsibilities for all in the conduct of their work.

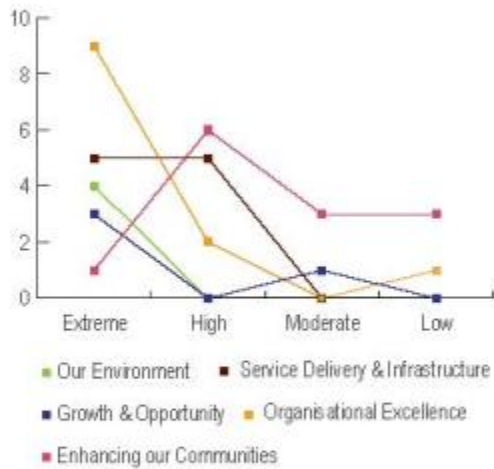
Council has implemented an enterprise risk management framework that focuses both on strategic and operational risks. The Risk Management Policy is formulated in compliance with the *Local Government Regulation 2012* and the *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*.

The Strategic and Operational Risk Registers were updated for the 2012/13 financial year. Reviews of risk mitigation plans were conducted on a six-monthly basis. Project Risk Registers were also completed for the Flood Restoration Project and the Tech One Business System Project.

A total of fortythree (43) risks were identified and classified by strategic priority. Among the strategic priorities, the highest risk exposure was in the area of Organisational Excellence (Organisational Management) with a total of nine (9) extreme risks and two (2) high risks.

The Risk Management Policy was reviewed and revised in compliance with the amended *Local Government Act 2009* and the *Local Government Regulation 2012*.

Risk Management



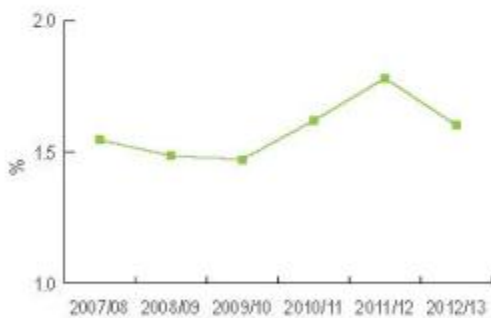
Risk Management Information System

Council's Risk Management information system for collecting, recording and reporting risk data is a manual electronic system (excel spreadsheets). Council is assessing the suitability of using Risk EMap Version 2 Software. Trials for the reporting capabilities, conversion of the existing data and functionality are planned for 2013/14 financial year.

WorkCover Injury Performance

The following graph indicates Council's workcover premium performance. The 2012/13 workcover premium was calculated as 1.602 per cent of remuneration. The workcover premium percentage has reduced this year. Key drivers of the premium are common law claims, medical claims and days lost. Council has been working to reduce its workcover premium by focussing policies and procedures for reporting work place incidents, improving claims management, promoting zero harm.

Workcover Premium Percentage



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Strategic Priority Performance Report

Strategic Priority Performance Reporting

Strategic Priority: Enhancing our Communities

Building vibrant, healthy, supportive and inclusive communities

- Libraries
- Sport and Recreation
- Heritage
- Arts
- Culture
- Disaster Management
- Compliance Services

Strategic Priority: Growth and Opportunity

A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms

- Economic Development
- Tourism
- Planning & Development
- Tourism Facilities
- Building, Plumbing and Drainage Services

Strategic Priority: Our Environment

A sustainable environment, proactively and responsibly managed in partnership with the community for future generations

- Natural Resource Management
- Parks
- Cemeteries
- Biodiversity
- Waste Management

Strategic Priority: Organisational Excellence

An organisation that is characterised by effective leadership, responsible management and quality service delivery

- Governance
- Human Resource Management
- Financial Management
- Information Technology
- Rating

Strategic Priority: Service Delivery and Infrastructure

The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles

- Roads
- Water & Wastewater
- Customer Service
- Asset Management
- Property Management Design and Technical Services



Enhancing our Communities



*To build vibrant,
healthy, supportive
and inclusive
communities*

HIGHLIGHTS

- Tractor Tattoo 2012, an Edinborough inspired Tattoo combined with the playing of a Musical Tractor
- Mayor launches Mayor's Red Earth South Burnett Flood Appeal to raise funds for farmers affect by flooding events
- Taromeo Cemetery restored to its former glory after being destroyed by the 2011 flooding event
- Reading Bug Project engages young readers
- Big Screen Festival celebrates its seventh (7) year
- South Burnett Local Disaster Group activated in response to Australia Day weekend and subsequent flooding events
- South Burnett Australia Day Award Ceremony celebrated
- Nanango library partnered with the local community to support early childhood literacy and to foster a love of reading through the Reading Bug Program
- Community gatherings support locals who were affected by the floods
- Local author completes "Reflections" photobook to record the 2011 and 2013 South Burnett Floods



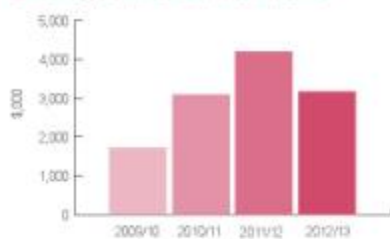
PERFORMANCE

- Murgon Town Hall gets facelift with a repaint in colours from an early 1900's heritage palette following it listing on the Queensland Heritage Register
- Council enters management agreement with Blackbutt and Benarkin Aged Care Association to manage the Scotthaven Units in Blackbutt
- Delivery of art exhibition program
- Draft *Healthy Eating and Catering Policy* developed for Council events and meetings
- Council helped to organise and fund various Australia Day events across the Region
- Proton Master Plan progresses with strong engagement from the community and key stakeholders
- Kingaroy Heritage Museum steps into future with three (3) new interactive displays representing the peanut industry, town bands and the Paragon Cafe and old Olympic movie theatre
- Volunteer Forum provides opportunities for volunteers to upskill and network
- Draft Disaster Recovery Plan finalised
- Delivered School Based Immunisation Program
- Get on Board Transport Program trials new route
- *Annual Grants and Donation Program* supports community organisations around Region
- Animal Management (Cats and Dogs) Systematic Inspection Program
- Community Recovery Flexible Funding Program assists local community recovery efforts
- Construction commenced on new Skate Park Facility in Murgon
- Memorandum of Agreement (MOA) between Council and the Department of Community Safety to enable the operations of the State Emergency Service (SES) in the South Burnett Region
- Council pledges support for Emergency Services Cadets Program although the State government ceases funding
- Digitising local history photographs and having our pictorial past available online for all to search and view through virtual gallery on the library website
- Introduced BorrowBox for downloading digital e-audio books
- Implemented Radio-frequency identification (RFID) technology in Kingaroy Library with a self checkout machine and two (2) desk pads. Library resources were tagged in all South Burnett libraries
- Investigated the options for combining the South Burnett Heritage Collection Records electronically
- Internal Carpark at Taabings Cemetery as per concept plan
- Construct Columbarium Wall at Memerambi Cemetery
- Taromeo Cemetery – Stone Wall Reconstruction
- Flexible Funding Program completed
- Heat pumps installed in pools across the region

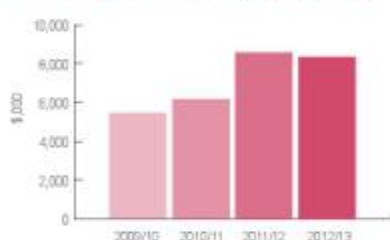


ACHIEVEMENTS

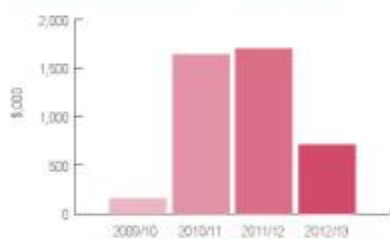
Enhancing Communities: Total Income



Enhancing Communities: Total Expenditure



Enhancing Communities: Grant Revenue



South Burnett Libraries

Our libraries continued to develop and present numerous programs and events for the community. Library staff worked with emerging and established authors to run book launches, writing workshops and showcase home-grown successful authors like Alice Greenup. Nanango Library partnered with the Australian Taxation Office to provide tax help for the community.

Some of the highlights included the always popular Summer Reading Club, which is a national annual reading program designed to encourage kids to read over the summer holidays. Children across the region enjoyed National Simultaneous Story time. South Burnett Libraries presented weekly story time and craft sessions, delivered internet and database classes, school holiday programs, and invited guest speakers into our libraries and held varying workshops for the public, which was highlighted with author Liz Caffrey's presentation of her book "Reflections" and her meet the author workshops in Kingaroy and Nanango Libraries.

The Readup literacy program for under eight's that continued from April 2012 resulted in 76 new junior library members with 213 new Readup members who were actively visiting the library and using the junior collections.

1,574 new members were welcomed to South Burnett Libraries where they experienced the excitement of discovery and opportunity, through books, the internet, online resources such as e-audio books and participated in our public programs and events. A series of educational and recreational public programs of the highest quality were made available to the public. As a result 4,410 people participated in 660 public programs and events. Significantly 1,300 children and parents attended the story time sessions across the region.

Council's Christmas Giving

Families in need throughout the South Burnett enjoyed a hearty Christmas dinner thanks to the generosity of donations collected by Council staff.

Over the month of December, Council Staff generously donated and collected from the public non-perishable food items in an effort to support the Salvation Army's Food Hamper Appeal.

Thanks to the Customer Contact Team who were on a mission to make a difference to families in the South Burnett. They drove this project and collected an impressive amount of food items. Each year the Salvation Army seeks assistance by asking for donations of non-perishable food items. This includes plum puddings, Christmas cakes, tins of ham, cans of vegetables or bottles of soft drink. These items are packaged and handed to families/individuals who are unable to buy these items to create a Christmas meal.

It is important that we as a community support each other to ensure Christmas is filled with joy and love and Council is proud that staff and the community have contributed to helping make Christmas a special occasion for everyone.

Blackbutt Hall Handover the Blackbutt Benarkin Community Council

Blackbutt Benarkin Community Council has successfully taken over the management and maintenance of Blackbutt Hall from Council. This arrangement benefits both the community and Council by ensuring the Blackbutt Hall is managed for the long term and utilised by the people of Blackbutt.

Community Groups into leases - Nanango Sports Association, Murgon Sports Association, Murgon Show Society, Covert Creek Social Club

Council has successfully worked with the above community organisations in entering into lease arrangements to occupy, manage and maintain infrastructure within the sport grounds and showgrounds. These arrangements ensure both community and Council assets are maintained and utilised by community groups.

Proston Master Plan Progresses

Proston Lions Club, South Burnett Regional Council, Stanwell, Smithfield Feedlot and other community organisations and individuals have joined together to fund improvements to the Proston Park.

A wide cross section of the community has been involved in the project with over 30 people from 11 different organisations involved in the planning of the improvements to the Proston Park.

The upgrades are planned over two (2) stages. The first stage is to upgrade the existing BMX track, build a set of tables and chairs, erect a picnic shelter and install a barbecue.

The Tarong Community Partnership Fund provided \$18,300 towards the picnic shelter and barbecue. Smithfield Feedlot offered to donate soil, transportation and the machinery to commence construction of the BMX track which has been designed by the local youth. Council provided labour, plant and equipment towards the upgrade.

The amount of community support and ownership of this project was overwhelming.

This project was a great example of different groups, businesses and the Council working together to improve park facilities for the people of Proston.

Stage Two (2) of the project will focus on the installation of lighting, the construction of an amphitheatre and possibly the expansion of the skate park and the BMX track.



100 Years on the Block Festival

Over the June long weekend the Kingaroy Information Art and Heritage Precinct hosted "100 Years on the Block" - a festival to celebrate 100 years of the 1913 Kingaroy Shire Council Chambers. There were market stalls, a jumping castle, the St John's whip crackers, vintage cars and motorbikes, face painting, old time games, a devonshire tea stall and a Dad and Dave performance. It was a great day with over 1,000 visitors attending.



Photograph: Residents enjoying some devonshire tea during the 100 years on the block festival.

Volunteer Forum 2013

The 2013 Volunteer Forum was attended by 60 volunteers from Council's Visitor Information Centres, Art Galleries, Museums and Libraries.

The main purpose of the having Volunteer Forum is to help improve the skills of our volunteers, teach them new skills and help them to network with other volunteers from our Centres. This year the theme for the Forum was "My Centre Rules" which was a way of getting the volunteers more passionate about their centres - nothing like a bit of volunteer rivalry. The Wondai Woodcrofters made a nice timber plate that was presented to the winning Centre.

One the day, volunteers got to partake in easy exercises with a workshop hosted by Keny Oldfield from Healthy Communities, Greg Lewis, Manager Human Resources, gave a presentation on how volunteers should conduct themselves and present themselves when volunteering. The special guest for the forum was South Burnett author Alice Greenup who spoke to the volunteers about her life and the challenges she has faced. Alice was a big hit with the volunteers. As a treat, the volunteers each received a copy of Alice's book which she personally signed. Other presentations on the day were related to the Libraries, Museums and Art Galleries which gave the volunteers helpful tips which they have applied back in their centres.

To finish off the day the volunteers took part in a team building exercise where they had to decorate a cake. For some this proved to be a little bit of a challenge but in the end it was all fun and games.

The winner of the 2013 My Centre Rules was the South Burnett Timber Museum and Wondai Visitor Information Centre.

Visitor Information Centres (VIC)

The Kingaroy Information Art and Heritage Precinct has a little face lift which new shelving purchased, new products arriving and new technology being used.

Council purchased four (4) iPads that visitors can borrow and use to help plan their trip as well as checking emails, facebook and the new Volunteers have found the iPads to be educational as well with some never using one before and are now amazed how technology has changed.

The precinct was also part of a pilot program to trial a new tourist application for Tourism Queensland. The app was modelled on a Visitor Information Centre giving visitors similar information that they would receive if coming into an actual centre. This was a six (6) month trial, the VIC is still waiting to see if the app will be given the go ahead.

Blackbutt Visitor Information Centre

The Blackbutt Visitor Information Centre is operated by 25 enthusiastic volunteers, in total they have worked 4,530 hours serving 11,435 visitors to Blackbutt.

The volunteers participated in a number of Family Trips including four the Edelweiss Bed & Breakfast to inspect the Glass Chalets and other accommodations. A trip to Moore for the launch of the "Flood Book" by Elizabeth Caffery was informative as was the trip to Brisbane Island, to have a look at the information pods in the Belle Isle Seaside Museum.

Wondai Visitor Information Centre/Timber Museum Complex

The complex has seen significant changes over the past 12 months. The Timber Museum continues to work closely with the woodworkers for new and interesting products to sell. New products such as a spatula, a pen made from a eumundi and a folding table has contributed to a 5% increase in merchandise sales.

Wondai VIC has launched into social media launching a facebook page however the uptake has been slow. It is anticipated in time social media will be a means of communicating products for sale and used as a positive marketing tool to promote the Timber Museum to Tourists.

This year the VIC has seen an increase in volunteers from outside the region. This led to the development of an induction booklet. The purpose of the booklet was to provide new volunteers with immediate knowledge of Wondai, its history and the history of the Timber Museum.

With a decline in schools visiting the Museum due to curriculum changes, a school package has been developed. The package aligns the educational benefits of the Timber Museum with the current curriculum requirements for each school level.

Murgon Visitor Information Centre

Each year as part of the volunteer's incentive program volunteers are encourage to participate in famil tours to enhance their knowledge of local and regional areas. This year volunteers travelled to the Quinchilla Historical Museum and Miles Historical Village. Volunteers enjoyed learning about the historical and tourist features of each town. A Famil trip of the local area was also undertaken, with volunteers travelling to the Wondai Heritage Museum, Milanah Gardens, Tashinga Homestead and Ringsfield House.

This year for the first time, Murgon VIC decided to introduce Christmas hampers for sale. The hampers were filled with products and souvenirs representative of the area.

Wondai Heritage Museum

Covering 1,600m² and with over 20,000 exhibits on display, the centre continues to showcase the district's history. Volunteers who operated the museum have concentrated on maintaining and protecting exhibits, and cataloguing each individual exhibit piece into the "Mosaic" computer programme. There are several thousand items with their individual histories, pictures and description currently entered on the programme. This system assists greatly with answering visitor queries.

Special attention has been paid to cleaning down outdoor exhibits and coating with "Penetrol" in order to preserve longevity and to enhance visual appearance. With a shortage of regular volunteers, standance general cleaning and maintenance throughout the premises, as well as the preservation works, has dominated much of volunteer time.

In the entrance of the Museum, volunteers have introduced a table which features unknown artefacts from the past. Visitors to the museum enjoy the opportunity to look and handle the items and guess what they are. This has particularly fascinating for school children who regularly visit the Museum.

Facelift for Murgon Hall

The Murgon Town Hall got a facelift following it's listing on the Queensland Heritage Register. The hall was painted in colours from an early 1900's heritage palette.

Designed by Brisbane architect Clifford Ernest Plant and constructed in 1938 by Maryborough builder HG Nelson, the hall and commercial shop precinct was heritage listed in November this year.

The new colours enhance the hall and highlight the individual features of the building. The adjoining heritage listed commercial shops and the clock tower were painted at the same time. The entire precinct is a 'must see' for visitors to the South Burnett.



Photo: The old Murgon Town Hall (left) and the newly painted Murgon Town hall (right)



Taromeo Cemetery

During the January 2011 floods, the heritage listed Taromeo Cemetery was destroyed. Taromeo Cemetery is thought to be one of only two stone walled family cemeteries in Australia. It is part of the larger Taromeo Homestead Complex and is heritage listed in the State Heritage Register under the Queensland Heritage Act 1992 (Place ID 601123). It is one of the region's most popular tourist attractions and the community is extremely passionate about its significance for not only the South Burnett, but also the entire state.

With the help of volunteers and the amazing work of Roy and Geoff Welling (Stonemasons) the cemetery has been restored to its former glory.

It would not have been possible without funding assistance from the Federal Government's Department of Sustainability, Environment, Water, Population and Communities, "Your Community Heritage Program" and the State Government's Department of Local government and Planning's "Local government Grants and Subsidies Program".



Photograph: Taromeo Cemetery after the 2011 Floods



Photograph: Taromeo Cemetery during the reconstruction phase.



Photograph: Taromeo Cemetery restored to it's former glory.

South Burnett Australia Day Celebrations 2013

Council announced the 2013 Australia Day Award Winners at the region's official awards ceremony held on the eve of Australia Day.

The ceremony commenced with a flag entrance conducted by the 123 Army Cadet Unit, followed by the Australian National Anthem sung by Backbutt Singers.

The 2013 Australia Day Award winners were:

South Burnett Citizen of the Year - Louise Judge

Kingaroy Citizen of the Year - Debbie Jackson

Murgon Citizen of the Year - Raelene Dennis

Nanango Citizen of the Year - John Atkins

Wondai Citizen of the Year - Lyn Marthey

South Burnett Young Citizen of the Year - Melissa Crawford

Kingaroy Young Citizen of the Year - Jessica Case

Murgon Young Citizen of the Year - Andrea Taylor

Nanango Young Citizen of the Year - Lauren Hume

Wondai Young Citizen of the Year - Pascha Robbins

South Burnett Community Event of the Year - Bloomin' Beautiful Backbutt Festival

South Burnett Small Communities Award - Kumbia Historical Society

South Burnett Cultural Award - Kingaroy Eisbeddell Inc.

South Burnett Junior Sports Person of the Year - Shaylissa Rout

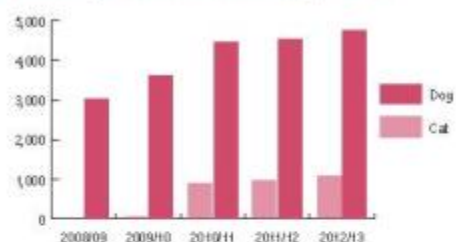
South Burnett Senior Sports Person of the Year - Joel Smallwood

South Burnett Sports Administrator of the Year - Eddie Kraulats

Petpep Program

Council continued to partner with the Australian Veterinarian Association (AVA) in promoting responsible pet ownership. Council participated in the PetPEP program, with staff attending local schools to share with the students the important message of Responsible Pet Ownership.

Enhancing Communities: Animal Registrations



Animal Registrations	2008/09	2009/10	2010/11	2011/12	2012/13
Cat	N/A	40	834	974	1064
Dog	3,020	3,604	4,450	4,643	4,753

Licences/Permits	2008/09	2009/10	2010/11	2011/12	2012/13
Food Business Licences	213	213	206	209	216
Environmentally Relevant Activities	143	100	68	76	6
Flammable and Consumable Licences	59	46	N/A	N/A	N/A
Caravan Park Licences	N/A	N/A	N/A	7	7
Kennels/Catteries	N/A	N/A	N/A	3	3
Footpath Licences	94	77	127	133	119
Children Immunised at School Based Clinics	1,192	517	908	625	2,000



Mayor's Gala Charity Ball

Mayoral Gala Charity Ball



Mayor hosts Charity Gala Ball to raise funds for the Mayor's Community Benefit Fund. The Fund will provide funding to help build the capacity of South Burnett Community Organisations to deliver services, activities and programs for the benefit of the region.

More than 400 community and business leaders gathered at the inaugural Mayoral Charity Gala Ball in June. Guests enjoyed a performance by world class entertainer James Morrison and his Motown Band. The host for the night was Queensland newscaster Heather Foord.

Raising over \$30,000 for the South Burnett community, Mayor Wayne Kratzmann announced the launch of the South Burnett Mayor's Community Benefit Fund which will be an avenue for not-for-profit South Burnett organisations to gain funding for community projects in our region.

The ball was a huge boost to the local economy and showcased local produce and wines. Council received feedback from many local businesses in regards to the number of people shopping and booking services in the week of the ball.

Stanwell and Downer EDI were the proud event sponsors of the night. Gold sponsors for the Ball included South Burnett CTC, South Burnett Community Bendigo Bank, South Burnett Radiology and Silver sponsors included Civil Mining and Construction Pty Ltd, Ergon Energy, Global Engineering Pty Ltd, Hitachi Construction Machinery (Australia) Pty Ltd, Ken Mills Toyota, Pharmacy Essentials, Swickers and Westec Civil.

The National Anthem was sung by local young talent Bridget O'Shanassy who was energetically applauded by guests for her stunning performance. Kingaroy State High School Band played in the forecourt and during dinner and the evening's entertainment finished with local band Russ and the Burgers.

Thanks must go to all community groups and volunteers for their contribution on the night.

The event took place in June at the Dr Ellen-Kert Hughes Forecourt and Town Hall precinct in Kingaroy.

Big Screen Festival

In its seventh (7) year, the Big Screen Festival has proved again to be a highlight of the South Burnett event calendar. The festival began with three (3) successful school screenings, which saw 700 Nanango students in attendance. Students watched movies 'The Cup, Elephant Tales and The Sapphires.'

Red Carpet Opening Night was sponsored by Heritage Nanango Community Branch to the value of \$7500. Guest Star Magda Szubanski attended the evening offering photo opportunities to dignitaries and a meet and greet at the food and wine function. The night began with speeches from Mayor Wayne Kratzmann on behalf of Council. The Opening Night film was 'Goulders' and was attended by the largest audience in the seven year running of this event.

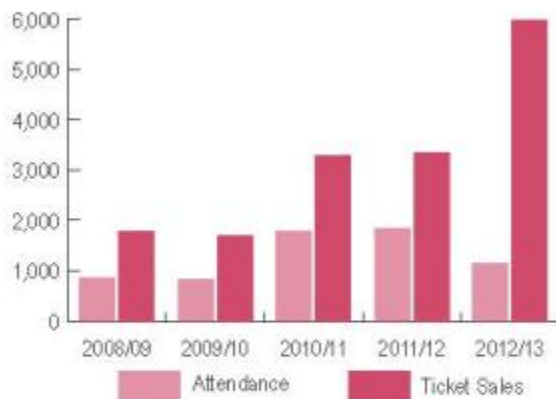
As the festival coincided with the Nanango Race Day the organisers planned the two (2) events to compliment each other. We were very lucky to have secured a star willing to make an appearance at the race meeting. Guest appearances may not always be possible depending on the guest's commitments, preferences and cost. Fortunately Magda Szubanski agreed to attend the Nanango Races and judge 'Fashion of the Field'. Magda thoroughly enjoyed the races, and performed above and beyond her contract for the festival.

'Save Your Legs' was chosen to suit a completely different interest group to what had been shown at the big screen film festival in previous years. The session was marketed to the sporting audience, and local sporting clubs were invited to this screening, however screening were poorly attended.

Saturday Night featured the movie 'The Sapphires'. A chocolate fountain and our star guest Magda Szubanski 'wooed' the audience in true Magda style giving a singing performance and great answers to what could have been very awkward questions.

Sunday Morning in Nanango started with 'Return to Nims Island' our annual family screening, and it seemed that the movie was 'too old' for our regular target audience. Free Screening of 'The Artist' a new Black and White movie saw numbers average compared to previous years. Notably the car club attended this session, a group targeted allowing us to showcase archival recordings with mechanical features.

Big Screen Ticket Sales and Attendance Figures



South Burnett Regional Council 2012/13 Annual Report

Tractor Tattoo 2012



Tractor Tattoo was a community arts and cultural project based around the transformation of an old tractor into a playable musical instrument.

TRACTOR TATTOO 2012 was a community arts and cultural project based around the transformation of an old tractor into a playable instrument. The project included the composition of an original piece of music for the event and a month of visual arts projects across the region themed around 'tractors'. The project was developed from the Council's Arts, Culture & Heritage Policy and community consultation along with the Creative Regions team as part of the Creative Generators program.

Why the name Tractor Tattoo 2012? A tractor is synonymous with a rural area, whether you are a farmer, a tree-changer or a child at school. Tattoo was chosen as the Edinburgh Tattoo is famous worldwide for its musical performance and tattoos are also an art form.

The project was managed through the Arts, Culture and Heritage Management Advisory Committee, a committee established by Council. Council contracted Creative Regions to produce the 4-hour main event. Funding for the musical instrument and composition component of the project has been provided by the Regional Arts Fund, Australia Council for the Arts and Arts Queensland.

Tractor Tattoo was a month-long regional arts festival where our community celebrated the arts. During September the region showcased exhibitions, events and a musical performance based around the Tractor Tattoo theme. The main event was a community concert based around the transformation of a tractor into a playable musical instrument. This instrument was built by an artist who engaged with the community by teaching people how to play the instrument and a composer wrote a musical piece for both the tractor and community choirs to perform. The musical event featured many community bands, choirs and other performance pieces.

The project began in February 2012 with an eight-month long community engagement process. Council wanted to engage with the community, to involve visual and performing arts groups, to challenge and diversify the

repertoire of the choir and community musicians; to engage with non-arts organisations and to provide a focal project for the South Burnett Region in terms of participation and engagement in the arts.

Tractor Tattoo 2012 event attracted a crowd of over 1,000 people on the September regional arts festival weekend. It had all the elements of a great South Burnett show with local artists from performing on various stages. Food, fun and of course the public art piece of the musical tractor constructed by Steve Langton were enjoyed by all who attended.

Cherished 'The Mongrel', the tractor performed a solo piece and also accompanied local performers to present an original musical composition produced specifically for the night.

The benefits of the event is not just the one day of free entertainment showcasing South Burnett talent, it is the month long art event program and the 12 months where South Burnett artists have been working to produce some fantastic art projects. Our communities worked together on this event and the tractor theme engaged with everyone.

Tractor Tattoo 2012 has been the largest event held at the newly renovated Kingaroy Town Hall fore court. The night's firework display proved difficult with the wind conditions and the requirements to have a large isolated area in Memorial Park for safety reasons. For those who ventured into the Town Hall car park after the Tractor Tattoo, they saw one of the best fireworks displays in recent times.

Since the event the musical tractor has travelled around the region. Children and adults alike have the opportunity to experience the 'Mongrel' and belt out a tune.

South Burnett Regional Council was successful in obtaining over \$100,000 in funding from Regional Arts Fund, Australia Council for the Arts and Arts Queensland to host the event for the community which included the construction and acquisition of the public art musical tractor and the creation of an original musical composition.



Tractor Tattoo 2012



Photographs from Left to Right: Old Tractor, Tractor Tattoo Art, Tractor Memorabilia

Healthy Communities

Healthy Communities



A plan towards the South Burnett becoming a region of active and healthy communities.

The South Burnett Healthy Communities Plan is a solid policy framework to help achieve the vision for the South Burnett to become a *Region of active and healthy communities*. The Healthy Communities Management Advisory Committee has progressed implementation of the Plan with some projects funded through the CPAG Healthy Communities initiative.

COAG Healthy Community Funded Programs

Heartmoves – a low-to-moderate intensity exercise program, designed for people who are living with health conditions. This programs ran for six (6) months with 1 session per week.

- No of Programs delivered – nine (9)
- Towns – Kingaroy, Murgon, Nanango, Wondai, Boondooma
- No of participants – 125
- Delivered by local exercise professionals

Lift for Life - Lift for Life is a resistance training program for people with or at risk of developing type two (2) diabetes and other chronic conditions. This programs ran for 6 months with 2 session per week.

- No of Programs delivered – four (4)
- Towns – Kingaroy, Murgon
- No of participants – 56
- Delivered by local exercise professionals

Adult Swimming – adult swimming and water confidence programs delivered at Council pools during school terms, one (1) session per week.

- No of programs delivered – four (4)
- Delivered in following towns – Blackbutt, Kingaroy, Wondai
- No of participants – 31
- Delivered by local swimming coaches

Heart Foundation Walking Groups – free walking groups run by volunteer walk organisers

- No of active walking groups (within 2012-13 FY) – 13
- Towns – Blackbutt, Nanango, Kingaroy, Wondai, Murgon, Proston, Hivesville.
- No of walkers - 83

Active Parks and Pools – in this program community members are able to try out local activities with local providers, such as gyms and sports clubs, that they can potentially join.

- Implemented in the following Towns – Kingaroy, Nanango
- No of participants - 69

Community Gardens

- Towns - Kingaroy Community Garden (Pound Street)
- No of participants - 53
- Examples of Activities/Workshops at the community garden – Working Bees, Healthy Cooking Demonstration, education sessions

Lighten Up – a healthy lifestyle program delivered by Qld Health and RHealth. In 2013 this program focussed on Diabetes Prevention.

- No of participants – 47
- Program conducted in the following towns – Nanango, Durong, Proston, Wondai, Kingaroy, Murgon

Community Kitchens - A Community Kitchen is a group of like-minded individuals who come together on a regular basis to socialize and cook affordable and nutritious meals.

- No of participants – 52
- Implemented in the following Towns – Murgon, Nanango, Proston, Kingaroy, Blackbutt-Benarkin, Wondai

Community Events

One (1) event held in 2012/13 FY - SBRC Healthy communities and SB PCYC partnered with BBBF in September 2012 to deliver a BVRT bike ride and walk as part of the festival

Healthy Eating Promotional Activities (in conjunction with National Healthy Weight Week 2012) – included mini health checks, healthy recipe taste test, health promotion information display

- No of participants – 151
- Towns visited – Blackbutt, Nanango, Kingaroy, Wondai, Murgon
- Partners – RHealth, Community Health Nurses, medical students through Qld Rural Medical Education.

Parent Volunteer Program – this program linked with Blackbutt State School and aimed to up-skill the school's parent volunteers.

- Food Safety Supervisor training provided for parents at Blackbutt State School – up-skill parent volunteers from tuckshop/refreshment club
- No of parents who participated in training – seven (7)



Disaster Management

Disaster Management

During the Australia Day weekend and subsequent flooding events in January/February/March 2013 the South Burnett Local Disaster Group was activated and the region was declared a natural disaster region by the Minister. These events saw similar damage to Council's infrastructure that was experienced in the 2010/11 floods. In some cases roads that had been reinstated after the previous floods have been redamaged. Our rural sector in particular suffered significant impacts.

Disaster Recovery Plan

As a result of the three flooding events, Council took the opportunity to engage a consultant to develop a Disaster Recovery Plan. The plan has been finalized and will be presented to LDMG for adoption.

The development of this plan during the recovery phase of the flooding events has been of great benefit with good input from the Recovery Committee which was established as a result of the 2013 floods.

The recovery phase of the flood events this year is still operational, particularly in providing support to affected farmers.

Disaster Preparedness

Council engaged a Fire Planning Consultant to undertake a risk assessment on Council controlled roadsides and reserves. The assessment identified high fire risk sites. Prescribed burn plans have been developed and six fuel load sites identified reduction burning undertaken. These sites included Wondai Treatment Plant, Old Rifle Range Road Reserve, Wondai Racecourse Reserve, Tingora Reserve, Mt Stanley Road Reserve and Nanango Fauna Sanctuary.

Members of the Local Disaster Management Group (LDMG) undertook the following training for Recovery Arrangements, Disaster Management Arrangements, Evacuation, Evacuation Centre Management, and Disaster Management Planning.

During the SES Week long celebrations held in November 2012, Murgon SES undertook a Murgon to Brisbane Trek providing 'get ready' information sessions in Murgon, Wondai, Kingaroy, Nanango and Blackbutt. Part of the event also included handing out 'Disaster Ready Kits' to the local community and help the residents further understand community preparedness.



Photograph: Blackbutt SES volunteers cooking up a storm during SES Week celebrations in Blackbutt.

Mayor's Red Earth South Burnett Flood Appeal Raised \$83,069 for local farmers

In response to the Australia Day 2013 flooding event South Burnett Regional Council launched the Mayor's Red Earth South Burnett Flood Appeal. The appeal was to raise funds for our rural landholders. The theme of the Appeal was 'Donate Local, Support Local, Shop Local, Sustain Local.'

The Mayor's Red Earth South Burnett Flood Appeal was a joint initiative of the South Burnett Regional Council and the Red Earth Community Foundation. Numerous businesses and community organisations got behind the appeal by donating or raising money. Huston Ford donated a Nissan Micra valued at \$16,000. Channel Nine newscaster Heather Ford drew the winner of the raffle at the Mayor's Gala Ball in June.

The Mayor's Red Earth South Burnett Flood Appeal concluded on 31 May raising a total of \$83,069 for farmers affected by recent flood events.

The funds raised were distributed to eligible residents in the form of 'South Burnett Dollars'. These dollars were then used at South Burnett businesses therefore helping our local economy.

The response to the appeal was overwhelming. The success of the appeal was not possible without the generous support of local businesses and the numerous not-for-profit community organisations, volunteers, and school children, who have been fund raising for our farmers.



Photograph: Back left to right: Karen Seiler, Georgie Somerset, front Mayor Wayne Kratzmann

Enhancing our Communities

CHALLENGES

- Attracting additional volunteers
- Providing suitable storage facilities for our growing museum collections
- Encouraging and maintaining increased physical activity and better nutrition within the community



FUTURE INITIATIVES

- Introducing e-book to the libraries' collections.
- Partnering with Healthy Communities to run children and adult workshops in school holidays for all library sites.
- Centralising key library services in Kingaroy library to maximise the level of output for the whole region
- Introducing internet wireless access to the branch libraries.
- Annual Survey of Physical Activities Providers
- Healthy Catering Guidelines
- COAG Healthy Communities Initiative Project to continue over the next Financial Year
- Ride the South Burnett Community Ride (funded by SBRC Healthy Communities and Stanwell)
- Community Grants and Donations Presentation Night
- Recreation Strategy
- South Burnett Health and Lifestyle Expo (partnership program)

PERFORMANCE SUMMARY

OVERALL PROGRESS

EC 1	A community with the capacity to develop the area of arts, culture and heritage	
EC1.1	Work in partnership with Community Organisations	✓ Achieved Target
EC1.2	Build the Capacity of our arts, heritage and library facilities to become vibrant community centres	➤ Progressing
EC 2	An active, safe and healthy community	
EC2.1	Develop and provide in partnership a range of sporting and recreation facilities	➤ Progressing
EC2.2	Advocate and support community initiatives that promote healthy lifestyles	✓ Achieved Target
EC2.3	Manage identified public health and environmental issues in accordance with relevant legislation	✓ Achieved Target
EC2.4	Partner, investigate and implement plans to increase community safety in public areas	➤ Progressing
EC 3	A community with the ability to manage natural and man-made disasters	
EC3.1	Maintain an effective Counter Disaster Management Framework	✓ Achieved Target
EC 4	A transport system that connects communities	
EC4.1	Advocate and partner with other organisations to develop regional transport solutions	➤ Progressing

Tractor Tattoo 2012



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Growth and Opportunity

Growth and Opportunity



To build vibrant, healthy, supportive and inclusive communities

HIGHLIGHTS

- Council established a peak economic and tourism body, *South Burnett Directions*.
- Drafting of new Planning Scheme progressed.
- Consistently complied with Statutory timeframes for development applications.
- Good attendance numbers at business mentoring workshops.
- Formal agreement arranged for management of Brisbane Valley Rail Trail (BVRT).
- Kingaroy Aerodrome Precinct Plan under development.
- Fast track application process implemented for low risk development applications.

CHALLENGES

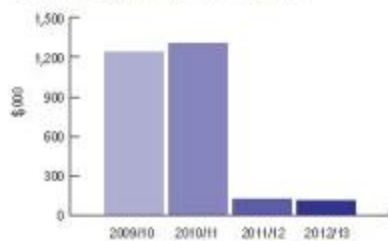
- Attracting additional volunteers to the Visitor Information Centres (VIC).
- Increased numbers of development applications for multiple dwelling units with poor design has the potential to detract from the residential amenity of the established residential areas. Council may have to adopt an interim policy to encourage good design as an interim measure until the adoption of the new planning scheme.
- Supply Chain Model project has been deferred due to the withdrawal of support from program partners.



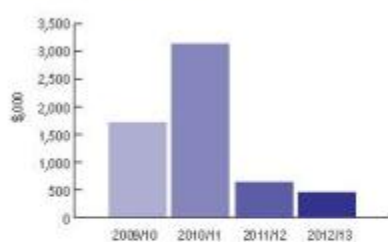
PERFORMANCE

- Successful lobbying of State government to change legislation regarding potential Strategic Cropping Land
- Hosted Business Improvement Workshops - social media, strategy development, marketing and operational efficiencies
- Hosted Digital Economy Workshop - five (5) week program
- Short Term Skills Development program
- Effective partnerships - Green Army Projects
- Community Work placements
- Audits completed on 5% of all plumbing work undertaken by plumbers under the revised provisions for minor plumbing works
- Draft Infrastructure Charges Resolution completed
- Supply chain model investigations were undertaken with three (3) South Burnett businesses with two (2) identifying business growth opportunities
- Improvements to Coolabunia Saleyards
- Millakool Tourist Park - cabin upgrades completed
- Lake Bandoona - cabin upgrades completed
- Support for "Hand Made in Country" Southern Queensland Country Project to encourage and promote local hand made goods and services

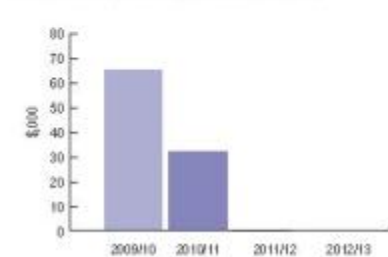
Growth & Opportunity: Total Income



Growth & Opportunity: Total Expenditure



Growth & Opportunity: Grant Revenue





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Draft Planning Scheme Progresses

Council made significant progress with the drafting of the new planning scheme. Following workshops with representatives from specific focus groups in the community a draft planning scheme document and accompanying maps were drafted. The draft document was extensively workshopped by Council and senior staff to ensure that the document promotes a common sense and pragmatic approach to planning in the region. An informal review of the draft planning scheme by the Department of State Development Infrastructure and Planning indicated that the draft document has been drafted in a way that reads well and is simple to follow. Once Council has adopted the draft planning scheme it needs to be referred to the Minister for State Development Infrastructure and Planning for a state interest check before Council can proceed with public consultation. It is anticipated that the planning scheme will be adopted as draft by the end of the second quarter (December 2013) and that it will be on public display early 2014.

Potential Strategic Cropping Land

The policy of the former Department of Environment and Heritage Protection excluded the use of rural land for legitimate rural uses, like piggeries, in some instances. Council's planning staff, with the assistance of the planning portfolio Councillor, successfully lobbied the State government and the Deputy-Premier to change the strategic cropping land legislation and the Department's policy to allow legitimate rural uses. The process involved a meeting with officers from the Department to explain the practical issues with the Department's policy and culminated in a written submission to the Department.

Infrastructure Charges Resolution

The State Planning Regulatory Provision (adopted charges) ("SPRP") which came into effect 1 July 2012, outlines the maximum charges Local governments can recover from development connecting to Council infrastructure. To date, Council were levying charges in accordance with policies contained in the four planning schemes of the four former shire Council's that were amalgamated to form the current Council. In order to bring Council's process in line with the SPRP it was decided that Council should make a resolution under the SPRP. Council's planning staff supported the process to draft a resolution that involved the employment of a specialist consultant and two workshops with Councillors to decide on appropriate charges for the region. To smooth in the transition to a new charging regime it was agreed to adopt a different charge for each of the four former Council areas due to the difference in the current charge under the planning scheme policy. The agreed charge is based on the current charge with an initial 10% increase and an agreed position to a price path over five years to standardise the charge across the Council area. The resolution will be formally adopted at the Council meeting on 18 September 2013.

Manage IPA requirements and IDAS process - within statutory timeframes

The IDAS process remains as the prescribed process to consider and decided development applications. Council consistently complied with the statutory timeframes and it is anticipated that the implementation of new business management software will support monitoring compliance and streamline the application process.

To speed up the approval process for low risk development applications Council implemented a "fast track" application process. Through this process applicants are able to obtain approval within five business days by paying a reduced application fee and provide very basic information. This process has been extended to most low risk applications.

Process Building Applications

Under the Building Act 1975 Council is required to keep a record of all building approvals until the building is demolished. Staff from the building section provided support to a Council project involving the scanning and collating of all existing building records. Historic building records were also included in this process. Through this process an electronic building record is now available that can be accessed via by staff via Council's GIS software. The creation of an electronic records system provided the opportunity for Council to electronically receive and archive approvals issued by private certifiers in addition to simplifying Council's building record searches process.

Throughout the year Council's building certifier provided extensive advice and practice assistance to Council's Property Section regarding maintenance issues with older buildings on Council owned properties. A significant project during the years was the feasibility of levelling the Kingaroy town hall floor while providing access to all persons. There was also extensive advice provided regarding the historic restoration and development of a caravan park to the Boondooma Historic Association that maintains and operate the Boondooma Homestead.

Council's Building Certifier undertook a significant number of compliance audits over and above the normal building work inspections and assessment required in response to applications. This also included undertaking compliance inspections and following up on swimming pool fence compliance with State legislation. Budget accommodation is now also inspected to confirm compliance with the relevant legislation for budget accommodation.

Process Plumbing Applications

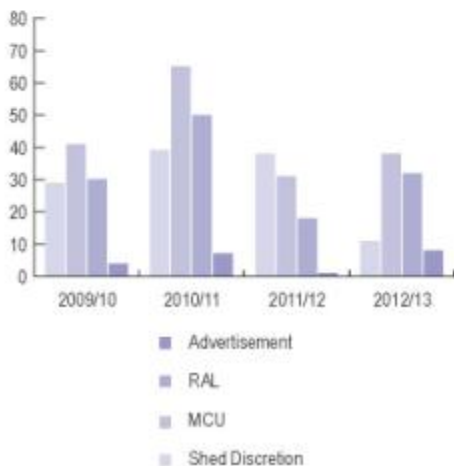
Throughout the year Council's plumbing inspectors have continued to provide assessment services under the Plumbing and Drainage Act 2002 in response to applications. This included compliance inspection of the work undertaken to replace the aging fire fighting water supply line at the Kingaroy General hospital. Assessment and inspections services were extended to Council's Infrastructure Department to include inspection of waste treatment devices treating waste water prior to discharging to Council's sewerage system.

Council is required to audit 5% of all plumbing work undertaken by plumbers under the revised provisions for minor plumbing work including the installation of solar hot water heaters. Council's plumbing inspectors undertook audits of the work that the Plumbing Industry Council identified in the region within quarterly time frames specified by the state government.

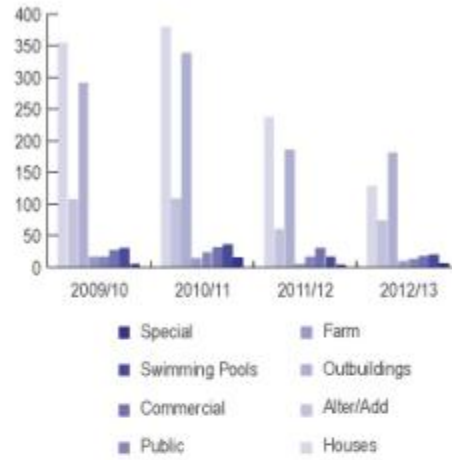
As part of its regulatory role Council issued reminder notices as part of the administration process of the registers for the household sewerage treatment plants and backflow prevention devices connect to Council's reticulated water supply network.

Throughout the year Council's plumbing inspectors provided extensive advice and practice assistance to Council's Property Section regarding maintenance issues with older buildings on Council owned properties including project management services for renovation work at the Kingaroy Private Hospital.

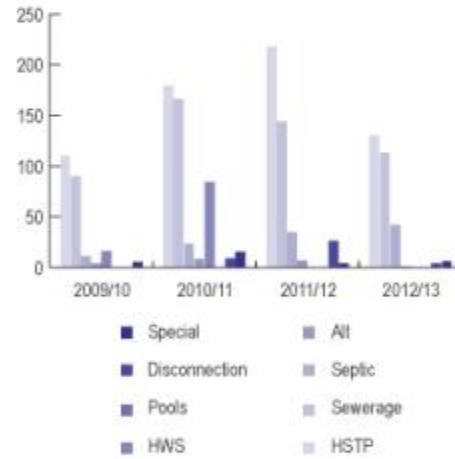
Planning Approvals by Type



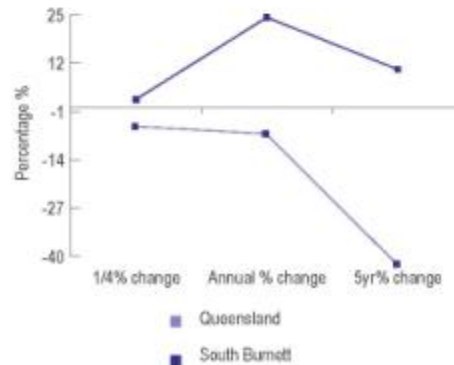
Building Approvals by Type



Plumbing & Drainage Approvals by Type



Dwelling Growth Comparison



South Burnett Directions

South Burnett Directions



Council establishes a peak economic and tourism body, South Burnett Directions.

Economic and Tourism Development in the South Burnett is set for a boost with the establishment of South Burnett Directions. This peak body will identify key projects to drive economic and tourism growth in the region by working alongside local business and tourism associations. It will develop key strategies, deliver projects and outcomes and provide a 'united South Burnett voice' to lobby and negotiate with government and industry.

During the second half of 2012, the South Burnett Regional Council's Mayor Wayne Kratzmann instigated meetings with locally based business and industry representatives, tourism representatives, Local Member for Nanango and South Burnett Regional Council Officers. The aim of these meetings were to gauge support for the establishment of a peak South Burnett body with a clear vision, structure and resources to drive economic and tourism development. In response to the positive feedback from these meetings, South Burnett Regional

Council unanimously moved for the establishment of a peak economic and tourism development organization named South Burnett Directions.

Council entered into further community consultation and were overwhelmed with the support and positive response for the idea to establish South Burnett Directions.

Feedback from meetings with the business community indicated that a Steering Committee made up of skills based people with fresh ideas and a passion to succeed and thrive as opposed to a group of people based on geographical location would be the best for the Region.

The South Burnett Regional Council Deputy Mayor was tasked with Chairing a Selection Committee to select through public notification suitably qualified individuals to form the South Burnett Directions Steering Committee.

The Selection Committee comprised:

- Cathy Davis – President South Burnett Tourism Association
- Sandy Towell – Chairman Nanango Arts Network Alliance
- Leo Ceraghy – President Maroon Business Development Association
- Rod Steel – President Kingaroy Chamber of Commerce

Over 20 expressions of interest for membership of the Steering Committee were received. The Selection Committee invited the following nine (9) people to form the inaugural South Burnett Directions Steering Committee:

- Barb Madden
- Brett Heading
- Georgie Somerset
- Graham Archdall
- John Carey
- Ken Mills
- Linchon Hawks
- Maryanne Pickcock
- Richard Fahy

Council's Mayor Wayne Kratzmann will Chair the Steering Committee. The first meeting was in April 2013. The official launch of South Burnett Directions was held in May.

South Burnett Directions will be governed by a Charter and through a the Steering Committee deliver project outcomes that:

- Support existing business in the South Burnett
- Encourage increase investment by existing businesses in the South Burnett
- Attract investment to the South Burnett
- Promote the South Burnett through Regional Tourism
- Support development in Economic and Tourism sustainability of the South Burnett

It is envisaged that as the organisation's foundations strengthen, Council's hands on approach will reduce and its focus shift away from governance to strategic visioning and project delivery.

The Steering Committee will determine and recommend the most appropriate structure and income model for the long term ongoing success of economic and tourism development in the South Burnett. As the Steering Committee determines projects of regional significance that will benefit the South Burnett, locally based Working Groups will be established to assist with the delivery of project outcomes.

Council has set up an Economic and Tourism Development Office in the Kingaroy Forecourt on Glendon Street. This office will accommodate the Council's Economic Development and Tourism team dedicated to developing the South Burnett's future in conjunction with South Burnett Directions. In the coming months the office, will display South Burnett products and services.

For further information about South Burnett Directions, visit South Burnett Regional Council's Economic and Tourism Development Unit, Glendon St, Kingaroy or visit our Facebook page – www.facebook.com/southburnettdirections or visit www.southburnett.qld.gov.au



South Burnett Regional Council 2013/14 Annual Report



Wind Farms

A Wind Farm is proposed in close proximity to the common boundary between South Burnett Regional Council and Western Downs Regional Council. Presently, the applicant is seeking to have the project assessed under a Community Infrastructure Designation (CID) process through the Department of Local Government and Planning.

The Department of Environment and Resource Management (DERM) do not have any specific legislation relating to noise emitting from wind farms under the *Environmental Protection Act 1994*. Council at its Meeting of 18 January 2012 resolved that:

"Any noise impact generated by the proposed Wind Farm should comply with relevant legislation and Australian Standards in particular – *Environmental Protection (Noise) Policy 2006*, Environmental Protection Agency (EPA) Noise Measurement Guidelines and AS2107 2000 – Acoustics – Recommended design sound levels and reverberation times for building interiors and implement a *State Planning Policy* that allows for a minimum 2km buffer between residences and Wind Farm turbines."

Council has been lobbying the relevant State government agencies to prepare and implement a *State Planning Policy* for the purposes of assessing this application and also future applications given the State government's commitment to clean energy generated by renewable resources.

The compiling of a *State Planning Policy* should also ensure that Council be considered to be a stakeholder in this process so that local issues can be talked and considered by the State in any policy.

Heat Pumps into Swimming Pools - Kingaroy, Murgon, Nanango & Wondai

Kingaroy, Murgon and Wondai public swimming pools have had heat pumps installed. Heat pumps were jointly funded by RLICP grant and Council. The heat pumps have been installed to increase the temperature of pools and provide a longer and warmer swimming season for the community.

Fully signed agreement for BVRT

Council and the Brisbane Valley Rail Trail Ambassadors developed a lease arrangement to allow future use and management of the Brisbane Valley Rail Trail. Funding was sourced by grants and Council Capital Expenditure to fund repair and maintenance works to preserve the heritage value of the rail trail.

Coolabunia Saleyards and South Burnett Tick Facilities

Regular sales were held throughout the year with approximately 9,800 head sold through the yards. Annual sales were well down on the previous years due to local flooding events accompanied by the dry period out west. Services included at the yards include tick inspection, spraying and dipping services along with coordinated cattle yarding provides agents, buyers and sellers with a central point of contact.

Lake Boondooma Caravan and Recreation Park

16,274 visitors stayed at the Lake Boondooma Caravan and Recreation Park during the year. This represents a 10% reduction from the previous year due to the 2013 flooding events.

Dam water level was over 90% all year. A number of large fishing competitions were held at the dam. Fish stocks were replenished by the restocking committee.

Yallakool Park on BP Dam

10,415 visitors stayed at the Yallakool Park on Ejelke-Petersen Dam during the year. These visitor numbers were similar to the previous year despite the flooding events. The visitor average length of stay was 3.39 nights which is up on the previous year at 3.14.

Plans were prepared and tenders were sought to build a new members block next financial year.

During 2013/14 the Dam water level was above 90% all year. Water activities and fishing were plentiful.

Growth and Opportunity

FUTURE INITIATIVES

- New Planning Scheme adopted
- Priority Infrastructure Plan prepared and adopted with the new Planning Scheme
- Review of new planning scheme for anomalies
- Deliver projects that support economic and tourism development through South Burnett Directions
- Enhancing Passenger Transport Project to support entire intra region passenger transport for the next twelve months
- Yalakool Tourist Park - Amenities Block upgrade
- Business Plans for Boondooma Dam and Yalakool Tourist Park
- Economic Development Strategy Finalisation
- Business Attraction Prospectus
- New amenities block at Yalakool Park on BP Dam
- Precinct master planning for vibrant townships
- Major Tourism Event
- Electronic lodgement system for building, plumbing and drainage application through new business system
- Lobby State government to prepare and implement a State Planning Policy for Wind Farms
- Council pledges inkind support for 2014 UAV Challenge Outback Rescue event to be held in Kingaroy at Sir Joh Bjelke-Peterson Airport



PERFORMANCE SUMMARY

OVERALL PROGRESS

GO	Description	Progress
GO 1	The South Burnett is a recognised tourism destination	
GO 1.1	Work with stakeholders to develop, market and promote the South Burnett as a premier tourist destination within the South East Queensland Country Region	➤ Progressing
GO 1.2	Develop and promote Council-owned tourism facilities	✓ Achieved Target
GO 2	A strong and sustainable regional economy	
GO 2.1	Develop and implement an Economic Development Strategy that identifies opportunities for economic expansion and development within the region	➤ Progressing
GO 2.2	To partner with industry sectors to assist in their future sustainability and growth	➤ Progressing
GO 3	Balanced development that preserves and enhances our region	
GO 3.1	Support the region's growth through integrated, planned and timely delivery of infrastructure	➤ Progressing
GO 3.2	Be an active partner in the implementation of the statutory Wide Bay Burnett Regional Plan	✘ Postponed
GO 3.3	Implement policies and plans that support appropriate planning and development for business, industry and community needs	✓ Achieved Target

South Burnett Energy Centre, Nanango



Our Environment

Our Environment



A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

HIGHLIGHTS

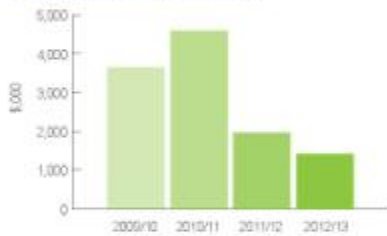
- Carbon Management Plan finalised
- Implementation of the State Government's Waste Levy Strategy completed
- Recovery assistance after the flooding events including coordinating and supporting Blazaid assistance to affected farmers
- Recovery phase of Council infrastructure including parks and public areas after flooding event
- New fence around playground, Gazebo, tables and chairs and amenities block at Memorial Park Kingaroy
- Taalinga Cemetery carpark and caretakers storage shed
- Exercise equipment stations along walkway Angel Avenue Murgon
- Bike training track with traffic signs - Butterfly Park Nanango
- Installation of barbeque, shelter and tables at Proston Park in partnership with Proston Lions Club and Stanwell Corporation
- Fencing of Mooroolin Park playground - partnership program - Council supplied fencing materials and Mooroolin Lions club erected fence
- Completed weighbridge and roadworks at Kingaroy Waste Disposal Facility



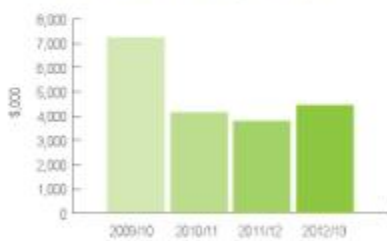
PERFORMANCE

- Kingaroy Animal Shelter - Upgrade Plumbing
- Regional Waste Management Strategy - 40% complete
- Participate in the drumMUSTER program
- Kumbia Transfer Station Improvements
- Memerambi Transfer Station – Resurface Hardstand Area
- Hivesville Transfer Station – Purchase 2 x 10MB Skip Bins
- Blackbutt Waste Disposal Facility Improvements - Progressing
- Biodiversity & Carbon Management Grant – Stage One (See Page 72)
- Pest Survey Program conducted
- New Skate Park in Murgon
- Commenced childrens climbing walls at River Road Park Kingaroy, Pioneer Park Narango and the Skate Park Murgon.

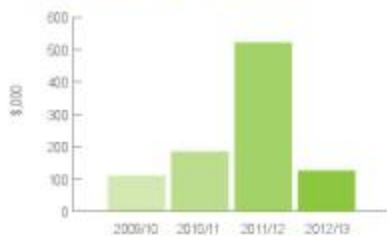
Our Environment: Total Income



Our Environment: Total Expenditure



Our Environment: Grant Revenue



Biodiversity Program

Biodiversity Program



Biodiversity and climate change programs commence across the South Burnett Region

Last financial year the Australian Government approved Council receiving \$1.6 million to implement biodiversity and climate change programs across the South Burnett region.

The South Burnett project will span six (6) years and is aimed at improving vegetation connectivity through 200 hectares of planting programs within urban and village landscapes. Planting activities will improve biodiversity values across the region while also contributing to regional carbon management outcomes. Planting programs will also provide horticultural training opportunities for indigenous students.

Funding will also be used to develop and implement fire and biodiversity plans that enable land managers to reduce fuel loads and minimise the risk of wildfire while protecting biodiversity in the Region.

The Biodiversity Fund aims to improve the resilience of Australia's unique species to the impacts of climate change, enhance the environmental outcomes of carbon farming projects, and help landholders protect carbon and biodiversity values on their land.

The South Burnett project will also address the threat of invasive weeds within the region through the development of coordinated treatment programs that utilise a range of management techniques such as biological control, fire, herbicide and sustainable land management practices.

This financial year saw the commencement of the project with a biodiversity project coordinator engaged to develop partnerships with local industry, landholders, schools and community groups to develop and implement coordinated programs across the region.

Progress Report

- Biodiversity Project Coordinator engaged
- Engaged with University of Southern Queensland & Sustainable Corporate Solutions under contract to develop the methodology for reduced carbon emissions from fire management activities
- Engaged consultant to produce planting plans for the re-connection of the native ecosystems interrupted from the urban development of Kingaroy, Murgon, Wondai, Blackbutt and Nanango
- Carbon Management Plan Completed
- Biodiversity Plan finalisation delayed due to flood mitigation works - expected to commence finalisation in 2013/14 FY
- Implementation of a Lantana treatment program 85% complete - delayed due to flooding event - remaining works programmed for 2013/14 FY
- Firebreak maintenance and planned burns completed - 10.63 kilometres of firebreaks, 15 Fire Management Plans, five (5) planned burns
- Plantings of 3000 tube stock in Murgon and Blackbutt areas delayed to 2013/14 due to flooding event
- The provision of registered training in Arboriculture to at least two (2) volunteers was delayed to 2013/14 FY due to the flooding event
- Council delayed the enrolment of five (5) key personnel in an Arboriculture Course as these particular staff were involved in flood recovery works
- Rolled out African Love Grass program in Durong area with landholders in accordance with program plan
- Implemented Green Ostrum treatment and landholder partnership program
- Implemented Chinese Elm treatment and landholder partnership program
- Implemented Broad Leafed Privet treatment and landholder partnership program
- Implement Parthenium treatment program with effected landholders
- Implemented Council's annual planned declared and environmental weed treatment programs
- Installed bollards at the culturally significant area of Coomba Falls to prevent further vehicular access to the area which is degrading vegetation, historic cultural values and accelerating erosion

Future Initiatives

- Erect interpretive signage at Coomba Falls to assist with the long term understanding of the significance and preservation of the area
- Regional Fire Management Regime including the individual plans for 15 reserves
- Update the assessment of 1,398 roads within the South Burnett boundaries with specific attention to the 529 roads that have endangered species or fire sensitive vegetation and develop category conditions for fuel reduction
- Plan and implement Box Thorn treatment and landholder partnership program
- Plan and implement biological control program for declared and noxious weeds
- Implement and coordinate Giant Rats Tailed grass treatment and landholder partnership programs
- Conduct further threatened species mapping and update database



Regional Waste Management Plan

Council has completed its internal workshops for the development of its proposed waste strategy. Due to financial and staff resourcing constraints there has been delays in being able to finalise a draft of the South Burnett's Waste Strategy to be released to the Public for Consultation. It is now hoped that the document may be released by early 2013.



Implementation of State Government Waste Levy Strategy

The Waste Levy which had been introduced by the then Labour State Government on 1 December 2011 was effectively removed by the incoming LNP State Government on 1 July 2012.

Council Assists the Treatment of Boxtrom

Council provided \$80,000 in assistance to landowners to treat African boxtrom.

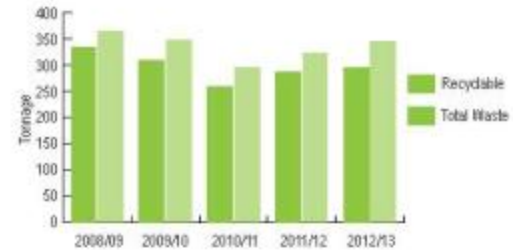
Council provided up to \$2,000 worth of treatment or herbicide to eligible applicants who developed a Sustainable Land Management Plan and made a matching contribution either in labour, materials or equipment. African boxtrom is a spiny shrub from South Africa which was introduced to Australia in the mid 1800's as a hedge plant, it has since spread into pastures, roadside, railways and waterways. It is a Class 2 declared pest plant. African boxtrom causes havoc for domestic stock and reduces the productivity of pasture land.

It is a requirement under the Land Protection Management Act that landholders control this weed.

The program offered landholders a range of options including access to spray equipment, treatment advice, the development of a Sustainable Land Management plan, mapping and identification of the weed. The program and funding will assist in containing these infestations and over time significantly reduce these outbreaks.

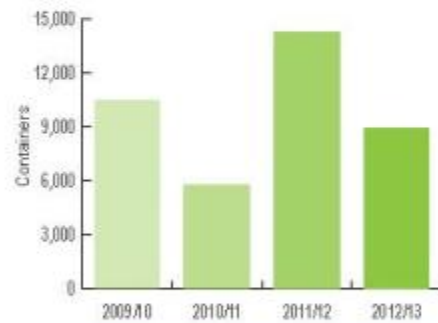
Waste Collection Services

The graph below show the Tonnes of Recyclables per financial year collected through Nanango's kerbside collection



Drum Muster

A total of 8,843 were received from chemical users for the year 2012/13 financial year. The results are mainly due to the Durong area being serviced this year as well as completing some



Our Environment



CHALLENGES

- Work programs for 2012/13 have been delayed due to the flooding events of early 2013. This will affect the delivery of work programs through to June 2014
- Transitioning into the new waste collection contract from 1 July 2014
- Integrating the new business system with Council's compliance regime

FUTURE INITIATIVES

- Participate in the mobileMUSTER program
- Participate in the drumMUSTER program
- Implement Regional Waste Management Plan
- Nanango Streetscape Project - Stage One (1) & Two (2)
- Artist to refresh murals in Nanango to compliment other streetscape work
- Engage artist to assist local youth to paint graffiti art on the climbing walls at River Road Park Kingaroy, Pioneer Park Nanango and the Skate Park Murgon

PERFORMANCE SUMMARY

OVERALL PROGRESS

ENV 1	<i>Our region's environmental assets are promoted, protected and enhanced</i>	
ENV1.1	Include natural resource management priorities in the planning scheme	↗ Progressing
ENV1.2	Manage the diverse array of natural assets that exist in the region	↗ Progressing
ENV1.3	Investigate and implement strategies to reduce greenhouse gas emissions and non-renewable resource use	↗ Progressing
ENV1.4	Implement strategies to improve the environmental water quality of our region's rivers and water storage facilities	↗ Progressing
ENV1.5	Maintain and enhance quality habitat for native fauna and flora particularly endangered, rare and vulnerable species	↗ Progressing
ENV1.6	Manage weed and pest infestations	↗ Progressing
ENV1.7	Engage and assist the community and private land owners in environmental stewardship	✓ Achieve Target
ENV 2	<i>Environmentally responsible and efficient waste management</i>	
ENV2.1	Develop and implement a Regional Waste Management Plan	✓ Achieve Target
ENV2.2	Provide cost effective waste management facilities and operations	✓ Achieve Target

Wooroolin Wetlands Boardwalk



South Burnett Regional Council 2012/13 Annual Report

Organisational Excellence



An organisation that is characterised by effective leadership, responsible management and quality service delivery

HIGHLIGHTS

- New Business System implementation progresses with 'go live' date postponed to October 2013
- New Procurement Policy supports local business
- Council self nominates for State wide Local government Workcover Workplace Health and Safety Scheme Audit
- Participation in training and implementation of the new Business System – Tech One
- Improved information dissemination and analysis to Council for the key issues surrounding the preparation and final adoption of the 2014 Budget
- Improved monthly reporting to Budget Managers and Council
- Agreement by the Leadership Management for the use of Business Cases
- Consolidation of Council's banking arrangements

PERFORMANCE

- Loan Borrowing Strategy adopted
- Council supports Constitutional Recognition Referendum campaign
- Long Term Financial Forecast adopted
- Asset Management Committee established
- Council lobbies State government to lift exemption threshold for payroll tax on Local government eligible business which Council only became liable for since amalgamation
- Net Financial Liabilities Ratio indicates Council has significant financial capacity to service net liabilities

The following policies were reviewed and adopted by Council:

- | | |
|--|--------------------------|
| • Media Relations Policy | • Audit Committee Policy |
| • Undetected Water Leaks Policy | • Internal Audit Policy |
| • Councillor Discretionary Fund Policy | • Procurement Policy |
| • Risk Management Policy | • Revenue Policy |



Safety Audit

Council was one of handful of Councils to self-nominate to be a part of the state-wide Local government WorkCover Workplace Health and Safety (WHS) Scheme Audit. The process involved a review of the full spectrum of workplace health and safety processes and practices

In 2012, a preliminary Audit was conducted by an LGW appointed auditor to identify deficits in the SBRC WHS system. A rectification action plan (RAP) was developed to work through prior to the full external audit in October 2013.

The RAP listed over 190 administrative actions and over 100 identified improvements within our worksites. Council embraced a whole of organisation approach from Leadership to the operator in the field in addressing the rectification action plan.

Whilst not all RAP actions will be completed prior to the October 13 audit, the timelines are in place and being progressed to achieve 100% rectification.

This audit process contributed to a positive culture transformation and has resulted in Council being invited to join the Zero Harm at Work Leadership Program.

Reduction of Overtime Allowances

Through a Human Resources metrics approach it was identified that overtime allowances were not being organisationally monitored or controlled.

Overtime allowances accounted for a substantial financial burden within the context of the size and functions of the organisation. It was acknowledged that there was an established perception by some staff who regularly worked overtime of an 'entitlement to a standard amount of overtime per pay period'.

The Leadership Management Team (LMT) monitored and managed overtime allowances through a process of sound work and project planning with an understanding to reduce overtime allowances. One such management action was that all overtime work needed to be approved by the relevant LMT member prior to work undertaken.

"Pot of Gold" Supervisor Training

The ever elusive 'pot of gold at the end of the rainbow' has been the unpinning concept to the introduction of training for supervisors. The philosophy being that if the supervisors or line managers of an organisation are skilled in managing staff, the organisation will be able to achieve a best practice in productivity and retention to maximise financial efficiency.

The training program has been developed and delivered by the Human Resources Branch which included the development of associated learning materials for the supervisors. The program will be ongoing where supervisors will receive training and achieve competency in areas such as Human Resources Employee Standards, Human Resources policies and procedures, performance appraisal techniques, and WHS duties and responsibilities

The programmed training sessions will be conducted periodically during the year and are adaptable to be able to address identified deficits.

The results of the training are difficult to identify in a statistic based approach however through the Human Resources Metrics, the Human Resources Branch will be able to detect an influence on trends.



Council Suffered Budget Shock

Council had to adjust its budget as a result of funding cuts inflicted by the Federal and State governments as well as the downturn in the economy which decreased Council's revenue.

The reduction in grant money and reduced income was so large that it outweighed significant work Council has done to reduce its operating expenditure. Council reduced expenditure by about \$1.4 million yet the Federal and State cuts totalled about \$1.6 million. Council was in a good position going forward but the reality is that these cuts are real and had to be managed.

Council is concerned that further Federal and State government cuts may be thrust upon Council and the economic recovery will take longer than predicted.

Recruitment Training

Council has identified that one of the most significant determinants of employee engagement and productivity commences at the point of recruitment. The Human Resources Branch has actively engaged an approach where the team for which the vacancy exists leads the recruitment process with the human resources branch providing advice and expertise in support of the process.

A formal 'tick sheet' has been developed to assist supervisors and learns with the 'on boarding' process of new staff whereby there is a step by step process from ordering the name badge to discussing expectations. This process will be a part of the 'pot of gold' supervisor training so as to ensure that supervisor's understand the significance of 'on boarding' a new employee resulting improved productivity and retention outcomes.

The Human Resources Branch will, through the human resources metrics, be able to identify retention trends.

Uniform Changes

Since amalgamation there has been consultation with the field staff workforce so that a determination can be made for a standardisation of the field staff uniform to long trousers and long sleeved shirt ensuring colours of the uniform meet Workplace Health and Safety requirements.

Through the Workplace Health and Safety Committee, a number of aspects of the field staff uniform has been determined. During the first six (6) months of 2013/14, a finalisation of the shirt (material, colour, make) will be determined after further 'in the field trials' are conducted.

It is expected that the new field staff uniform will be phased in during 2013/14.

This process has been embedded in the culture transformation program and has contributed to an identifiable shift in moral in the field staff group of Council.

Council Buying Local

Council will officially "Think Local First" following major changes to the procurement policy. The amendments to Council's procurement policy means local businesses will have even more opportunity to be Council's preferred supplier of goods.

Council has made it a policy that where there are business located in the South Burnett that can provide the goods or services required then staff are encouraged to obtain quotations from those businesses in the first instance. It is Council's policy to obtain three (3) quotes for any product over \$1000 and if there are three (3) local businesses that supply it then we will get quotes from locals.

Council's has also increased the pricing variance from 5% to 10%, so that if a local businesses is within 10% of a quote we have obtained from a business outside the region we will choose the local business as our first priority.

Considering the tough economic times the decision to make these changes demonstrates how much Council's wants to help kick start our local economy. The intent of this policy is to encourage purchases in the South Burnett and develop our economy further.

The new policy is designed to give local businesses a better opportunity to be able to supply Council's goods and services. It signals that the Council wants to do more business with businesses within the region.

Procurement

Each year Council reviews its Procurement Policy to regulate the purchasing of goods and services to facilitate the delivery of the Strategic and Operational Plans. This year the focus of the review was on:

- Compliance with the new expenditure levels in the Local Government Regulation 2012.
- Local purchasing content
- Preparatory work for calling Preferred Suppliers for Wet and Dry Hire of Plant and Equipment and Trades and General Services.

Consolidated Banking Arrangements

During the financial year Council called and awarded tenders for the provision Banking Services to Council. The tender was awarded to the National Australia Bank. The prime purpose was to consolidate banking arrangements into one bank as Council continued to operate several bank accounts which were in place at the time of amalgamation.

Long Term Financial Forecast

As part of the adoption of the 2013 Financial Year Budget Council also adopted the Long Term Financial Forecast. The forecast covered a 10 year period to the year 2022 and included the forecast for:

- Comprehensive Income Statement
- Balance Sheet
- A Statement of Financial Position
- A Statement of Cash Flow
- A Statement of Changes in Equity
- The relevant measures of financial sustainability.

The development of the annual and long term forecast is a lengthy process which begins with the budget manager's first estimates being compiled to build the first draft. A number of iterations of the budget are developed following meetings with the budget managers, General Managers and Council. For the preparation of the 2014 Budget which was developed during the year in review, the process began in January 2013 and was informed by a series of strategic workshops with Council. These workshops facilitate the operational and capital investment focus for the current year and the next nine (9) financial years. In addition, borrowing levels, the level of restricted cash, capital budgets and other relevant sustainability indicators were discussed.



Financial Planning

Council's key Financial Planning documents required under the Local Government Regulation 2012 are:

- Five (5) year Corporate Plan,
- Annual Budget – for the current year and the next two (2) financial years,
- Relevant Measures of Sustainability – for the current year and the next nine (9) financial years,
- Long Term Financial Forecast – covering a period of at least 10 financial years,
- Long Term Asset Management Plan – for 10 financial years or more.

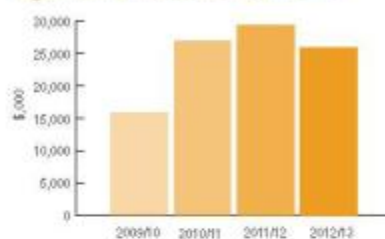
These key documents are adopted by Council at the annual budget meeting with the exception of the Corporate Plan. Council is also required to adopt the following financial policies:

- Investment Policy – which identifies Council's philosophy and strategy for investment including risk management and investment objectives and expectations,
- Debt Policy - the new borrowings planned for the current financial year and the next nine (9) financial years and the period of repayment of existing debt,
- Revenue Policy - the principles that the Local government intends to apply in the financial year for, levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery fees.

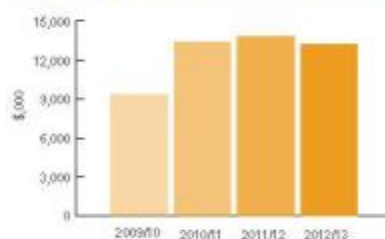
These policies are reviewed each year by Council usually as part of the Budget development and adoption process.

A further key element of Financial Planning is that any new projects will be considered in terms of their whole of life costing which, in Council's case, is a particular consideration for projects identified in the Debt Policy. In addition during this year the Leadership Management Team formed agreement on the practice of developing a Business Case for not only major capital projects but also key capital and operational projects. The Business Case can be used either for already identified projects or to facilitate approval for change within the organisation.

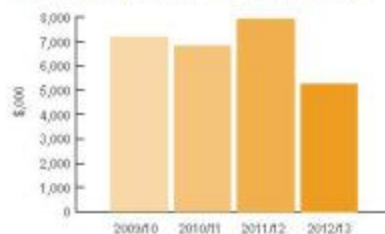
Organisational Excellence: Total Income



Organisational Excellence: Total Expenditure



Organisational Excellence: Grant Revenue



New Business System



New business system set to transform how Council does business

Council began investigations into software solutions available to the Local government industry in 2010, as the finance solution Council was using did not meet the needs of the newly amalgamated regional Council. Council approved the replacement of its finance package with a full business software solution with the tender awarded to Technology One with their OneCouncil solution.

The solution design phase began with workshops and input from key users from all areas of Council. The workshops involved Technology One consultants and key users working through business processes with OneCouncil solution design. The overall aim of the project was to improve processes and provide a better level of service and information to Council and our community without having to increase staffing levels to achieve this. All opportunities to review processes and implement changes that provided increase service delivery and information to Council and the community were implemented.

Reconciliation team was established to ensure that the information coming from one Finance Package across to the new package was accurate. This team consisted of staff from – Stores, Fleet, Assets, Animals, Debtors, Cemeteries, Rates, Planning and Finance. This team met fortnightly to review information that was being extracted for accuracy. Two (2) staff were allocated the Name and Address Register (NAR) to consolidate as much as possible.

The original "GoLive" date of the first weekend in April 2013 was not achievable and a more realistic date of 30 June 2013 was set as the formal "GoLive", the decision was made during May not to go Live on 1 July and to set a new date of 19 October as our new Go-Live Date.

Long Term Borrowing Strategy

During the year under review the Asset Management Plans informed the budget in terms of the level capital expenditure requirements for the next ten years to refurbish and develop Council's assets to meet service level requirements.

Council has not borrowed funds since the establishment of the Regional Council. As part of the development of the 2013 budget a ten year borrowing path was established for the renewal and refurbishment of critical assets, particularly for Water and Waste Water service delivery. Borrowings have also been proposed to commence an ongoing bridge replacement program currently from 2014 to 2022.

In addition borrowings have been proposed for complementary and betterment works. Complementary works refers to work that Council may choose to carry out on assets in conjunction with projects funded under the Natural Disaster Reconstruction and Recovery Arrangements. Council may choose to undertake complementary works where a better whole of life outcome for the asset is attained or to restore adjacent assets to a similar service level. Betterment projects are those which improve the asset's level of resilience to future natural events.

Asset Management Plans

Long Term Asset Management Plans were first adopted by Council during the prior financial year. These plans will be reviewed during the 2014 financial year.

The Asset Management Plans have better informed Council's ongoing investment in its Asset Base. As a result a significant borrowing program has been identified as essential to undertake key projects throughout the region. One such essential project is the Kangaroo Waste Water Treatment Facility which is estimated at \$26 million. Debt servicing for the necessary loans have been factored into the Long Term Financial Forecast. Council will also apply for any available external funding which may become available in subsequent financial years.

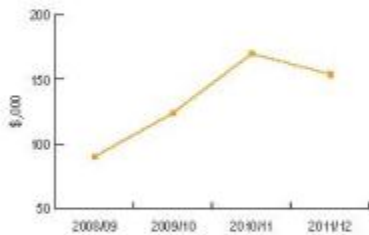
Payroll Tax

The former Wondai, Nanango, Murgon and Kingaroy Shire Councils individually did not exceed the payroll tax exemption threshold. After the amalgamation of these Councils in 2008 the South Burnett Regional Council immediately exceeded the exemption threshold and had a Payroll Tax liability.

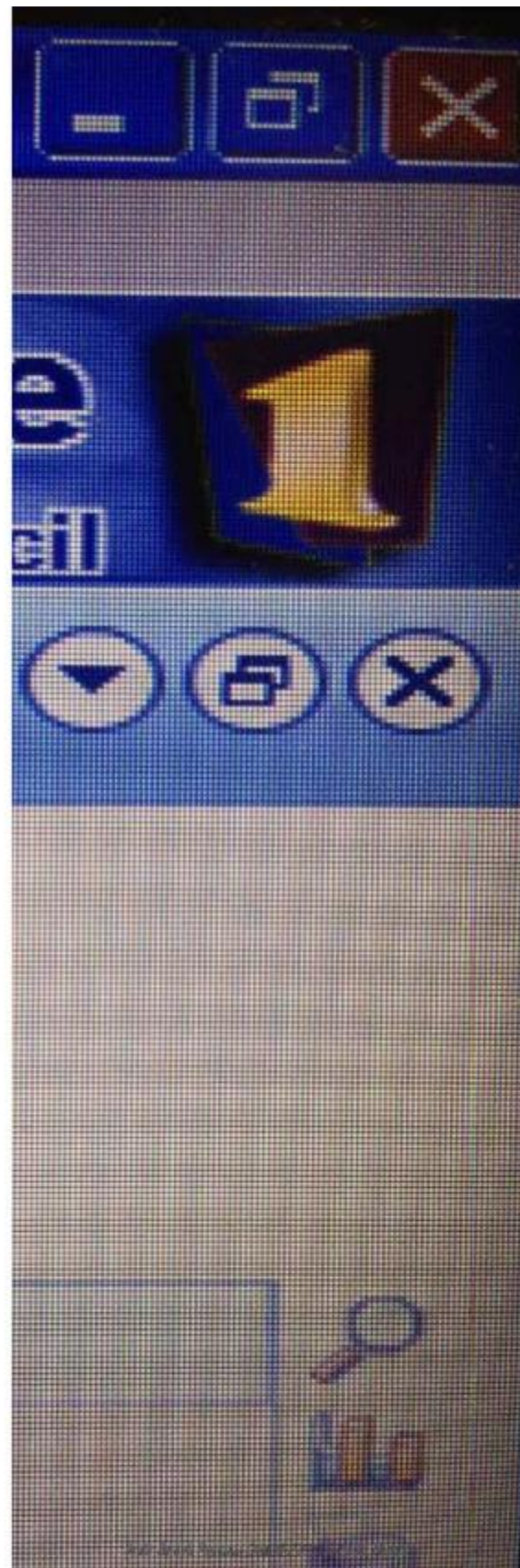
Council has been lobbying the State government to raise the exemption threshold for payroll tax on Local government eligible business to \$25 million and indexed by CPI for the for the next four (4) years.

Payment of payroll tax currently by Council equate to a 0.7% general rate increase imposition on South Burnett ratepayers to cover this liability incurred since amalgamation.

Payroll Tax paid by Council since amalgamation:



Further, Council is expecting a significant increase in payroll tax liability due to a planned \$90 million Water and Wastewater capital works program over the next ten years. Council is also developing a Strategic Waste Management Plan which has the potential to further inflate the Payroll Tax liability.



Financial Sustainability

The Local Government Regulation 2012 requires that the following measures of financial sustainability (sustainability ratios) must be included in the budget and form part of the audited Financial Statements. The Financial Sustainability Ratios are as follows:

Operating Surplus Ratio - This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

Asset Sustainability Ratio - This ratio indicates whether a Local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.

Net Financial Liabilities Ratio - This is an indicator of the extent to which the net financial liabilities of a Local government can be serviced by its operating revenues.

For the first time this year these measures were subject to audit for the current financial year. Also included in the Financial Statements are the ratios for the next 9 financial years based on the forward revenue and expenditure projections see page 150. This year the auditor had discretion on whether or not to audit the long term ratios. Council's actual performance against Industry Targets for the two (2) financial years, 2012 and 2013, are shown in the following table. The actual results show Council to be in quite a good position with the notable results being:
The Operating Surplus Ratio has been impacted this year by the large expenditure program to reinstate Council's road and drainage assets as result of the 2011 flood event. Almost half of the government funding, \$25,942,500, for this expenditure program was received in 2011 financial year with the expenditure mostly incurred during the 2013 Financial Year.

A favourable Asset Sustainability Ratio indicates Council has a good capital expenditure level as it is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.

The Net Financial Liabilities Ratio indicates the extent to which the net financial liabilities of a Local government can be serviced by its operating revenues. A ratio less than zero (negative) indicates that current assets exceed total liabilities. Council therefore has significant financial capacity and the ability to increase its loan borrowings if necessary.

Ratio	What the Ratio Means	Industry Target/ Measure	Ratio based on Actual Performance	
			2012	2013
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes. A positive ratio indicates that surplus revenue is available	Between 0% and 10%	-4.7%	-34%
Asset Sustainability Ratio	This ratio indicates whether a Local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.	Greater than 90%	159.67%	97%
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of a Local government can be serviced by its operating revenues. A ratio less than zero (negative) indicates that current assets exceed total liabilities. Therefore the Local government appears to have significant financial capacity and the ability to increase its loan borrowings if necessary.	Less than or equal to 60%	-56.6%	-19%

CHALLENGES

- Improving the quality of the Asset Registers for all Asset Classes
- Continuously improving the budget processes
- Improved monitoring of actual performance
- Federal Assistance Grant Data Analysis to maximise the return to Council
- Implementing TechOne Business System
- Preparing the business model to facilitate the \$34 million Borrowing Program
- Redevelopment of the Asset Management Plans with the Asset Management Committee
- Ensuring collection of appropriate financial data as part of the 2013 Flood Damage restoration works
- Manage the cash flows relating to the significant restoration works program from the 2013 flood events - \$65 million
- Implement raft of changes in Australian Accounting Standards
- Meeting community expectations within budget restraints

Organisational Excellence

FUTURE INITIATIVES

- Full implementation of new Business System - OneCouncil solution
- Redesign Council's Website
- Implement Policy Framework
- Implement Zero Harm in our Workplace
- Workforce Planning Framework to be developed
- Achieve full Workplace Health & Safety Audit Accreditation
- Planning for new Enterprise Bargaining Agreement



PERFORMANCE SUMMARY

OVERALL PROGRESS

EXC	Objective	Progress
EXC 1	Effective financial management	
EXC 1.1	Develop and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities	✓ Achieved Target
EXC 1.2	Optimise Council's revenue, based on realistic and equitable policies and practices	✓ Achieved Target
EXC 2	Effective business management	
EXC 2.1	Develop and implement information and technology solutions that meet corporate and customer needs	✓ Achieved Target
EXC 2.2	Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements	➤ Progressing
EXC 3	A skilled and sustainable workforce	
EXC 3.1	Develop a Strategic Human Resource Management Plan	➤ Progressing
EXC 3.2	Promote a 'safety first' environment	➤ Progressing
EXC 3.3	Develop an organisational culture and structure which reflects our shared vision and values	➤ Progressing
EXC 3.4	Develop and promote an environment where our people feel valued and rewarded for their performance	✓ Achieved Target
EXC 3.5	Develop and implement employment programs to provide opportunities for targeted groups	➤ Progressing
EXC 4	Ethical, accountable and transparent decision-making	
EXC 4.1	Develop and implement a governance framework that delivers good organisational management	✓ Achieved Target
EXC 4.2	Implement management plans to reduce risk to Council and the community	✓ Achieved Target
EXC 5	An informed and engaged community	
EXC 5.1	Develop a range of initiatives to engage and inform the community	✓ Achieved Target
EXC 5.2	Develop a community plan that identifies our region's aspirations and direction for the future	✓ Achieved Target
EXC 6	Effective advocacy and strategic partnerships	
EXC 6.1	Advocate Council's strategic position on key issues to government sectors	✓ Achieved Target
EXC 6.2	Develop and maintain close working relationships with State and Federal governments, agencies, corporate entities and community groups	➤ Progressing

Service Delivery and Infrastructure



Flood Damage from the 2013 Floods

The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles.

HIGHLIGHTS

- 2011 Flood Restoration works 95% complete
- Nanango Water Treatment Plant dosing facility upgraded
- Lagoons were upgraded as part of the Backbutt Wastewater Treatment Plant augmentation
- Rapid assessment and lodgement of the 2013 NDRRA submissions for damage to road, water, sewerage, parks, gardens and community assets put Council in a leading position to gain funding approvals
- \$9.6 million on emergent and restoration works completed as a result of the 2013 flooding event

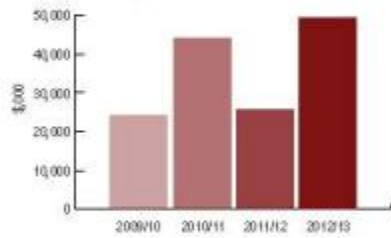
PERFORMANCE

- Road Inspection Program Implemented
- Timber bridge Inspections and Maintenance Program Drafted
- Road Safety Audit conducted
- Developed and implemented Standard Maintenance Practices
- Developed a ten (10) year Rolling Works Program
- Developed a rolling six (6) month program for Maintenance activities
- Drinking Water Quality Management Program Adopted
- Automated Call Distribution Software installed
- Customer Contact knowledgebase developed - HARRY (Helping Access Relevant Resources for You)

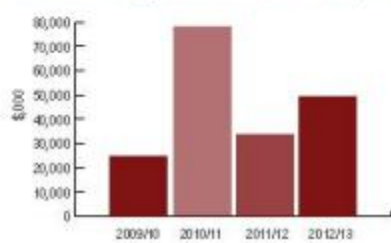


structure

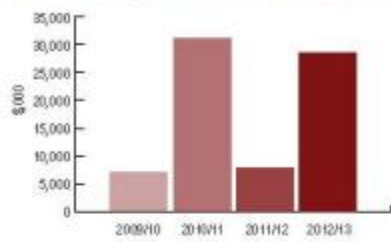
Service Delivery & Infrastructure: Total Income



Service Delivery & Infrastructure: Total Expenditure



Service Delivery & Infrastructure: Grants Revenue



Flood Restoration Program

The 2011 flood restoration works were 85% complete when the region was hit by the record floods of January, February and March 2013. Many roads were washed out and repaired several times during the initial three (3) month emergent works period. By the end of June 2013 Council had expended approximately \$9.6 million on emergent and permanent restoration works for the 2013 floods. This mammoth task was achieved through the combined efforts of Council's dedicated day labour crews and the assistance of flood restoration contractors.

Rapid assessment and lodgement of 2013 NDRRA submissions for damage to road, water, sewerage, parks and gardens and community assets put Council in a leading position to gain funding approvals as quickly as possible. Through close cooperation with the Queensland Reconstruction Authority Council has been able to plan a delivery strategy to have \$7 million of high priority works commenced in July 2013 and the bulk of the \$65 million program planned to go to tender at the end of September 2013.

Meanwhile extensions of time were sought and granted for the completion of 2011 works which were targeted to be completed by October 2013. Council inspectors will continue to monitor the condition of roads and if necessary temporary holding works will be carried out to keep them safe until the final works are completed. The target completion date for all works is December 2014 and Council will be working with the contractors to ensure that every effort is made to complete the works on schedule.

Nanango Water Treatment Plant - Chlorination Upgrade

This dosing facility was upgraded to replace the existing gas chlorination system with one utilising liquid sodium hypochlorite. Greater safety for staff and the public has been achieved by eliminating the risk of chlorine gas leaks. Automatic dose rate control and duty/standby dosing pump arrangements were utilized to increase the overall reliability and accuracy of disinfecting Nanango's potable water supply.

Murgon Water Pump Station Hospital Pump Station

The Murgon Water Pump Station was upgraded to service the additional demand created by expansion of the Castro Aged Care Facility in Murgon. New pumps and electrical controls were installed within the existing building adjacent to the water tower. Innovative controls were required to maintain normal pressure conditions for domestic water supply demand and increased performance when fire fighting conditions are sensed.

Blackbutt Wastewater Treatment Plant Lagoons

The lagoons were upgraded as part of the Blackbutt Wastewater Treatment Plant augmentation. The final stage of this lagoon upgrade was to install baffle structures to prevent short-circuiting of effluent and increase the overall detention time. Curtain baffles were utilised rather than the initially specified rigid construction type to reduce cost and provide easier maintenance of the lagoons for future mechanical sludge removal.

Maintenance for Water and Wastewater Infrastructure

Council continued with planned programmed maintenance of water and wastewater assets. Typical works included hydrant and valve testing and maintenance of sewer access chambers.

Approximately 35 valves were replaced in the water networks across the region.

Reactive maintenance across the region required attendance to the following:

225 wastewater issues

511 water service issues

197 water main breaks

Of these 348 required action after normal working hours.

Economic Development Office Fit-out

Council fitted out the new South Burnett Directions and Economic Development Office in Gendon Street, Kingaroy. This office will be utilised by Council's Economic Development staff to showcase local businesses, regional and local economic growth and will be used as a meeting point for industry representatives and economic advisors.

Depot Clean up

Council has conducted a clean up program at all Council Depots by disposing of equipment or materials that is no longer required for Council work or no longer efficient for Council to use. The depots are very important work sites for storing equipment or preparing materials for construction or installation on other work sites.

Fast Facts for Water & Wastewater 2012/13

- 2,030,000kL of potable water produced
- 291,000kL of non-potable water produced
- 1,332,000kL of wastewater collected
- Replacement of 7.8 kilometres of water mains across the region
- 360m of Kingaroy's Trunk Sewer replaced under emergency conditions and using slip lining technology

Fluoride Scrapped

This year Council resolved to stop the adding of fluoride to town water supplies across the Region. The expensive fluoridisation program that Council had to put in place under the Bigh government did not consider the issues specific to our Region. The facts were that the number of residents that drink town water was very low and the cost of fluoridation was very high.

Following the State government giving back this decision to Councils, Council took a balanced position for the good of the entire community. Council did not get into the fluoride health debate. Council is committed to responsible service delivery and this included getting value for money and promoting the health of residents. For this reason Council scrapped the fluoridation of town water until there was evidence that the majority of residents drink town water.

Council acknowledges that the drinking water's taste and smell needs to be improved. However, the town water supplies across the region are heavy in minerals and as such require costly processing to make them more palatable to residents. This is a long term goal and will be costly. A large percentage of houses have rain water tanks and these are used for drinking water. Most of this expensive fluoride additive was being flushed down toilets and hoses onto gardens.

Lion's Club Fences in Wooroolin Park

The fencing of Wooroolin Park (pictured below) is a wonderful example of the Wooroolin Lions and Council working in partnership to enable community needs to be met in a way that Council can afford. The park is a popular meeting place for residents and visitors alike and now parents can take their children into the park where they'll be safely guarded by a new fence donated by Council and installed by the Lions Club.

Council appreciates the Lion's Club approaching us with the suggestion and manpower to help us fence the Wooroolin Park. Wooroolin has many young families who've preferred to travel to other towns because they feel more at ease when their children are playing in a fenced area. The Wooroolin Park is located on the Burya Highway in Wooroolin.



Kids Climb the Walls

Children in the South Burnett will benefit from Proceeds of Crime with three (3) new horizontal climbing walls being added to our parks. The horizontal climbing wall is the second one of this design in Australia.

The three (3) horizontal climbing walls will be erected at River Road Park in Kingaroy, Pioneer Park in Nanango and the Skate Park in Murgon. The project is fully funded under the Proceeds of Crime Act 2002 through the Attorney General's Department at a total cost of \$88,000. River Road is the first of three (3) projects to be completed.

The key to a horizontal climbing wall is to go from left to right without touching the top or bottom. They tend to be about 2.4 meters high so children can climb sideways without the need for safety equipment. They are designed so one side of the wall can be easier for the Juniors with the other side of the wall with a higher degree of difficulty once you have mastered the Junior wall. The walls are moulded and have the proper climbing cleats, which are the hand holds, and can be moved every few months to keep the wall challenging.

Once all three walls are completed, Council will be looking to find some local graffiti street artists to paint these walls. They will be multi-functional being both a piece of art and park equipment.



Photograph (above) Manager Nibura Resource Management and Parks, Mr Greg Griffith and Cr Kathy Cuff inspecting the construction of the climbing wall in River Road Park, Kingaroy. (below) Murgon Climbing Wall and Skate Park.



Streetscapes

Council has identified Streetscapes as one of its three legacies. As a result work has been done in many towns and villages to improve their amenity. Murgon CBD (pictured right), Wondai Village Green, and Nanango CBD have all been planned and work started during the year.

Murgon now boasts a CBD that has a tree centre that is lit by ground lights, resurfaced main street, and a heritage painted hall and shopping area.

Wondai's Village Green Stage 1 is completed and has transformed the centre of town. This has connected the town which was previously divided by a train track (this has now been removed).

Nanango, the Region's 1648 Pioneer town, has been concept planned for redevelopment in four (4) stages. The first two stages have been progressed to final design and the clearing of a site for a central business district park has been completed. Works will start in year 2013/14.



Customer Service

Customer Service



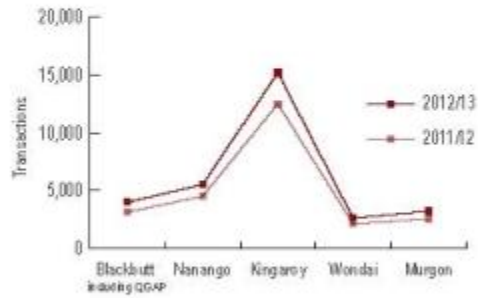
Customer Request Response System targets 80% of requests acknowledged in 10 days together with 80% of customers receiving a formal response after defect inspection

Customer Request Response System Development and Implementation

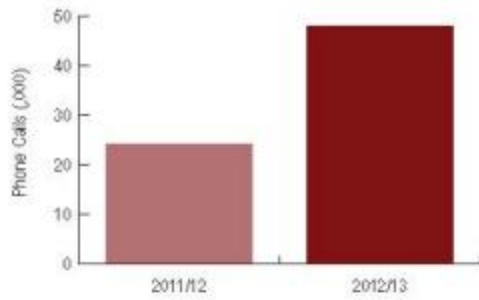
The flooding events for 2011 and early 2013 challenged Council's existing customer request system. In response to the demands the Roads and Drainage Infrastructure Administration Team worked closely with the Customer Contact Officers to develop a response system that ensured every road or drainage defect reported by the public was accurately and reliably reported and that customer receives a formal response.

This system has been working well and Council has confidence in its reliability. The reported defect is inspected by experienced officers and the appropriate action is determined and scheduled. The new Tech 1 software system for creating and tracking Works Orders for all projects large and small is under development and is expected to further enhance the Customer Request Response System.

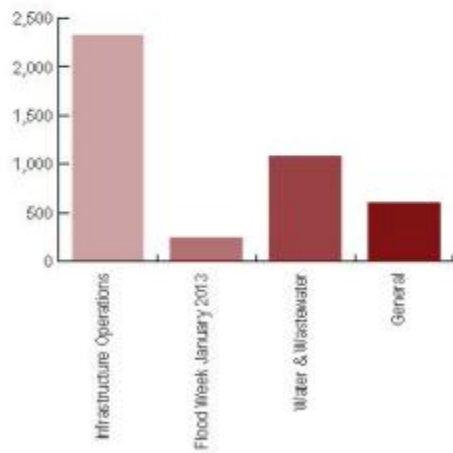
Receipting



Phone Calls



Customer Requests



Infrastructure Operations

Infrastructure Operations, within the Infrastructure Services Department are responsible for the management of Capital and Maintenance Work relating to roads (Department of Transport and Main Roads (DTMR) and Council's road-sealed and unsealed), bridges, car parks, drainage and footpaths.

Operations have 89 skilled staff working across such fields as Administration, Technical Support, Supervision, Plant Operation and general labouring.

Road construction and maintenance continues to be a high priority for Council with a total expenditure of \$8.59 million for the financial year with a budgeted investment in roads and associated infrastructure of:

- Maintenance - Roads, drainage and footpaths \$3.7 million
- Construction - Roads and bridges \$4 million

Corporate/Operational Target – 100% expenditure of allocated budget

Performance – 80% expenditure

Construction

Council receives a significant amount of its funding from Federal and State Government through external funding including:

- Roads to Recovery (RTR)
- Traffic Infrastructure Development Scheme (TIDS)
- Black Spot
- SafeST
- Regional and Local Community Infrastructure Program (RLCIP)
- Queensland Rails (QR for the next 5 years)

Additional capital works projects are funded through Council's own revenue.

Roads, drainage, construction, and rehabilitation works commenced or completed during the year included:

Projects	Description
D'Agular Highway (Yarraman-Kingaroy)	Intersection Improvements – Peterson Drive
Kingaroy-Barkers Creek Road	PMB Reseal & Rehabilitation
Bunya Highway (Dalby-Kingaroy)	Rehabilitate and Widening Works – Youngman Street to River Road to Showgrounds
D'Agular Highway (Yarraman-Kingaroy)	Passing Lane North of Lucas Road

Transport Infrastructure Development Scheme (TIDS)	
Peterson Drive	Intersection Improvements
Manumbar Road	Construct to new seal 2 lane standard
Lamb Street	Footbridge
Kepernick Bridge	Replace bridge and approaches
Hivesville Road	Upgrade Floodways
TH Burns Road (Glencoe Road)	Widen and Seal
Narango Brooklands Road	Rehabilitate and widen
Radunz Road	Widen and seal

SafeST	
Tanduringie State School	Passenger Set-down Facility
Windersa State School	Passenger Set-down Facility

Roads to Recovery (RTR)	
Crumpton Drive	Road upgrade to 8 m formation and 6.5 m seal
TH Burns Road	Road upgrade to 8 m formation and 6.5 m seal
Peterson Drive (Royles Road Intersection)	Widen the existing seal
Hivesville Road	Upgrade Floodway
Narango Brooklands	Improve intersection of Narango Brooklands and Darley Crossing Road

Revenue	
Mills Way, Narango	Intersection improvement to Golf Club
Kumbia Apex Park, Roberts Street, Kumbia	Intersection improvement
Transmitter Road (Bunya Hwy), Wooroolin	Intersection improvement
Alice Creek Road	Culvert
Albert Street, Kingaroy	Kerb and Channel
Beresford Road, Proston	Kerb and Channel
Burnett Street, Narango	Kerb and Channel
Hodge Street North, Wondai	Minor Urban Sealing
Tesmann Road North, Kingaroy	Special Drainage Project

Regional Footpath Programme	
Glendon Street	(Haly Street – Alford Street), Kingaroy
Jarah Street	(Haly Street – Fitzroy Street), Kingaroy
Baynes Street	(Baynes Street), Wondai
Stephen Street West	(Gore Street – Dr's Surgery), Mulgon

Corporate/Operational Target – A minimum 85% expenditure of total allocated budget

Performance – 48% expenditure

Maintenance

Council's road maintenance program continues to be a challenge to deliver the communities expectations. Delivering a safe sealed and unsealed road network to a level of service acceptable to the community continues to be our main focus.

Over expenditure of the maintenance budget was necessary due to the extreme wet weather last year. The wet weather caused weakening of the road pavements and scouring of unsealed roads. Where minor to moderate deterioration of the road surface is normally expected the excessive wet weather accelerated the deterioration of the road network faster than normal across the region.

Corporate/Operational Target – A minimum 85% expenditure of total allocated budget

Performance – 48% expenditure

Department of Transport and Main Roads

Council continues to deliver its Routine Maintenance Performance Contract (RMPC) to DTMR. This year's contract totalled \$1,577,177 m inclusive of reseal preparation, with an additional \$450,000. Council completed 100% of this year's contract.

These flood events caused significant damage across the South Burnett region. Council submitted emergent works claims to the Federal Government via the Queensland Reconstruction Authority (QRA) under the Natural Disaster Relief and Recovery Arrangements (NDRRA) totalling \$4.6 m and an estimate reconstruction cost of \$50m. Additionally, the Department of Transport and Main Roads claims for damage to the region's Main Roads network totalled \$1,977,625 m.

Service Delivery and Infrastructure

CHALLENGES

- Weather conditions affecting the delivery and completion of works programs
- Sourcing external funding to provide sustainable Water and Wastewater infrastructure
- Development of new Customer Request Workflows for the new Business System
- Delivering current levels of service while external funding decreases



FUTURE INITIATIVES

- Customer Request Response System (CRRS) further implemented
- Asset Management Plans implemented into infrastructure operations and management
- Capital Works Program delivered
- General Maintenance Program
- Heavy Maintenance Program
- Improved strategic planning for future infrastructure through forward planning concept planning, design and indicative costs in advance of construction need

PERFORMANCE SUMMARY

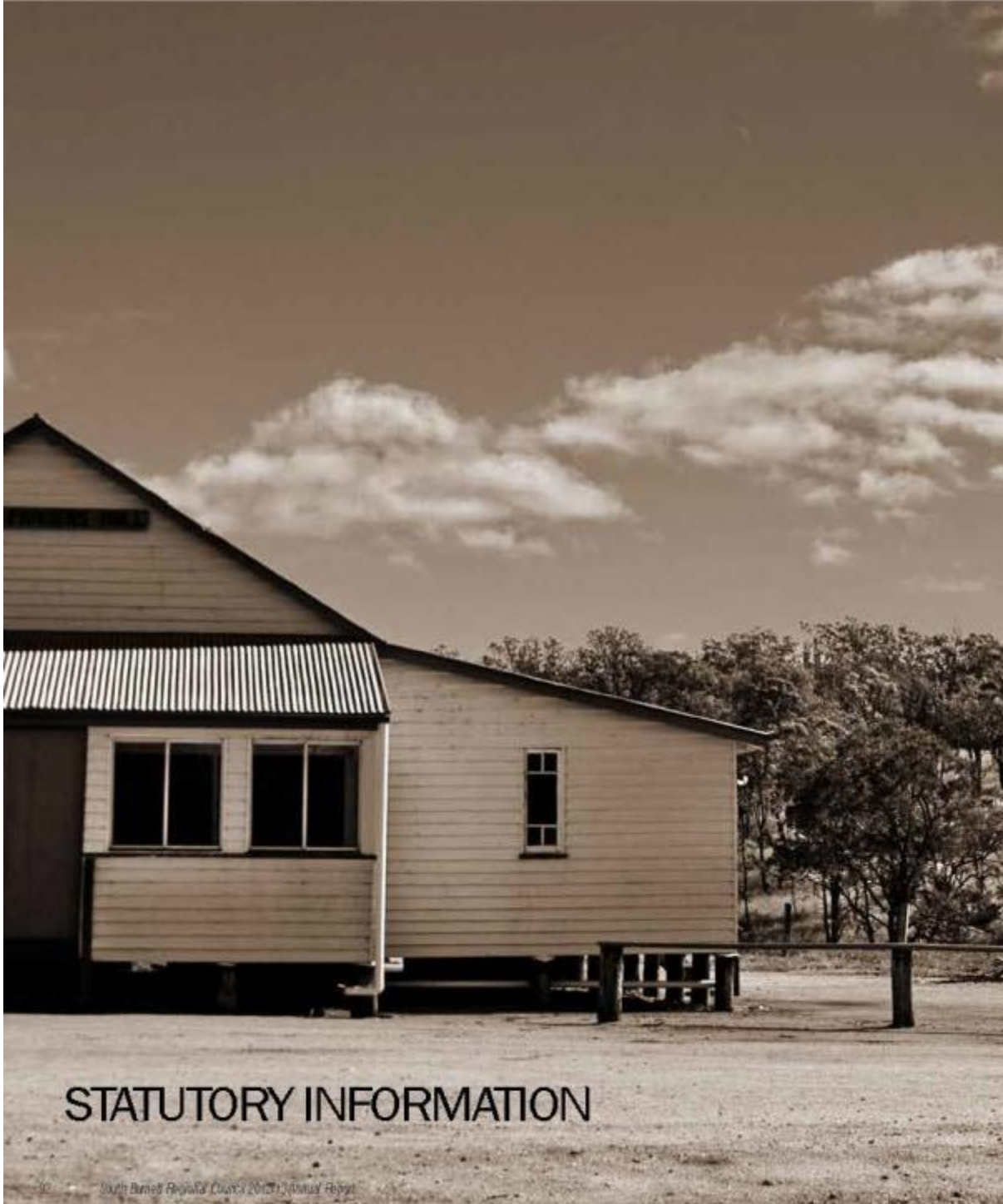
OVERALL PROGRESS

SD1	Quality Customer Service	
SD1.1	Establish customer service standards within resource capabilities that promote the delivery of quality services to all customers	✗ Postponed
SD2	Infrastructure that meets our communities needs	
SD2.1	Partnering to provide a transportation network that allows safe and efficient access to residential, employment and recreational destinations	✓ Achieved Target
SD2.2	Planning and providing water and wastewater systems that meet the economic, environmental and social requirements of the community	✓ Achieved Target
SD2.3	Plan for and develop service levels for plant and buildings	➤ Progressing
SD2.4	Develop and implement Asset Management Plans for all classes of assets	➤ Progressing

Council Customer Service Centre, Murgon



In addition to reporting Council's implementation of its Corporate Plan and Operational Plan, Council is required to provide information pursuant to various legislation such as the *Local Government Act 2009* and *Local Government Regulation 2012*. The statutory information section also contains information important to Council as an organisation such as information relating to staff policies and other information considered of interest in an Annual Report.



In accordance with Section 190(1)(d)(ii) of the Local Government Regulation 2012 Council reports on the following levies and charges:

Separate Charge - Environmental Levy 2011/12

That in accordance with Section 92(5) of the Local Government Act 2009 and Chapter 2 Part 8 of the Local government (Finance, Plans and Reporting) Regulation 2010 and on the basis of the principles laid down in Councils Revenue Statement, Council make and levy a Separate Charge - Environmental Levy of \$25 for the year ended 30 June 2013 to be levied equally on all rateable properties within the Council area for the purpose of funding projects specifically for the protection of the environment. Such projects have been identified as:

- To design and implement natural resource management strategies or plans at a local or regional scale;
- To implement on ground works for the enhancement and protection of areas identified as having significant environmental values within the South Burnett Region such as reserves, waterways, flora and fauna habitats, remnant vegetation, cultural or heritage significant sites etc;
- To design and implement renewable energy initiatives to address climate change issues;
- To address salinity and water quality issues in the South Burnett Region;
- To address declining remnant vegetation issues in the South Burnett Region;
- To research control measures; carry out field trials and eradication works for environmental weeds identified in Council's Pest Management Plan;
- To deliver Natural Resource Management training to Council staff and community organisations;
- To develop education and awareness materials relevant to Natural Resource Management and Sustainable communities within the region;
- To purchase land for conservation purposes;

The time for implementing the overall plan is 1 year commencing 1 July 2012 and ending 30 June 2013; and

The estimated cost of implementing the overall plan in 2012/13 is \$820,889 which includes grant funds and carry over funds from 2011/12.

This levy generated total revenue of \$442,722 (including interest of \$2,712.21 for the 2012/13 financial year.

Environmental Levy expenditure for the 2012/13 financial year was:

Programs	Allocation
Environmental Levy Operating Expenses	\$ 131,251
Biodiversity Programs	\$ 340,259
Significant Environment Areas Operating Expenses	\$10,159
Fire Management Programs	\$ 7,264
Erosion Control	\$ 1,392
Total	\$490,335

\$363,673 will be carried forward from previous years due to the flooding events that have affected the delivery of environmental programs.

Special Charge - Rural Fire Brigades 2012/13

That in accordance with Section 92(3) of the Local Government Act 2009 and Part 6 of the Local government (Finance, Plans and Reporting) Regulation 2010 and section 128a of the Fire and Rescue Service Act 1990. Council will make and levy a special charge of \$25 00, on all rateable land within the region, other than rateable land that is liable to pay an urban fire district levy (pursuant to section 107 of the Fire and Rescue Service Act 1990).

Revenue raised will fund the ongoing provision and maintenance of rural fire fighting equipment for the rural fire brigades that operate throughout the rural areas of the South Burnett Region.

The overall plan for the Rural Fire Levy is as follows:-

- a) The rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to section 107 of the Fire and Rescue Service Act 1990).
- b) The service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire fighting equipment for the rural fire brigades that operate throughout the rural areas of the region.
- c) The time for implementing the overall plan is 1 year commencing 1 July 2012 and ending 30 June 2013.
- d) The estimated cost of implementing the overall plan is \$222,000.

Area	Allocation
Abbeywood/Hivesville	\$4,763
Ballogie	\$13,899
Booie Rise	\$3,969
Brigooda	\$1,786
Brooklands	\$10,914
Bullicamp	\$962
Bunya Mountains	\$7,243
Cloyne	\$10,914
Coverty	\$8,533
Dangore	\$1,488
East Nanango	\$8,930
Glencoe	\$10,934
Kunioon Hodgeleigh	\$1,984
Maidenwell District	\$10,945
Malar Booie	\$9,428
McEuen	\$12,899
Mondure District	\$8,037
Rocky Creek	\$595
Sandy Ridges	\$10,914
South Nanango	\$15,875
Speedwell	\$2,084
Stuart River	\$15,399
Tablelands	\$7,938
Taromeo	\$22,821
Waringa	\$496
Wattle Grove	\$2,481
Wattlecamp	\$9,922

This levy generated revenue of \$216,180 for the 2012/13 financial year which was distributed to brigades during the year.

Separate Charge - Waste Management Levy 2012/13

That pursuant to Section 92(5) of the *Local Government Act 2009* and Section 37 of the *Local Government Regulation 2012*, Council makes a separate charge of \$91.00 per rate assessment for the 2012/13 financial year to be levied equally on all rateable assessments.

The separate charge will be called the Waste Management Levy and will fund a service, facility or activity identified as:

- (a) Providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis; and
- (b) Meeting public expectations in matters of disposal of refuse that affect public health and visual amenity of the area
- (c) Rehabilitation of closed Waste Disposal sites

The levy generated a total revenue of \$1,231,469.94 in the 2012/13 reporting period.

Separate Charge - Community Rescue & Evacuation 2012/13

That in accordance with Section 92 (5) of the *Local Government Act 2009* and Chapter 4 Part 8 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council's Revenue Statement, Council make and Levy a Separate Charge - Community Rescue & Evacuation Levy of \$2 per annum for the year ended 30 June 2013, to be levied equally on all rateable properties within the Council area for the purpose of sponsoring the airborne emergency rescue & evacuation transport providers that service the South Burnett Region.

The levy generated a total revenue of \$154,346.36 in the 2012/13 reporting period.

Concessions on various Special, Separate and Utility Charges

That in accordance with the provisions of Chapter 19 of the *Local Government Regulation 2012*, Council grant a concession off various rates and charges for the financial period ending 30 June 2012 as identified hereunder:

Land Owned By a Religious Entity:

- (a) Churches, Church Halls & Pastor's Residences
 - Remission of Environmental Levy and Waste Management Levy
- (b) Schools (including vacant land used in conjunction with School)
 - Remission of Environmental Levy and Waste Management Levy
- (c) Aged Care Facilities
 - Remission of Environmental Levy and Waste Management Levy

Land Owned by a Community Entity

- (a) Queensland Country Women Associations
 - Remission of Environmental Levy and Waste Management Levy
 - Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (b) Scout Associations, Girl Guides Associations and Blue Light Organisations
 - Remission of Environmental Levy and Waste Management Levy
 - Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (c) Kindergarten, Child Care, Endeavour, Senior Citizen and other Welfare Facilities
 - Remission of Environmental Levy and Waste Management
 - Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Land used for Showgrounds or Horseracing:

- (a) Showgrounds
 - Remission of Environmental Levy and Waste Management
 - Remission of 75% of cost of water access, sewerage and waste

collection charges provided to showground's facilities. Services provided to commercial activities such as caravan parks, sub-leases or recreational facilities are not exempt.

- (b) Race grounds
 - Remission of Environmental Levy and Waste Management Levy
 - Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Land used for Charitable Purposes:

- (a) Aged Care Facilities – Non Religious
 - Remission of Environmental Levy and Waste Management Levy
- (b) Charitable Organisations
 - Remission of Environmental Levy and Waste Management Levy

Land used for other Community Purposes:

- (a) Community Owned Halls
 - Remission of Environmental Levy and Waste Management Levy
- (b) Museums, Theatres etc
 - Remission of Environmental Levy and Waste Management Levy
 - Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (c) Sporting Groups & Associations
 - Remission of Environmental Levy and Waste Management Levy,
 - Remission of Water Access and Sewerage Charges

Concession of Water Consumption Charges - Haemodialysis Machines

Council has determined that where ratepayers or residents require the use of a Haemodialysis machine for health reasons, then Council will grant a remission of water consumption charges.

That, in accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, Council allow an annual remission of 190kl on the water usage to any patient who qualifies for and operates a home Haemodialysis machine supplied by Queensland Health.

Waiving of Minimum General Rates

Council has determined that some classes of properties should be exempt from the minimum general rate. Generally these properties are small parcels of land used for a pump site or small parcels of land worked in conjunction with other properties held in the same ownership.

That in accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, Council grant an exemption from the requirement to pay the Minimum General Rate for properties identified hereunder:

- (a) Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.
- (b) Properties that are small parcels of land worked in conjunction with properties held in the same ownership.

Councillor's Remuneration

At its General Meeting on 16 January 2013, Council resolved the following in relation to the adoption of Remuneration Levels for Mayors and Councillors: That Council, as advised by the Department of Local government, resolves in accordance with Section 42(5) of the Queensland Local government (Operations) Regulation 2010, the following in relation to the remuneration of the Mayor, Deputy Mayor and Councillors of the South Burnett Regional Council in line with the report of the Local government Remuneration Tribunal Report gazetted on 14 December 2012 and that the rates of remuneration to be effective from 1 January 2013 be as follows:

The following rates are to apply to the positions as stated:

- Mayor - 80% of the rate payable to a member of the Queensland Legislative Assembly being \$112,462.00.
- Deputy Mayor - 50% of the rate payable to a member of the Queensland Legislative Assembly being \$70,289.00.
- Councillor – 42.5% of the rate payable to a member of the Queensland Legislative Assembly being \$59,746.00.

Reimbursement of Expenses & Provision of Facilities for Councillors Policy

(Adopted 16 May 2012)

The Local government (Operations) Regulation 2010 legislates that Council must maintain a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The Expenses Reimbursement Policy must be consistent with the five (5) Local government principles under section 4(2) of the Local Government Act 2009 (the Act) and meet the financial sustainability criteria under section 102 of the Act.

The Local government (Finance, Plans and Reporting) Regulation 2010 legislates that Council must in its Annual Report detail the expenses incurred by, and the facilities provided to each Councillor during the year under the Local government's expenses reimbursement policy and include a copy of the Local government's expenses reimbursement policy.

Background and/or Principles

Pursuant to section 44 of the Local government (Operations) Regulation 2010 Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

Policy Statement

This policy ensures that Council's reimbursement of expenses incurred by Councillors and facilities provided to Councillors is consistent with the Local government principles and financial sustainability criteria as defined in the Local Government Act 2009.

The Local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, Local government; and
- (e) ethical and legal behaviour of Councillors and Local government employees.

Furthermore, additional principles that underpin this policy are:-

- a) **Public Interest**
The use of public monies in the public interest by responsible budgeting and accounting.
- b) **Fair and Reasonable**
Fair and reasonable allocation of Council resources in the form of allowances, facilities and other benefits, to enable all Councillors to conduct the duties of their office.
- c) **Transparent**
Transparent decision-making by the public disclosure of policy and resolutions.
- d) **Accountability**
Accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer. Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate expenses incurred for Council business must submit the appropriate form detailing the relevant expense within one (1) month of the expense being incurred or invoiced.

Payment of Expenses

Professional Development - Council will reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

Travel as Required to Represent Council - Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the Local government's region.

NOTE: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

Travel bookings - All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

Travel Transfer Costs - All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, e.g. trains, taxis, buses and ferry fares. Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

Accommodation - All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals - Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally; and
- the meal was not provided within the registration costs of the approved activity/event; or during an approved flight.

The following amounts will be reimbursed for meals by Council and receipts are to be provided to substantiate the expense incurred.

• Breakfast	\$30.00
• Lunch	\$30.00
• Dinner	\$55.00

NB: If a receipt is provided for a larger amount provided and it is deemed reasonable by the Chief Executive Officer, it may be refunded. No alcohol will be paid for by Council.

Incidental Allowance - An amount of \$20.00 per day will be paid by Council to cover any incidental costs incurred by Councillors required to travel, and who are away from home overnight, for official Council business.

Hospitality - Council may reimburse Mayors up to \$2,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500.00 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, a Councillor or the Mayor, will be required to complete the relevant form to identify why the hospitality occurred and who attended.

Provision of Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Private use of Council owned facilities

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices.

Councillors will be provided facilities as detailed below which have been based on the principle that no private benefit is to be gained from the facilities provided.

Administrative tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- office space and meeting rooms;
- computer including internet access and wireless remote where appropriate;
- stationery;
- access to photocopiers, printers, and facsimile machines;
- publications; and
- use of Council landline telephones and internet in Council offices.

Secretarial support will be provided to the Mayor.

Maintenance Costs of Council Owned Equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

Name Badge & Safety Equipment for Councillors

Council will provide Councillors with one name badge and one Identification Card. Councillors will have access to the necessary safety equipment for use on official business when needed. (i.e. safety helmet, vest and boots).

Use of Council Vehicles on Council Business

Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the Chief Executive Officer.

Private Use of Mayors Council Vehicle

The Mayor will be provided with a Council vehicle with full private use.

Private Use of Council Vehicles by Councillors

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the Councillor to reimburse Council for the private use. Fuel for a Council-owned vehicle used for official Council business will be either provided or paid for by Council.

Telecommunication Needs (Mobile Devices)

Mobile telecommunication devices owned by Council will be provided to each Councillor for official Council business.

Contribution to Councillors Telephone Costs

Council will contribute a maximum amount of \$1,200.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$1,200.00 is used Council will issue an invoice for any balance outstanding.

Contribution to Mayors Telephone Costs

Council will contribute a maximum amount of \$2,500.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$2,500.00 is used Council will issue an invoice for any balance outstanding.

Insurance Cover

Council will indemnify and insure Councillors in the event of injury sustained while discharging their duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

Vehicle Fuel & Operation Costs

Councillors may choose either option but not both.

Option 1

A monthly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:

• Division one and four	\$200.00
• Division three	\$230.00
• Division two	\$350.00
• Division five and six	\$500.00

Option 2

Council provides a monthly allowance of \$170.00 for use of Councillors own vehicle (to cover wear and tear on the vehicle) plus a fuel card will be provided to the Councillor. The requirements are that a monthly statement is provided outlining fuel purchases and each Councillor will need to sign off their respective fuel invoice indicating whether there is any private fuel purchases and return the signed invoice to Council. If there are private fuel purchases the Councillor will be issued with an invoice by the Council requesting payment of that amount.

Car Parking Amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

Scope

This policy applies to the Mayor, Deputy Mayor and Councillors of South Burnett Regional Council.

This policy does not provide for Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local government Remuneration and Discipline Tribunal.

Policy Objectives

The purpose of this policy is to provide for the proper control of the reimbursement of reasonable expenses incurred, or to be incurred by Councillors in discharging their duties and responsibilities.

The policy covers:-

- the reimbursement to Councillors of legitimate expenses incurred; and
- the facilities to be provided to Councillors.

Associated Policy Procedures

N/A

Definitions

To assist in interpretation, the following definitions shall apply:

Council business: shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the Local government and/or the Local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fête.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

Councillors: shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

Expenses: shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.

Expenses are not included as remuneration.

Facilities: shall mean the facilities deemed necessary to assist Councillors in their role.

Reasonable: shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

Council Meetings and Minutes

General meetings of Council are held on the third Wednesday of every month unless otherwise advertised.

Unconfirmed minutes are available for inspection no later than ten (10) days after each meeting and copies of confirmed minutes are available for purchase at applicable photocopying charges. Council minutes may also be accessed via Council's website www.southburnett.qld.gov.au.

Equal Employment Opportunity Management Plan

Under the Queensland *Local Government Regulation 2012*, and previously the Queensland *Local Government Regulation 2005*, Council has obligations to develop and implement an Equal Employment Opportunity (EEO) Management Plan and then integrate the plan into Council's operations and ethos. Council is also obligated to establish procedures to monitor compliance of the requirements of the regulation.

Preliminary research has been conducted into the development of an EEO Management Plan, including the investigation of typical plan formats and surveying techniques.

Council has been proud to promote itself as an equal opportunity employer, and has promoted and enforced EEO in various facets of its operations. For instance, all new employees now participate in a Corporate Orientation Program where they are introduced to Council's EEO Policy. Meanwhile, Human

Resources continues to maintain a strong presence in the conduct and review of recruitment and selection actions, in order to promote the importance of EEO and establish and maintain adherence to EEO principles. The Equity Census was conducted during 2013 and that information was used to assist in the development of Policy and Procedures to best assist Council in the execution of its duties to employees and the community.

Executive Remuneration

Pursuant to Section 201 of the *Local Government Act 2009*, Council is required to report remuneration packages payable to the Chief Executive Officer and Senior contract employees in bands. Senior contract employees are employees that report directly to the Chief Executive Officer and are considered to be in a senior position e.g. General Managers.

Remuneration packages for 2012/13 were:

- 4 senior contract employees with a total remuneration package in the range of \$100,000 to 200,000
- 1 senior contract employee with a total remuneration package in the range of \$200,000 to \$300,000

Changes to Tenders

Pursuant to section 190(1)(d) of the *Local Government Regulation 2012*, no invitations were extended to change tenders under Section 228(7) of the Regulation during the reporting period.

Overseas Travel

Pursuant to section 188 of the *Local Government Regulation 2012* no overseas travel was undertaken by a Councillor in the 2012/13 financial year. One Council employee undertook overseas travel in an official capacity as follows:

Council Officer: Ken McLoughlin, Chief Executive Officer

Destination: New Zealand

Purpose: Local government Chief Officers Group Conference

Cost: \$1,413.50

Administrative Action Complaints

Council's General Complaints Process was instituted to ensure that, to the greatest practicable extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

Council treats complaints seriously and has implemented a policy and procedure with Council's endorsement. As per the policy, a complainant may lodge a complaint via written, electronic and verbal means.

Pursuant to Section 187 of the *Local Government Regulation 2012* Council reports that seven (7) complaints were received through this process and the investigations were assigned to a senior officer to resolve the issues as quickly as possible in accordance with statutory timeframes. Four (4) complaints remained unresolved in the reporting period.

There was one unresolved Administrative Action Complaints carried over from 2011/12 financial year.

Controlled Entities

South Burnett Regional Council has two Local government Owned Controlled Entities during the reporting period: Kingaroy Private Hospital and Castra Retirement Home. *riod*

Land & Reserves

Council has control of:-

- Land under infrastructure - 3,704km roads (includes 690km of main roads)
- Reserve land that are reserves under the *Land Act 1994* - 250 hectares.

This land does not have a value for the Council's financial statements.

Right to Information (RTI)

Under Queensland's *Right to Information Act 2009* and *Information Privacy Act 2009*, members of the community are able to apply for access to documents held by Council (subject to statutory exemptions). The Acts also allow members of the community to apply for and make amendments to be made to documents concerning their personal affairs, where it is believed the information is incomplete, out-of-date, inaccurate or misleading.

The Governance Branch receives and processes all Council's Right to Information and Information Privacy requests. In 2012/13 they dealt with ten (10) applications. Applicants who are not satisfied with the response provided by Council are able to have matters referred for consideration by the Information Commissioner. During 2012/13 there were no applications for independent review, indicating that applicants were generally satisfied with the approach taken by the Governance Branch in processing requests for information.

Councillors Statement of Interest Extracts

Pursuant to section 295(b) of the *Local Government Regulation 2012*, Councillor's Register of Interests are on our website www.southburnett.qld.gov.au in a consolidated form and full copies are open to inspection at the Kingaroy Customer Contact Centre, Glendon Street, Kingaroy.

Commercial Business Units

Pursuant to Section 27 of the *Local Government Regulation 2012*, Council did not operate any commercial business units during the reporting period.

General Purpose Financial Statement, Auditor-General's Audit Report and Community Financial Report

Pursuant to Sections 179 of the *Local Government Regulation 2012* Council prepares a Community Financial Report which is included on page 18 of this Annual Report. The report is intended to simplify complex financial information, making it easier to understand Council's income statement, balance sheet and cash flow statement which are prepared in accordance with legislation.

Council's General Purpose Financial Statement and Auditor-General's Audit Report commence on page 104.

Council Registers

Section 190 of the *Local Government Regulation 2012* requires Council to report 'a list of registers kept by it and open to inspection'. The registers open to inspection include:

- Register of all development applications (s730(1)(c) *Sustainable Planning Act 2009*)
- Register of all development applications given to a referral agency under section 272 (s731 (1) *Sustainable Planning Act 2009*)
- Register of all request for compliance assessments received by the compliance assessor (s735(1) *Sustainable Planning Act 2009*)
- Register of Councillors' Interests (s293 (1) *Local Government Act 2009*)
- Register of Delegations of Authority by Council (s260(2)(b) *Local Government Act 2009*)
- Register of Delegations of Authority by Chief Executive Officer (s260(1)(b) *Local Government Act 2009*)
- Register of Local Laws (s31 *Local Government Act 2009*)
- Register of Roads Map (s74 *Local Government Act 2009*)
- Minutes of Council Meetings
- Cemetery Register
- Register of Beneficial Enterprises (s41 *Local Government Act 2009*)
- Register of Cost-Recovery Fees (s98 *Local Government Act 2009*)
- Asset Register (s104(2)(d) *Local Government Act 2009*)
- Register of Regulated Infrastructure Charges (s724(s) *Sustainable Planning Act 2009*)
- Register of Adopted Infrastructure Charges (s724(ba) *Sustainable Planning Act 2009*)

Photograph: Kingaroy Library



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Councillor Discretionary Fund Allocations

The Council determined that for the 2012/13 financial year each Councillor shall have a budget allocation for Councillor Discretionary Funds. Discretionary funds are funds available for allocation by a Councillor to community purposes, or to capital works that are for community purposes or meeting requests for financial assistance from community organisations for a community purpose. Pursuant to Section 189(b) Local Government Act 2009, Council must report on expenditure from Councillor discretionary funds. Council expended the following in Councillor Discretionary Funds for the 2012/13 financial year.

Cr Wayne Kratzmann

Purpose of Funding	Amount	Community Organisation (where applicable)
Gold sponsorship - Overcoming the hurdles of life through positive living Gold & Pink Dinner	\$ 454.55	Orana Lutheran Complex
Support Gala Ball Fundraiser	\$ 615.25	Kingaroy Community Kindergarten
Community Fundraiser - Shave for a Cure	\$ 350.00	Leukaemia Foundation
Renewal of domain name registration	\$ 96.59	Community Website - Proston & Districts Online
New BBQ Donated	\$ 261.00	Friends of Cullcha
New BBQ Donated	\$ 228.28	Proston SES
Sponsorship - Major Prize for Nanart 2013	\$500.00	Nanart - Nanango Arts Festival
Donation - Wheatlands State School Centenary	\$500.00	Wheatlands State School
Pump Repairs	\$387.26	Murgon Golf Club

Cr Barry Green

Purpose of Funding	Amount	Community Organisation (where applicable)
Sponsorship - Art Prizes	\$200.00	Nanango Art Society
Donation - Annual Mardi Gras Festival	\$300.00	Nanango Funfest Committee
Donation to support Vintage Car & Hot Rod Show, Maidenwell	\$200.00	South Burnett Gas Guzzlers
Food Hampers	\$525.00	The South Burnett Pantry Inc
Donation toward materials for Art Displays in Pioneer Park.	\$375.00	Nanango Art Society

Cr Kathy Duff

Purpose of Funding	Amount	Community Organisation (where applicable)
Lectern for Proston Hall	100.00	N/A SBRC Community Facility
Donation toward Food Vouchers	500.00	Salvation Army Rural Chaplaincy
Donation toward Website Development	1,000.00	Murgon Business and Development Association

Cr Cheryl Dalton

Purpose of Funding	Amount	Community Organisation (where applicable)
Donation to purchase tables for town hall, Wooroolin	\$1,600.00	Wooroolin Community Committee Inc

Cr Debra Palmer

Purpose of Funding	Amount	Community Organisation (where applicable)
Donation to Art Show	\$200.00	Winds of Change
Contribution to Signage	\$161.00	Tanduridge State School
Donation to purchase white goods/ furniture for Aged Units, Blackbutt	\$1,000.00	Blackbutt & Benarkin Aged Care Association Inc
Donation for Signage	\$100.00	Blackbutt Benarkin & District Tourism Association
Donation to assist SB Gas Guzzlers Inc - Car Show July	\$139.00	South Burnett Gas Guzzlers Rods & Customs Incorp

Cr Damien Tessmann

Purpose of Funding	Amount	Community Organisation (where applicable)
Stefan Plavic Bursary Donation	\$200.00	Kingaroy State High School
Donation toward purchase of new radios	\$1,400.00	135 Australian Army Cadets (Wondai)

Cr Keith Campbell - Deputy Mayor

Purpose of Funding	Amount	Community Organisation (where applicable)
Directional signage	\$500.00	Saint Mary's Catholic College
First aid equipment, training resources and uniforms	\$1,400.00	St John's Ambulance Queensland
Donation to Time 4 Kids Program 2013	\$100.00	South Burnett PCYC

Grants to Community Organisations

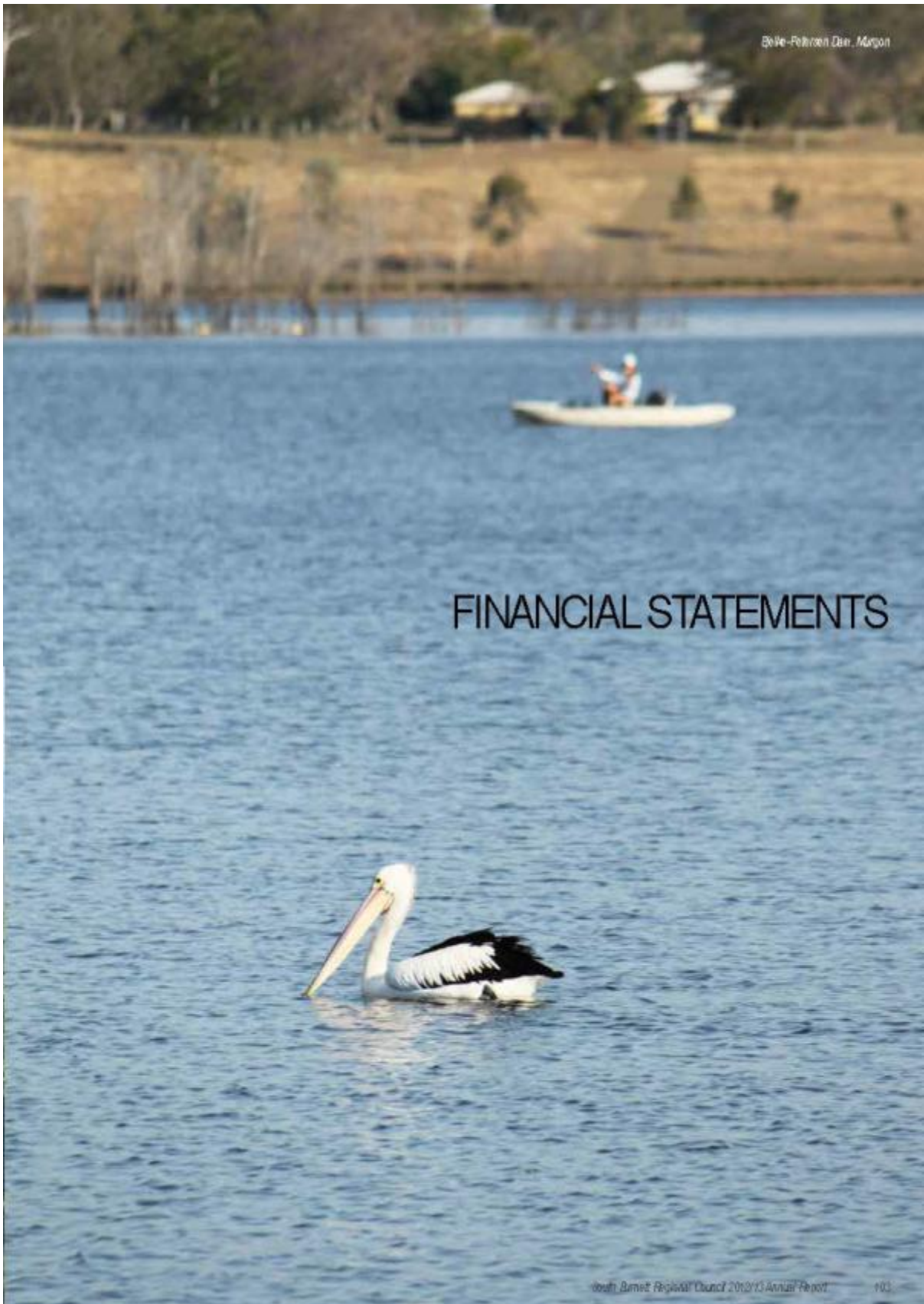
Pursuant to Section 189(a) Local Government Act 2009, Council must report a summary of expenditure on grants to community organisations. Council expended a total of \$100,843 on Community Grants for the 2012/13 financial year.

Applicant	Purpose	Amount Approved	Applicant	Purpose	Amount Approved
Corey Smith	2013 International Open G-judo Tournament in Netherlands	\$250.00	Blackbutt garden & Country Lifestyle Expo (Lions Club)	Event Costs	\$500.00
Courtney Sippel	The National Exchange - Cricket Championships (Girls)	\$250.00	Boots & Bulkdust Inc Festival	Event Costs	\$500.00
Jared Sippel	The National Exchange - Cricket Championships (Boys)	\$250.00	Brody Hatchman	Australian Youth Futsal Team Tour - China 2013	\$500.00
Jessica Allen	2012 Ten Pin Bowling Australia National Restricted Teams Challenge	\$250.00	Clive Weier	Australian Indoor Bias Bowls National Championships	\$500.00
Katie Paterson	2012 Athletics Australia AWD (Athletes with Disabilities) Junior Championships	\$250.00	Daphne Ladlow	Australian Indoor Bias Bowls National Championships	\$500.00
Les Porter	Sponsorship of the 'Flying Peanut' in the Great Endeavour Rally	\$250.00	Hivesville Christmas Carnival Committee - Christmas Carnival	Christmas Carnival	\$500.00
Preston State School Annual Award Night	Awards Night	\$250.00	Kingaroy & District Ministry Ass. Inc	Kingaroy Christmas Carols	\$500.00
Rachelle Murray		\$250.00	Kingaroy Lions Club Inc - Charity Rodeo	Charity Rodeo	\$500.00
Renee Irvine	School Sport Australia 12 and under Cricket Championship	\$250.00	Kingaroy State High School Annual Award Night	Awards Night	\$500.00
Stan Munday	2013 International Open G-judo Tournament in Netherlands	\$250.00	Kumbia Hall Committee - Christmas Carnival	Christmas Carnival	\$500.00
Sue Maynard	2012 Ten Pin Bowling Australia National Restricted Teams Challenge	\$250.00	Lions Club of Nanango Inc - Christmas Carnival	Christmas Carnival	\$500.00
Sylvia Hiltunen		\$250.00	Michelle Hunter	State of Origin - NSW vs QLD	\$500.00
Wondai Hospital Auxiliary Fete	Fete Costs	\$250.00	Murgon State School Annual Award Night	Awards Night	\$500.00
Wondai State School Annual Award Night	Awards Night	\$250.00	Nanango State High School Annual Award Night	Awards Night	\$500.00
Yarraman State School Annual Award Night	Awards Night	\$250.00	Nanart Arts Festival	Event Costs	\$500.00
Murgon & District Military History	Installation of Information Boards at 3rd Armoured Div Memorial Site	\$300.00	Preston & District Lions Club - Christmas Carnival	Christmas Carnival	\$500.00
Tableland Hall Association Inc.	Replacement of existing toilets	\$406.30	Preston Rally Car Club Inc	Event Costs	\$500.00
NAIDOC School Week Initiatives	Donation to NAIDOC Week	\$450.00	Preston State School P&C Assoc	2012 Spring Fete	\$500.00
Beth Weier	Australian Indoor Bias Bowls National Championships	\$500.00	Queensland Country Women's Association - Gympie & South Burnett Div	Central Region Meeting of QCWA	\$500.00
Blackbutt Benarkin Lions Club Inc - Christmas Carnival	Christmas Carnival	\$500.00	Quota International of Kingaroy Inc Student of the Year Quest	Student of the Year Quest	\$500.00

Applicant	Purpose	Amount Approved	Applicant	Purpose	Amount Approved
RSPCA - Paws	Event Costs	\$500.00	Farmers Hall Inverlaw Inc. Public Liability Insurance	Public Liability Insurance	\$1,000.00
Salvation Army	Refuse Costs	\$500.00	Go Getta Girls Inc	Mothers Day Classic	\$1,000.00
SB Orchid Society	Event Costs	\$500.00	Golden Casket Variety Special Children's Christmas Party	Campdraft	\$1,000.00
Shelley Allen	2012 Ten Pin Bowling Australia National Restricted Teams Challenge & Seniors Challenge	\$500.00	Growing the Burnett Inc	To assist with the establishment of a mid-week fresh food market	\$1,000.00
South Burnett Community Orchestra Association Hall Hire	Hall Hire	\$500.00	Ironpot Farmers Hall Association Public Liability Insurance	Public Liability Insurance	\$1,000.00
South Burnett Regional Pipes & Drums	Operational Costs	\$500.00	Kingaroy Show Society	Event Costs	\$1,000.00
South Burnett Reserve Forces Day Committee	Event Costs	\$500.00	Kumbia & District Charity Campdraft Association	Campdraft	\$1,000.00
South Burnett Sub-chamber of Agricultural Societies - Rural Ambassadors & Miss Showgirl	Rural Ambassadors & Miss Showgirl	\$500.00	Kumbia Hall Committee Public Liability Insurance	Public Liability Insurance	\$1,000.00
St Vincent de Paul	Refuse Costs	\$500.00	Kumbia Race Club Inc.	Races	\$1,000.00
St. Mary's Catholic College Annual Award Night	Awards Night	\$500.00	Murgon Music Muster	Event Costs	\$1,000.00
The Blackbutt Singers	Hall Hire	\$500.00	Murgon Show Society	Event Costs	\$1,000.00
Vincent Larkin	Australian Indoor Bias Bowls National Championships	\$500.00	Nanango AP & I Society	Event Costs	\$1,000.00
Wondai & District Town Band Association - Operational Costs	Operational Costs	\$500.00	Nanango Campdraft Association	Campdraft	\$1,000.00
Wondai Garden Expo (Autumn)	Event Costs	\$500.00	Nanango Country Music Muster	Event Costs	\$1,000.00
Wondai Garden Expo (Spring)	Event Costs	\$500.00	Nanango Race Club	Races	\$1,000.00
Wondai Prostin Mini Mods Carnival	Event Costs	\$500.00	Peanut Festival - Motors in Motion	Event Costs	\$1,000.00
Proston Community Kitchen - Auspiced Meals on Wheels?	Community Kitchen	\$600.00	Preston Goldenspurs Campdraft Association	Campdraft	\$1,000.00
Blackbutt Show Society	Event Costs	\$1,000.00	Preston Show Society	Event Costs	\$1,000.00
Booie Hall Association Public Liability Insurance	Public Liability Insurance	\$1,000.00	QLD Dairy & Heritage Museum Inc. Public Liability Insurance	Public Liability Insurance	\$1,000.00
Boondooma Historical Society Restoration Committee - Spirit of the Bush	Spirit of the Bush Event Costs	\$1,000.00	Relay for Life	Event Costs	\$1,000.00
Brahmousin Association - Cattle School	Event Costs	\$1,000.00	South Burnett Race Club - Wondai Races	Races	\$1,000.00
Burrandowan Campdraft Association Inc.	Campdraft	\$1,000.00	Tableland Hall Association Inc. Public Liability Insurance	Public Liability Insurance	\$1,000.00
Chahingah Reserve Association Inc. Public Liability Insurance	Public Liability Insurance	\$1,000.00	Wheatlands State School P&C Centenary Celebrations Committee	Wheatlands State School Centenary Celebrations	\$1,000.00
			Wondai AP&I Society	Event Costs	\$1,000.00
			Wooroolin Hall Public Liability Insurance	Public Liability Insurance	\$1,000.00
			QCWA Hivesville Branch	Installation of new Hot water System and Pressure Pump	\$1,200.00
			Kumbia Kindergarten Inc	A Classic Casino Night	\$1,818.18

Applicant	Purpose	Amount Approved
Tanduridge State School P&C Assoc	Maidenwell Hotel Bulhide	\$2,000.00
Nanango Golf Club	Upgrade to Clubhouse	\$2,007.00
Crow FM	Emergency Generator	\$2,212.00
Bloomin' Beautiful Blackbutt Festival	Event Costs	\$3,000.00
Burrandowan Picnic Race Club	Races	\$3,000.00
Nanango Funfest	Event Costs	\$3,000.00
SB Events Food & Wind in the Park	Event Costs	\$3,000.00
The South Burnett Pantry Inc.	Fuel & Transport Costs	\$3,000.00
Wooroolin Lions Club	Building of Canteen - Wooroolin Sports Ground	\$3,000.00
SB Care	Operational Costs	\$18,000.00





South Burnett Regional Council

Financial Statements

For the year ended 30 June 2013

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South Burnett Regional Council
Statement of Comprehensive Income
For the year ended 30 June 2013

	Note	Council	
		2013 \$	2012 \$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3(a)	32,872,421	30,754,566
Fees and charges	3(b)	3,278,562	3,393,786
Rental income	3(c)	694,060	626,079
Interest received	3(d)	1,470,809	2,366,857
Sales revenue	3(e)	6,119,153	4,842,608
Other income	3(f)	844,322	1,096,874
Grants, subsidies, contributions and donations	4(a)	32,393,913	11,997,391
		<u>77,673,240</u>	<u>55,078,161</u>
Capital revenue			
Grants, subsidies, contributions and donations	4(b)	2,165,464	6,050,315
Total revenue		<u>79,838,704</u>	<u>61,128,476</u>
Total income		<u>79,838,704</u>	<u>61,128,476</u>
Expenses			
Recurrent expenses			
Employee benefits	6	(22,744,483)	(22,409,988)
Materials and services	7	(69,257,507)	(24,102,619)
Finance costs	8	(744,812)	(687,945)
Depreciation and amortisation	9	(11,284,169)	(10,442,688)
		<u>(104,030,971)</u>	<u>(57,643,239)</u>
Capital expenses	5	(138,138)	(2,855,393)
Total expenses		<u>(104,169,109)</u>	<u>(60,498,632)</u>
Net result		<u>(24,330,405)</u>	<u>629,843</u>
Other Comprehensive Income			
Items that will not be reclassified to net result			
Increase / (decrease) in asset revaluation surplus	20	(13,064,317)	(57,539,628)
Total other comprehensive income for the year		<u>(13,064,317)</u>	<u>(57,539,628)</u>
Total comprehensive income for the year		<u>(37,394,722)</u>	<u>(56,909,785)</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

South Burnett Regional Council
Statement of Financial Position
as at 30 June 2013

	Note	Council	
		2013 \$	2012 \$
Current assets			
Cash and cash equivalents	10	34,697,138	46,222,303
Trade and other receivables	11	5,633,967	7,530,687
Inventories	12	943,697	980,166
Investments	13	10,000	10,000
		<u>41,284,802</u>	<u>54,743,156</u>
Total current assets		<u>41,284,802</u>	<u>54,743,156</u>
Non-current assets			
Trade and other receivables	11	22,843	23,624
Investment property	14	6,359,998	6,590,124
Property, plant and equipment	15	482,460,006	504,752,418
Intangible assets	16	7,786,872	6,234,639
		<u>496,629,719</u>	<u>517,600,804</u>
Total non-current assets		<u>496,629,719</u>	<u>517,600,804</u>
Total assets		<u>537,914,521</u>	<u>572,343,960</u>
Current liabilities			
Trade and other payables	17	6,218,812	6,157,159
Borrowings	18	830,841	578,743
Provisions	19	3,142,951	2,596,090
		<u>10,192,604</u>	<u>9,331,992</u>
Total current liabilities		<u>10,192,604</u>	<u>9,331,992</u>
Non-current liabilities			
Borrowings	18	11,681,355	8,452,712
Provisions	19	4,639,069	5,763,042
		<u>16,320,424</u>	<u>14,215,754</u>
Total non-current liabilities		<u>16,320,424</u>	<u>14,215,754</u>
Total liabilities		<u>26,513,028</u>	<u>23,547,745</u>
Net community assets		<u>511,401,493</u>	<u>548,796,215</u>
Community equity			
Asset revaluation surplus	20	114,034,559	127,098,876
Retained surplus(deficiency)	21	397,366,934	389,331,406
Reserves	22	-	32,365,933
		<u>511,401,493</u>	<u>548,796,215</u>
Total community equity		<u>511,401,493</u>	<u>548,796,215</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

South Burnett Regional Council

Statement of Changes in Equity

For the year ended 30 June 2013

Council	Asset revaluation surplus	Retained Surplus	Reserves	Total	
	Note	20	21	22	
		\$	\$	\$	\$
Balance as at 1 July 2012		127,098,876	389,331,406	32,365,933	548,796,215
Net result		-	(24,330,405)	-	(24,330,405)
Other comprehensive income for the year					
Increase / (decrease) in asset revaluation surplus		(13,064,317)	-	-	(13,064,317)
Total comprehensive income for the year		(13,064,317)	(24,330,405)	-	(37,394,721)
Transfers to and from reserves					
Transfers from reserves		-	32,365,933	(32,365,933)	-
Total transfers to and from reserves		-	32,365,933	(32,365,933)	-
Balance as at 30 June 2013		114,034,559	397,366,934	-	511,401,493
Balance as at 30 June 2011		184,638,505	377,720,599	43,346,896	605,706,000
Net Result		-	629,843	-	629,843
Other comprehensive income for the year					
Increase / (decrease) in asset revaluation surplus		(57,539,628)	-	-	(57,539,628)
Total comprehensive income for the year		(57,539,628)	629,843	-	(56,909,785)
Transfers to and from reserves					
Transfers to reserves		-	10,980,963	(10,980,963)	-
Total transfers to and from reserves		-	10,980,963	(10,980,963)	-
Balance as at 30 June 2012		127,098,876	389,331,406	32,365,933	548,796,215

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

South Burnett Regional Council
Statement of Cash Flows
For the year ended 30 June 2013

	Note	Council	
		2013 \$	2012 \$
Cash flows from operating activities			
Receipts from customers		44,854,714	40,265,416
Payments to suppliers and employees		(83,027,465)	(46,855,431)
		<u>(38,172,751)</u>	<u>(6,590,015)</u>
Interest received		1,470,809	2,366,857
Rental income		694,060	626,079
Non capital grants and contributions		32,393,913	11,997,391
Borrowing costs		(744,812)	(687,945)
Net cash inflow (outflow) from operating activities	27	<u>(4,358,781)</u>	<u>7,712,368</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(13,777,194)	(16,710,933)
Net movement in loans and advances		30,781	(35,776)
Proceeds from sale of property plant and equipment		933,824	433,790
Grants, subsidies, contributions and donations		2,165,464	6,050,315
Net cash inflow (outflow) from investing activities		<u>(10,647,125)</u>	<u>(10,262,605)</u>
Cash flows from financing activities			
Proceeds from borrowings		4,000,000	-
Repayment of borrowings		(519,259)	(663,730)
Net cash inflow (outflow) from financing activities		<u>3,480,741</u>	<u>(663,730)</u>
Net increase (decrease) in cash and cash equivalent held		<u>(11,525,165)</u>	<u>(3,213,967)</u>
Cash and cash equivalents at the beginning of the financial year		46,222,303	49,436,270
Cash and cash equivalents at end of the financial year	10	<u>34,697,138</u>	<u>46,222,303</u>

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1 Significant Accounting Policies

1.A Basis of Preparation

These general purpose financial statements are for the period 1 July 2012 to 30 June 2013 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain non-current assets.

1.B Statement of Compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue and the recognition of assets and liabilities of the former Councils at the amounts at which they were recognised by the transferor local governments.

1.C Basis of Consolidation

The financial statements have not been consolidated and do not incorporate the assets and liabilities of the entities controlled by the South Burnett Regional Council as at 30 June 2013 and nor do they incorporate the results of the controlled entities for the year ended 30 June 2013. The Council believes that the controlled entities are immaterial and of no major significance to be consolidated. The controlled entities during the period are Castra Retirement Home Limited and Kingaroy Private Hospital Ltd.

1.D Constitution

The South Burnett Regional Council is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

1.E Date of Authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

1.F Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

1.G Adoption of New and Revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

	Effective for annual report periods beginning on or after:
AASB 9 <i>Financial Instruments</i> (December 2009)	1 January 2015
AASB 10 <i>Consolidated Financial Statements</i>	1 January 2013
AASB 11 <i>Joint Arrangements</i>	1 January 2013
AASB 12 <i>Disclosure of interests in other entities</i>	1 January 2013
AASB 13 <i>Fair Value Measurement</i>	1 January 2013
AASB 119 <i>Employee benefits</i> (completely replaces existing standard)	1 January 2013
AASB 127 <i>Separate Financial Statements</i> (replaces the existing standard together with AASB 10)	1 January 2013
AASB 128 <i>Investments in Associates and Joint Ventures</i> (replaces the existing standard)	1 January 2013
AASB 1053 <i>Application of Tiers of Australian Accounting Standards</i>	1 July 2013
AASB 1055 <i>Budgetary Reporting</i>	1 July 2014
2009-11 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (December 2009)	1 January 2015
AASB 2010-2 <i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i>	1 July 2013
AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (December 2010)	1 January 2015
AASB 2010-8 <i>Amendments to Australian Accounting Standards – Deferred Tax: Recovery of Underlying Assets</i>	1 January 2012
AASB 2010-10 <i>Further Amendments to Australian Accounting Standards – Removal of Fixed Dates for First-time Adopters</i>	1 January 2013
AASB 2011-2 <i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements</i>	1 July 2013
AASB 2011-3 <i>Amendments to Australian Accounting Standards – Orderly Adoption of Changes to the ABS GFS Manual and Related Amendments</i>	1 July 2012
AASB 2011-4 <i>Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements</i>	1 July 2013
AASB 2011-6 <i>Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation – Reduced Disclosure Requirements</i>	1 July 2013
AASB 2011-7 <i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards</i>	1 January 2013
AASB 2011-8 <i>Amendments to Australian Accounting Standards arising from AASB 13</i>	1 January 2013
AASB 2011-9 <i>Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income</i>	1 July 2012
AASB 2011-10 <i>Amendments to Australian Accounting Standards arising from AASB 119</i> (September 2011)	1 January 2013
AASB 2011-11 <i>Amendments to AASB 119</i> (September 2011) <i>arising from Reduced Disclosure Requirements</i>	1 July 2013
AASB 2011-12 <i>Amendments to Australian Accounting Standards arising from Interpretation 20</i> (AASB 1)	1 January 2013
AASB 2011-13 <i>Amendments to Australian Accounting Standard - Improvements to AASB 1049</i>	1 July 2012
AASB 2012-1 <i>Amendments to Australian Accounting Standards - Fair Value Measurement - Reduced Disclosure Requirements</i> [AASB 3, AASB 7, AASB 13, AASB 140 & AASB 141]	1 July 2013
AASB 2012-2 <i>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities</i>	1 January 2013
AASB 2012-3 <i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities</i> [AASB 132]	1 January 2014
AASB 2012-4 <i>Amendments to Australian Accounting Standards – Government Loans</i> [AASB 1]	1 January 2013
AASB 2012-5 <i>Amendments to Australian Accounting Standards arising from Annual Improvements 2009–2011 Cycle</i> [AASB 1, AASB 101, AASB 116, AASB 132 & AASB 134 and Interpretation 2]	1 January 2013

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, AASB 2009-11, AASB 2010-7, AASB 2011-7 & AASB 2011-8]	1 January 2013
AASB 2012-7 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 7, AASB 12, AASB 101 & AASB 127]	1 July 2013
AASB 2012-9 Amendment to AASB 1048 arising from the Withdrawal of Australian Interpretation 1039	1 January 2013
AASB 2012-10 Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Interpretation 12]	1 January 2013
AASB 2012-11 Amendments to Australian Accounting Standards – Reduced Disclosure Requirements and Other Amendments [AASB 1, AASB 2, AASB 8, AASB 10, AASB 107, AASB 128, AASB 133, AASB 134 & AASB 2011-4]	1 July 2013
AASB 2013-1 Amendments to AASB 1049 - Relocation of Budgetary Reporting Requirements	1 July 2014
Interpretation 20 Stripping Costs in the Production Phase of a Surface Mine	1 January 2013

AASB 9 Financial Instruments (effective from 1 January 2015)

AASB 9, which replaces AASB 139 Financial Instruments: Recognition and Measurement, is effective for reporting periods beginning on or after 1 January 2015 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met.

As a result, Council will be required to measure its financial assets, including its investment in Kingaroy Private Hospital Limited, at fair value.

Consolidation Standards

The following accounting standards apply to the South Burnett Regional Council as from reporting periods beginning on or after 1 January 2014:

- AASB 10 Consolidated Financial Statements
- AASB 11 Joint Arrangements
- AASB 12 Disclosure of Interests in Other Entities
- AASB 127 Separate Financial Statements
- AASB 128 Investments in Associates and Joint Ventures
- AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards

These standards aim to improve the accounting requirements for consolidated financial statements, joint arrangements and off balance sheet vehicles.

The AASB is planning to amend AASB 10. The amendments are expected to clarify how the IASB's principles about control of entities should be applied by not-for-profit entities in an Australian context. Hence, the South Burnett Regional Council is not yet in a position to reliably determine the future implications of these new and revised standards for the council's financial statements.

AASB10 redefines and clarifies the concept of control of another entity, and is the basis for determining which entities should be consolidated into another entity's financial statements. Once the AASB finalises its not-for-profit amendments to AASB 10, the South Burnett Regional Council will reassess the nature of its relationships with other entities, including entities that aren't currently consolidated.

AASB 11 deals with the concept of joint control and sets out new principles for determining the type of joint arrangement that exists, which in turn dictates the accounting treatment. The new categories of joint arrangements under AASB 11 are more aligned to the actual rights and obligations of the parties to the arrangement. Subject to any not-for-profit amendments to be made to AASB 11, the South Burnett Regional Council will need to assess the nature of any arrangements with other entities to determine whether a joint arrangement exists in terms of AASB 11.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

AASB 13 Fair Value Measurement (AASB 13)

AASB 13 applies to reporting periods beginning on or after 1 January 2013 and will therefore be applied by Council in the 2013-14 reporting period. This standard is not required to be applied retrospectively, therefore there is no impact from the application of AASB 13 to values or other disclosures in the 2012-13 financial statements.

The standard sets out a new definition of "fair value", as well as new principles to be applied when determining the fair value of assets and liabilities. The new requirements will apply to all of the Council's assets and liabilities (excluding leases) that are measured and/or disclosed at fair value or another measurement based on fair value. The key changes will relate to the level of disclosures required.

The South Burnett Regional Council has commenced reviewing its fair value methodologies (including instructions to valuers, data used and assumptions made) for all items of property, plant and equipment measured at fair value to determine whether those methodologies comply with AASB 13. To the extent that the methodologies don't comply, the necessary changes will be implemented. While the Council is yet to complete this review, no significant changes are anticipated, based on the fair value methodologies presently used. Therefore, and at this stage, no consequential material impacts are expected for the South Burnett Regional Council's property, plant and equipment as from 2013-14.

AASB 13 will require an increased amount of information to be disclosed in relation to fair value measurements for both assets and liabilities. The recognised fair values will be classified according to the following fair value hierarchy that reflects the significance of the inputs used in making these measurements:

Level 1 - Fair values that reflect the unadjusted quoted prices in active markets for identical assets or liabilities

Level 2 - Fair values that are based on inputs other than quoted prices that are directly or indirectly observable for the asset or liability

Level 3 - Fair values that are derived from data not observable in an active market.

To the extent that any fair value measurement for an asset or liability uses data that is not "observable" outside the Council, the amount of information to be disclosed will be relatively greater.

Amendments to AASB 119 Employee Benefits

A revised version of AASB 119 Employee Benefits applies from reporting periods beginning on or after 1 January 2013. The revised AASB 119 is generally to be applied retrospectively.

The revised standard includes changed criteria for accounting for employee benefits as "short-term employee benefits". Had the South Burnett Regional Council applied the revised standard this year, no reported amounts would have been amended as the Council already discounts the annual leave liability.

The concept of "termination benefits" is clarified and the recognition criteria for liabilities for terminations benefits will be different. If termination benefits meet the timeframe criterion for "short-term employee benefits", they will be measured according to the AASB 119 requirements for "short-term employee benefits". Otherwise, termination benefits will need to be measured according to the AASB 119 requirements for "other long-term employee benefits". Under the revised standard, the recognition and measurement of employer obligations for "other long-term employee benefits" will need to be accounted for according to most of the requirements for defined benefit plans.

The revised AASB 119 also includes changed requirements for the measurement of employer liabilities/assets arising from defined benefit plans, and the measurement and presentation of changes in such liabilities/assets. The South Burnett Regional Council contributes to the Local Government Superannuation Scheme (Old) as disclosed in note 26. The revised standard will require South Burnett Regional Council to make additional disclosures regarding the Defined Benefits Fund element of the scheme. There is 56 employees currently on Defined Benefit Plans.

The reported results and position of the council will not change on adoption of the other pronouncements as they do not result in any changes to the council's existing accounting policies. Adoption will, however, result in changes to information currently disclosed in the financial statements. The council does not intend to adopt any of these pronouncements before their effective dates.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.H Critical Accounting Judgements and Key Sources of Estimation Uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant. Judgements, estimates and assumptions that have a potential significant effect have been outlined in the following financial statement notes:

Valuation and Depreciation of Property, Plant and Equipment - Note 1.Q and Note 15
Contingencies - Note 24
Provisions - Note 1 (v) and Note 1 (x) and Note 19
Investment Property - Note 1 (p) and Note 14
Intangible Assets - Note 1 (r) and Note 16 including:
- valuation and impairment of water allocation assets.

1.I Revenue

Rates, levies, grants and other revenue are recognised as revenue on receipt of funds or earlier upon unconditional entitlement to the funds.

Rates and levies

Where rate monies are received prior to the commencement of the rating/levying period, the amount is recognised as revenue in the period in which they are received, otherwise rates are recognised at the commencement of rating period.

Grants and subsidies

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. In the financial year ended 30 June 2012, and previous years, an equivalent amount was transferred from retained earnings to the relevant reserve until the funds were expended. Unspent non-reciprocal capital grants were placed in the Unspent capital grants reserve. On 10 May 2013, council passed a resolution to close all existing reserves and account for these restrictions using an internal management accounting system. Internal restrictions that have been placed on council's cash and cash equivalents are now disclosed in Note 10.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. Council does not currently have any reciprocal grants.

Non-cash contributions

Non-cash contributions with a value in excess of the recognition thresholds set out in Note 1.Q are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

Cash Contributions

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Council receives cash contributions from property developers to construct assets such as roads and footpaths and to connect new property developments to water and sewerage networks in the local government area. Where agreements between Council and the developers relating to these contributions are determined to fall within the scope of AASB Interpretation 18 *Transfers of Assets from Customers*, these contributions are recognised as revenue when the related service obligations are fulfilled.

Developers may also make cash contributions towards the cost of constructing existing and proposed water supply and sewerage headworks in accordance with Council's planning scheme policies. (Headworks including pumping stations, treatment works, mains, sewers and water pollution control works). Cash contributions in relation to water supply and sewerage headworks are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with these contributions. Consequently, these cash contributions are recognised as income when received.

AASB Interpretation 18 has been applied prospectively from 1 July 2009. All cash contributions were recognised as revenue on receipt prior to 1 July 2009.

Rental income

Rental revenue from investment and other property is recognised as income on a periodic straight line basis over the lease term or as cash receipts when received in respect of tourist accommodation.

Interest

Interest received from term deposits is accrued over the term of the investment.

Sales revenue

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

The council generates revenues from services such as contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees or at agreed contract rates. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Fees and Charges

Fees and charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

1.J Financial Assets and Financial Liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

South Burnett Regional Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial assets

Cash and cash equivalents (Note 1 k)
Receivables - measured at amortised cost (Note 1 l)

Financial liabilities

Payables - measured at amortised cost (Note 1 u)

South Burnett Regional Council
Notes to the financial statements

For the year ended 30 June 2013

Borrowings - measured at amortised cost (Note 1 w)

Finance lease liabilities - measured at amortised cost (Note 1 v)

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

The fair value of financial instruments is determined as follows:

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts and are not disclosed separately.

The fair value of borrowings, as disclosed in Note 18 to the accounts, is determined by reference to published price quotations in an active market and/or by reference to pricing models and valuation techniques. It reflects the value of the debt if the Council repaid it in full at balance date. As it is the intention of the Council to hold its borrowings for their full term, no adjustment provision is made in these accounts.

The fair value of trade receivables approximates the amortised cost less any impairment. The fair value of payables approximates the amortised cost.

South Burnett Regional Council does not recognise financial assets or financial liabilities at fair value in the Statement of Financial Position.

1.K Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, all cash and cheques received but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

1.L Receivables

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

All known bad debts were written-off at 30 June 2013. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivables.

Loans and advances are recognised in the same way as other receivables. Terms are usually a maximum of five years with interest charged at commercial rates or where paid in full within 12 months is interest free. Security is not normally obtained.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.M Inventories

Stores, raw materials and water held for resale are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution are:

- goods to be supplied at no or nominal, charge, and
- goods to be used for the provision of services at no or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

1.N Non Current Assets Held for Sale

Items of property, plant and equipment are reclassified as non-current assets as held for sale when the carrying amount of these assets will be recovered principally through a sales transaction rather than continuing use. Non-current assets classified as held for sale are available for immediate sale in their present condition and management believe the sale is highly probable. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less cost to sell and are not depreciated. On the eventual sale of these assets a gain or loss is recognised.

1.O Investments

Term deposits in excess of three months are reported as investments, with deposits of less than three months being reported as cash equivalents. At 30 June 2013 Council did not have term deposits in excess of three months.

1.P Investment Property

Investment property is property held for the primary purpose of earning rentals and/or capital appreciation. This includes land held by Council for a currently undetermined future use.

Investment property is measured using the fair value model. This means all investment property is initially recognised at cost (including transaction costs) and then subsequently revalued annually at the balance sheet date. Where investment property is acquired at no or nominal cost it is recognised at fair value.

Property that is being constructed or developed for future use as investment property is classified as investment property rather than as property, plant and equipment. Investment property under construction is measured at fair value, unless fair value cannot be reliably determined for an individual property (in which case the property concerned is measured at cost until fair value can be reliably determined).

Gains or losses arising from changes in the fair value of investment property are included in the Statement of Comprehensive Income for the period in which they arise. Investment property is not depreciated and is not tested for impairment.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.0 Property, Plant and Equipment

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment and infrastructure assets and buildings with a total value of less than \$5,000, are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

The classes of property, plant and equipment recognised by the Council are:

Land and Improvements
Plant and Equipment
Sewerage
Buildings
Roads, Drainage and Bridge Network
Work in progress
Major Plant & Equipment
Water

Acquisition of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value means the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Capital and Operating Expenditure

Wages and materials expenditure incurred for the acquisition or construction of assets are treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Valuation

Land, buildings, major plant and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB116 *Property, Plant and Equipment*. Other plant and equipment and Work in Progress are measured at cost.

Land, buildings and major plant assets measured at fair value are revalued where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by comprehensively revaluing these assets at least once every five years, with interim valuations using a suitable index being otherwise performed on an annual basis where there has been a material variation in the index. The indexation percentage for the buildings valuations has been derived from reference to costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook), Construction Data from the Australian Bureau of Statistics and APV Valuers own internal market research and costings.

Infrastructure assets are revalued annually by assessing unit rates based on actual cost.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Details of valuers and methods of valuations are disclosed in Note 15.

Capital Work in Progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Investment property under construction is classified as investment property. Refer to Note 1 (p) for further information.

Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is shorter.

The estimated useful lives of property, plant and equipment are reviewed annually. Details of the range of useful lives for each class of asset are shown in Note 15.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown in Note 15.

Land Under Roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. The South Burnett Regional Council currently does not have any such land holdings.

Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by council but is controlled by the state pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.R Intangible Assets

Intangible assets with a cost or other value exceeding \$5,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

It has been determined that Council's Intangible Assets have an indefinite useful life, and the assets are therefore not amortised. The assets are carried at costs less accumulated impairment charges.

Water Allocation Assets are held at cost. A high level analysis of Water Allocation Assets has been carried out which resulted in no impairment. A full review will be undertaken during the 2014 financial year.

Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the period in which it is incurred.

Costs associated with the purchase and development of council's new business system, TechOne have been capitalised and will be amortised on a straight-line basis over the period of expected benefit to Council. The new business system will be implemented in the financial year ending 30 June 2014.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where appropriate. Details of the estimated useful lives assigned to each class of intangible assets are shown in Note 16.

1.S Impairment of Non-Current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. Intangible assets with an indefinite useful life are assessed for impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

1.T Leases

Operating Leases

Payments made under operating leases are expensed in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property.

1.U Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.V Liabilities - Employee Benefits

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date. Where it is expected that the leave will be paid in the next twelve months the liability is treated as a current liability. Otherwise the liability is treated as non-current.

Salaries and Wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported in Note 17 as a payable.

Annual Leave

A liability for annual leave is recognised. Amounts expected to be settled within 12 months are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported in Note 17 as a payable.

Sick Leave

Council expenses sick leave as it taken and therefore no liability has been recognised for this obligation. No entitlement rests with the employee on termination.

Superannuation

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 25.

Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. This liability is reported in Note 19 as a provision.

1.W Borrowings and Borrowing Costs

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

In accordance with the *Local Government Regulation 2012* council adopts an annual debt policy that sets out council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

1.X Restoration Provision

A provision is made for the cost of restoration in respect of refuse dumps and quarries where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of these facilities. This liability is provided in respect of Waste Restoration and Gravel Pit Restoration. Details can be found in Note 19.

The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to the Queensland Treasury Corporation Debt Pool rate with a date corresponding to the anticipated date of the restoration.

Waste Restoration

The provision represents the present value of the anticipated future costs associated with the closure of 32 old and operating refuse disposal sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse disposal sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 2034 and that the restoration on the various sites will occur progressively after closing.

Gravel Pit Rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of 23 old and operating gravel pits, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 2042 and that the restoration on the various sites will occur progressively after closing.

The gravel pits and waste landfill facilities are situated on Council controlled land they are classified as land and improvement assets. The provision for restoration is, therefore, included in the cost of the land and amortised over the expected useful life of the gravel pit/landfill facility. Changes in the provision not arising from the passing of time are added to or deducted from the asset revaluation surplus for land. If there is no available revaluation surplus, increases in the provision are treated as an expense and recovered out of future decreases (if any). Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

1Y Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

**South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013**

1.Z Retained Surplus

This represents the amount of Council's net funds not set aside in reserves (refer Note 1.AA) to meet specific future needs.

1.AA Reserves

Council's cash and cash equivalents are subject to a number of internal restrictions that limit the amount that is available for discretionary or future use. In prior years council accounted for these restrictions using a system of reserves.

On 12 June 2013, council passed a resolution to close all existing reserves and account for these restrictions using an internal management accounting system. Internal restrictions that have been placed on council's cash and cash equivalents are now disclosed in Note 10.

The former reserves operated as follows:

Future Capital Works Reserve

This reserve represents amounts set aside for the future development within the South Burnett Regional Council area.

Asset Replacement Reserve

This reserve represents amounts set aside for the future replacement of Council assets.

Constrained Public Contributions Reserve

This reserve represents the unspent portion of contributions from the public towards specific community projects.

Constrained Works Reserve

This reserve represents contributions received for capital work where the required works have not yet been carried out. Unspent grants received by Council are also placed in this reserve until the obligation is satisfied.

Future Recurrent Expenditure Reserve

This is a cash backed reserve and represents amounts that are accumulated within the Council to meet anticipated future recurrent or operating expenditure needs. In each case the amount relates to a perceived future requirement which is not currently a liability.

1.AB National Competition Policy

The Council has reviewed its activities to identify its business activities. As no activities meet the thresholds set out in the *Local Government Regulation 2012* council has resolved not to apply the code of competitive conduct to any of its identified activities.

1.AC Rounding and Comparatives

The financial statements have been rounded to the nearest \$1.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

South Burnett Regional Council
Notes to the financial statements
 For the year ended 30 June 2013

1.AD Trust Funds Held for Outside Parties

Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by the Council. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

The monies are disclosed in the notes to the financial statements for information purposes only in Note 26.

1.AE Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ("GST"). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

The Council pays payroll tax to the Queensland Government on certain activities.

1.AF Carbon Pricing

In 2011 the Australian Government introduced a Clean Energy Legislation package. One aspect of this package, which impacts Council indirectly is the introduction of a pricing mechanism for greenhouse gas emissions in the Australian economy.

Council operates a number of small landfill facilities that have annual emissions of carbon dioxide equivalent that are below the individual site threshold of 25,000 tonnes. Council modelling indicates that the facilities are unlikely to exceed this threshold in the foreseeable future therefore no direct liability has arisen, or is likely to arise as a result of this legislation.

Council has been, and will continue to be indirectly impacted through increased costs arising from the carbon pricing mechanism. The most significant of these will be electricity and fuel. Commonwealth Treasury modelling published in July 2011 in the document "Strong growth, low pollution modelling a carbon price" indicates that the carbon pricing is expected to increase electricity prices by 10% within 5 years from 1 July 2012 and increase other costs by 0.7% on inflation. In addition fuel tax credits will be progressively reduced over the initial fixed price period.

Council's latest modelling indicates that electricity and fuel is likely to increase as follows:

Year	Electricity \$	Fuel \$
2014	94,814	616,287
2015	39,822	794,823

In light of the recent change in federal government the future of the legislation remains uncertain. The above disclosure represents the estimated impact of the legislation as it stands as at the date of approval of these financial statements. In the event that the legislation is repealed or replaced, council will reassess the impact, if any, on electricity and fuel costs.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

2. Analysis of Results by Function

2(a) Components of council functions

The activities relating to the Council's components reported on in Note 2(b) are as follows :

Enhancing Our Communities

Building vibrant, healthy, supportive and inclusive communities.

Growth and Opportunity

A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms.

Our Environment

A strong and sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Organisational Excellence

An organisation that is characterised by effective leadership, responsible management and quality service delivery.

Service Delivery and Infrastructure

The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

2 Analysis of Results by Function
(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2013

Functions	Gross program income						Elimination of inter-function transactions	Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurring operations	Net Result	Assets	
	Recurring		Capital		Capital	2013			2012	Capital						2013
	Grants	Other	Grants	Other												
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	
Organisational Excellence	5,090,748	20,000,000	168,000	-	-	-	25,946,410	10,000,000	106,100	-	10,106,100	12,715,701	12,740,399	5,010,000,040		
Enhancing Our Communities	487,726	2,462,057	229,700	-	-	3,189,883	8,300,000	-	-	-	8,300,000	8,429,000	8,201,100	3,007,912		
Growth & Opportunity	-	191,195	-	-	-	191,195	448,531	-	-	-	448,531	845,196	845,196	233,987		
Our Environment	135,000	1,296,000	-	-	-	1,430,000	4,464,841	-	-	-	4,464,841	9,034,191	8,004,191	108,370		
Service Delivery & Infrastructure	20,650,309	20,738,299	1,771,040	-	-	42,202,710	77,000,000	-	-	-	77,000,000	80,204,258	80,489,210	23,721,200		
Total Council	32,369,913	46,279,327	2,168,844	-	-	79,809,104	94,000,971	106,100	-	-	94,107,071	98,357,251	94,380,465	53,914,821		
Controlled entity net of eliminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total consolidated	32,369,913	46,279,327	2,168,844	-	-	79,809,104	94,000,971	106,100	-	-	94,107,071	98,357,251	94,380,465	53,914,821		

Year ended 30 June 2012

Functions	Gross program income						Elimination of inter-function transactions	Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurring operations	Net Result	Assets	
	Recurring		Capital		Capital	2012			2011	Capital						2012
	Grants	Other	Grants	Other												
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	
Organisational Excellence	7,940,326	21,360,000	5,001	-	-	26,300,799	11,400,000	2,313,724	-	-	13,713,724	17,900,000	15,000,000	5,300,000,040		
Enhancing Our Communities	164,048	2,465,412	895,044	-	-	4,195,404	6,571,899	-	-	-	6,571,899	6,211,536	4,376,404	5,460,309		
Growth & Opportunity	-	122,729	-	-	-	122,729	836,000	-	-	-	836,000	813,000	813,000	667,771		
Our Environment	5,163,844	1,468,166	6,212	-	-	1,000,001	3,795,000	-	-	-	3,795,000	1,921,141	1,811,000	142,566		
Service Delivery & Infrastructure	25,715,544	17,644,367	5,203,499	-	-	25,521,369	33,146,000	5,419,40	-	-	38,565,400	32,827,136	30,165,348	30,638,217		
Total Council	11,969,361	43,060,753	6,000,310	-	-	61,129,075	57,643,299	2,860,363	-	-	60,499,662	62,860,076	60,943,443	67,343,900		
Controlled entity net of eliminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total consolidated	11,969,361	43,060,753	6,000,310	-	-	61,129,075	57,643,299	2,860,363	-	-	60,499,662	62,860,076	60,943,443	67,343,900		

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
3 Revenue Analysis		
(a) Rates, levies and charges		
General rates / Community levy	21,141,128	20,544,361
Separate rates	2,076,699	1,705,652
Water	3,930,679	3,578,347
Water consumption, rental and sundries	2,835,866	2,722,005
Sewerage	3,490,655	2,721,592
Waste management	2,510,322	2,348,706
Total rates and utility charge revenue	<u>35,985,349</u>	<u>33,620,664</u>
Less: Discounts	(2,757,103)	(2,516,408)
Less: Pensioner remissions	(355,825)	(349,690)
	<u>32,872,421</u>	<u>30,754,566</u>
(b) Fees and charges		
Other fees and charges	3,278,562	3,393,786
	<u>3,278,562</u>	<u>3,393,786</u>
(c) Rental income		
Investment property rental	694,060	626,079
	<u>694,060</u>	<u>626,079</u>
(d) Interest received		
Interest received from term deposits	1,255,751	2,155,069
Interest from overdue rates and utility charges	215,058	211,788
	<u>1,470,809</u>	<u>2,366,857</u>
(e) Sales revenue		
Sale of services		
Contract and recoverable works	6,119,153	4,842,608
	<u>6,119,153</u>	<u>4,842,608</u>
(f) Other recurrent income		
Other income	844,322	1,096,874
	<u>844,322</u>	<u>1,096,874</u>
4 Grants, Subsidies, Contributions and Donations		
(a) Recurrent		
General purpose grants	7,046,159	10,421,922
State government subsidies and grants	17,564,689	1,413,128
Donations	909	-
Commonwealth government subsidies and grants	7,747,284	122,563
Contributions	34,872	39,779
	<u>32,393,913</u>	<u>11,997,391</u>
(b) Capital		
State government subsidies and grants	1,959,541	5,817,075
Contributions	205,923	196,240
Donations	-	37,000
	<u>2,165,464</u>	<u>6,050,315</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

	Note	Council	
		2013 \$	2012 \$
Conditions over contributions			
Contributions recognised as income during the reporting period and obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date are as follows:-			
Non-reciprocal grants for expenditure on services		3,053,842	243,374
Non-reciprocal grants for expenditure on infrastructure		2,784,436	2,141,867
Developer contributions for infrastructure		33,700	196,240
		<u>5,851,978</u>	<u>2,581,481</u>
5 Capital Expenditure			
Gain / loss on disposal of non-current assets			
(a) Proceeds from the sale of property, plant and equipment		809,595	385,660
Less: Book value of property, plant and equipment disposed of		(663,690)	(2,963,183)
		<u>145,905</u>	<u>(2,577,523)</u>
(b) Proceeds from sale of land and improvements		124,229	48,130
Less: Book value of land sold		(115,000)	(326,000)
		<u>9,229</u>	<u>(277,870)</u>
Revaluations			
Revaluation down of investment property	14	(293,272)	-
		<u>(293,272)</u>	<u>-</u>
Total capital income		<u>(138,138)</u>	<u>(2,855,393)</u>
6 Employee Benefits			
Total staff wages and salaries		20,424,692	15,793,780
Councillors' remuneration		493,990	485,996
Annual, sick and long service leave entitlements		3,063,858	4,552,151
Superannuation	25	2,307,970	2,208,020
		<u>26,290,510</u>	<u>23,039,947</u>
Other employee related expenses		30,586	61,401
		<u>26,321,096</u>	<u>23,101,348</u>
Less: Capitalised employee expenses		(3,576,613)	(691,361)
		<u>22,744,483</u>	<u>22,409,988</u>
Councillor remuneration represents salary, superannuation contributions and other allowances paid in relation to the carrying out of their duties.			
Total Council employees at the reporting date:			
		2013 #s	2012 #s
Elected members		<u>7</u>	<u>7</u>
Administration staff		164	157
Depot and outdoors staff		139	148
Total full time equivalent employees		<u>310</u>	<u>312</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
7 Materials and Services		
Advertising and marketing	124,312	280,019
Administration supplies and consumables	348,962	398,516
Audit of annual financial statements by the Auditor-General of Queensland	205,380	193,440
Bad Debt Expense	68,058	-
Communications and IT	1,195,706	901,876
Consultants	415,701	1,092,266
Contractors	30,119,528	9,168,799
Donations paid	300,535	22,921
Power	1,900,318	1,770,274
Repairs and maintenance	28,875,967	4,412,348
Rentals - operating leases	125,348	302,521
Subscriptions and registrations	109,497	123,378
Travel	28,641	73,670
Other materials and services	5,439,554	5,362,591
	<u>69,257,507</u>	<u>24,102,619</u>
8 Finance Costs		
Finance costs charged by the Queensland Treasury Corporation	654,487	584,629
Bank charges	90,325	103,316
	<u>744,812</u>	<u>687,945</u>
9 Depreciation and Amortisation		
Depreciation of non-current assets		
Buildings	2,362,375	2,042,580
Major Plant and equipment	13,251	1,289
Other plant and equipment	1,745,794	1,541,233
Road, drainage and bridge network	3,836,984	3,855,985
Water	2,012,928	1,688,764
Sewerage	1,312,837	1,312,837
Total depreciation and amortisation	15 <u>11,284,169</u>	<u>10,442,688</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
10 Cash and Cash Equivalents		
Cash at bank and on hand	8,566,878	6,394,453
Deposits at call	26,130,260	21,371,519
Term deposits	-	18,456,331
Balance per Statement of Cash Flows	<u>34,697,138</u>	<u>46,222,303</u>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Unspent government grants and subsidies	5,818,278	18,769,686
Unspent developer contributions	4,515,705	5,111,806
Unspent loan monies	3,161,997	5,259
*Internally imposed expenditure restrictions at the reporting date:		
Future capital works	8,870,037	-
Future recurrent expenditure	2,960,281	-
Total unspent restricted cash	<u>25,326,298</u>	<u>23,886,751</u>

* These restrictions were previously allocated as reserves

Cash, cash deposits and term deposits are held in the Australian and New Zealand Bank, National Australia Bank, Commonwealth Bank of Australia, Bank of Queensland, Queensland Treasury Corporation, Heritage Building Society and Electricity Credit Union Ltd in normal term deposits, deposits at call and business cheque accounts.

The previously mentioned banking institutions currently have a short and long term credit rating of:-

Banking Institution	Short term	Long term
ANZ	A-1+	AA-
CBA	A-1+	AA-
NAB	A-1+	AA-
QTC	A-1+	AA+
BOQ	A2	BBB+
HBS	A2	BBB

11 Trade and Other Receivables

Current

Rateable revenue and utility charges	3,166,323	2,785,764
Other debtors	1,603,894	3,710,465
Less: provision for impairment of debts	(20,000)	(20,000)
GST recoverable	477,597	449,659
Loans and advances to controlled entities and associates	11,379	41,379
Prepayments	394,774	563,419
	<u>5,633,967</u>	<u>7,530,687</u>

Non-current

Loans and advances to community organisations	22,843	23,624
	<u>22,843</u>	<u>23,624</u>

Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

Loans relate to advances made to various sporting bodies. These loans arise from time to time and are subject to negotiated interest rates. The credit risk on these loans is considered low due to the low quantum of amounts owed.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

	Note	Council	
		2013 \$	2012 \$
12 Inventories			
Inventories held for sale			
Land held for sale		104,365	115,994
		<u>104,365</u>	<u>115,994</u>
Inventories held for distribution			
Quarry and road materials		27,104	35,891
Plant and equipment stores		812,228	828,281
		<u>839,332</u>	<u>864,172</u>
Total inventories		<u>943,697</u>	<u>980,166</u>
13 Investments			
Nanango Progressive Community Ltd		10,000	10,000
		<u>10,000</u>	<u>10,000</u>
The shares in Nanango Progressive Community Ltd are not traded on an active market and their fair value cannot be ascertained.			
14 Investment Property			
Fair value at beginning of financial year		6,590,124	5,862,105
Additions		63,146	-
Revaluation	5	(293,272)	728,019
Fair value at end of financial year		<u>6,359,998</u>	<u>6,590,124</u>
Investment property comprises:			
- Lake Boondooma Tourist Facility;			
- Yallakool Tourist Facility;			
- Land for sale at Boondooma Dam, Murgon and Wondai			
Fees & Charges Revenue from Tourist Facilities			
Lake Boondooma Tourist Facility		652,250	713,037
Yallakool Tourist Facility		539,367	474,796
		<u>1,191,617</u>	<u>1,187,833</u>
Expenditure from Tourist Facilities			
Lake Boondooma Tourist Facility		433,817	480,043
Yallakool Tourist Facility		333,741	334,313
		<u>767,558</u>	<u>814,356</u>

At reporting date there was no property being constructed or developed for future use as investment property.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

15 Property, Plant and Equipment

Council - 30 June 2013

Note	Land and improvements	Buildings		Major plant		Other plant and equipment		Road, drainage and bridge network		Water		Wastewater		Asset Restoration		Work in progress		Total
		Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	40,417,400	120,980,133	1,760,000	20,110,992	206,078,470	106,813,459	78,250,853	5,243,171	16,996,839	12,161,816	12,161,816	704,651,408						
5	(115,000)	-	-	(2,991,061)	-	-	-	-	-	-	-	(3,106,061)						
20	1,777,580	(8,436,084)	(521,851)	(5,404,825)	19,124,442	(1,018,880)	-	-	-	-	-	7,540,382						
	117,394	2,969,542	-	2,786,482	3,586,194	1,441,325	-	-	(4,867,176)	(8,199,537)	(8,199,537)							
	-	-	-	-	-	-	-	-	(1,127,513)	-	-							
	38,600	(78,602)	(1,238,149)	1,238,149	-	-	-	-	-	-	-	(2)						
	42,275,854	120,434,089	-	30,144,592	294,236,749	129,064,223	78,873,398	4,115,658	6,091,940	6,091,940	711,890,473							

Accumulated depreciation and impairment

Opening balance as at 1 July 2012	16,698,119	1,560,000	18,329,801	64,306,532	52,855,811	46,148,728	-	-	-	-	-	190,898,990
Depreciation provided in period	2,362,375	13,251	1,745,794	3,836,894	2,012,828	1,312,837	-	-	-	-	-	11,284,189
Depreciation on disposals	-	-	(2,327,371)	-	-	-	-	-	-	-	-	(2,327,371)
Revaluation adjustment to asset revaluation surplus	(538,478)	(335,101)	(335,101)	17,572,217	4,281,269	(415,229)	-	-	-	-	-	20,594,679
Transfers between classes	-	-	(1,238,149)	1,238,149	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2013	18,522,015	-	18,986,373	85,715,733	59,150,008	47,046,337	-	-	-	-	-	229,420,467

Consolidated book value as at 30 June 2013

Residual Values	107,912,014	-	11,758,189	208,524,016	70,754,215	31,827,081	4,115,658	6,091,940	487,460,059
Range of estimated useful life in years	40 - 100	20	3 - 20	5 - 100	20 - 80	20 - 60	Not Depreciated	Not Depreciated	64,859,922

Additions comprise:

Renovals	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other additions	-	-	-	-	-	-	-	-	10,974,946
Total additions	-	-	-	-	-	-	-	-	1,186,870
	-	-	-	-	-	-	-	-	12,161,816

**South Burnett Regional Council
Notes to the Financial Statements
For the year ended 30 June 2013**

	Land and improvements	Buildings	Major plant	Other plant and equipment	Road, drainage and bridge	Water	Wastewater	Asset Restoration	Work in progress	Total
	41,166,464	123,213,001	1,700,000	27,744,184	333,452,008	137,530,751	59,733,740	-	17,438,628	741,868,856
	-	-	-	-	-	-	-	5,243,171	16,710,832	21,954,103
5	(326,000)	(2,037,746)	-	(2,294,941)	(1,100,019)	(1,296,430)	(127,557)	-	-	(7,182,693)
20	(893,695)	2,056,622	60,000	(40,859,322)	(40,859,322)	(30,807,632)	18,325,369	-	-	(52,086,856)
5	470,631	6,553,589	-	3,856,416	4,555,923	1,396,761	319,401	-	(17,142,722)	-
	-	194,667	-	(194,667)	-	-	-	-	-	-
	40,417,400	129,865,133	1,760,000	25,110,662	296,078,470	106,813,450	78,250,653	5,243,171	16,696,838	794,951,408

Note

Council - 30 June 2012
Opening gross value as at 1 July 2011
Additions
Disposals
Revaluation adjustment to asset revaluation surplus
Transfers from work in progress
Transfers between classes
Closing gross value as at 30 June 2012

	-	16,574,004	1,490,000	18,833,458	61,121,552	53,707,915	35,444,697	-	-	187,171,026
9	-	2,047,500	1,289	1,541,233	3,655,985	1,688,764	1,312,837	-	-	10,442,688
5	-	(767,309)	-	(1,879,377)	(264,538)	(787,455)	(94,691)	-	-	(3,893,510)
20	-	(1,316,720)	66,711	-	(266,467)	(1,753,413)	9,486,675	-	-	6,178,796
	-	165,563	-	(165,563)	-	-	-	-	-	-
	-	16,698,118	1,560,000	18,329,801	64,366,532	52,855,811	46,148,728	-	-	199,866,980

Note

Accumulated depreciation and impairment
Opening balance as at 1 July 2011
Depreciation provided in period
Depreciation on disposals
Revaluation adjustment to asset revaluation surplus
Transfers between classes
Accumulated depreciation as at 30 June 2012

	40,417,400	113,282,015	200,000	10,781,161	231,771,938	53,957,639	32,102,225	5,243,171	16,696,838	564,752,418
	Not Depreciated	40 - 100	20	3 - 20	5 - 100	20 - 60	20 - 60	Not Depreciated	Not Depreciated	-

Note

Total written down value as at 30 June 2012
Residual value
Range of estimated useful life in years

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

15 Property, Plant and Equipment

Land and improvements

The fair value of land and improvements are measured at current market value as at 30 June 2013 as independently determined by APV Valuers & Asset Management. Fair value was derived by reference to market based evidence including observable historical sales data for properties of similar nature and specification within the South Burnett Regional Council and surrounding areas.

Buildings

Building assets were inspected and revalued as at 30 June 2013 by APV Valuers and Asset Management. Where a depth in market was identified, buildings were assessed at fair value in accordance with AASB116 *Property, Plant and Equipment*. Under AASB116 the fair value of an asset is the best estimate of the price reasonably obtainable in the market at the date of valuation.

Buildings, where there is no depth of market, have been valued on a depreciated current replacement basis. This is calculated by determining the gross current replacement cost and determining the amount of accumulated depreciation to reflect the level of service potential remaining in the asset. The depreciation of the assets has been carried out on a component level by conducting a condition assessment on each of the various components within each building/asset.

The impact of the revaluation on the written down value of the building asset class is an increase of 0.92%.

Depreciation is calculated on a straight line basis less residual value were applicable.

Major plant

The Gross Current Value of the asset has been assessed on the basis of replacement with a new asset having similar service potential and includes allowances for preliminaries and professional fees. The Gross Current Values have been derived from reference to costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook) and the internal market research and costings as at 30 June 2013 as independently determined by APV Valuers & Asset Management.

The Net Current Value is the Gross Current Value less accumulated depreciation calculated to reflect the consumed or expired service potential of the asset. The depreciation of the assets has been carried out on a component level by conducting a condition assessment on each of the various components within the asset.

Other plant and equipment

Other plant and equipment is measured at original cost less accumulated depreciation in accordance with *Local Government (Finance, Plans and Reporting) Regulations 2010* and AASB116 *Property, Plant and Equipment*.

Infrastructure

There is no market for Council's infrastructure assets as these are held to provide essential services to the community. Accordingly, the fair value of all infrastructure assets is measured at written down current replacement cost.

Water and Wastewater

Water and wastewater assets were revalued as at 30 June 2012 by consulting engineers Opus International Consulting (PCS) Ltd using data gathered from construction projects and by first principles based on production rates and material costs. A review of the rates relating to passive (mains) assets was undertaken by South Burnett Regional Council infrastructure staff as at 30 June 2013. This review involved analysing samples of actual projects undertaken in the 2012/13 financial year and determined that no significant change had occurred and that no change to existing rates was required.

Water and wastewater revaluation figures in Note 15 relate to actual cost projects taken up from Work in Progress being adjusted to unit rate values.

Unit rates for water passive assets range from \$60/m (25-40mm mains) to \$403/m (375mm mains)

Unit rates for wastewater passive assets range from \$107/m (150mm mains) to \$665/m (525mm mains)

Depreciation is calculated on a straight line basis.

Roads

A review of unit rates for road and drainage assets was undertaken by South Burnett Regional Council infrastructure staff as at 30 June 2013. This review involved analysing samples of actual projects undertaken in the 2012/13 financial year. Sampling of seal, pavement and drainage components identified variances within 5% and as such, it was determined that no change to existing rates was required.

South Burnett Regional Council
Notes to the financial statements
 For the year ended 30 June 2013

Road revaluation figures in Note 15 relate to the adjustment to the written down value of roads due to the impact of flood events during the 2012/13 financial year and because of actual cost projects taken up from Work in Progress being adjusted to unit rate values. A condition assessment of the road and drainage assets was undertaken during the year to account for the 2013 flood events. This resulted in a reduction of the written down value of that class of asset of \$17,180,945.

Examples of current rates for road components are as follows:

Asset Group	Feature	Multiples	Unit	Unit Rate
Road Surface	Asphalt	Base Value	MC	\$2138
Road Surface	Spray Seal	Base Value	MC	\$103
Sealed Pavement	Prime Seal Coat	Base Value	MC	\$709
Unsealed Pavement	100mm Local gravel	Base Value	MC	\$215
Kerb & Channel	Integral Kerb & Channel	Base Value	MC	\$2439
Footpath	Concrete	Base Value	MC	\$7001
Pipe	375mm R/corr Concrete pipe	Base Value	Each	\$239.41
Pipe	450mm R/corr Concrete pipe	1.8	Each	\$237.70
Channel	Channel Height upto 400mm & Width upto 1,200mm	Base Value	Each	\$16,204.00
Bridge	Timber Bridge	1.00	MC	\$2,000.00
Floodway	Floodway	Base Value	MC	\$245.45
Arms	Arms to Guardrail	Base Value	M	\$200.00

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
16 Intangible Assets		
Water Allocation		
Opening gross carrying value	6,234,639	6,234,639
Closing gross carrying value	6,234,639	6,234,639
Computer Software		
Opening Gross Carrying Value	-	-
Additions	1,552,233	-
Closing Gross Carrying Value	1,552,233	-
Opening Amortisation	-	-
Amortisation charge for the year	-	-
Closing Accumulated Amortisation	-	-
Net carrying value at the end of financial year	1,552,233	-
The software items will have a finite estimated lives of 10 years. Straight line amortisation will be used with no residual values.		
Total intangible assets	7,786,872	6,234,639
17 Trade and Other Payables		
Current		
Creditors and accruals	3,743,936	3,589,609
Annual leave	2,311,520	2,403,190
Other entitlements	163,356	164,359
	6,218,812	6,157,159
18 Borrowings		
Current		
Loans - Queensland Treasury Corporation	830,841	578,743
	830,841	578,743
Non-current		
Loans - Queensland Treasury Corporation	11,681,355	8,452,712
	11,681,355	8,452,712
Loans - Queensland Treasury Corporation		
Opening balance at beginning of financial year	9,031,455	9,695,185
Loans raised	4,000,000	-
Principal repayments	(519,259)	(663,730)
Book value at end of financial year	12,512,196	9,031,455

South Burnett Regional Council
Notes to the financial statements
 For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
<p>The QTC loan market value at the reporting date was \$13,528,585, this represents the value of the debt if Council repaid it at that date. As the intention of Council is to hold the debt for its term, no provision is required to be made in these accounts. No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government. All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 30 September 2014 to 30 September 2031. There have been no defaults or breaches of the loan agreement during the period. Principal and interest repayments are made quarterly in arrears.</p>		

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

19 Provisions	Note	Council	
		2013 \$	2012 \$
Current			
Long service leave		3,101,873	2,444,973
Other		41,078	151,117
		<u>3,142,951</u>	<u>2,596,090</u>
Non-current			
Quarry rehabilitation		867,247	859,128
Refuse restoration		3,248,411	4,384,043
Long service leave		523,411	519,871
		<u>4,639,069</u>	<u>5,763,042</u>
Details of movements in provisions:			
Quarry rehabilitation			
Initial Recognition		859,128	859,128
Increase/(decrease) in provision due to change in discount rate		8,119	-
Balance at end of financial year		<u>867,247</u>	<u>859,128</u>
This is the present value of the estimated cost of restoring approximately 23 closed and operating quarry sites to a useable state at the end of their useful life.			
Refuse restoration			
Initial Recognition		4,384,043	4,384,043
Increase/(decrease) in estimate of future cost		(947,882)	-
Increase (decrease) in provision due to change in discount rate		(187,750)	-
Balance at end of financial year		<u>3,248,411</u>	<u>4,384,043</u>
This is the present value of the estimated cost of restoring approximately 32 old and current refuse disposal sites to a useable state at the end of their useful life.			
Long service leave			
Balance at beginning of financial year		2,964,844	2,824,309
Long service leave entitlement arising		480,343	364,096
Long Service entitlement extinguished		-	18,158
Long Service entitlement paid		(185,903)	(241,719)
Balance at end of financial year		<u>3,259,284</u>	<u>2,964,844</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
20 Asset Revaluation Surplus		
Movements in the asset revaluation surplus were as follows:		
Balance at beginning of financial year	127,098,876	184,638,505
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land and improvements	1,777,560	(893,695)
Buildings	(5,897,806)	3,373,339
Plant and equipment	(186,750)	(8,711)
Road, drainage and bridge network	(22,997,042)	(40,523,055)
Water	14,843,173	(29,054,219)
Sewerage	(603,652)	8,838,694
Investment Properties	-	728,019
Balance at end of financial year	<u>114,034,559</u>	<u>127,098,876</u>
Asset revaluation surplus analysis		
The closing balance of the asset revaluation surplus comprises the following asset categories:		
Land and improvements	24,615,498	22,837,938
Buildings	54,614,018	60,511,624
Plant and equipment	471,442	658,192
Road, drainage and bridge network	4,036,234	27,033,277
Water	14,669,053	(174,120)
Sewerage	15,628,314	16,231,966
	<u>114,034,559</u>	<u>127,098,876</u>
21 Retained Surplus(Deficiency)		
Movements in the retained surplus were as follows:		
Retained surplus(deficit) at beginning of financial year	389,331,406	377,720,599
Net result attributable to Council	(24,330,405)	629,844
Transfers (to)/ from capital reserves for future capital project funding, or from reserves funds that have been expended or closed:	22	
Asset replacement reserve	8,484,441	(375,320)
Constrained public contributions reserve	5,111,806	407,685
Constrained works reserve	14,551,407	12,600,817
Transfers (to) recurrent reserves for future project funding, or from reserves funds that have been expended:		
Recurrent expenditure reserve	4,218,279	(1,652,219)
Retained surplus at end of financial year	<u>397,366,934</u>	<u>389,331,406</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

22 Reserves	Note	Council	
		2013 \$	2012 \$
Council's cash and cash equivalents are subject to a number of internal restrictions that limit the amount that is available for discretionary or future use. In prior years council accounted for these restrictions using a system of reserves.			
On 12 June 2013, council passed a resolution to close all existing reserves and account for these restrictions using an internal management accounting system.			
The internal restrictions that have been placed on council's cash and cash equivalents are now disclosed in Note 10.			
Reserves held for funding future capital expenditure			
Asset replacement reserve		-	8,484,441
Constrained public contributions reserve		-	5,111,806
Constrained works reserve		-	14,551,407
			<u>28,147,654</u>
Reserves held for funding future recurrent expenditure			
Future recurrent expenditure reserve		-	4,218,279
			<u>4,218,279</u>
Total reserves		-	<u>32,365,933</u>
Movements in capital reserves:			
Future capital works reserve			
Balance at beginning of financial year		-	-
Transfer from retained surplus for future expenditure		-	-
Balance at end of financial year		-	-
Asset replacement reserve			
Balance at beginning of financial year		8,484,441	8,109,121
Transfer from retained surplus for future expenditure		-	375,320
Transfer to the retained surplus/capital due to the closure of the reserve		(8,484,441)	-
Balance at end of financial year		-	<u>8,484,441</u>
Constrained public contributions reserve			
Balance at beginning of financial year		5,111,806	5,519,491
Transfer from retained surplus for future expenditure		-	(407,685)
Transfer to the retained surplus/capital due to the closure of the reserve		(5,111,806)	-
Balance at end of financial year		-	<u>5,111,806</u>
Constrained works reserve			
Balance at beginning of financial year		14,551,407	27,152,224
Transfer from retained surplus for future expenditure		-	(12,600,817)
Transfer to the retained surplus/capital due to the closure of the reserve		(14,551,407)	-
Balance at end of financial year		-	<u>14,551,407</u>
Movements in recurrent reserves:			
Future recurrent expenditure reserve			
Balance at beginning of financial year		4,218,279	2,566,060
Transfer from retained surplus for future expenditure		-	1,652,219
Transfer to the retained surplus/capital due to the closure of the reserve		(4,218,279)	-
Balance at end of financial year		-	<u>4,218,279</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

Note	Council	
	2013 \$	2012 \$
23 Commitments for Expenditure		
Operating leases		
Minimum lease payments in relation to non-cancellable operating leases are as follows:		
Within one year	207,456	213,391
One to five years	449,480	391,217
	<u>656,936</u>	<u>604,608</u>
Contractual commitments		
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:		
Garbage collection contract (expires 1 July 2014)	540,699	405,743
Security	10,674	-
Cleaning contractors	636,251	1,516,818
	<u>1,187,624</u>	<u>1,922,561</u>

24 Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The South Burnett Regional Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

The most recent financial statements reported an accumulated surplus and that it is not anticipated any liability will arise.

Local Government Workcare

The South Burnett Regional Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$870,572 for 30 June 2013 and was \$736,769 in the prior year 30 June 2012.

South Burnett Regional Council
Notes to the financial statements
 For the year ended 30 June 2013

25 Superannuation	Note	Council	
		2013 \$	2012 \$

The South Burnett Regional Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB119 *Employee Benefits* :

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has three elements referred to as:

- The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund
- The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments; and
- The Accumulation Benefits Fund (ABF)

The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009* .

The Regional DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the Regional DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to the Council for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which either scheme is over or under funded would only affect future benefits and contributions to the Regional DBF, and is not an asset or liability of the Council. Accordingly there are no recognitions in the financial statements of any over or under funding of the scheme.

The audited general purpose financial report of the scheme as at 30 June 2012 (the most recent available) which was not subject to any audit qualification, indicates that the assets of the plan are sufficient to meet the vested benefits.

The most recent actuarial assessment of the scheme was undertaken as at 1 July 2012. The actuary indicated that "the Regional DBF is currently in a satisfactory but modest financial position and remains vulnerable to adverse short and medium term experience."

Following the previous actuarial assessment in 2009, councils were advised by the trustee of the scheme, following advice from the scheme's actuary, that additional contributions may be imposed in the future at a level necessary to protect the entitlements of Regional DBF members. In the 2012 actuarial report the actuary has recommended no change to the employer contribution levels at this time.

Under the *Local Government Act 2009* the trustee of the scheme has the power to levy additional contributions on councils which have employees in the Regional DBF when the actuary advises such additional contributions are payable - normally when the assets of the Regional DBF are insufficient to meet members' benefits.

The next actuarial investigation will be conducted during the 2015 financial year.

The amount of superannuation contributions paid by Council to the scheme in this period for the benefit of employees was:	Note	Council	
		2013 \$	2012 \$
	6	2,307,970	2,208,020

South Burnett Regional Council
Notes to the financial statements

For the year ended 30 June 2013

	Note	Council	
		2013 \$	2012 \$
26 Trust Funds			
Trust funds held for outside parties			
Security deposits		690,953	865,046
		<u>690,953</u>	<u>865,046</u>

Trust Funds are monies collected or held on behalf of other individuals and/or entities yet to be paid out to or on behalf of those individuals and/or entities. The South Burnett Regional Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

27 Reconciliation of Net Result for the year to net cash inflow (outflow) from Operating Activities

Net result		<u>(24,330,405)</u>	<u>629,843</u>
Non-cash items:			
Depreciation and amortisation		11,284,169	10,442,688
Revaluation adjustments		293,272	-
Change in future rehabilitation and restoration costs		-	(5,243,171)
		<u>11,577,441</u>	<u>5,199,517</u>
Investing and development activities:			
Net (profit)/loss on disposal of non-current assets		(155,134)	2,855,393
Capital grants and contributions		(2,165,464)	(6,050,315)
Flood restoration expenditure incurred 2011		8,199,537	-
		<u>5,878,939</u>	<u>(3,194,922)</u>
Financing activities:			
		-	35,775
		<u>-</u>	<u>35,775</u>
Changes in operating assets and liabilities:			
(Increase)/decrease in receivables		1,866,719	145,088
(Increase)/decrease in inventory		36,469	(19,576)
Increase/(decrease) in payables		61,653	(618,180)
Increase/(decrease) in other provisions		550,403	5,534,823
		<u>2,515,244</u>	<u>5,042,155</u>
Net cash inflow from operating activities		<u><u>(4,358,781)</u></u>	<u><u>7,712,368</u></u>

28 Events After the Reporting Period

There were no material adjusting events after the balance date.

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

29 **Financial instruments**

South Burnett Regional Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial risk management

South Burnett Regional Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's risk committee management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

South Burnett Regional Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state/ commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by South Burnett Regional Council.

The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period:

	Note	Council	
		2013	2012
Financial assets		\$	\$
Cash and cash equivalents	10	34,697,138	46,222,303
Receivables - rates	11	3,166,323	2,785,784
Receivables - other	11	2,095,713	4,205,127
Total financial assets		39,959,174	53,213,194

Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong. Other investments are held with highly rated banks and financial institutions and whilst not capital guaranteed, the likelihood of a credit failure is remote.

**Burnett Regional Council
of the financial statements
year ended 30 June 2013**

Financial instruments

Trade and other receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area, because the area is largely food manufacturing, as well as a large concentration in the mining and agricultural sector.

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

	Council	
	2013	2012
	\$	\$
Not past due	1,658,505	4,100,033
Past due 31-60 days	116,960	32,890
Past due 61-90 days	18,004	3,039,353
More than 90 days	3,693,934	-
Impaired	(20,000)	(20,000)
Total	<u>5,467,403</u>	<u>7,152,276</u>

Due to the value of rates currently outstanding council has commenced a process for the sale of land for rate arrear properties to be conducted in the 2013/14 financial year for properties that have outstanding rates 3 years or more.

Liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

South Burnett Regional Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to counter unexpected volatility in cash flows. The following lines of credit were available at the end of the reporting period:

	Council	
	2013	2012
	\$	\$
Overdraft - QTC working capital facility	10,000,000	-
Available at 30 June	10,000,000	-

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cash flows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

29	Financial instruments Council	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
		\$	\$	\$	\$	\$
		2013				
	Trade and other payables	6,218,812	-	-	6,218,812	6,218,812
	Loans - QTC	1,539,422	5,522,367	11,034,190	18,095,979	13,242,722
		<u>7,758,234</u>	<u>5,522,367</u>	<u>11,034,190</u>	<u>24,314,791</u>	<u>19,461,534</u>
2012						
	Trade and other payables	6,157,159	-	-	6,157,159	6,157,159
	Loans - QTC	1,191,658	4,466,628	8,929,830	14,588,116	9,031,455
		<u>7,348,817</u>	<u>4,466,628</u>	<u>8,929,830</u>	<u>20,745,275</u>	<u>15,188,614</u>

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

South Burnett Regional Council is exposed to interest rate risk through investments and borrowings with QTC and other financial institutions.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

Council	Net carrying amount	Profit or loss		Equity		
		1% increase	1% decrease	1% increase	1% decrease	
	\$	\$	\$	\$	\$	
2013						
	QTC cash fund	5,843,100	58,431	(58,431)	58,431	(58,431)
	Other investments	28,854,038	288,540	(288,540)	288,540	(288,540)
	Loans - QTC	(12,512,196)	(125,122)	125,122	(125,122)	125,122
	Net total	<u>22,184,942</u>	<u>221,849</u>	<u>(221,849)</u>	<u>221,849</u>	<u>(221,849)</u>
2012						
	Other investments	46,222,303	398,279	(328,279)	398,279	(328,279)
	Loans - QTC	(9,031,455)	(90,314)	90,314	(90,314)	90,314
	Net total	<u>37,190,848</u>	<u>307,965</u>	<u>(237,965)</u>	<u>307,965</u>	<u>(237,965)</u>

South Burnett Regional Council
Notes to the financial statements
For the year ended 30 June 2013

29 **Financial instruments**
Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is disclosed in Note 18.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to clients' cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

Fair value - hierarchy

The recognised fair values of financial assets and liabilities are classified based on the lowest level of input significant to the overall fair value:

Level 1 - quoted prices (unadjusted) in active markets for identical instruments

Level 2 - inputs other than quoted prices included in Level 1 that are observable either directly or indirectly

Level 3 - valuation techniques for which any significant input is not based on observable market data.

According to the above hierarchy, the fair values of each class of financial instrument carried at fair value are as follows:

	Level 1	Level 2	Level 3	Total
	\$	\$	\$	\$
Council				
30 June 2013				
Financial liabilities				
Loans - QTC	(13,528,586)	-	-	(13,528,586)
Total financial liabilities	(13,528,586)	-	-	(13,528,586)
	Level 1	Level 2	Level 3	Total
	\$	\$	\$	\$
30 June 2012				
Financial liabilities				
Loans - QTC	(10,188,070)	-	-	(10,188,070)
Total financial liabilities	(10,188,070)	-	-	(10,188,070)

South Burnett Regional Council
Financial statements
For the year ended 30 June 2013

Management Certificate
For the year ended 30 June 2013

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the Local Government Regulation 2012 (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the Local Government Act 2009 and Local Government Regulation 2012 for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor
Wayne Kratzmann

Date: 31/10/13



Chief Executive Officer
Ken McLoughlin

Date: 31/10/13

**South Burnett Regional Council
Current-year Financial Sustainability Statement
For the year ended 30 June 2013**

Measures of Financial Sustainability

Council's performance at 30 June 2013 against key financial ratios and targets:

	How the measure is calculated	Actual - Council	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-34%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	97%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-19%	not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2013.

This example statement contains the minimum information that is required by section 178 (1) of the Local Government Regulation 2012. Councils can change the way in which this information is presented, however the operating surplus, asset sustainability and net financial liabilities ratios must all be calculated in accordance with the financial management (sustainability) guideline issued by the Department of Local Government, Community Recovery and Resilience. The current-year financial sustainability statement must be given to the Auditor-General for auditing.

The current-year financial sustainability statement that is given to the auditor-general must be accompanied by a signed certificate in the form below:

South Burnett Regional Council

Financial statements

For the year ended 30 June 2013

Certificate of Accuracy

For the year ended 30 June 2013

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor

Wayne Kratzmann

Date: 31/10/13



Chief Executive Officer

Ken McLoughlin

Date: 31/10/13

South Burnett Regional Council
 Current-year Financial Sustainability Statement
 For the year ended 30 June 2013

Measures of Financial Sustainability	Measure	Target	Projected for the years ended									
			Actuals at 30 June 2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	-34%	1.5%	5.0%	6.6%	7.5%	9.2%	9.8%	10.0%	11.3%	11.9%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	greater than 90%	97%	301.8%	284.1%	217.1%	138.4%	146.7%	134.4%	131.1%	115.1%	128.0%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-19%	4.8%	33.9%	55.0%	52.3%	48.9%	41.9%	34.1%	21.9%	12.6%

Council

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs. In summary, we achieved the financial targets, performing strongly in our ability to generate cash from day-to-day operations, meeting all financial commitments in the financial year. This was achieved while maintaining community services and making ongoing investment in community infrastructure. Our operating result in this period was adversely affected by the impacts of the Natural Disaster Relief and Recovery Arrangements - Flood Damage Restoration Program.

South Burnett Regional Council
Financial statements
For the year ended 30 June 2013

Certificate of Accuracy

For the long-term financial sustainability statement prepared as at 30 June 2013

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
Wayne Kratzmann

Date: 31/10/13



Chief Executive Officer
Ken McLoughlin

Date: 31/10/13

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Acronym list	
Australian Institute of Management	AIM
Australasian Reporting Awards	ARA
Burnett Inland Economic Development Organisation	BIEDO
Brisbane Valley Rail Trail	BVRT
Chief Executive Officer	CEO
Certified Internal Auditor	CIA
Council of Australian Governments	COAG
Community Plan	CP
Community Training Centre	CTC
Department of Local government and Planning	DLGP
Department of Transport and Main Roads	DTMR
Enterprise Bargaining Agreement	EBA
Equal Employment Opportunity	EEO
Emergency Operations Centre	EOC
Goods and Services Tax	GST
Healthy Communities Committee	HCC
Information and Communications Technology	ICT
Integrated Planning Act	IPA
Joint Consultative Committee	JCC
Key Performance Indicator	KPI
Local Disaster Management Group	LDMG
Local government Act	LGA
Local government (Finance, Planning & Reporting Regulation 2010	LG (FP & R)R
Local government Association of Queensland	LGAQ
Natural Disaster Relief Recovery Arrangements	NDRRA
National Film and Sound Archives	NFSA
Natural Resource Management	NRM
Planning Institute of Australia	PIA
Planning Information and Forecasting Unit	PIFU
Priority Infrastructure Plan	PIP
Queensland Information Centres Association	QICA
Queensland Reconstruction Authority	QRA
Queensland Treasury Corporation	QTC
Regional Arts Development Fund	RADF
Regional Economic Development Advisory Board	REDAB
Regional and Local Community Infrastructure Program	RLCIP
Recovery Point Objective	RPO
Regional Road Group	RRG
Recover Time Objective	RTO
Roads to Recovery	RTR
South Burnett Healthy Communities Plan	SBHCP
South Burnett Local Disaster Management Group	SBLDMG
Toowoomba Golden West South Burnett Tourism	TGWSBT
Traffic Infrastructure Development Scheme	TIDS
Wide Bay Regional Plan	WBRP
Written-down Value	WDV
Workplace Health and Safety Management System	WHSMS
Water Industry Operators Association	WIOA
Waste Management Plan	WMP

Customer Feedback Form

We want to hear your views on the Annual Report so we can continually improve our reporting to the community. We would appreciate your feedback by completing this survey and returning to:

Chief Executive Officer
 South Burnett Regional Council
 PO Box 336
 Kingaroy Qld 4610

Name: _____
 Organisation: _____
 Postal Address: _____
 Email: _____

Content:

	Excellent	Good	Satisfactory	Poor
How would you rate the usefulness of the information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the degree of detail provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the information be made more useful?	_____			

Structure:

	Excellent	Good	Satisfactory	Poor
How would you rate the grouping of information in each section?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the sequencing of the sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could grouping and sequencing be improved?	_____			

Style and Design:

	Excellent	Good	Satisfactory	Poor
How would you rate the style of writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the clarity of information in tables and graphs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the style and design be improved?	_____			

Overall rating of the report:

	Excellent	Good	Satisfactory	Poor
Please provide an overall rating of this report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stakeholder:
 Please indicate what stakeholder group you belong to (tick appropriate category)

- Resident
- Ratepayer
- Customer
- Community Organisation
- Local government
- Government Department
- Potential Investor
- Industry Organisation

Any other suggestions for improvement:

Thank you for your feedback

COUNCIL CONTACTS



www.southburnett.qld.gov.au

South Burnett Regional Council
PO Box 336, Kingaroy Qld 4610

email: info@southburnett.qld.gov.au
phone: 1300 789 279 or (07) 4189 9100
fax: (07) 4162 4806

Customer Service Centres:

Blackbutt Office
69 Hart Street, Blackbutt QLD 4306

Kingaroy Office
Glendon Street, Kingaroy QLD 4610

Murgon Office
42 Stephens Street West, Murgon QLD 4605

Nanango Office
48 Drayton Street, Nanango QLD 4615

Wondai Office
Cnr Scott & Mackenzie Streets, Wondai QLD 4606

Stores & Depots:

Nanango Stores
Dalby Street, Nanango QLD 4615

Murgon Depot
Mascalister Street, Murgon Qld 4605

Kingaroy Depot
Ivins Street, Kingaroy QLD 4610

Wondai Stores
30 Paroone Street, Wondai QLD 4606

Preston Depot
46 Okden Road, Preston QLD 4613

Libraries:

Blackbutt Library
69 Hart Street, Blackbutt QLD 4306

Kingaroy T.J. O'Neill Memorial Library
Glendon Street, Kingaroy QLD 4610

Murgon Dermot Tiernan Memorial Library
2143 Stephen Street West, Murgon QLD 4605

Nanango Municipal Library
Drayton Street, Nanango QLD 4615

Preston Public Library
34 Blake Street, Preston Qld 4613

Wondai Col Morris Library
78 Mackenzie Street, Wondai Qld 4606

Visitor Information Centres:

Blackbutt Visitor Information Centre
Hart Street, Blackbutt QLD 4306

Murgon Visitor Information Centre
Lamb Street, Murgon QLD 4605

Nanango Visitor Information Centre
Henry Street, Nanango QLD 4615

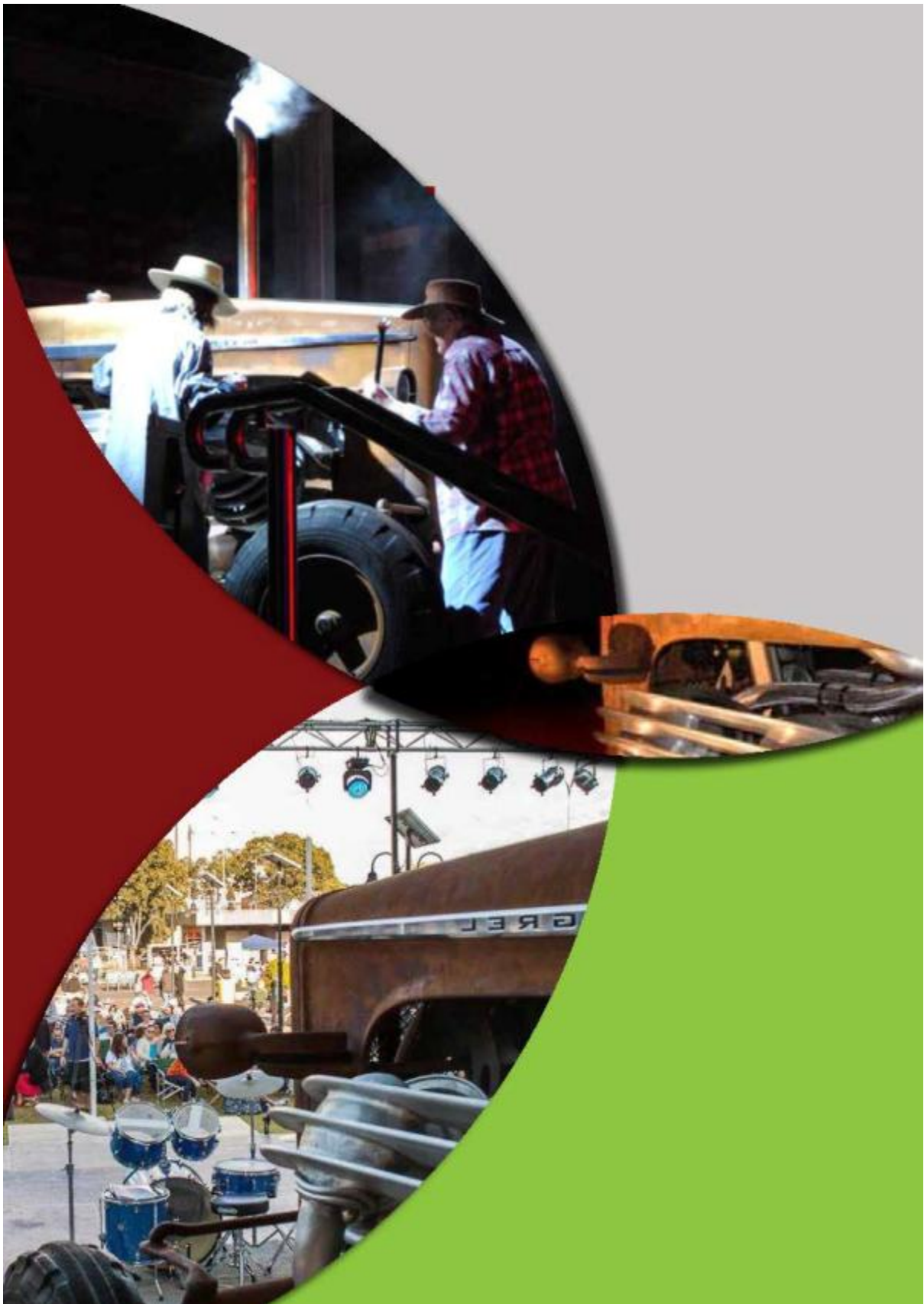
South Burnett Visitor Information Centre Kingaroy
Haly Street, Kingaroy QLD 4610

Wondai Visitor Information Centre
80 Haly Street, Wondai QLD 4606

Recreational Facilities:

Boondooma Dam Caravan and Recreation Park
40 Bushcamp Rd, Preston Qld 4613 (07) 4168 9694

Yalakool Park on Bjelke-Petersen Dam
Barambah Road, Murgon Qld 4605 (07) 4168 4746



Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

9.2.6 G - 1249559 - Delegation of Powers to the Chief Executive Officer - Work Health and Safety Act 2011

Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Work Health and Safety Act 2011* in the terms of the Instrument of Delegation. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

INSTRUMENT OF DELEGATION

South Burnett Regional Council - Work Health and Safety Act 2011

Under 257 of the *Local Government Act 2009*, SOUTH BURNETT REGIONAL COUNCIL, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Work Health and Safety Act 2011 ("WHS")**Part 3 - Incident Notification**

Section of WHS	Description
38(1)	Power to notify the regulator immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
38(4)(b)	Power to, if required by the regulator, give written notice of the incident within 48 hours of that requirement being made.

Part 5 - Consultation, Representation and Participation

Section of WHS	Description
52(1)	Power to negotiate and agree upon the work group.
52(4)	Power to negotiate a variation of the agreement upon a work group.
52(5)	Power to, if asked by a worker, negotiate with the worker's representative under this section 52.
53(1)	Power to notify the workers of the outcome of negotiations and of any work groups determined by agreement.
53(2)	Power to notify the worker of the outcome of the negotiations and of the variation (if any) to the agreement.
57(1)	Power to notify the workers of the outcome of the negotiations and of any work groups determined by agreement.
57(2)	Power to notify the workers of the outcome of the negotiations and of the variation (if any) to the agreement.
71(5)	Power to refuse, on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a work group.
73(1)	Power to agree to apportion the costs of the representative exercising powers and performing functions under the WHS in another way.
73(2)	Power to negotiate and agree upon a variation to the apportionment of costs between persons conducting the businesses or undertakings.
76(1)	Subject to subsections (2) to (4) power to agree upon the constitution of a health and safety committee.
77(c)	Power to agree upon the functions of a health and safety committee.
81(2)	Power to agree upon a procedure for the timely, final and effective resolution of health and safety issues.

Schedule 1

Section of WHS	Description
87	Power to direct a worker to carry out suitable alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.
89	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving an issue arising in relation to the cessation of work.

Limitations and Conditions to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Resolution:

Moved Cr BL Green, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

9.2.7 G - 1249531 - Delegation of Powers to the Chief Executive Officer - Land Act 1994

Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Land Act 1994* in the terms of the Instrument of Delegation. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

INSTRUMENT OF DELEGATION

South Burnett Regional Council - Land Act 1994

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Land Act 1994 ("LA")**CHAPTER 3 - RESERVES, DEEDS OF GRANT IN TRUST AND ROADS****Part 1 - Reserves and Deeds of Grant in Trust****Division 2 - Reserves**

Entity Power Given to	Section of LA	Description
Any person	31C(3)	Power to give notice to any other person that the person considers has an interest in the unallocated State land over which the reserve is proposed to be dedicated.
Trustee of a reserve	31D(3)	Power to give notice any other person the trustee considers: (a) has an interest in the reserve; or (b) would have an interest in the reserve if the boundaries of the reserve or the purpose for which the reserve is dedicated were changed.
Any person	34(1)	Power to apply for the revocation of the dedication of all or part of a reserve.
Any person	34(2)	Power to give notice of the person's intention to make the application to: (a) if the person is not the trustee of the reserve - the trustee of the reserve; and (b) each person with a registered interest in the reserve.
Any person	34(3)	Power to give notice to any other person that the person considers has an interest in the reserve.
Local government	34H(1)	Power to apply to the Minister to remove improvements from a revoked reserve.
Trustee of an operational reserve	34I(3)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of an operational reserve	34I(4)	Power to give notice to any other person the trustee considers has an interest in the reserve.

Division 3 - Deeds of Grant in Trust

Entity Power Given to	Section of LA	Description
Trustee of deed of grant in trust	38A(1)	Power to apply: (a) for an additional community purpose to be notified; or (b) to amalgamate land with common purposes.
Any person	38A(2)	Power to apply for the cancellation of a deed of grant in trust.
Applicant	38A(3)	Power to give notice of the applicant's intention to apply to each of the following: (a) the trustee of the deed of grant in trust, other than the applicant (b) each person with a registered interest in the trust land.
Applicant	38A(4)	Power to give notice to any other person the applicant considers has an interest in the trust land.
Owner of improvements on a deed of grant in trust that has been cancelled	38G(1)	Power to apply to the Minister to remove the owner's improvements on a deed of grant in trust.

Division 6 - Powers of trustees

Entity Power Given to	Section of LA	Description
Trustee of a deed of grant in trust	55A(2)	Power to give notice of the trustee's intention to apply to each person with a registered interest in the deed of grant in trust.
Trustee of a deed of grant in trust	55A(1)	Power to give notice to any other person the trustee considers has an interest in the deed of grant in trust.
Owner of improvements on a deed of grant in trust that has been surrendered	55H	Power to apply to remove the owner's improvements on a surrendered deed of grant in trust.

CHAPTER 4 - LAND HOLDINGS**Part 4 - Permits**

Entity Power Given to	Section of LA	Description
Any person	177A(1)	Power to apply for a permit to occupy unallocated State land, a reserve or road.
Any person	177A(2)	Power to give notice of the person's intention to apply to the following and to any other entity with a registered interest in the proposed permit land: (a) for a permit for a reserve – the trustee of the reserve; or (b) for a permit for a State-controlled road – the chief executive of the department in which the <i>Transport Infrastructure Act 1994</i> is administered.
Registered owner	179(2)	In the specified circumstances, the power to agree with an applicant for a permit on conditions about the maintenance of a boundary fence.
Relevant entity for a permit	180A(1)	Power to apply to cancel a permit.
Relevant entity for a permit	180A(2)	Power to give notice of the entity's intention to apply to: (a) the permittee; and (b) any other entity with a registered interest in the permit land.
Relevant entity for a permit	180A(4)	Power to give notice to any other entity the relevant entity considers has an interest in the permit land.
Permittee	180H(1)	Power to apply to the chief executive to remove improvements on permit land.

CHAPTER 5 - MATTERS AFFECTING LAND HOLDINGS**Part 2 - Conditions****Division 3 - Changing Conditions**

Entity Power Given to	Section of LA	Description
Lessee or Licensee	210	Power to apply to change conditions of a lease, licence or permit under section 210(1).

Schedule 1

Entity Power Given to	Section of LA	Description
Lessee or Licensee	214A	Power to make written submissions to the Minister in response to a warning notice.

Part 4 - Forfeiture**Division 3A - Sale of lease instead of forfeiture****Subdivision 3 - Sale by local government**

Entity Power Given to	Section of LA	Description
Local government	240G(1)	Power to apply to the Minister for approval to sell a lease.

CHAPTER 6 - REGISTRATION AND DEALINGS**Part 4 - Dealings Affecting Land****Division 2 - Surrender**

Entity Power Given to	Section of LA	Description
Lessee	327A	The power to apply to surrender all or part of a lease.
Lessee	327C(1)	The power to apply to surrender all or part of a lease.
Lessee	327C(2)	The power to give notice of the lessee's intention to apply to any other person with a registered interest in the lease.
Lessee	327C(3)	The power to give notice to any other person the lessee considers has an interest in the lease.
Owner of improvements on a lease that has been surrendered	327I(1)	The power to apply to remove improvements on surrendered lease.

Division 7 - Correcting and changing deeds of grant and leases

Entity Power Given to	Section of LA	Description
Registered owner or Trustee	358(1)	In the specified circumstances, the power to surrender land contained in a deed of grant or deed of grant in trust.

Schedule 1

Entity Power Given to	Section of LA	Description
Registered owner or Trustee	358(2)	In the specified circumstances, the power to surrender land contained in a deed of grant or deed of grant in trust with the Minister's written approval.
Lessee or a person acting for the lessee	360C	In the specified circumstances, power to apply to amend the description in a lease.
Applicant	360D(2)	Power to give notice of the applicant's intention to apply to any other person with a registered interest in the lease land.
Applicant	360D(3)	Power to give notice to any other person the applicant considers has an interest in the lease.

Division 8 - Easements

Entity Power Given to	Section of LA	Description
Trustee	368(2)(a)	In the specified circumstances, the power to ask the chief executive to extinguish an easement.

CHAPTER 8 - CONTINUED RIGHTS AND TENURES**Part 5 - Licences and Permits****Division 1 - Occupation licences and permits**

Entity Power Given to	Section of LA	Description
Public utility provider (an applicant)	481B(1)	Power to apply to cancel all or part of an occupation licence.

Schedule 1

Entity Power Given to	Section of LA	Description
Applicant	481B(4)	Power to give notice of the applicant's intention to apply to each of the following: (a) if the applicant is not the licensee of the occupation licence – the licensee; (b) any other person with a registered interest in the occupation licence; (c) if the occupation licence is a designated occupation licence – the chief executive of the department having responsibility for the administration of the forest reserve, national park, State forest or timber reserve the subject of the designated occupation licence.
Applicant	481B(5)	Power to give notice to any other person the applicant considers has an interest in the occupation licence.
Licensee of occupation licence	481J(1)	Power to apply to remove licensee's improvements on a licence.

Part 7 - Tenures Under Other Acts**Division 1 - Sale to *Local Authorities Land Act 1882***

Entity Power Given to	Section of LA	Description
Local government	492(1)	In the specified circumstances, the power to apply to exchange a conditional deed for a reserve or deed of grant in trust with Council as trustee or a lease issued under the <i>Land Act 1994</i> .

Limitations to the Exercise of Power

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

9.2.8 G - 1249442 - Delegation of Powers to the Chief Executive Officer - Water Supply (Safety and Reliability) Act 2008

Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Water Supply (Safety and Reliability) Act 2008* in the terms of the Instrument of Delegation. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

INSTRUMENT OF DELEGATION

South Burnett Regional Council - Water Supply (Safety and Reliability) Act 2008

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Water Supply (Safety and Reliability) Act 2008 ("WSSRA")**CHAPTER 2 - INFRASTRUCTURE AND SERVICE****Part 3 - Service Providers****Division 2 - General powers of service providers and authorised persons**

Entity Power Given To	Section of WSSRA	Description
Service provider	26(2)	Power to give notice of the possible stoppage to the regulator and, if the service provider is the prescribed related entity of the relevant infrastructure owner, the owner.
Service provider	26(7)	In the specified circumstances, the power to give a further notice under section 26(2).
Service provider	28(1)	In the specified circumstances, the power to apply to the regulator to have the provider's registration cancelled.
Service provider	33(2)	In the specified circumstances, the power to give a person a notice asking the person to state, within a reasonable time stated in the notice, why the person's unauthorised connection should not be disconnected.
Service provider	33(4)	In the specified circumstances, the power to be satisfied regarding whether an unauthorised connection should be disconnected.
Service provider	34(2)	In the specified circumstances, the power to give an owner a notice to do work within a reasonable time stated in the notice, to: <ul style="list-style-type: none"> (a) rectify the equipment; or (b) remove the vegetation or other thing.
Service provider	35(1)	Power to install, or approve the installation of, a meter in a position, decided by you, on infrastructure supplying water to premises.
Service provider	36(2)(b)	In the specified circumstances, the power to give an occupier at least 14 days notice of the entry of an authorised person in accordance with section 36(1) and the purpose of the entry.

Schedule 1

Division 3 - Power to restrict water supply

Entity Power Given To	Section of WSSRA	Description
Water service provider <u>outside the SEQ Region</u>	41(1)	If it is considered necessary, the power to restrict: <ul style="list-style-type: none"> (a) the volume of water taken by or supplied to a customer or type of customer; or (b) the hours when water may be used on premises for stated purposes; or (c) the way water may be used on premises.
Water service provider	41(3)	Power to apply a restriction imposed under section 41(1) to water taken from a rainwater tank connected to the service provider's reticulated supply.
Water service provider	43(1)	Power to give notice of a service provider water restriction to anyone affected by it in the way you consider appropriate having regard to the circumstances in which the service provider water restriction is imposed.
Water service provider	44(1)	Power to shut off a water supply to premises for a time reasonably necessary for work to be performed on the service provider's infrastructure, including a property service.
Water service provider	44(2)	In the specified circumstances, the power to give to anyone likely to be affected by shutting off the water supply at least 48 hours notice of the intention to shut off the water supply, advising the reasons for shutting it off, and for how long it will be shut off.
Water service provider	44(3)	In the specified circumstances, the power to shut off water supply, without notice, if there is: <ul style="list-style-type: none"> (a) a serious risk to public health; (b) a likelihood of serious injury to persons or damage to property; or (c) another emergency.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	44(4)	In the specified circumstances, the power to give, to anyone likely to be affected by the action: <ul style="list-style-type: none"> (a) notice of the action; and (b) the reasons for the action; and (c) if the action is continuing when the notice is given - notice about how long the action will continue.

Division 4 - Authorised persons

Entity Power Given To	Section of WSSRA	Description
Service provider	45	Power to appoint a person to be an authorised person if: <ul style="list-style-type: none"> (a) satisfied the person has the necessary expertise or experience to be an authorised person; or (b) the person has satisfactorily finished training approved by the service provider.

Division 6 - Water efficiency management plans

Entity Power Given To	Section of WSSRA	Description
Water service provider	52(1)	Upon written direction of the Chief Executive, the power to give a customer, or type of customer, a written notice: <ul style="list-style-type: none"> (a) to prepare a plan (a <i>water efficiency management plan</i>); and (b) to give it to the water service provider within the reasonable time stated by the chief executive.
Water service provider	52(3)	In the specified circumstances, the power to give a customer, or type of customer, a written notice, approved by the chief executive: <ul style="list-style-type: none"> (a) to prepare a plan (also a <i>water efficiency management plan</i>); and (b) to give it to the water service provider within the reasonable time stated by the water service provider.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	54(1)	For deciding whether or not to approve a water efficiency management plan, the power to require the customer to give additional information about the plan within a reasonable period.
Water service provider	54(2)	The power to approve, with or without conditions, or refuse to approve a water efficiency management plan: <ul style="list-style-type: none"> (1) if additional information is not required – within 60 business days after receiving the plan; or (2) if additional information is required – within 60 business days of when the information is received or should have been given, whichever is earlier.
Water service provider	54(3)	In the specified circumstances, the power to give the customer an information notice.
Water service provider	54(5)	The power to extend the period of 20 business days mentioned in section 54(4).
Water service provider	57(2)	Upon the direction of the chief executive, the power to give a customer, or type of customer, a written notice requiring the customer to: <ul style="list-style-type: none"> (a) amend an approved water efficiency management plan and give it to the water service provider within the reasonable time stated by the chief executive; or (b) prepare a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the chief executive.
Water service provider	58(1)	Power to be satisfied that: <ul style="list-style-type: none"> (a) for a customer, or a type of customer, production output or water consumption has increased significantly; or (b) the cost effectiveness of implementing an approved water efficiency management plan is likely to have changed significantly; or (c) there is or there is likely to be a severe water supply shortage.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
	58(2)	Subject to being satisfied under section 58(1), the power to give the customer a written notice requiring the customer to: <ul style="list-style-type: none"> (a) amend the plan and give it to the water service provider within the reasonable time stated by the water service provider; or (b) prepared a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the water service provider.
	59(2)	The power to approve a request from a customer under section 59(1).
	60(2)	In the specified circumstances, the power to give the customer a notice, requiring the customer to comply with the plan within the reasonable time stated in the notice.
	61(1)	The power to ensure a customer to whom an approved water efficiency management plan applies reviews the plan when the water service provider considers it appropriate.

Part 4 - Service Providers Obligations**Division 2 - System leakage management plans****Subdivision 3 - Exemption from preparing plan**

Entity Power Given To	Section of WSSRA	Description
Water service provider	76(1)	Power to change the strategic asset management plan, after it is approved, with the written agreement of the regulator and, for a service provider who is the prescribed related entity of the relevant infrastructure owner, the owner.
Water service provider	83(1)	Power to apply to the regulator for an exemption from complying with subdivision 2.
Water service provider	86(1)	In the specified circumstances, the power to give the regulator notice of the change.

Schedule 1

Subdivision 5 - Miscellaneous

Entity Power Given To	Section of WSSRA	Description
Water service provider	90(1)	With the regulator's agreement, power to change a system leakage management plan after it is approved.

Division 3 - Drinking water quality management**Subdivision 2 - Drinking water quality management plans**

Entity Power Given To	Section of WSSRA	Description
Drinking water service provider	95(1)	Power to apply to the regulator for approval of a drinking water quality management plan.
Drinking water service provider	100(2)	Power to apply to the regulator for approval of a proposed amended drinking water quality management plan.
Drinking water service provider	102(5)	Power to give the regulator notice of relevant information referred to in section 102(2) in the approved form.
Drinking water service provider	103(2)	Power to give a notice to the owner of water storage or other infrastructure to ask the owner to give the drinking water service provider information reasonably requested about the quality of water in the water storage or infrastructure.
Service provider	107(7)(b)	Within 30 business days after a review of the strategic asset management plan referred to in section 106, power to apply to the regulator for approval of an amended plan.

Division 6 - Drought management plan

Entity Power Given To	Section of WSSRA	Description
Water service provider	126(1)	Power to apply to the regulator for an exemption from complying with the requirement to prepare a drought management plan in accordance with Division 6 for an area in which the provider supplies a water service.
Water service provider	127(1)	In the specified circumstances, the power to give the regulator notice of the change.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	135(1)	Power to, with the regulator's agreement, change an outdoor water use conservation plan after it is approved.

Division 8 - Other service provider obligations

[This subdivision applies if a water service provider provides a retail water service to residential premises and the supply of water to the premises is measured and charged by the water service provider only in relation to the premises and the premises are not common property under the Body Corporate & Community Management Act, 1997 or the Building Units & Group Titles Act, 1980]

Entity Power Given To	Section of WSSRA	Description
Water service provider	139(2)	Power to give a notice (or water advice) in the approved form, to an occupier of residential premises stating the volume of water supplied to the premises during each billing period for the premises.

Division 10 - Water for fire fighting

Entity Power Given To	Section of WSSRA	Description
Service provider	145(1)	Power to permit a person to take water from a fire fighting system or a service provider's hydrant.

Part 5 - Service Areas**Division 3 - Access to services in service areas**

Entity Power Given To	Section of WSSRA	Description
Service provider	166(3)	In the specified circumstances, the power to impose conditions on the installation of water storage tanks and pumps.

Schedule 1

Division 4 - Connecting to registered services

Entity Power Given To	Section of WSSRA	Description
Service provider	167(2)	In the specified circumstances, the power to advise an owner of any work that is considered reasonably necessary to be carried out on premises and any reasonable connection fee to enable the premises to be connected to the infrastructure.
Service provider	168	Power to, by notice given to the owner of premises in the service area, require the owner to carry out works for connecting the premises to a registered service.
Service provider	168(2)(c)	In the specified circumstances, the power to agree to an extension of the period within which the work must be completed.

Division 5 - Restricting domestic water supply

Entity Power Given To	Section of WSSRA	Description
Service provider	169(1)	Power to give a notice to an owner or occupier of domestic premises not to contravene a restriction or to pay a rate or charge for a service.

Part 6 - Trade Waste

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	180	In the specified circumstances, the power to give a person an approval to discharge trade waste (a trade waste approval) into Council's sewerage infrastructure if satisfied that criteria of section 180(3) are met.
Sewerage Service Provider	180(2)	In the specified circumstances and before giving a trade waste approval, the power to consider the effect of the proposed discharge on an existing or potential re-use of waste water or sludge.
Sewerage Service Provider	180(3)	Power to consider the effect of the proposed discharge on any existing or potential re-use of waste water or sludge.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	180(4)	Power to be satisfied: (a) having regard to the amount, type and strength of the proposed discharge, the discharge will not harm the sewerage or the health and safety of anyone working on the sewerage; and (b) the sewage treatment plant to treat the discharge is capable of treating the discharge to an acceptable standard.
Sewerage Service Provider	180(5)	In the specified circumstances power to be satisfied the proposed discharge into the sewerage is consistent with the plan.
Sewerage Service Provider	181(1)	Power to give a trade waste approval on conditions.
Sewerage Service Provider	182	Power to suspend or cancel a trade waste approval (the proposed action) if satisfied any of the specified circumstances applies.
Sewerage Service Provider	183(1)	Before action is taken under section 182, the power to give an approval holder a show cause notice about the proposed action.
Sewerage Service Provider	183(2)	Power to consider submissions made in response to a Show Cause Notice or if satisfied the proposed action should be taken, the power to: (a) if the proposed action was to suspend the approval for a stated period - suspend the approval for not longer the proposed suspension period; or (b) if the proposed action was to cancel the approval - either cancel the approval or suspend it for a period.
Sewerage Service Provider	183(3)	Within 30 business days after making a decision under section 183(2), the power to give the approval holder an information notice about the decision.
Sewerage Service Provider	183(4)	Power to consider any submissions, and if not satisfied the proposed action should be taken, the power to give the approval holder a notice about the decision.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	184(1)	In the specified circumstances, the power to suspend or cancel an approval without giving a show cause notice, if further action is considered necessary: (a) in the interests of public health or safety; or (b) to prevent environmental harm; or (c) to prevent damage to Council's sewerage system.
Sewerage Service Provider	184(3)	If action is taken under section 148(1) or (2), the power to give the approval holder an information notice about the action.
Sewerage Service Provider	185(2)	Power to give a notice to the approval holder to amend a trade waste approval to ensure that it is consistent with conditions mentioned in section 185(1)(a).

Part 7 - Offences

Entity Power Given To	Section of WSSRA	Description
Service provider	191	Power to give written consent to a person connecting to, or disconnecting from, the service provider's infrastructure.
Service provider	192(1)	Power to give written consent to a person interfering with a service provider's infrastructure.
Service provider	192(2)	Power to give written consent to a person building over, interfering with access to, increasing or reducing the cover over, or changing the surface of land in any way causing ponding of water over an access chamber for, a service provider's infrastructure.
Service provider	193(1)	Power to give written consent to a person discharging trade waste into a service provider's infrastructure.
Service provider	193(3)	Power to give written consent to a person discharging water from an ornamental pond, a swimming pool or the filtration system of a swimming pool into a service provider's infrastructure.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Service provider	195(1)	Power to give written approval to a person taking water from a service provider's infrastructure.
Service provider	195(2)	In the specified circumstances, the power to give written approval to a person taking water from a supply pipe on premises for use off the premises.

CHAPTER 3 - RECYCLED WATER MANAGEMENT**Part 2 - Recycled Water Management Planning**

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	202(1)	Power to apply to the regulator for approval of a recycled water management plan.
Recycled water provider	208(2)	Power to give regulator notice of a stoppage or proposed stoppage of the production or supply of recycled water, in accordance with the circumstances of that section.
Recycled water provider	208(3)	In the specified circumstances, power to stop the supply of water to an entity.
Recycled water provider	208(5)	Power to, as soon as practicable, give the regulator notice of the stoppage or proposed stoppage of the production or supply of recycled water under a scheme and otherwise in the circumstances of that section.
Recycled water provider	208(6)	In the specified circumstances, power to stop the supply of water to an entity.
Recycled water provider	209(1)	In the specified circumstances and with the agreement of the regulator, power to amend the recycled water management plan for the scheme.
Recycled water provider	210(4)	Power to amend the recycled water management plan after a notice from the regulator.
Recycled water provider	211(4)	Power to amend the recycled water management plan after a notice from the regulator.
Recycled water provider	212(2)	Power to apply to the regulator for approval of the proposed amended recycled water management plan.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	215(1)	If a recycled water management plan has been suspended, power to apply to the regulator for an approval to resume supply of recycled water under the scheme.

Part 3 - Notice About Permanently Stopping Supply of Recycled Water

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	230(2)	Power to give a notice to the regulator of a proposed stoppage at least 30 days before the supply of recycled water is stopped.
Relevant entity for the critical recycled water scheme (if relevant)	230(4)	Power to give the regulator notice of the proposed stoppage at least 60 days before supply of the recycled water is stopped.
Recycled water provider	230(9)	Power to give the regulator notice of a stoppage of recycled water under recycled water scheme within 5 days after the supply stops.

Part 4 - Validation Programs

[This part applies to a recycled water scheme if recycled water is proposed to be supplied under the scheme to augment a supply of drinking water.]

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	237(1)	Power to apply to the regulator for approval of a validation program.
Relevant entity	242(2)	Power to apply to the regulator for approval of the proposed amended validation program.

Part 5 - Exemptions

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	250(1)	If the recycled water scheme is not a critical recycled water scheme, power to apply to the regulator for an exemption from having an approved recycled water management plan for the scheme.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	257(1)	In the specified circumstances, power to give the regulator notice of the change.
Recycled water provider	259(2)(b)	In the specified circumstances, power to apply to the regulator for approval of the amended plan.

CHAPTER 4 – Referrable Dams and Flood and Drought Mitigation

[This chapter applies to local governments that own or operate dams]

Part 1

Division 2A – Emergency Action Planning and Reporting
Subdivision 6 – Reviewing Emergency Action Plans

Entity Power Given To	Section of WSSRA	Description
Dam Owner	352P	The power to give the Chief Executive a notice stating whether or not the owner proposes an amendment of an approved emergency action plan for a dam and a copy of the plan including the proposed amendment.

Part 2 – Flood Mitigation Manuals and Reporting

This part only applies to local governments that are the owners of a dam that is prescribed as a referrable dam under a regulation for the purpose of section 371A of the act under division 8 authorising alternative operational procedures.

Entity Power Given To	Section of WSSRA	Description
Dam Owner	379	Power to give to the Chief Executive, as soon as practicable, an authorisation request information.
Dam Owner	379(2)	Power to give the authorisation request information orally to the Chief Executive.
Dam Owner	379(3)	Power to give the authorisation request information in writing.
Dam Owner	381(3)	As soon as practicable after failing to contact the Chief Executive, power to give the authorisation request information to the Chief Executive.

Division 9 – Flood Event Reporting

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Dam Owner	383(2)	Power to agree with the Chief Executive a further period of time for giving a flood event report.

CHAPTER 8 - MISCELLANEOUS

Part 3 - Other Miscellaneous Provisions

Entity Power Given To	Section of WSSRA	Description
Water service provider	573	Power to make guidelines to provide guidance to persons about preparing a water efficiency management plan.

Schedule 2

Limitations and Conditions to the Exercise of Power

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

9.2.9 G - 1249527 - Delegation of Powers to the Chief Executive Officer - Animal Management (Cats and Dogs) Act 2008

Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Animal Management Act 2008* in the terms of the Instrument of Delegation. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

INSTRUMENT OF DELEGATION

South Burnett Regional Council - Animal Management (Cats and Dogs) Act 2008

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Animal Management (Cats and Dogs) Act 2008 ("AMA")**Powers sub-delegated:****CHAPTER 2 – IDENTIFICATION OF CATS AND DOGS****Part 1 – Prescribed Permanent Identification Devices****Division 6 – Giving identifying information**

Entity Power given to	Section of AMA	Description
Local government	39	In the specified circumstances, power to give a person identifying information for the cat or dog.

Part 2 – Desexing Tattoos

Entity Power given to	Section of AMA	Description
Local government	42(4)	Power to recognise an exhibition in which a cat or dog is participating

CHAPTER 3 – DOG REGISTRATION**Part 2 – How Cat or Dog is Registered**

Entity Power given to	Section of AMA	Description
CEO	48(2)	In the specified circumstances, power to, by notice, require an owner to give other information or documents reasonably required to register the cat or dog.
Local government	49(2)	In the specified circumstances, power to give an owner of or dog notice that or dog has been registered (a registration notice)..
Local government	51(a)	Power to keep the registration form and other information about a cat or dog given to the local government by the owner

Schedule 1

Part 3 – Amendment of Registration

Entity Power given to	Section of AMA	Description
CEO	55(2)	In the specified circumstances, power to ask the owner of the cat or dog for other information or documents in the way mentioned in section 48(2).
CEO	55(4)	In the specified circumstances, power to: <ol style="list-style-type: none"> a. ensure that the information is updated in the appropriate register in a way that reflects the change; and b. to ensure the owner is given a notice for the cat or dog that includes the changed information.

Part 4 – Renewal of Registration

Entity Power given to	Section of AMA	Description
CEO	56(1)	Power to give the owner of a cat or dog a notice to renew the registration for the cat or dog (a renewal notice).
CEO	58(2)	In the specified circumstances, power to ask the owner for more information or documents required to be given in the notice mentioned in section 48.
CEO	58(4)	In the specified circumstances, power to: <ol style="list-style-type: none"> a. Ensure that the information is updated in the appropriate register in a way that reflects the change; and to give the owner of a cat or dog any registration device for the cat or dog.

CHAPTER 4 – REGULATED DOGS**Part 1 – Preliminary****Division 2 – Interpretation**

Entity Power given to	Section of AMA	Description
Local government	64(1)(b)	Power to recognise, for the purposes of this section, a body which supervises an exhibition or an obedience trial in which a dog is participating.

Schedule 1

Part 3 – Restricted Dog Permits**Division 1 – Obtaining permit for restricted dog****Subdivision 1 – Permit applications**

Entity Power given to	Section of AMA	Description
Local government	74(1)	After a permit application has been made, power to, by notice, require the applicant to: <ol style="list-style-type: none"> a. give a stated document or information that is relevant to the application; b. or verify the correctness of the document.
Local government	75(1)	In the specified circumstances, power to either grant or refuse a permit application.
Local government	75(3)	Power to be satisfied that desexing is likely to be a serious risk to the health of the dog.
Local government	75(5)	In the specified circumstances, power to impose a condition provided for under a regulation.

Subdivision 2 – Action after decision on application

Entity Power given to	Section of AMA	Description
Local government	77(1)	Power to, as soon as practicable after deciding to grant a permit application, issue the applicant with a restricted dog permit for the restricted dog the subject of the application.
Local government	79	Power to, as soon as practicable after deciding to refuse a permit application, give the applicant an information notice about the decision.

Division 3 - Renewal of permit

Entity Power given to	Section of AMA	Description
Local government	84(1)	In the specified circumstances, power to either grant or refuse a renewal application.
Local government	84(4)(b)	Power to seek further documents or information in the way mentioned in section 74.
Local government	84(5)(a)	In the specified circumstances, power to issue the applicant with a renewed restricted dog permit (a renewal permit).

Schedule 1

Entity Power given to	Section of AMA	Description
Local government	84(5)(b)	In the specified circumstances, power to give the applicant an information notice about the decision.

Division 4 - Amendment of permits

Entity Power given to	Section of AMA	Description
Local government	87(1)	In the specified circumstances, power to amend a restricted dog permit at any time, by giving the permit holder notice of the amendment and recording particulars of the amendment in the restricted dog register.

Part 4 – Regulated Dog Declarations

Entity Power given to	Section of AMA	Description
Local government	89	Power to: <ul style="list-style-type: none"> a. declare a particular dog to be a declared dangerous dog; b. declare a particular dog to be a declared menacing dog; or c. declare a particular dog to be a restricted dog.
Local government	89(4)	Power to be satisfied a dog is of a breed mentioned in section 63(1).
Local government	90(1)	In the specified circumstances, the power to give any owner of a dog a proposed declaration notice .
Local government	92	Power to withdraw a proposed declaration notice by giving a notice of the withdrawal to any owner of the dog.
Local government	94(1)	Power to consider any written representations and evidence accompanying them within the period stated in the proposed declaration notice.
Local government	94(2)	Power to: <ul style="list-style-type: none"> a. be satisfied that the relevant ground under section 89 still exists; and b. make the regulated dog declaration for the dog.
Local government	95(1)	Power to give the owner of a dog the subject of the declaration notice a notice under subsection (3) or (4).

Schedule 1

Entity Power given to	Section of AMA	Description
Local Government	95(4)	Power to give an information notice about the decision.

Part 6 – Miscellaneous Provisions

Entity Power given to	Section of AMA	Description
Local government	100(3)	Power to destroy a surrendered regulated dog.
Local government	102	In the specified circumstances, power to recover costs from the dogs owner or former owner if the incurring of the cost was necessary and reasonable.

CHAPTER 5 - INVESTIGATION, MONITORING AND ENFORCEMENT**Part 2 – Entry to Places****Division 1 – Powers of entry**

Entity Power given to	Section of AMA	Description
Local government	114(1)	In the specified circumstances, the power to give notice of an approved inspection program.

CHAPTER 7 - REGISTERS**Part 1 – Registers Kept by Chief Executive**

Entity Power given to	Section of AMA	Description
CEO	173(1)(b)	Power to inspect information kept in the regulated dog register.
CEO	174(1)	Power to give the chief executive notice if: <ul style="list-style-type: none"> a. a restricted dog is registered in the local government's area; or b. the local government makes a regulated dog declaration for a dog in the local government's area.
CEO	175(2)	In the specified circumstances, the power to give the chief executive notice of the changed information or the holder's new residential address.

Schedule 1

Entity Power given to	Section of <i>AMA</i>	Description
CEO	176(3)	In the specified circumstances, the power to give the chief executive a response within 28 days after receiving the request.

Part 2 – Registers Kept by Local Government Places

Entity Power given to	Section of <i>AMA</i>	Description
CEO	177(1)	Power to keep the following registers about dogs usually kept or proposed to be kept in the local government's area (collectively the <i>cat and dog registry</i> of the local government): <ol style="list-style-type: none"> a. a general register; b. another register prescribed under a regulation.

CHAPTER 8 - REVIEWS AND APPEALS**Part 1 – Internal Review of Decisions**

Entity Power given to	Section of <i>AMA</i>	Description
CEO	183(2)	Power to, at any time, extend the time for making a general review application.
CEO	185A	In specified circumstances, power to conduct an internal review of the decisions at the same time under section 186.
CEO	186(1)	In the specified circumstances, power to: <ol style="list-style-type: none"> a. conduct an internal review of the original decision the subject of the application; and b. make a decision (the <i>internal review decision</i>) to: <ol style="list-style-type: none"> a. confirm the original decision; b. amend the original decision; or c. substitute another decision for the original decision.
CEO	187(2)	In the specified circumstances, power to give the applicant notice of the internal review decision.

Schedule 1

CHAPTER 9 - MISCELLANEOUS PROVISIONS

Part 5 – Miscellaneous

Entity Power given to	Section of AMA	Description
CEO	209(2)	Power to approve forms for use under this Act

CHAPTER 10 - TRANSITIONAL PROVISIONS

Part 1 – Transitional Provisions for Act No. 74 of 2008

Entity Power given to	Section of AMA	Description
Local government	212(3)	In the specified circumstances, the power to include other information in the restricted dog register which the local government considers appropriate.

Schedule 2

Limitations and Conditions to the Exercise of Power

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Resolution:

Moved Cr BL Green, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

Governance Portfolio Report

No Report.

10. Information Section (IS)

10.1 IS - 1249917 - Reports for the Information of Council

Summary

Listing of correspondence pending completion of assessment report
Delegated Authority Report
Workplace Health & Safety Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the reports be received.

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

11. General Section

No Report.

CLOSED SESSION:

Motion:

Moved Cr DP Tessmann, seconded Cr KA Duff.

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

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

OPEN COUNCIL:

Motion:

Moved Cr DP Tessmann, seconded Cr BL Green.

That the meeting resume in Open Council.

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

Report:

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

Motion:

Moved Cr DW Kratzmann, seconded Cr KA Duff.

That the Mayor's report be received

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

12. Confidential Section

12.1 CONF - 1249314 - Tender SBRC 13/14-11 Moloney's Bridge for the 2013 Flood Restoration Program

Reason for Confidentiality

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

(e) contracts proposed to be made by it

Recommendation

That Council accepts the tender under SBRC 13/14-11 Moloney's Bridge from Kay Associates Pty Ltd and enters into a contract for flood restoration works for the tendered price of \$ 776,880 (excl GST).

Resolution:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr DJ Palmer

12.2 CONF - 1249721 - Recall of Categories for Tender for Preferred Suppliers for Trade and General Services

Reason for Confidentiality

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

(e) contracts proposed to be made by it

Recommendation

That Council approve the following Trade & General Services Providers to add to the existing South Burnett Regional Council Trade & General Services Preferred Supplier List which expires 8 October 2015.

Name	Category
Kingaroy Refrigeration	Air Conditioning
TP Concreting	Concreters
GV & KM Marr	Veterinary
One Solution Building Services	Asbestos Removal Only

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

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

12.3 CONF - 1249722 - Quote SBRCQ-13/14-29 Purchase a new Hook Lift Truck and Trailer

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council purchase a Hino HookLift Truck and Dog Trailer from Hi-way 1 for the sum of \$407,834.45 plus GST.

Resolution:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

12.4 CONF - 1249432 - Mundubbera Durong Road Pavement Rehabilitation and Widening Contract SBRC 13/14-07

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council accept the tender under SBRC 13/14-07 Mundubbera Durong Road pavement rehabilitation and widening from Hazell Bros Group Pty Ltd for the sum of \$1,448,404 (Exc. GST).

Resolution:

Moved Cr KA Duff, seconded Cr BL Green.

That the Officer's Recommendation be adopted.

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

There being no further business the meeting was declared closed at 11:53am.

Confirmed before me this day of2013

..... **MAYOR**