

Table B3.1.5: Draft Service Standards – Airports

Transport Classification	Airports
Service Statement	Safe landing area for aircraft.
Service Factors	Customer Service Standards
Function	Technical Service Standards
Activity	Provides safe landing area for air traffic.
Connectivity	Connects to the local road network
Design	Landing strip and plane parking area suitable for intended air traffic. Seamless connection between internal airport roads and the local road network.
Safety	To be documented
Signage	Easy to read advance warning signs at key locations and intersections. Design to meet required Australian air safety requirements. Code standard signage and approved signs only.
Amenity / Presentation	
Comfort	To be documented
Amenity	To be documented

3.2 Community Consultation

Community consultation is an essential part of the determination of the Levels of Service to ensure that what is being provided is what the community requires. However there is a cost attached to levels of service.

In order to be able to undertake meaningful consultation it is necessary for existing levels of service to be documented and costed. From this position it is then possible to determine the financial impact of potential changes to levels of service, especially where higher service levels are being proposed. An inherent danger of consultation without current facts is that it may well induce a view that change will occur when it may not be affordable

Where the costs of the provision of the standards is excessive and not financially sustainable for the present circumstances the community may be obliged to accept reductions in the Levels of Service to align with its 'affordability' to pay the associated costs.

3.3 Agreed Levels of Service

The community consultation program will provide guidance regarding the community 'satisfaction' with the current Levels of Service, or highlight where changes need to be made to the standards to match 'needs', (not expectations).

Once there is consensus on the standards, they will be endorsed by the Council as the 'agreed' Levels of Service.

The agreed Levels of Service will apply from that date, with regular monitoring and review to maintain their validity.

Where the agreed Levels do include reductions from current Levels of Service, then the changes will be incrementally implemented.

3.4 Gap Analysis – Service Standards

The first stage of the gap analysis from the Levels of Service Framework involves an audit of the assets against the prescribed Service Standards to validate the Service Standards and to provide an overview of the actual assets in the field. This analysis will be based on inspections of the assets or a selected range of the assets to confirm whether the Service Standards are available and achievable consistently across the network.

In the event that the Service Standards are not compatible with actual network asset standards, then consideration needs to turn to the actual standards to be applied. In the event that assets fall short of the agreed standards, then there may be an improvement program, (new and upgrade assets), to achieve the standards, complete with the funding program to achieve the standards.

Where field Service Standards exceed the agreed criteria, then the Council will need to determine whether the asset standards will be reduced and if so, how that will occur without impacting substantially of the Levels of Service.

4 FUTURE DEMAND

The future demand for this Asset and Services Management Plan is targeted primarily at the renewal of transport network assets to sustain the Levels of Service. The plan does acknowledge the need for the upgrade, augmentation and new asset components which may be required from time to time.

The determination of future demand will have regard to available data indicating sources of demand, as well as potential changes in demand reflected in trend information. External strategies from Government or private industry initiatives may also impact on the status of the transport network.

Future demand will also be identified with regard to 'change' factors such as climate change.

4.1 Demand Forecasts

Factors affecting demand include population change, seasonal factors, economic factors, agricultural practices and consumer practices and expectations.

Population growth is the accepted indicator for trend information for assets and services for the transport network. Population, demographics and housing starts such as displayed in Table 4.1, (Part A), provide up to date information to support assessment of the needs for services and the associated assets.

The relevant Bureau of Census and Statistics and other industry data will be sourced to support the demand planning process, related to:

- Industry – agricultural, manufacturing industry and tourism trends;
- Transportation – volumes / tonnages moved across the regional networks;

Customer Service data will be used to understand community satisfaction levels for Service Targets.

Directions from the Regional Plan will be reviewed regarding the future role of the regional transport network and any impact on the local network.

Transport network growth or road seal extensions will be a product of regional programs only, because local extensions are no longer affordable unless it can be demonstrated that sealing the road segment will offer greater cost-benefits than leaving it unsealed. That process will involve a Business Case to justify the change in status of the assets and services.

Demand forecasts for other assets will have regard to relevant factors.

4.2 Demand Planning

Planning for the network will be focused on the demands for asset renewal and maintenance to sustain the Levels of Service and program optimisation based on the available funding.

Historically, the asset management parameters for asset useful lives and costs for renewal programs and treatments have been maintained in the very conservative range, which potentially meant overstated depreciation amounts. This situation was accompanied by low levels of asset renewals. The pressures arising from that scenario may have increased pressure on recurrent budgets which typically resulted in less maintenance funding and less maintenance and a potentially accelerated deterioration of the assets – exactly the reverse of the preferred management scenario.

The new planning regime is intended to observe the appropriate investment in time, data and the capabilities to manage the assets, plus the appropriate management parameters, so that the provision of assets and services can be optimised and the funding aligned with planned and programmed outcomes.

4.3 Demand Management Strategy

It is important to highlight again that this plan is for the management of existing assets and the agreed Levels of Service. Once the integrity of the data and the Levels of Service have been confirmed and the management parameters have been determined for the transport network, the initial demand management strategy will introduce implementation techniques to:

- Optimise the utilisation / performance of existing assets, including techniques to increase the useful life of assets, eg increasing the life and versatility of bitumen seals in low traffic areas;
- Ensure that the Council's and associated regional strategic objectives are delivered consistently;
- Demonstrate the delivery of sustainable services; and
- Establish the appropriate response framework for customer needs;

This plan recognises that there will be ongoing demand for increased services and new and additional services. This demand will be managed through a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include:

- setting management criteria that will effectively manage, (reduce or defer), the need for new assets, eg road seal extensions;
- non asset solutions;
- insuring against risks; and
- managing failures.

Where additional assets or services are required, a complete Business Case will be required to justify the need. The Business Case will have regard to:

- the demand for the asset or service as interpreted from the Community Plan, Corporate Plan and any approved strategy or plan;
- a determination against the relevant Levels of Service;
- community consultation processes observed for the asset or service;
- all funding details, capital and recurrent, short term and long term, specifically relating to the whole of life costs for the asset or service;

In relation to the stormwater drainage system, the key long term strategy is to manage the demand so that services can still be provided into the future at a reasonable cost to the community. Stormwater demand management relates to the implementation of measures that control or influence stormwater flows in a catchment.

The key stormwater issues are:-

- Existing stormwater drainage network deficiencies
- New development in drainage deficient areas
- Expansion of urban areas and increased stormwater runoff
- Water conservation
- Flood protection and mitigation strategies

The strategy to manage demands on the urban stormwater drainage system will involve a combination of the following actions:

- Ensure that applications for new developments are required to adequately cater for stormwater discharges in terms of quality and quantity.
- Assessment of shortcomings of the existing system, in quality and quantity, will be undertaken and remedial works programs developed;
- Use of Water Sensitive Urban Design aspects to be encouraged in new developments to incorporate runoff within a property, minimising external property discharges.

4.4 Changes in Technology

New asset treatments may be available to increase the life of transport assets such as PMB (Polyurethane) products to extend the life and durability of bitumen seals.

Location and transportation costs are an important factor for any technology changes that may be considered for SBRC roads and streets. Certainly, construction methods are relevant to the needs, having evolved over years to deal with local materials and conditions.

The Demand Management Planning process will need to be applied to all Asset Groups, Types and Components to ensure that the Council understands the funding needs to deliver the works. This work should be undertaken as a matter of priority and certainly prior to consideration of any new transport assets.

A formal Demand Management Plan would provide the complete overview required to ensure a full appreciation of the issues to be addressed, particularly the funding required.

The Demand Management Plan would have regard to the following key drivers that have been recognised in the preparation of this plan with respect to transport assets and services.

For transport capacity, the demand drivers include:

- low population growth;
- peak tourism requirements; and
- increased legal load limits.

For capital and maintenance works, the demand drivers include:

- removal of 'non feasant' as a public liability defence;
- stable asset development;
- increased age of assets;
- increased community expectation of accountability of asset maintenance;
- increased community expectation of, for example, quality of road network;
- improved surfacing - gravel to seal to asphalt;
- extension of bikeways and footpaths;
- remaining useful life of existing infrastructure;
- early failure of some assets; and
- increased costs associated with working in regional and remote locations and as a result of supply / purchase of materials and labour.

In conjunction with implementing and utilising the risk analysis and treatment matrices for prioritising renewal and maintenance works, non-asset / alternative asset solutions may also be considered as an appropriate method of managing demand, including:

- Use of appropriate signage, wherever practical, to make safe critical intersections or alignments instead of complete re-design and reconstruction;

- Active monitoring the use of existing roads to confirm that the appropriate Levels of Service are available, or where there may be opportunity for rationalisation of the road network.

4.5 Gap Analysis – Operations and Maintenance

The Demand Management Strategy will also invoke the second stage of the gap analysis from the Levels of Service Framework, the review of the operations and maintenance activities to validate the Service Targets and to provide an overview of the effectiveness and efficiency of the services against budgets and long term programs. This analysis will be based on a combination of financial and service data to ensure that Levels of Service are properly understood and acknowledged.

The analysis requires strong disciplines to achieve reasonably accurate results, and may be best supported by electronic systems linked with the GIS to support demonstrations of the field performance.

5. RISK MANAGEMENT

The management of assets and services introduces two specific risk issues to be addressed, namely:

- Funding sustainability to support consistent Levels of Service; and
- Failure of an asset or network due to inappropriate asset management.

Successful management of these risks means that the organisation and the community can be confident of the functional outcomes required from the infrastructure network and all facilities.

The transport assets and services are the most substantial in terms of community needs and it is imperative that the risk management processes enacted to evaluate the transport network and risks complements the Levels of Service framework and supports the determination of the sustainability of the services.

All risk categories apply to the transport assets. Therefore a comprehensive risk profile and response framework is required to manage the risks at two levels, firstly to address the corporate and external risks, and secondly to manage the operational risks.

The structured planning process described below is designed to address the risks associated with 'physical failure risk' and 'operational risk'.

Council has a 'duty of care' to the community in relation to management of the stormwater drainage system. This covers the various phases of design, construction through to operations and maintenance of the system.

The key aspects include:

- Adherence to all relevant legal obligations contained in Federal and State Statutes and Regulations and Local Government By-laws;
- Adherence to all relevant Australian Standards, Codes of Practice, Guidelines and Manuals as well as Operating Manuals for each component;
- An obligation to the public at large wherein there is an expectation or reliance by the public on the expertise and diligence of the managers, operators and maintainers of the infrastructure for the protection of public safety, financial prudence and environmental protection consequential to that infrastructure.

Key risk issues associated with stormwater drainage include:

- *Flooding resulting from insufficient hydraulic capacity of the system or structural failure causing blockages;*
- *Flooding resulting from blockages caused by non-system obstructions;*
- *broken pit lids that may prove to be a hazard;*
- *unauthorised entry into the underground drainage system;*
- *unfenced drains and retardation basins where the slope may be too steep for ready escape at time of inundation, or where batters/banks may even be undermined with the potential to collapse;*
- *grates over inlet structures where bar spaces exceed the maximum clearance of 100mm enabling unauthorised access;*
- *Adverse impacts as a result of quality of discharge waters.*

5.1 Risk Assessment

5.1.1 Road Network

Table 5.1 describes the typical risks for the road and road structures assets based on the risk criteria nominated. This matrix is consistent with the Roads Alliance categories for risk assessment and management. The table will be extended to include all Transport Asset Groups and Asset Types.

The risks and treatments recorded apply equally to the other transport assets, (eg airports, stormwater drainage, weirs, etc). The ratings / categories are recorded at the bottom of the table.

Table B5.1: Risk Assessment and Treatment for the Transport Assets and Services

Element	Risk Description	Likelihood	Consequence	Risk Score	Treatment
Resources					
Staff / Consultants	Inadequate planning	B	3	H	Monitor status against industry indicators and adjust accordingly
Staff	Inadequate operational performance	C	3	M	Monitor and address condition criteria /customer service requests against Levels of Service and adjust performance
Organisation					
	Inadequate performance	B	3	H	<ul style="list-style-type: none"> Monitor and address condition criteria /customer service requests against Levels of Service and adjust performance Monitor Renewal Gap for transport network and allocate funding as required
	Inadequate service	C	3	M	
	Inadequate funding	C	3	H	
Roads					
All	Deteriorated assets	B	3	H	<ul style="list-style-type: none"> Regular defect assessment / monitoring Regular condition assessment / monitoring
Delineation	Poor delineation	A	2	M	Improvement program for delineation remedial work
	Sign functionality	A	2	M	Regular sign / defect assessment / monitoring
Fencing	Lack of control of animals	B	3	M	Install treatments, (eg grids), and signage
Formation	Inadequate road capacity	C	3	M	Review and adjust design Service Standards
	Inadequate road function	C	4	H	Review and adjust Functional Service Standards
	Inadequate visibility	B	2	M	Improvement program for visibility remedial work
	Inconvenient / unsafe access	B	2	M	Work with property owners to improve access
	Lack of access – flooding	A	2	M	Develop alternative routes if possible
	Lack of access - emergencies	A	3	H	Alternative property service operations may be required
	Lack of overtaking opportunities	B	3	M	<ul style="list-style-type: none"> Provide overtaking opportunities according to traffic needs Review and adjust design Service Standards
	Narrow shoulder width	C	3	M	<ul style="list-style-type: none"> Road shoulder improvement

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					program for traffic safety <ul style="list-style-type: none"> Warning signage
	Narrow traffic width	B	2	M	<ul style="list-style-type: none"> Review and adjust design Service Standards to match traffic needs Develop and implement improvement program to meet needs and affordability criteria
	Traffic hazards	B	2	M	<ul style="list-style-type: none"> Regular defect assessment / monitoring Warning signage
	Shoulder drop-off	B	3	M	<ul style="list-style-type: none"> Regular defect assessment / monitoring Warning signage
	Uncomfortable road geometry	C	3	M	Review and adjust design Service Standards to match traffic needs
	Water over road	A	3	H	Signage to manage traffic and access according to safe travel provisions
Pavement	Hazardous pavement defects	C	3	M	Regular defect assessment and monitoring
	Inadequate pavement strength	C	4	H	Regular condition assessment and monitoring
Rest Areas	Driver fatigue	C	4	H	Rest areas at regular intervals
	Unacceptable environmental impact	D	3	L	Maintain environmental sensitivity for road corridors
	Unattractive road environment	D	2	L	Litter collection cycles according to road hierarchy
	Untidy road environment	D	2	L	<ul style="list-style-type: none"> Litter collection on demand Community anti-litter campaign
Surface	Corrugated surface	C	3	M	<ul style="list-style-type: none"> Regular defect assessment / monitoring Regular condition assessment / monitoring Use roughness measures to monitor intervention timeframes
	Excessive dust	C	2	M	
	Excessive operating cost	C	3	M	
	Poor surface condition	B	3	H	
	Road surface roughness	C	3	M	
Pedestrians					
	Pedestrian safety	C	3	M	<ul style="list-style-type: none"> Delineation of pedestrian routes / crossings Separation of vehicles from pedestrians
Cyclists					
	Cyclist safety	C	3	M	<ul style="list-style-type: none"> Delineation of bicycle routes / crossings Separation of vehicles from cyclists
Pedestrians / Cyclists					
	Pedestrian / cyclist safety	C	3	M	<ul style="list-style-type: none"> Delineation of pedestrian and bicycle routes / crossings Separation of vehicles from pedestrians and cyclists Community awareness / education campaign
Public Transport					
Public Transport	Passenger safety	D	2	M	Work in with other agencies to reduce conflicts / hazards

Structures					
Structures	Bridge surface roughness	C	4	H	Maintenance activities designed to reduce roughness
Structures	Lack of access - flooding	A	3	M	Be aware of alternatives for emergency access
Structures	Structure collapse	D	4	M	Regular condition assessment and monitoring
Likelihood	A= almost certain; B = highly likely; C= Likely; D = Unlikely; E = Rare				
Consequence	1 = insignificant; 2 = minor; 3 = moderate; 4 = major; 5 = catastrophic				
Risk	E = extreme; H = high; M = medium; L = low;				

Currently the operational risks are adequately managed with day to day operations. However, this management is predominantly reactive on an ad hoc basis and done in the absence of formal corporate direction. Addressing the corporate and external risks will require strategic planning to enable the organisation to increase the knowledge, awareness and confidence to devise and enact the appropriate treatments. Once this is achieved it will reduce the reactive nature of the risk management process and improve the asset management outcomes.

5.1.2 Quality of Discharge Waters

In recent years there is much more focus on the management of the quality of the stormwater flow from source to discharge into the receiving waters of which the conveyance system is but a component, albeit a key component. Asset management should now involve managing discharges so that there is no detrimental impact to its surrounds. This means re-examining the drainage system to establish the range of quantity and quality requirements to meet stormwater life-cycle objectives. This is likely to include managing externally generated contaminants. Risk management is involved in managing the consequences of failures within the drainage system to meet any of the intended design criteria.

Quantity of flow can be generally managed by the system, other than extraordinary storm events, and a key element of the design may be not be to maximise discharges but focus more of ensuring discharges do not have a detrimental impact on the community or drainage system itself.

Design of the drainage system nowadays should also focus on minimising any detrimental impact on water quality. Erosion can be related directly to the system and this can occur outside the confines of the conduits as a result of water flow entering or departing the system and also within the system due to dislodged joints, poor sealing of joints or cracked and broken pipes.

Generally however most of the contaminants enter external to the system into the stream flow or through the system itself to be gathered up during storm flows. Typical of these are litter, oils and surfactants, toxic trace metals, organic oxygen demanding materials, suspended solids, nutrients, etc.

Water quality is also affected by changes to the natural characteristics of the catchment and development patterns, which have the effect of significantly increasing stormwater runoff because of increased impervious surfaces within the catchment and faster conveyance systems (pipes and concrete channels).

Urban stormwater quality management is important in realising the objective of protecting and enhancing the values of the receiving environment. The environmental, social, heritage and recreational values of the receiving environments are becoming increasingly important to the community. Gross Litter traps are a relatively recent design feature that assists in reducing some of these external contaminants.

Human derived pollution from illegal discharges into the stormwater system can be a problem in industrial and commercial areas, whereas sediment run-off is often more prevalent in developing urban areas. There is a need to test the quality of run-off of some of the older industrial subdivision stormwater drains to establish if the discharges are detrimental to the environment.

5.2 Risk Treatment

The risk treatments nominated in Table 5.1 have regard for the practical approach to risk management based on:

- Available resources, (and skills);
- Funding; and
- Network needs based on hierarchy and the associated seasonal factors.

The treatments also have regard for the factors that the organisation can capably manage to ensure that the risks are minimised.

5.2.1 Prioritising risks for treatment

Risk events classified as extreme should be assigned a higher priority than high-risk events for purposes of defining and implementing risk treatment strategies and risk controls. Risk events within the extreme and high risk categories should also be prioritised, e.g. taking into account the potential consequences, adequacy of existing controls and cost of implementing the selected treatment strategy in each case.

5.2.2 Identifying treatment options

Generic treatment options that can be considered for each risk event can include:

- accepting risk;
- reducing likelihood of event;
- reducing the consequences of event;
- transferring the risk;
- sharing the risk; and
- combinations of the above.

Where there are risks associated with the structural integrity of the drainage system, programs of remedial works need to be established to address works on a priority basis. CCTV survey is one means of establishing areas where there are structural issues with underground pipes or blockages.

In relation to quality of discharge waters, there are manuals available from various agencies across Australia to provide guidance as to the most appropriate means of addressing then local issue. These should be utilised to ensure the local environment is not irreparably damaged.

5.2.3 Implementing Treatment Strategies

The treatment strategy for each risk event should be listed in the Risk Register, and shall include:

- proposed actions (including new and upgraded risk controls);
- required resources;
- responsible officer;
- deadlines and timing;

- performance monitoring; and
- reporting.

5.2.4 Insurance

Insurance coverage is provided for:

- public liability;
- professional indemnity;
- worker compensation (self insured)

The information in Table T5.1 is to be prioritised having regard to these treatment factors. The work will be complemented by the development of the Risk Register for transport assets and services, (by the Transport Asset Manager).

6 LIFE CYCLE MANAGEMENT PLAN

Life Cycle Management is recognised by South Burnett Regional Council as an essential component of the provision and management of assets and services. Life Cycle Management is primarily about using the data and processes to effectively provide, manage, maintain, renew, (and upgrade), existing transport assets and services.

Lifecycle asset management means considering all management options and strategies as part of the asset lifecycle, from planning to disposal, (whole of life analysis). The objective of managing the assets in this manner is to look at long-term cost impacts, (or savings), when making asset and services management decisions.

6.1 Physical Parameters

The tables below describe the quantum of transport assets, across the Asset Types and Asset Groups.

Insert tables of Asset Types and Components, (lengths, areas, dimensions, etc) that are known with confidence, eg sealed urban streets, footpaths, etc. It is important to record the major Asset Groups if the information is available.

Lifecycle management planning for transport assets and services needs to contend with a range of lifespans for the groups, types and components of assets as described in Table 2.3 and in Table 6.1 below:

Table B6.1: Transport Asset Lifespans

Asset Class	Asset Group	Asset Type	Component	Useful Life	
Transport	Urban Roads and Streets	Sealed Urban Streets	Bitumen Seal	15	
			Pavement	50	
			Kerb and Channeling	60	
			Formation	100	
			Drainage	50	
		Unsealed Urban Streets	Pavement	50	
			Formation	100	
			Drainage	50	
		Rural Roads	Sealed Rural Roads	Bitumen Seal	15
				Pavement	50
	Formation			100	
	Drainage			50	
	Unsealed Rural Roads			Gravel pavement	30
			Formation	100	
			Drainage	50	
	Airport / Airstrips		Airport	Runway Seal	8
				Pavement	25
				Drainage	15
		Aprons and Tie Down Areas	Bitumen Seal	8	
			Pavement	25	
Runway Lighting			30		
Drainage			15		
Footpaths, Bikeways and Streetscapes			Footpaths and Bikeways	Bitumen Seal	15
	Concrete Pavement	50			
	Pavement	50			

			Pavers	35
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The intention is to progressively review those criteria to verify that they are consistent with industry standards and align with real conditions for SBRC.

The Lifecycle Management Plan is made up of a number of components:

Quality dimensional and condition data is the predominant factor for the competent management of transport assets and services, particularly for a comprehensive network such as that under the control of South Burnett Regional Council.

The development and validation of the Levels of Service framework will facilitate the review of the standards currently applied and the sustainability and affordability of those standards on behalf of the community.

(Insert age profile charts for a sample of transport assets from the Asset Register. Use condition profiles too if that information is available).

6.2 Operations and Maintenance Plan

6.2.1 Road Network

The Operations and Maintenance Plan records the Service Targets, describing the maintenance and operational activities undertaken for the assets and services provided.

Defect and condition inspections are undertaken in accordance with standards determined from the Main Roads Queensland RMPC criteria, so as to maintain consistency for the Council and State controlled road network, and so as to not introduce another set of standards that the staff need to be familiar with. The criteria described in Table B6.2 have been adapted to suit the Transport Asset Groups for SBRC.

Table B6.2: Inspection Cycles for Defect and Condition Assessments for Transport Assets

Classification	Frequency	
	Maintenance / Defect Inspections	Condition Inspections
Urban Roads and Streets		
Rural Sealed		
Rural Unsealed		
Rural Formed only		
Airports / Airstrips		
Footpaths/cycleways		
Kerb & Channel		
Bridges - Level 1		
Bridges – Level 2		
Stormwater Drainage		
Notes:		
	1. * denotes pavement, shoulders, kerb and channel and surface drainage inspection frequency	
	2. Drainage structures, street furniture, landscape and fences inspected every 6 months	

	3. Drainage waterways inspected every 6 months
	4. Figures in brackets indicate an increase in inspection frequencies that will be carried out during the wet season or after every 100mm rainfall event.

Defect Inspections – Records of the inspections are maintained in Supervisor diaries with defects recorded in the Customer Service system on return to the office to facilitate attention to the defect in accordance with priorities assessed in the field.

Table B6.2.2: Draft Service Targets

Service Targets	Response Time	
	Priority 1	Priority 2
Emergency Call Out		
Emergency Pavement Repairs		
Accident Repairs - Recoverable		
Contaminated / Dangerous Material Spill		
Emergency Maintenance Repairs		

Service Description	Intervention Criteria	Response Time
Pothole Repair	Pothole diameter > 200mm or depth > 100mm	
Pavement Defects - Rough Surface	Any distressed pavement > 100 sqm	
Pavement Shove and Isolated Depression	Any distressed pavement > 100 sqm	
Crocodile Cracks	Any crack > 3mm wide and > 30m length	
Shoulder Edge Drop	Drop-off > 75mm for more than 10m	
Surface Flushing or Bleeding	Flowing bitumen > 5 sqm in area	
Loose Stone	Stone patches > 10 sqm in area	
Service Pit Covers	Broken or missing Service Pit Covers	
Crack Sealing	Any crack > 3mm wide and > 30m length	
Street sweeping	Demand sweeping	
Service Description	Intervention Criteria	Response Time
Maintenance Grading	Corrugated / loose surface	
Drain Clearing	Blockage or interference with > 50% flow area	
Slashing	Service Targets	
Culvert Cleaning	Blockage or interference with > 50% flow area	

6.2.2 Stormwater Drainage System

Currently there is no formal urban stormwater drainage asset maintenance system. Instead, Council relies on maintenance and inspections being undertaken by its own direct labour organisation which has good skills and experience in this field supported by local tradespersons as contractors and subcontractors as and when required.

The maintenance service objectives are to:

- To maintain the urban drainage system in a safe, serviceable, hygienic and aesthetic condition to the satisfaction of Council and the community;
- To maintain and preserve the functionality and value of the existing assets; and
- To provide and maintain a safe environment for the community within the constraints of Council's financial capacity and resource capability, while displaying a reasonable "duty of care";
- Ensure the provision of excellent customer service and that customer requests are responded to quickly and efficiently.

The condition of the kerb and channel and the cleanliness to which they are maintained has a direct influence on the ability for Council to meet its service level objectives. Poorly constructed kerb and channel can cause water ponding to occur, leading to premature failure of the asset and expensive repair works. Similarly, where rubbish, dirt and leaf litter is left to accumulate, rainfall can wash this into the underground pits and pipes creating a risk of pipe blocking and further flooding. Council has in place a street sweeping program which proactively prevents this from happening.

Currently pipe drains only have reactive inspection undertaken when advice is received of problems. Inspection is conducted visually without entering pipes utilising lights or mirrors to see if there are blockages visible.

It is intended to implement an inspection regime for the drainage system that will be similar to that being undertaken for roads covering safety, incidents, defects and condition.

Reactive Inspections - Response to customer enquiries or notifications. Inspection of all reported defects are undertaken following notification by members of the community or Council employees while undertaking their normal work duties. The subsequent inspection will be conducted by an appropriate Council representative;

Incident Inspections - Response to incident or injury. An inspection carried out to comply with the requirements of the Council Insurer's risk management practices. This inspection enables an incident condition report to be prepared for use in event of legal proceedings and the gathering of information for the analysis of the causes of incidents and the planning and implementation of drainage management and safety measures. This inspection also includes notification of any immediate repair works to be undertaken;

Condition Inspections - identify deficiencies in the structural integrity of the drainage infrastructure assets which if untreated, are likely to adversely affect system values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span.

6.3 Asset Renewal

Replacement and rehabilitation of existing infrastructure is primarily driven by asset condition and performance. Whilst each asset has a nominal condition rating applied to it, Council staff also carry out a yearly subjective condition and performance appraisal using appropriate and readily available methods of assets nearing their final lifecycle age or producing poor performance.

The current asset renewals program is based on the following considerations:

- A condition rating applied to each asset;
- An assumed economic life applied to each asset group;
- A replacement date for each asset;
- Asset replacement cost.

This first cut plan provides indicative program information for the renewal of the transport assets. The program is data dependent and therefore the program should be read having regard to the relevant confidence factors.

The intention is to continually increase the data integrity to enable the calculation of a renewal program for the major transport assets initially, progressively drilling down to the minor assets / components. The program will include the funding requirements and this is where it will become critical because there is likely to be a funding 'Renewal Gap', (the difference between what is currently being spent and what should be being spent on renewal of the assets). The Renewal Gap will reflect a backlog of renewal work based on theoretical assessment, hence the reason for improving data integrity to close the Renewal Gap based on real field conditions.

6.4 New, Upgrade and Disposal

6.4.1 New and Upgrade Assets

The focus of this Asset and Services Management Plan is renewal and maintenance of the existing transport assets, however, having regard to the Levels of Service and Future Demand criteria outlined in previous chapters, the programs derived will also identify demand for upgraded assets and new assets.

It is important to separate these program elements from the renewal program because the sources of funding are totally different. Certainly it is practical to undertake the construction or augmentation of the upgraded or new assets in conjunction with the renewal of the existing assets, but costing and funding should be recorded separately to align with the funding sources. The whole of life costing components for the renewal, new and upgraded assets should also take these factors into account.

6.4.2 Disposal of Assets

In the event that the Council determines that it would be appropriate to rationalise the road network or close part of the network or transfer a road or road segment to an adjoining owner, then there are statutory procedures to be observed plus community consultation processes to undertake. It can be a long and convoluted process, so unless there is a defined reason for disposing of the asset, it may be more appropriate to leave it as a disused asset and sign it accordingly.

Other asset components such as the salvage material from redundant kerb and channel or footpath are simply dumped because there is no value in the material, unless perhaps there is potential for recycling the materials.

7 FINANCIAL PROJECTIONS

Initial capital cost for assets constitutes a significant up-front cost and often dominates the decision making process when acquiring new assets, however ongoing recurrent expenses, (including depreciation), usually represent a high portion of the total life cycle costs of many assets. It is important that they be included in the financial analysis undertaken to evaluate asset investment options. There may also be substantial costs associated with disposal at the end of the assets useful life (e.g. demolition costs).

Financial modelling enables predictions for future funding requirements to be made based on available data and recent trends in asset life expectancies, condition, replacement costs, etc. Modelling outcome is very much dependent upon the accuracy of the input data and how assets are grouped for modelling. It is not a precise process but does provide a degree of certainty in the outcomes.

The Renewal Gap provides Council with an understanding of the difference between what Council is currently spending to renew its building assets and what it needs to be spending. The Renewal Gap is estimated over a period of 20 years by modelling the deterioration of asset condition over the life of the asset.

7.1 Asset Valuations

The valuation statistics for transport assets as of 30 June 2010 are summarised below.

Table B7.1: Asset Valuations for the Road Network, (as at 30 June 2010)

Transport Asset Group	Gross Current Replacement Value	Fair Value	Accumulated Depreciation	Annual Depreciation	Average Age	%
Road Network						
<i>Culvert</i>						
<i>Footpath</i>						
<i>Formation</i>						
<i>Kerb & Channel</i>						
<i>Median</i>						
<i>Pipe</i>						
<i>Road Surface (Sealed)</i>						
<i>Roundabout</i>						
<i>Sealed Pavement</i>						
<i>Signage</i>						
<i>Unsealed</i>						
Road Network Total						
Stormwater Drainage System						
<i>Pipes</i>						
<i>Pits</i>						
<i>Structures</i>						
Stormwater Total						
Airstrips						
<i>Pavement/Hardstand</i>						
Airstrip Total						

7.2 Current Financial Position

Council is currently fully funding the depreciation on the Transport asset class, based on the information in the Asset Register.

Table 7.2 is a summary of the 2011/12 Expenditure Budget for the Transport asset group.

Table B7.2 - Expenditure Budget for 2011/12 for Transport assets

Transport Asset Group	Operations & Maintenance	Renewals / Refurbishment	Upgrades / Expansion	New Assets
Road Network				
Culvert				
Footpath				
Formation				
Kerb & Channel				
Median				
Pipe				
Road Surface (Sealed)				
Roundabout				
Sealed Pavement				
Signage				
Unsealed				
Road Network Total				
Stormwater Drainage System				
Pipes				
Pits				
Structures				
Stormwater Total				
Airstrips				
Pavement/Hardstand				
Airstrip Total				

7.3 Ten Year Projections

Future funding projections are in current values and do not take into account inflationary increases such as construction cost indices. These will be accounted for at the time of preparation of the annual review of the Long Term Financial Plan and also the annual budget.

Figure 7.3.1 shows the predicted operations and maintenance budget for the Transport Asset Group.

Figures 7.3.2 and 7.3.3 provide the schedule of funding requirements for both renewals and asset new/upgrade/expansion. Renewal figures are those predicted by modelling. They are shown accurate to dollars however this is simply indicative of the funding needs and can be rounded off to the nearest \$100 or \$1,000 for practical purposes.

7.3.1 Maintenance and Operations

If the approved levels of service for maintenance and operations are currently being funded, then any variation should cover changes (increases and/or reductions) to the asset base and proposed changes to levels of service. Provision of any new asset has a potential consequential maintenance and operations cost impact.

Table B7.3.1: 10-Year Projected Maintenance & Operations Expenditure Requirements

Transport Asset Group	2011/12 Budget Allocation	10-Year Projected Maintenance & Operations Expenditure Requirements												
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22			
Road Network														
Culvert														
Footpath														
Formation														
Kerb & Channel														
Median														
Pipe														
Road Surface (Sealed)														
Roundabout														
Sealed Pavement														
Signage														
Unsealed														
Road Network Sub-Total														
Stormwater System														
Pipes														
Pits														
Structures														
Stormwater Sub-Total														
Airstrips														
Pavement/Hardstand														
Airstrip Sub-Total														
Maintenance & Operations Total														

7.3.2 Renewal

Table B7.3.2: 10-Year Projected Capital Renewal Expenditure Requirements

Transport Asset Group	2011/12 Budget Allocation	10-Year Projected Capital Renewal Expenditure Requirements																			
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22										
Road Network																					
Culvert																					
Footpath																					
Formation																					
Kerb & Channel																					
Median																					
Pipe																					
Road Surface (Sealed)																					
Roundabout																					
Sealed Pavement																					
Signage																					
Unsealed																					
Road Network Sub-Total																					
Stormwater Drainage System																					
Pipes																					
Pits																					
Structures																					
Stormwater Sub-Total																					
Airstrips Pavement/Hardstand																					
Airstrip Sub-Total																					
Renewal Total																					

7.3.3 New and Upgrade

Table B7.3.3: 10-Year Projected Capital New & Upgrade Expenditure Requirements

Transport Asset Group	2011/12 Budget Allocation	10-Year Projected Capital New & Upgrade Expenditure Requirements													
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22				
Road Network															
Culvert															
Footpath															
Formation															
Kerb & Channel															
Median															
Pipe															
Road Surface (Sealed)															
Roundabout															
Sealed Pavement															
Signage															
Unsealed															
Road Network Sub-Total															
Stormwater Drainage System															
Pipes															
Pits															
Structures															
Stormwater Sub-Total															
Airstrips Pavement/Hardstand															
Airstrip Sub-Total															
New & Upgrade Total															

7.4 Funding Options and Strategy

The focus of this Asset and Services Management Plan is to identify the optimum investment level for the maintenance of Council's assets to produce the desired level of service. How the maintenance is funded is a matter for Council under separate consideration.

Current funding sources available to Council include:-

- Rates (General, Special, Differential)
- Federal Government Funding
 - *Roads to Recovery*
- State Government Grants
 - *Financial Assistance Grants*
 - *Direct Grants*
 - *Main Roads Funding*
- Private Contributions
 - *Developer Contributions*

Projects that these funding sources support may not necessarily contribute to asset renewal. New works will effectively increase maintenance and renewal responsibilities to Council. This must be taken into consideration under the whole of life cost approach before such projects are undertaken.

8 ASSET MANAGEMENT PRACTICES, PERFORMANCE AND IMPROVEMENT

8.1 Asset Management Practices

Council's adopted corporate structure provides for asset accounting responsibilities to be resourced and coordinated within the Finance Department. Information on asset acquisitions, modifications, upgrades, renewals and disposals is provided to the Finance Department by the Council staff responsible for asset management functions within the operational units.

8.2 Data Systems

See Part A

The intention is to record, further develop and consolidate the processes used for asset and services management, and then review the systems available which will complement those processes. The timeframe for that review will be established in the Asset and Services Management Practices Improvement Strategy.

8.3 Asset Management Improvement

Council has a draft Asset and Services Management Practices Improvement Strategy designed to improve asset and services management outcomes to accord with the directions of Council's Corporate Plan 2009-2013 and the Asset and Services Management Policy. The strategy is the 'roadmap' for the organisation to improve and progress asset and services management and improve confidence in the outputs and outcomes. The improvement opportunities are identified in Table 8.3 below.

8.4 Monitoring and Review Procedures

This core plan will be reviewed and replaced with an advanced plan by 30 June 2012.

The Plan will be then be reviewed annually during budget preparations and amended in need to recognise any changes in service levels and resources as a result of the budget decision process.

Table B83: Asset and Services Management Plan – Transport – Improvement Plan

Issue	Process	Timeframe	Responsibility	Status
Data Collection	<ul style="list-style-type: none"> Develop an Asset Inventory for all transport assets, recording physical and condition parameters. (based on a returnable cycle); 			
	<ul style="list-style-type: none"> Review the option to record all asset data on GIS layers for ease of access and improved management / display; 			
	<ul style="list-style-type: none"> Defect logging to record asset and services defects for risk management and maintenance management and to contribute to Asset Inventory data confidence; 			
Levels of Service Framework	<ul style="list-style-type: none"> Complete Levels of Service Framework to record current Service Standards and Service Targets and review and adjust as appropriate; 			
	<ul style="list-style-type: none"> Increased interaction with the community to ascertain 'agreed' Levels of Service; 			
	<ul style="list-style-type: none"> Establish an electronic database that records faults and customer complaints – contributing to the measurement of community satisfaction and actual defects / maintenance trends; 			
	<ul style="list-style-type: none"> Enhanced relationships with Key Stakeholders 			
Asset Register	<ul style="list-style-type: none"> Review historical factors. (Useful Lives, Residual Values, etc), to ascertain alignment with typical industry indicators; 			
	<ul style="list-style-type: none"> Regular data validation process to ensure completeness of Asset Register; 			
	<ul style="list-style-type: none"> Process review to ensure data compatibility between Asset Inventories and Asset Register; 			

South Burnett Regional Council - Asset and Services Management Plan – Part B: Transport Plan

Issue	Process	Timeframe	Responsibility	Status
Financial Management	Chart of Accounts to separate financial data into: <ul style="list-style-type: none"> • Recurrent Budget – maintenance and operational costs and to recognise relevant activities/programs to be performance monitored; • Capital Budget – renewal, upgrade and new costs; Initiate relevant disciplines to ensure accurate capture of costs to support the Levels of Service Framework;			
	Complete Renewal Gap analysis to support long term financial planning;			
	Review valuations and revaluation cycles and record in Asset Accounting Policy;			
Asset & Services Management Plan	Develop 'advanced' Asset & Services Management Plan			

PART C – BUSINESS & COMMERCIAL BUILDING ASSETS

1 EXECUTIVE SUMMARY

Council is the custodian of an extensive range of corporate and community buildings and other structures that facilitate the delivery of services to the community.

Part C of this Asset and Services Management Plan is dedicated to the management of Business & Commercial building assets and services, being specifically:

- *Pools*
- *Cattle Saleyard*
- *Rental Properties*
- *Aerodromes (Buildings)*
- *Commercial Buildings (Shops)*
- *Hospital*

The primary issues for the building assets and services are the fundamentals of:

- Good data – dimensional and condition data stored in an Asset Inventory that can be uploaded to the Asset Register;
- Increasing the strategic and tactical management of the assets and services – understanding the renewal and maintenance needs and actively managing those needs, both operationally and financially;
- Levels of Service for the building assets and services, expressed as Service Standards and Service Targets;
- An appreciation of the cost of provision of the services;
- The future demand for the assets and services, understanding the growth and change factors that influence the management regime;
- Forecasting the renewal and maintenance costs for the next 20 – 50 years, and understanding the affordability and sustainability of the assets and services to the current levels.

This plan is about improving our knowledge of the assets and services and increasing our confidence in the management regime, as well as improving process management for the buildings assets and services.

2 INTRODUCTION

This plan is specifically for the management of building assets and services. The plan is a summarised and more of a technical document because all of the corporate functions are included in Part A of the plan, and there is no need to replicate them in this part.

The plan follows the same format as for Part A and as described in Figure 1.

One of Council's functions is to provide and manage a suite of business and commercial buildings and facilities throughout the region. These are listed in Table 2.1 below.

Table C2.1 Schedule of Buildings

Structure Function Type	No	Group Gross Value
<i>Pools</i>		
<i>Cattle Saleyard</i>		
<i>Rental Properties</i>		
<i>Aerodromes (Buildings)</i>		
<i>Commercial Buildings (Shops)</i>		
<i>Hospital</i>		
Totals		

2.1 Purpose and Scope of Plan

The purpose of this dedicated Building Plan is to:

- (a) Improve understanding of the building assets and services managed and provided;
- (b) Improve understanding and forecasting of asset related management options and costs;
- (c) Improved confidence levels in forward works programs for renewal and maintenance programs and the associated funding requirements; and
- (d) Guidance for the Council and the organisation in taking steps toward advanced asset management planning.

2.2 Corporate and Strategic Goals

Key Outcomes recorded in the Corporate Plan 2009–2013 have been used to provide direction for this Asset and Services Management Plan, including:

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.
Goal	Strategies
SD2 <i>Infrastructure that meets our communities needs</i>	SD2.3 Plan for and develop service levels for plant and buildings SD2.4 Develop and implement Asset Management Plans for all classes of assets

Table C2.2: Extract from Corporate Plan 2009/2013 - Building Assets

2.3 Function and Hierarchy

The asset hierarchy follows the corporate model and the financial management practices described in the Asset Register and Asset Accounting Policy. The hierarchy records all associated major infrastructure assets in the building class.

2.4 Stakeholders

The key stakeholders comprise:

- (a) The Council – as the custodians of the assets and services;
- (b) Lessees & Tenants of the buildings;
- (c) The Community – as users of the business and commercial activities;
- (d) Council Staff – who are directly involved with the renewal, maintenance and operation of the network and management framework, both operationally and financially;
- (e) Council's Insurers

The contribution by and involvement of the key stakeholders in this plan is limited to the relationships and communications currently undertaken. It is intended to identify the relevant sections that would benefit from increased liaison with the stakeholders and determine the processes to facilitate that outcome.

2.5 Customer Research and Regional Issues

Council has not carried out any research on customer needs for asset and services management. This will be programmed for inclusion in future updates of the Asset and Services Management Plan.

3 LEVELS OF SERVICE

The Levels of Service for Buildings are based on the framework described in Part A of this plan. The Levels of Service documented comprise the Service Standards for the building categories – the Service Targets are the next phase of development.

3.1 Current Levels of Service

Tables showing the various Levels of Service for Council owned Business and Commercial Buildings have yet to be developed. The format will be much the same as shown in Section 3.1 of Part D – Community & Corporate Buildings.

3.2 Agreed Levels of Service

The agreed Levels of Service will apply from that date, with regular monitoring and review to maintain their validity.

3.3 Fittings and Equipment

Fittings and equipment required for provision of services to business or commercial buildings can be considered either as part of the building structure or facility or separate from the structure as non-building equipment.

In circumstances where equipment has been provided for a purpose-built building, the equipment is to be considered as part of the building. This applies when equipment is built in, affixed to or installed in such a manner that the installation costs will be substantial and could include special foundations, or extensive restoration works after the equipment has been removed, (e.g. air conditioning or heating units, swimming pool filtration and chlorination plant, hall / theatre stages and gantry lighting, and workshop overhead gantry cranes).

Non-building plant and equipment can be defined as equipment that can be easily removed after erection or installation. In this context, the primary consideration of the building should be that of a shelter. Therefore, non-building plant and equipment are those items that can be disconnected, dismantled and removed without significant impact on the building in terms of:

- damage to the building structure, including internal partitions;
- affecting the function of the building as a shelter; and
- the need to restore, change or upgrade the building after removal of the equipment.

For ease of reference, the following sub-categories identify those items that are to be considered as non-building plant and equipment.

Portable and attractive equipment are non-building assets. These assets are generally smaller items of equipment that are usually stand-alone, hand-held, or plug-in. Examples of this category include:

▪ portable tools	▪ calculators	▪ portable power tools
▪ cameras	▪ battery clocks	

Plug-in 'white goods' and general office equipment are non-building assets. These items are generally plug-in electrical equipment and usually included as office facilities. Examples include:

▪ urns, (plug-in)	▪ fridges / freezers	▪ clothes washers
▪ computer terminals / printers	▪ facsimile machines	▪ photocopy machines
▪ shredders	▪ microwave ovens	

Business equipment and fittings that can be easily removed are considered to be non-building assets. These assets are generally used for carrying out business activities, including items such as welders or lathes in workshops. However overhead gantry cranes are part of the workshop structure. Notice boards, pin-up boards, and white-boards are also included as business equipment and fittings because these items and other equipment and furniture are not part of the structure of a building / facility.

4 FUTURE DEMAND

The future demand for this Asset and Services Management Plan is targeted primarily at the renewal and maintenance of the building assets to sustain the Levels of Service. The plan does acknowledge the need for the upgrade, augmentation and new asset components which may be required from time to time.

4.1 Demand Forecasts

Demand for buildings and facilities assets and services are broadly correlated to the increase in population figures. With business and commercial buildings, any expansion of such properties is dependent upon Council deciding whether or not it wants to grow this aspect of its asset base with population growth.

In terms of capacity and based on predicted growth data presented in Part A, the existing business and commercial buildings have, for the purposes of developing this core level plan, been deemed of sufficient capacity for the immediate future.

4.2 Demand Planning

Funding new building assets for business and commercial uses is a commercial decision based on the economics of such usage over the life-cycle of the building.

In addition to the cost of provision of new assets, 'demand' includes the resources to operate and maintain the assets.

External factors can also impact maintenance of Council operations such as changing environmental standards, community safety standards, OH&S, etc. These can all add to the cost of maintaining and operating Council infrastructure assets and must be accounted for in the annual budget process.

4.3 Demand Management Strategy

As Council's long-term financial strategy is developed it will become evident as to whether or not the demand on funding to operate and maintain current building & facility stock is sustainable. If it is revealed that the Council is living beyond its means than serious consideration will have to be given for instance to the levels of service provided, and alternative means of funding.

5 RISK MANAGEMENT

Risk management is one of the fundamentals of asset and services management, and is observed to the highest possible level using industry standard practices. It is appropriate that the formal process of risk management processes be applied to support decision making in all areas and at all levels of the organisation.

Risks can typically be categorised as:

- **Natural Events.** Council has virtually no control over the timing or extent of the event, however, the probabilities may be understood;
- **External Impacts.** Council has some control over these risks, associated with other organisations providing goods and services to Council;
- **Physical Failure Risk.** Where conditions or performance of an asset could lead to failure. Council can control these risks through maintenance and renewal funding levels;
- **Operational Risk.** Where management of the asset or asset management activities might impact on an asset. Council can control these risks through maintenance and renewal funding levels.

The structured planning process is primarily designed to address the risks associated with 'physical failure risk' and 'operational risk'. The risk management structure records primary risks and critical risks associated with the assets and services.

5.1 Risk Assessment

South Burnett Regional Council's Risk Management Framework is set out in Section 5.2 of Part A of this Asset and Services Management Plan.

The management of assets and services introduces two specific risk issues to be addressed, namely:

- Funding sustainability to support consistent Levels of Service; and
- Failure of an asset or network due to inappropriate asset management.

Successful management of these risks means that the organisation and the community can be confident of the functional outcomes required from the infrastructure network and all facilities.

5.2 Risk Treatment

Risk management is taken very seriously by South Burnett Regional Council, for sustainable and consistent asset and service management, and to address potential non-feasance issues.

The critical risks identified for asset and services management and the relevant corrective actions are summarised in Table 5.2 (below).

The risk treatments nominated in Table 5.2 have regard for the practical approach to risk management based on:

- Available resources, (and skills);
- Funding; and
- Network needs based on hierarchy and the associated seasonal factors.

The treatments also have regard for the factors that the organisation can capably manage to ensure that the risks are minimised.

5.2.1 Typical Risks and Treatment Plans – Facilities

Asset at Risk	Incident	Cause	Likelihood	Risk Rating	Risk Treatment Plan
Buildings	Destruction of Corporate building	Fire / Flood	Possible	Very High	Maintain adequate insurance Disaster Management Plan updated and current Offsite storage of data backups
	Damage to buildings causing closure of infrastructure	Vandalism Act of God	Possible	High	Staff to temporarily repair damage. Contractor engaged. Routine maintenance inspections.
	Increased injury risk to users due to age and condition	Inadequate maintenance program.	Likely	Medium	Capital works and maintenance program in place. Communication with clubs and lease holders.
	Capacity issues with existing corporate buildings and facilities	Increase in staffing levels in response to community demand for services	Likely	Low	Adequate strategic planning for future accommodation needs

Table C5.2 Critical Risks and Treatments

5.2.2 Prioritising risks for treatment

Risk events classified as extreme should be assigned a higher priority than high-risk events for purposes of defining and implementing risk treatment strategies and risk controls. Risk events within the extreme and high risk categories should also be prioritised, e.g. taking into account the potential consequences, adequacy of existing controls and cost of implementing the selected treatment strategy in each case.

5.2.3 Identifying treatment options

Generic treatment options that can be considered for each risk event can include:

- accepting risk;
- reducing likelihood of event;
- reducing the consequences of event;
- transferring the risk;
- sharing the risk; and
- combinations of the above.

5.2.4 Implementing Treatment Strategies

The treatment strategy for each risk event should be listed in the Risk Register, and shall include:

- proposed actions (including new and upgraded risk controls);
- required resources;
- responsible officer;
- deadlines and timing;
- performance monitoring; and
- reporting.

5.2.5 Insurance

Insurance coverage is provided for:

- public liability;
- professional indemnity;
- worker compensation (self-insured)

The information in Table 5.2 is to be prioritised having regard to these treatment factors. The work will be complemented by the development of the Risk Register for building assets and services.

6 LIFECYCLE MANAGEMENT PLAN

Life Cycle Management is recognised by South Burnett Regional Council as an essential component of the provision and management of assets and services. Life Cycle Management is primarily about using the data and processes to effectively provide, manage, maintain, renew, (and upgrade), existing building assets and services.

Lifecycle asset management means considering all management options and strategies as part of the asset lifecycle, from planning to disposal, (whole of life analysis). The objective of managing the assets in this manner is to look at long-term cost impacts, (or savings), when making asset and services management decisions.

6.1 Operations and Maintenance Plan

At this stage there are no significant operations and maintenance plans developed for major buildings and facilities. Activities are mostly reactive although there are compliance driven maintenance inspections for items such as fire extinguishers and safety lighting.

It would be appropriate for each major building and facility to have a basic operations and maintenance plan developed to address the issue of unscheduled failures and more clearly identify any impending future costs of replacement or upgrade.

6.2 Asset Renewal

Replacement and rehabilitation of existing buildings and facilities is primarily driven by asset condition and performance. Existing buildings and structures have been condition rated during the financial revaluation process allowing the adoption of a corresponding remaining life. This in turn is used in this core plan to drive a theoretical renewals plan.

Council staff should be provided with information relative to assets close to the end of their theoretical economic life so that a practical reassessment can be completed to determine if remaining life should be adjusted.

An asset renewals program is based on the following considerations:

- A condition rating applied to each asset;
- An assumed economic life applied to each asset group;
- A replacement date for each asset;
- Asset replacement cost.

In the case of buildings the theoretical renewals model may not strictly apply as buildings and facilities assets are often continuously rehabilitated with periodic injections of capital and not reach a condition of total degradation.

It is important however to appreciate that the renewal expenditures forecast from financial information is indicative of the cash flows that will potentially need to be spent to keep the buildings in a safe and appropriate condition and meeting a desired standard of service.

6.3 New, Upgrade and Disposal

6.3.1 New and Upgrade Assets

This aspect is essentially the provision of new assets, something that did not exist, or extension/upgrading of an asset beyond its original size or capacity.

It includes projects (including land purchase) for the extension or upgrading of assets required to cater for growth or additional levels of service. They include:

- *Works which create an asset that did not exist in any shape or form, or*
- *Works which improves an asset beyond its original size or capacity, or*
- *Upgrade works which increase the capacity of an asset, or*
- *Works designed to produce an improvement in the standard and operation of the asset beyond its original capacity.*

Funding of new works fall into the following categories depending upon the extent and type of works:

- *Council funded, or*
- *Funded by outside interests (commercial, private, Government or non-profit organisation), or*
- *Shared contribution to the cost by Council and an outside interest.*

Part of the assessment of the above must take into account life-cycle costs, not just the initial capital cost.

There are occasions when Council is required to upgrade an asset because of changed usage requirements. In such instances, the project is scrutinised closely by officers and is dealt with as part of the annual budget process.

When Council resolves to undertake construction of new buildings it engages its Architects and Structural Engineers for the structural layout and design. This work must meet relevant Australian Standards, Codes and Building Regulations prevailing at the time.

The same applies when Council proposes to purchase an existing building, to ensure that it meets the relevant standards.

The focus of this Asset and Services Management Plan is renewal and maintenance of the existing building assets. However, having regard to the Levels of Service and Future Demand criteria outlined in previous chapters, the programs derived will also identify demand for upgraded assets and new assets.

It is important to separate these program elements from the renewal program because the sources of funding can be totally different. Certainly it is practical to undertake the construction or augmentation of the upgraded or new assets in conjunction with the renewal of the existing assets, but costing and funding should be recorded separately to align with the funding sources. The whole of life costing components for the renewal, new and upgraded assets should also take these factors into account.

6.3.2 Disposal of Assets

When a building or facility reaches the point at which it has outlived its usefulness, consideration will be given as to how best to dispose of it.

The assessment process should give consideration as to whether the current purpose/usage is suitable or whether it could be rationalised with another facility or usage.

Costs associated with the removal or disposal of decommissioned assets are to be included as part of the Disposal Plan. Associated works could include any necessary site remediation or rehabilitation. This is a risk management issue as failure by Council to undertake relevant site remediation to allow it to be used for an intended future purpose that may be permitted for it under the Town Planning Scheme may involve Council in future litigation if problems arise over its failure to remediate the site. An example of remediation work is on the site of old Council works depots where fuel and hazardous materials may have been stored, especially those stored in underground tanks.

7 FINANCIAL PROJECTIONS

The following information provides a snapshot of the financial value of the Facilities assets held and managed by the Council. The information presented is representative of the financial records available on the various assets. This financial information will continue to improve as the improvement tasks noted in this plan are implemented.

Financial modelling enables predictions for future funding requirements to be made based on available data and recent trends in asset life expectancies, condition, replacement costs, etc. Modelling outcome is very much dependent upon the accuracy of the input data and how assets are grouped for modelling. It is not a precise process but does provide a degree of certainty in the outcomes.

The Renewal Liability Gap provides Council with an understanding of the difference between what Council is currently spending to renew its building assets and what it needs to be spending. The renewal gap is estimated over a period of 20 years by modelling the deterioration of asset condition over the life of the asset.

7.1 Asset Valuations

The valuation of building & facility assets as of 30 June 2011 are summarised in Table 7.1 below.

Table C7.1 – Asset Valuations for Building & Facility Assets (as at 30 June 2011)

Community & Corporate Building Assets	Gross Current Replacement Value	Fair Value	Accumulated Depreciation	Annual Depreciation	Average Age	%
<i>Pools</i>						
<i>Cattle Saleyard</i>						
<i>Rental Properties</i>						
<i>Aerodromes (Buildings)</i>						
<i>Commercial Buildings (Shops)</i>						
<i>Hospital</i>						
Group Total						

7.2 Current Financial Position

Council is currently fully funding the depreciation on the Building and Facility asset class, based on the information in the Asset Register.

Table C7.2 is the breakdown the current Budget into whether expenditures are asset renewals, upgrades/expansions or new assets.

Table C7.2 - Expenditure Budget for 2011/12 for building and facilities assets

Community & Corporate Building Assets	Operations & Maintenance	Renewals / Refurbishment	Upgrades / Expansion	New Assets
<i>Pools</i>				
<i>Cattle Saleyard</i>				
<i>Rental Properties</i>				
<i>Aerodromes (Buildings)</i>				
<i>Commercial Buildings (Shops)</i>				
<i>Hospital</i>				
Group Total				

7.3 Ten Year Projections

Future funding projections are in current values and do not take into account inflationary increases such as construction cost indices. These will be accounted for at the time of preparation of the annual review of the Long Term Financial Plan and also the annual budget.

7.3.1 Maintenance and Operations

If the approved levels of service for maintenance and operations are currently being funded, then any variation should cover changes (increases and/or reductions) to the asset base and proposed changes to levels of service. Provision of any new asset has a potential consequential maintenance and operations cost impact.

Key maintenance activities should be programmed so that ongoing performance of each activity against its budget allocation can be monitored. This makes verification of variances to be more easily and credibly justified.

Table C7.3.1: 10-Year Projected Maintenance & Operations Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Maintenance & Operations Expenditure Requirements									
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22
Pools											
Cattle Saleyard											
Rental Properties											
Aerodromes (Buildings)											
Commercial Buildings (Shops)											
Hospital											
Maintenance & Operations Total											

7.3.2 Renewal

Table C7.3.2: 10-Year Projected Capital Renewal Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Capital Renewal Expenditure Requirements									
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22
Pools											
Cattle Saleyard											
Rental Properties											
Aerodromes (Buildings)											
Commercial Buildings											
Hospital											
Renewal Total											

7.3.3 New and Upgrade

Table C7.3.3: 10-Year Projected Capital New & Upgrade Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Capital New & Upgrade Expenditure Requirements									
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22
Pools											
Cattle Saleyard											
Rental Properties											
Aerodromes (Buildings)											
Commercial Buildings											
Hospital											
New & Upgrade Total											

7.4 Funding Options and Strategy

Refer to Part A

8 ASSET MANAGEMENT PRACTICES, PERFORMANCE AND IMPROVEMENT PLAN

8.1 Asset Management Practices

Council's adopted corporate structure provides for asset accounting responsibilities to be resourced and coordinated within the Finance Department. Information on asset acquisitions, modifications, upgrades, renewals and disposals is provided to the Finance Department by the Council staff responsible for asset management functions within the operational units.

8.2 Data Systems

See Part A

8.3 Asset Management Improvement

Council has developed a draft Asset and Services Management Practices Improvement Strategy designed to improve asset and services management outcomes to accord with the directions of Council's Corporate Plan 2009-2013 and the Asset and Services Management Policy. The strategy is the 'roadmap' for the organisation to improve and progress asset and services management and improve confidence in the outputs and outcomes. The improvement opportunities are identified in Table 8.3 below.

The key activities for the improving the management of buildings and facilities assets include:

- Assess and record the condition of buildings and facilities assets and, most importantly, the timing and levels of expenditures necessary to address outstanding high risks and compliance driven issues;
- Work with council's Finance Team to reconfirm the current remaining life of assets, particularly those with only 1-2 years of useful life remaining;
- Reconsider the priority and timing of planned investment in rehabilitation or renewal (as presented in the 10 year capital works programs) according to the findings of the above activities;
- Critically consider the long-term financial impacts on council and the community of any planned investment in new or upgraded assets or discretionary capital improvements;
- Develop a proactive scheduled maintenance regime for major buildings and facilities assets to minimise potential risks to council and the community and maintain assets on their optimum lifecycle;
- Develop a GIS layer of Buildings and Facilities assets within the Corporate Geographic Information System to use as a "data repository";
- Develop suitable templates and forms and, using already available technologies, capture and record asset attributes, condition scores and other relevant information within this system.

The improvement opportunities are identified in Table 8.1 below.

8.4 Monitoring and Review Procedures

This core plan will be reviewed and replaced with an advanced plan by 30 June 2012.

The Plan will be then be reviewed annually during budget preparations and amended in need to recognise any changes in service levels and resources as a result of the budget decision process.

Asset and Services Management Plan – Improvement Plan				
Issue	Process	Timeframe	Responsibility	Status
Data Collection	<ul style="list-style-type: none"> Chart of Accounts separates financial data into maintenance, operational and renewal costs. Complete Renewal Gap analysis to support long term financial planning Regular data validation process to ensure completeness of asset register 			
Levels of Service	<ul style="list-style-type: none"> Annual review of Levels of Service to compare current service standards to service targets Increased interaction with the Community to ascertain 'agreed' service levels Establish an electronic database that records building faults and consumer complaints. 			
Asset Register	<ul style="list-style-type: none"> Conduct regular condition assessments of building infrastructure by qualified inspectors to minimise potential faults. Regular data validation process to ensure completeness of asset register Develop an annual maintenance program from condition assessment report 			

Table CB.1: South Burnett Regional Council – Community & Corporate Buildings and Facilities Improvement Plan

PART D – COMMUNITY & CORPORATE BUILDING ASSETS

T EXECUTIVE SUMMARY

Council is the custodian of an extensive range of corporate and community buildings and other structures that facilitate the delivery of services to the community.

Part D of this Asset and Services Management Plan is dedicated to the management of Community & Corporate building assets and services, being specifically:

- *Visitor Information Centres*
- *Art Galleries*
- *Museums*
- *Halls*
- *Libraries*
- *Homesteads*
- *Customer Service Centres*
- *Depots/Workshops & Stores*

The primary issues for the building assets and services are the fundamentals of:

- Good data – dimensional and condition data stored in an Asset Inventory that can be uploaded to the Asset Register;
- Increasing the strategic and tactical management of the assets and services – understanding the renewal and maintenance needs and actively managing those needs, both operationally and financially;
- Levels of Service for the building assets and services, expressed as Service Standards and Service Targets;
- An appreciation of the cost of provision of the services;
- The future demand for the assets and services, understanding the growth and change factors that influence the management regime;
- Forecasting the renewal and maintenance costs for the next 20 – 50 years, and understanding the affordability and sustainability of the assets and services to the current levels.

This plan is about improving our knowledge of the assets and services and increasing our confidence in the management regime, as well as improving process management for the buildings assets and services.

2 INTRODUCTION

This plan is specifically for the management of building assets and services. The plan is a summarised and more of a technical document because all of the corporate functions are included in Part A of the plan, and there is no need to replicate them in this part.

The plan follows the same format as for Part A and as described in Figure 1.

One of Council's core functions is to provide and manage a suite of community buildings and facilities throughout the region. Council also maintains corporate buildings and depots that, along with affording accommodation to staff, provide a "shop-front" for council services and support the day-to-day operations required throughout the council.

Table CD.1 Schedule of Buildings

Structure Function Type	No	Group Gross Value
<i>Visitor Information Centres</i>		
<i>Art Galleries</i>		
<i>Museums</i>		
<i>Halls</i>		
<i>Libraries</i>		
<i>Homesteads</i>		
<i>Customer Service Centres</i>		
<i>Depots/Workshops & Stores</i>		
Totals		

2.1 Purpose and Scope of Plan

The purpose of this dedicated Building Plan is to:

- (e) Improve understanding of the building assets and services managed and provided;
- (f) Improve understanding and forecasting of asset related management options and costs;
- (g) Improved confidence levels in forward works programs for renewal and maintenance programs and the associated funding requirements; and
- (h) Guidance for the Council and the organisation in taking steps toward advanced asset management planning.

2.2 Corporate and Strategic Goals

Key Outcomes recorded in the Corporate Plan 2009–2013 have been used to provide direction for this Asset and Services Management Plan, including:

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
Goal	Strategies
SD2 <i>Infrastructure that meets our communities needs</i>	SD2.3 Plan for and develop service levels for plant and buildings SD2.4 Develop and implement Asset Management Plans for all classes of assets

Table D2.2: Extract from Corporate Plan 2009/2013 - Building Assets

2.3 Function and Hierarchy

The asset hierarchy follows the corporate model and the financial management practices described in the Asset Register and Asset Accounting Policy. The hierarchy records all associated major infrastructure assets in the building class.

2.4 Stakeholders

The key stakeholders comprise:

- (a) The Council – as the custodians of the assets and services;
- (b) The Community – as the users of the assets and services – including the resident regional community and visitors to the region;
- (c) Government Agencies – and other agencies active in the management of buildings across the region;
- (d) Council Staff – who are directly involved with the renewal, maintenance and operation of the network and management framework, both operationally and financially;
- (e) Emergency Services – use of community buildings during emergency situations (i.e. Disaster Co-Ordination and Evacuation Centres).
- (f) Council's Insurers

The contribution by and involvement of the key stakeholders in this plan is limited to the relationships and communications currently undertaken. It is intended to identify the relevant sections that would benefit from increased liaison with the stakeholders and determine the processes to facilitate that outcome.

2.5 Customer Research and Regional Issues

Council has not carried out any research on customer needs for asset and services management. This will be programmed for inclusion in future updates of the Asset and Services Management Plan.

3 LEVELS OF SERVICE

The Levels of Service for Buildings are based on the framework described in Part A of this plan. The Levels of Service documented comprise the Service Standards for the building categories – the Service Targets are the next phase of development.

3.1 Current Levels of Service

The following tables record the Levels of Service for Council Buildings.

Table D3.1.1: Service Standards – Corporate Buildings

	Corporate Buildings	Technical Service Standards
Classification	Corporate buildings provide accommodation for Council business and services plus staff and equipment. Staff housing provides livable accommodation for Council employees.	
Level of Service		
Service Factors	Customer Service Standards	Technical Service Standards
Function		
Location	<ul style="list-style-type: none"> Easy to find for public attendance, (physical location as well as clear signage and marking) Housing provided within the communities where staff are employed. 	<ul style="list-style-type: none"> Typically within public precincts or town centres Functional premises which offers livable conditions to tenants commensurate with needs and position
Features	<ul style="list-style-type: none"> Attractive premises which offer a range of civic and public services for the community 	<ul style="list-style-type: none"> Building style can be specific for the occupancy, plus be attractive to the occupants and users May be historical buildings
Distribution	<ul style="list-style-type: none"> Aligned with population centres and demand Aligned to employment of Executive, professional, para professional or identified 'needed' skills within branch communities. 	<ul style="list-style-type: none"> Facilities provided at appropriate intervals across townships to match typical demand A mix of housing types shall be provided to suit the needs of staff.
Accessibility	<ul style="list-style-type: none"> Well located to offer convenient access for total community 	<ul style="list-style-type: none"> Accessible from major transport routes Parking is available in near proximity Disabled access is provided

Table D3.1.1: Service Standards – Corporate Buildings continued

Classification Service Factors	Corporate Buildings	
	Customer Service Standards	Technical Service Standards
Design		
Building Layout	<ul style="list-style-type: none"> May cater for individual services or a mixture of public and civic services Space and design match needs Internal layout is practical and liveable 	<p>Minimum Size:</p> <ul style="list-style-type: none"> Accommodation for recognised customer and public access; service provision; for public meetings and functions according to industry standards Service growth and extensions factored into building form Acknowledge any tourism potential or seasonal needs <p>Internal Fitout:</p> <ul style="list-style-type: none"> Attractive and appealing to customers and staff – fit out matches building period Staff housing shall be functional and practical. Fit out for executive staff shall be of an attractive quality. <p>Operational:</p> <ul style="list-style-type: none"> Multi-use facilities as far as practicable May require emergency power back-up Staffed reception during normal hours or communication available for after hours
Reception area / Directory	<ul style="list-style-type: none"> Welcome / greeting / reception area Clearly signed facilities and directions 	
Security	<ul style="list-style-type: none"> Community and staff feel safe and confident accessing building and services 	<ul style="list-style-type: none"> Security provided matches standards for the building, service types and location Security cameras may be used if appropriate Extensive external and internal lighting for feature and security lighting Protocols / policies developed and implemented to contain potential nuisances in public areas High standard alert systems and monitoring, eg fire, threats, etc Housing considerations include external lighting and security screens
Compliance	<ul style="list-style-type: none"> Occupiers are aware of relevant compliance / fire service / evacuation procedures and can work with public in an emergency 	<ul style="list-style-type: none"> Meets all current regulations for occupancy and service types Constant fire / electrical protection and monitoring

Table D3.1.1: Service Standards – Corporate Buildings continued

Classification	Corporate Buildings	
	Customer Service Standards	Technical Service Standards
Service Factors	Design continued	
Heating / Cooling	<ul style="list-style-type: none"> Building is maintained at a comfortable temperature and conditions 	<ul style="list-style-type: none"> High standard of air-conditioning to all public spaces and service areas with little variation in temperature ranges New housing shall be designed to maximise natural heating and cooling. Housing to be insulated.
Environmental Issues	<ul style="list-style-type: none"> Building construction, maintenance and operation are consistent with contemporary standards for low environmental impact 	<ul style="list-style-type: none"> Low energy consumption building and low carbon footprint Includes optimised natural features to contribute to sustainable outcomes
Communication	<ul style="list-style-type: none"> Building communication capacity matches needs 	<ul style="list-style-type: none"> Excellent data and communication capacity throughout building
Toilets	<ul style="list-style-type: none"> Toilets are conveniently accessible and maintained / operated to high standards according to building occupancy and needs 	<ul style="list-style-type: none"> Toilet categories align with adjacent use categories and occupation Toilets located conveniently for all major users and public areas Showers provided with staff facilities May include baby nursing / change facilities Wheelchair access available to public toilet facilities
Indoor Activities / Exhibitions	<ul style="list-style-type: none"> Convenient, accessible space available for indoor activities and exhibitions 	<ul style="list-style-type: none"> Activity spaces located with good public / pedestrian access and vehicle parking
Catering	<ul style="list-style-type: none"> Catering facilities available to service normal needs 	<ul style="list-style-type: none"> Catering capacity aligned with typical occupancies and functions conducted
Kiosk / Café	<ul style="list-style-type: none"> Kiosk or café facilities available internally or within reasonable distance 	<ul style="list-style-type: none"> Provided according to needs and local shopping / precinct proximity
Staff Facilities	<ul style="list-style-type: none"> Staff have access to good quality facilities during normal occupancy 	<ul style="list-style-type: none"> Adequate areas and facilities for staff, eg lunch rooms
Storage	<ul style="list-style-type: none"> Reasonable capacity storage available to cater for most occupancies 	<ul style="list-style-type: none"> Storage provided in proximity and contained areas according to occupancy and service type needs As a minimum, internal storage shall be provided to cater to most household possessions. Storage sheds to be provided at staff residences

Table D3.1.1: Service Standards – Corporate Buildings continued

Classification Service Factors	Corporate Buildings	
	Customer Service Standards	Technical Service Standards
Design continued		
Cleaner's Facilities	<ul style="list-style-type: none"> Cleaner facilities available in building 	<ul style="list-style-type: none"> Cleaner's facilities and equipment / storage provided according to occupancies and services provided May be required on different levels
Carparking	<ul style="list-style-type: none"> Carparking internal to or in near proximity to building to cater for all occupancies during and after hours 	<ul style="list-style-type: none"> Carparking capacity to cater for full occupancy of building within 100 metres of building Carport / garage to cater for tenants personal vehicle and / or work vehicle
Landscaping / Surrounds	<ul style="list-style-type: none"> Landscaping and surrounds complement building image and character and functional areas of space 	<ul style="list-style-type: none"> Low maintenance treatments used as far as is practicable to maintain the theme of the building / precinct Low water use plants used wherever practicable
Water Features / Cultural Features	<ul style="list-style-type: none"> Natural or made features added according to building design and character 	<ul style="list-style-type: none"> Historical / heritage or modern artefacts add to building space theme and character Good representation of artwork throughout public spaces
Amenity / Presentation		
Image and Character	<ul style="list-style-type: none"> Stand-out buildings reflecting the image and character of the town precinct – may include historical buildings; 	<ul style="list-style-type: none"> Building and features suit streetscape and town theme.
No visible graffiti	<ul style="list-style-type: none"> All graffiti removed 	<ul style="list-style-type: none"> High response level for graffiti removal
No free rubbish or litter	<ul style="list-style-type: none"> Well maintained surrounds No free litter; 	<ul style="list-style-type: none"> Routine inspections and attention Quick response times for reactive activities
Maintenance and operational activities	<ul style="list-style-type: none"> No disruptions to major events from maintenance and operational activities Houses are generally of low maintenance construction 	<ul style="list-style-type: none"> Maintenance / operational activities typically undertaken outside normal office hours Ground and minor maintenance undertaken by tenants. Major maintenance / repairs and improvements undertaken by Council engaged contractors.

Table D3.1.2: Service Standards – Community Buildings

Classification		Community Buildings
Level of Service	Community buildings contribute positively to community lifestyle and services, and are readily accessible.	
Service Factors	Customer Service Standards	Technical Service Standards
Function		
Location	<ul style="list-style-type: none"> Easy to find. (physical location as well as clear signage and marking) 	<ul style="list-style-type: none"> Typically within public precincts or town centres
Features	<ul style="list-style-type: none"> Offer a range of civic and public services for the community 	<ul style="list-style-type: none"> Style reflects usage and is attractive to the occupants and users May be historical buildings
Distribution	<ul style="list-style-type: none"> Aligned with population centres and demand 	<ul style="list-style-type: none"> Facilities provided at appropriate intervals across region to match typical demand
Accessibility	<ul style="list-style-type: none"> Well located to offer convenient access for total community 	<ul style="list-style-type: none"> Accessible from major transport routes as far as is possible Access to parking in proximity Access for disabled persons
Design		
Building Layout	<ul style="list-style-type: none"> May cater for individual services or a mixture of active and passive community and civic services Space and design match needs 	<p>Minimum Size:</p> <ul style="list-style-type: none"> Accommodation for recognised customer and public access, service provision, major events and sporting activities / carnivals, public meetings and functions according to industry standards and demand Service potential and growth factored into building form Acknowledge major sporting / festival / events potential or seasonal needs <p>Internal Fitout:</p> <ul style="list-style-type: none"> Attractive and appealing to customers and staff – fit out matches building period <p>Operational:</p> <ul style="list-style-type: none"> Multi-use facilities as far as practicable May require emergency power back-up
Reception area / Directory	<ul style="list-style-type: none"> Welcome / greeting / reception area according to occupancy Clearly signed facilities and directions 	<ul style="list-style-type: none"> May be staffed reception during normal hours and / or communication available for normal hours and after hours

Table D3.1.2: Service Standards – Community Buildings continued

Classification	Community Buildings	
	Customer Service Standards	Technical Service Standards
Design continued		
Security	<ul style="list-style-type: none"> Community feel safe and confident accessing building and services 	<ul style="list-style-type: none"> Security matches standards for the building, service types and location Patrols and security cameras used as appropriate Extensive external and internal lighting for feature and security lighting Protocols / policies developed and implemented to contain potential nuisances in public areas as applicable High standard alert systems and monitoring, eg fire, threats, etc
Compliance	<ul style="list-style-type: none"> Occupiers are aware of relevant compliance / fire service / evacuation procedures and can work with public in an emergency 	<ul style="list-style-type: none"> Meets all current regulations for occupancy and service types Constant fire protection and monitoring
Heating / Cooling	<ul style="list-style-type: none"> Building is maintained at a comfortable temperature and conditions 	<ul style="list-style-type: none"> High standard of air-conditioning to all public spaces and service areas with little variation in temperature ranges
Environmental Issues	<ul style="list-style-type: none"> Building construction, maintenance and operation are consistent with contemporary standards for low environmental impact 	<ul style="list-style-type: none"> Low energy consumption building and low carbon footprint Includes optimised natural features to contribute to sustainable outcomes
Communication	<ul style="list-style-type: none"> Building communication capacity matches needs 	<ul style="list-style-type: none"> High standard data and communication capacity throughout building
Toilets	<ul style="list-style-type: none"> Toilets are conveniently accessible and maintained / operated to high standards according to building occupancy and needs 	<ul style="list-style-type: none"> Toilet categories align with adjacent use categories and occupation Toilets located conveniently for all major users and public areas Showers included at staffed areas May include baby nursing / change facilities
Indoor Activities / Exhibitions	<ul style="list-style-type: none"> Convenient, accessible space available for indoor activities and exhibitions 	<ul style="list-style-type: none"> Activity spaces with good public and access and vehicle parking
Catering	<ul style="list-style-type: none"> Catering facilities available to service normal needs 	<ul style="list-style-type: none"> Basic kitchen facilities provided
Kiosk / Café	<ul style="list-style-type: none"> Kiosk or café facilities may be available internally or within reasonable distance 	<ul style="list-style-type: none"> Provided according to needs and local shopping / precinct proximity

Table D3.1.2: Service Standards – Community Buildings continued

Classification Service Factors	Community Buildings	
	Customer Service Standards	Technical Service Standards
Design continued		
Staff Facilities	<ul style="list-style-type: none"> Staff have access to good quality facilities during normal occupancy 	<ul style="list-style-type: none"> Adequate areas and facilities for staff, eg lunch rooms
Storage	<ul style="list-style-type: none"> Reasonable capacity storage available to cater for most occupancies 	<ul style="list-style-type: none"> Storage provided in proximity and contained areas according to occupancy / service needs
Cleaner's Facilities	<ul style="list-style-type: none"> Cleaner facilities available in building 	<ul style="list-style-type: none"> Cleaner's facilities and equipment / storage provided according to occupancies and services provided
Carparking	<ul style="list-style-type: none"> Carparking internal to or in near proximity to building to cater for all occupancies during and after hours 	<ul style="list-style-type: none"> Carparking capacity to cater for full occupancy of building within 200 metres of building
Landscaping / Surrounds	<ul style="list-style-type: none"> Landscaping and surrounds complement building image and character and functional areas of space 	<ul style="list-style-type: none"> Low maintenance treatments used as far as is practicable to maintain the theme of the building / precinct Low water use plants used if practicable
Water Features / Cultural Features	<ul style="list-style-type: none"> Natural or made features may be added according to building design and character 	<ul style="list-style-type: none"> Historical / heritage or modern artefacts add to building theme and character Good representation of artwork throughout public spaces
Amenity / Presentation		
Image and Character	<ul style="list-style-type: none"> Stand-out buildings reflecting the image and character of the town precinct – may include historical buildings; 	<ul style="list-style-type: none"> Optimise building and features through quality display standards
No visible graffiti	<ul style="list-style-type: none"> All graffiti removed 	<ul style="list-style-type: none"> High response level for graffiti removal
No free rubbish or litter	<ul style="list-style-type: none"> Well maintained surrounds No free litter; 	<ul style="list-style-type: none"> Routine inspections and attention Quick response times for reactive activities
Maintenance and operational activities	<ul style="list-style-type: none"> No disruptions to major events from maintenance and operational activities 	<ul style="list-style-type: none"> Maintenance and operational activities timed to optimise low impact interference, eg cleaning after normal occupancy hours

3.2 Community Consultation

It is proposed to initiate the consultation as part of the updated Community Plan program to commence in calendar year 2010, and continue with periodic information releases as the operational and financial data matures.

Council has developed a Community Engagement Policy for sharing information with and receiving feedback from the community.

The community consultation is an essential part of the determination of the Levels of Service where the costs of the provision of the standards is excessive and not sustainable for the present circumstances, in which case, the community may be obliged to accept reductions in the Levels of Service to align with 'affordability' according to local circumstances.

3.3 Agreed Levels of Service

The community consultation program should provide guidance regarding the community 'satisfaction' with the current Levels of Service, or highlight where changes need to be made to the standards to match 'needs', (not expectations).

Once there is consensus on the standards, they should be endorsed by the Council as the 'agreed' Levels of Service.

The agreed Levels of Service will apply from that date, with regular monitoring and review to maintain their validity.

Where the agreed Levels do include reductions from current Levels of Service, then the changes will be incrementally implemented.

3.3.1 Fittings and Equipment

Fittings and equipment required for provision of services to the community can be considered either as part of the building structure or facility or separate from the structure as non-building equipment.

In circumstances where equipment has been provided for a purpose-built building, the equipment is to be considered as part of the building. This applies when equipment is built in, affixed to or installed in such a manner that the installation costs will be substantial and could include special foundations, or extensive restoration works after the equipment has been removed, (e.g. air conditioning or heating units, swimming pool filtration and chlorination plant, hall / theatre stages and gantry lighting, and workshop overhead gantry cranes).

Non-building plant and equipment can be defined as equipment that can be easily removed after erection or installation. In this context, the primary consideration of the building should be that of a shelter. Therefore, non-building plant and equipment are those items that can be disconnected, dismantled and removed without significant impact on the building in terms of:

- damage to the building structure, including internal partitions;
- affecting the function of the building as a shelter; and
- the need to restore, change or upgrade the building after removal of the equipment.

For ease of reference, the following sub-categories identify those items that are to be considered as non-building plant and equipment.

Portable and attractive equipment are non-building assets. These assets are generally smaller items of equipment that are usually stand-alone, hand-held, or plug-in. Examples of this category include:

▪ portable tools	▪ calculators	▪ portable power tools
▪ cameras	▪ battery clocks	

Plug-in 'white goods' and general office equipment are non-building assets. These items are generally plug-in electrical equipment and usually included as office facilities. Examples include:

▪ urns, (plug-in)	▪ fridges / freezers	▪ clothes washers
▪ computer terminals / printers	▪ facsimile machines	▪ photocopy machines
▪ shredders	▪ microwave ovens	

Business equipment and fittings that can be easily removed are considered to be non-building assets. These assets are generally used for carrying out business activities, including items such as welders or lathes in workshops. However overhead gantry cranes are part of the workshop structure. Notice boards, pin-up boards, and white-boards are also included as business equipment and fittings because these items and other equipment and furniture are not part of the structure of a building / facility.

4 FUTURE DEMAND

The future demand for this Asset and Services Management Plan is targeted primarily at the renewal and maintenance of the building assets to sustain the Levels of Service. The plan does acknowledge the need for the upgrade, augmentation and new asset components which may be required from time to time.

4.1 Demand Forecasts

Demand for buildings and facilities assets and services are broadly correlated to the increase in population figures.

In terms of capacity and based on predicted growth data presented in Part A, the existing buildings and facilities have, for the purposes of developing this core level plan, been deemed of sufficient capacity for the immediate future.

4.2 Demand Planning

Council is currently under-funding various infrastructure assets, including its building assets. The community may well seek higher levels of service, including maintenance, than currently provided. The community consultation process will establish this and part of the process will involve affordability of any increased levels of service.

Opportunities for funding new assets are generally limited to income from Government Grants and from Council rates. Although it may be possible to afford a new asset, especially if the subject of a Government grant, what must also be considered as part of the equation is the ongoing commitment to operations and maintenance.

In addition to the cost of provision of new assets, 'demand' includes the resources to operate and maintain the assets. Another alternative to reducing demand is to reduce operation and/or maintenance costs. Reductions can result from use of improved work techniques and practices, new technology & materials, and also by reducing the level of service being provided. If there is little opportunity to improve funding through the various sources, then the only practical option is to reduce levels of service.

External factors can also impact maintenance of Council operations such as changing environmental standards, community safety standards, OH&S, etc. These can all add to the cost of maintaining and operating Council infrastructure assets and must be accounted for in the annual budget process.

4.3 Demand Management Strategy

As Council's long-term financial strategy is developed it will become evident as to whether or not the demand on funding to operate and maintain current services utilising the building & facility stock is sustainable. If it is revealed that the Council is living beyond its means than serious consideration will have to be given for instance to the levels of service provided, and alternative means of funding.

It is important that there is community input into any proposal to downgrade any levels of service as there may well be impacts on the community of which Council is unaware. At the same time, the community may well be strong advocates of the process if it can see a minimisation of maintenance costs arising from users groups that may be contributing little or nothing to the community which bears the cost.

5 RISK MANAGEMENT

Risk management is one of the fundamentals of asset and services management, and is observed to the highest possible level using industry standard practices. It is appropriate that the formal process of risk management processes be applied to support decision making in all areas and at all levels of the organisation.

Risks can typically be categorised as:

- **Natural Events.** Council has virtually no control over the timing or extent of the event, however, the probabilities may be understood;
- **External Impacts.** Council has some control over these risks, associated with other organisations providing goods and services to Council;
- **Physical Failure Risk.** Where conditions or performance of an asset could lead to failure. Council can control these risks through maintenance and renewal funding levels;
- **Operational Risk.** Where management of the asset or asset management activities might impact on an asset. Council can control these risks through maintenance and renewal funding levels.

The structured planning process is primarily designed to address the risks associated with 'physical failure risk' and 'operational risk'. The risk management structure records primary risks and critical risks associated with the assets and services.

5.1 Risk Assessment

South Burnett Regional Council's Risk Management Framework is set out in Section 5.2 of Part A of this Asset and Services Management Plan.

The management of assets and services introduces two specific risk issues to be addressed, namely:

- Funding sustainability to support consistent Levels of Service; and
- Failure of an asset or network due to inappropriate asset management.

Successful management of these risks means that the organisation and the community can be confident of the functional outcomes required from the infrastructure network and all facilities.

5.2 Risk Treatment

Risk management is taken very seriously by South Burnett Regional Council, for sustainable and consistent asset and service management, and to address potential non-feasance issues.

The critical risks identified for asset and services management and the relevant corrective actions are summarised in Table 5.2 (below).

The risk treatments nominated in Table 5.2 have regard for the practical approach to risk management based on:

- Available resources, (and skills);
- Funding; and
- Network needs based on hierarchy and the associated seasonal factors.

The treatments also have regard for the factors that the organisation can capably manage to ensure that the risks are minimised.

5.2.1 Typical Risks and Treatment Plans – Facilities

Asset at Risk	Incident	Cause	Likelihood	Risk Rating	Risk Treatment Plan
Buildings	Destruction of Corporate building	Fire / Flood	Possible	Very High	Maintain adequate insurance Disaster Management Plan updated and current Offsite storage of data backups
	Damage to buildings causing closure of infrastructure	Vandalism Act of God	Possible	High	Staff to temporarily repair damage. Contractor engaged. Routine maintenance inspections.
	Increased injury risk to users due to age and condition	Inadequate maintenance program.	Likely	Medium	Capital works and maintenance program in place. Communication with clubs and lease holders.
	Capacity issues with existing corporate buildings and facilities	Increase in staffing levels in response to community demand for services	Likely	Low	Adequate strategic planning for future accommodation needs

Table C5.2 Critical Risks and Treatments

5.2.2 Prioritising risks for treatment

Risk events classified as extreme should be assigned a higher priority than high-risk events for purposes of defining and implementing risk treatment strategies and risk controls. Risk events within the extreme and high risk categories should also be prioritised, e.g. taking into account the potential consequences, adequacy of existing controls and cost of implementing the selected treatment strategy in each case.

5.2.3 Identifying treatment options

Generic treatment options that can be considered for each risk event can include:

- accepting risk;
- reducing likelihood of event;
- reducing the consequences of event;
- transferring the risk;
- sharing the risk; and
- combinations of the above.

5.2.4 Implementing Treatment Strategies

The treatment strategy for each risk event should be listed in the Risk Register, and shall include:

- proposed actions (including new and upgraded risk controls);
- required resources;
- responsible officer;
- deadlines and timing;
- performance monitoring; and
- reporting.

5.2.5 Insurance

Insurance coverage is provided for:

- public liability;
- professional indemnity;
- worker compensation (self-insured)

The information in Table 5.2 is to be prioritised having regard to these treatment factors. The work will be complemented by the development of the Risk Register for building assets and services.

6 LIFECYCLE MANAGEMENT PLAN

Life Cycle Management is recognised by South Burnett Regional Council as an essential component of the provision and management of assets and services. Life Cycle Management is primarily about using the data and processes to effectively provide, manage, maintain, renew, (and upgrade), existing building assets and services.

Lifecycle asset management means considering all management options and strategies as part of the asset lifecycle, from planning to disposal, (whole of life analysis). The objective of managing the assets in this manner is to look at long-term cost impacts, (or savings), when making asset and services management decisions.

6.1 Operations and Maintenance Plan

At this stage there are no significant operations and maintenance plans developed for major buildings and facilities. Activities are mostly reactive although there are compliance driven maintenance inspections for items such as fire extinguishers and safety lighting.

It would be appropriate for each major building and facility to have a basic operations and maintenance plan developed to address the issue of unscheduled failures and more clearly identify any impending future costs of replacement or upgrade.

6.2 Asset Renewal

Replacement and rehabilitation of existing buildings and facilities is primarily driven by asset condition and performance. Existing buildings and structures have been condition rated during the financial revaluation process allowing the adoption of a corresponding remaining life. This in turn is used in this core plan to drive a theoretical renewals plan.

Council staff should be provided with information relative to assets close to the end of their theoretical economic life so that a practical reassessment can be completed to determine if remaining life should be adjusted.

An asset renewals program is based on the following considerations:

- A condition rating applied to each asset;
- An assumed economic life applied to each asset group;
- A replacement date for each asset;
- Asset replacement cost.

In the case of buildings the theoretical renewals model may not strictly apply as buildings and facilities assets are often continuously rehabilitated with periodic injections of capital and not reach a condition of total degradation.

It is important however to appreciate that the renewal expenditures forecast from financial information is indicative of the cash flows that will potentially need to be spent to keep the buildings in a safe and appropriate condition and meeting a desired standard of service.

6.3 New, Upgrade and Disposal

6.3.1 New and Upgrade Assets

This aspect is essentially the provision of new assets, something that did not exist, or extension/upgrading of an asset beyond its original size or capacity.

It includes projects (including land purchase) for the extension or upgrading of assets required to cater for growth or additional levels of service. They include:

- *Works which create an asset that did not exist in any shape or form, or*
- *Works which improves an asset beyond its original size or capacity, or*
- *Upgrade works which increase the capacity of an asset, or*
- *Works designed to produce an improvement in the standard and operation of the asset beyond its original capacity.*

Funding of new works fall into the following categories depending upon the extent and type of works:

- *Council funded, or*
- *Funded by outside interests (commercial, private, Government or non-profit organisation), or*
- *Shared contribution to the cost by Council and an outside interest.*

Part of the assessment of the above must take into account life-cycle costs, not just the initial capital cost.

There are occasions when Council is required to upgrade an asset because of changed usage requirements. In such instances, the project is scrutinised closely by officers and is dealt with as part of the annual budget process.

When Council resolves to undertake construction of new buildings it engages its Architects and Structural Engineers for the structural layout and design. This work must meet relevant Australian Standards, Codes and Building Regulations prevailing at the time.

The same applies when Council proposes to purchase an existing building, to ensure that it meets the relevant standards.

The focus of this Asset and Services Management Plan is renewal and maintenance of the existing building assets. However, having regard to the Levels of Service and Future Demand criteria outlined in previous chapters, the programs derived will also identify demand for upgraded assets and new assets.

It is important to separate these program elements from the renewal program because the sources of funding can be totally different. Certainly it is practical to undertake the construction or augmentation of the upgraded or new assets in conjunction with the renewal of the existing assets, but costing and funding should be recorded separately to align with the funding sources. The whole of life costing components for the renewal, new and upgraded assets should also take these factors into account.

6.3.2 Disposal of Assets

When a building or facility reaches the point at which it has outlived its usefulness, consideration will be given as to how best to dispose of it.

The assessment process should give consideration as to whether the current purpose/usage is suitable or whether it could be rationalised with another facility or usage.

Costs associated with the removal or disposal of decommissioned assets are to be included as part of the Disposal Plan. Associated works could include any necessary site remediation or rehabilitation. This is a risk management issue as failure by Council to undertake relevant site remediation to allow it to be used for an intended future purpose that may be permitted for it under the Town Planning Scheme may involve Council in future litigation if problems arise over its failure to remediate the site. An example of remediation work is on the site of old Council works depots where fuel and hazardous materials may have been stored, especially those stored in underground tanks.

7 FINANCIAL PROJECTIONS

The following information provides a snapshot of the financial value of the Facilities assets held and managed by the Council. The information presented is representative of the financial records available on the various assets. This financial information will continue to improve as the improvement tasks noted in this plan are implemented.

Financial modelling enables predictions for future funding requirements to be made based on available data and recent trends in asset life expectancies, condition, replacement costs, etc. Modelling outcome is very much dependent upon the accuracy of the input data and how assets are grouped for modelling. It is not a precise process but does provide a degree of certainty in the outcomes.

The Renewal Liability Gap provides Council with an understanding of the difference between what Council is currently spending to renew its building assets and what it needs to be spending. The renewal gap is estimated over a period of 20 years by modelling the deterioration of asset condition over the life of the asset.

7.1 Asset Valuations

The valuation of building & facility assets as of 30 June 2011 are summarised in Table 7.1 below.

Table D7.1 – Asset Valuations for Building & Facility Assets (as at 30 June 2011)

Community & Corporate Building Assets	Gross Current Replacement Value	Fair Value	Accumulated Depreciation	Annual Depreciation	Average Age	%
<i>Visitor Information Centres</i>						
<i>Art Galleries</i>						
<i>Museums</i>						
<i>Halls</i>						
<i>Libraries</i>						
<i>Homesteads</i>						
<i>Customer Service Centres</i>						
<i>Depots/Workshops & Stores</i>						
Group Total						

7.2 Current Financial Position

Council is currently fully funding the depreciation on the Building & Facility asset class, based on the information in the Asset Register.

Table 7.2 is the breakdown the current Budget into whether expenditures are asset renewals, upgrades/expansions or new assets.

Table D7.2 - Expenditure Budget for 2011/12 for building and facilities assets

Community & Corporate Building Assets	Operations & Maintenance	Renewals / Refurbishment	Upgrades / Expansion	New Assets
Visitor Information Centres				
Art Galleries				
Museums				
Halls				
Libraries				
Homesteads				
Customer Service Centres				
Depots/Workshops & Stores				
Group Total				

7.3 Ten Year Projections

Future funding projections are in current values and do not take into account inflationary increases such as construction cost indices. These will be accounted for at the time of preparation of the annual review of the Long Term Financial Plan and also the annual budget.

7.3.1 Maintenance and Operations

If the approved levels of service for maintenance and operations are currently being funded, then any variation should cover changes (increases and/or reductions) to the asset base and proposed changes to levels of service. Provision of any new asset has a potential consequential maintenance and operations cost impact.

Key maintenance activities should be programmed so that ongoing performance of each activity against its budget allocation can be monitored. This makes verification of variances to be more easily and credibly justified.

Table D7.3.1: 10-Year Projected Maintenance & Operations Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Maintenance & Operations Expenditure Requirements									
		1 2012/13	2 2013/14	3 2014/15	4 2015/16	5 2016/17	6 2017/18	7 2018/19	8 2019/20	9 2020/21	10 2021/22
Visitor Information Centres											
Art Galleries											
Museums											
Halls											
Libraries											
Homesteads											
Customer Service Centres											
Depots/Workshops/Stores											
Maintenance & Operations Total											

7.3.2 Renewal

Table D7.3.2: 10-Year Projected Capital Renewal Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Capital Renewal Expenditure Requirements									
		1	2	3	4	5	6	7	8	9	10
		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Visitor Information Centres											
Art Galleries											
Museums											
Halls											
Libraries											
Homesteads											
Customer Service Centres											
Depots/Workshops/Stores											
Renewal Total											

7.3.3 New and Upgrade

Table D7.3.3: 10-Year Projected Capital New & Upgrade Expenditure Requirements

Community & Corporate Building Assets	2011/12 Budget Allocation	10-Year Projected Capital New & Upgrade Expenditure Requirements									
		1	2	3	4	5	6	7	8	9	10
		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Visitor Information Centres											
Art Galleries											
Museums											
Halls											
Libraries											
Homesteads											
Customer Service Centres											
Depots/Workshops/Stores											
New & Upgrade Total											

7.4 Funding Options and Strategy

Refer to Part A

8 ASSET MANAGEMENT PRACTICES, PERFORMANCE AND IMPROVEMENT PLAN

8.1 Asset Management Practices

Council's adopted corporate structure provides for asset accounting responsibilities to be resourced and coordinated within the Finance Department. Information on asset acquisitions, modifications, upgrades, renewals and disposals is provided to the Finance Department by the Council staff responsible for asset management functions within the operational units.

8.2 Data Systems

See Part A

8.3 Asset Management Improvement

Council has a draft Asset and Services Management Practices Improvement Strategy designed to improve asset and services management outcomes to accord with the directions of Council's Corporate Plan 2009-2013 and the Asset and Services Management Policy. The strategy is the 'roadmap' for the organisation to improve and progress asset and services management and improve confidence in the outputs and outcomes. The improvement opportunities are identified in Table 8.3 below.

The key activities for the improving the management of buildings and facilities assets include:

- Assess and record the condition of buildings and facilities assets and, most importantly, the timing and levels of expenditures necessary to address outstanding high risks and compliance driven issues;
- Work with council's Finance Team to reconfirm the current remaining life of assets, particularly those with only 1-2 years of useful life remaining;
- Reconsider the priority and timing of planned investment in rehabilitation or renewal (as presented in the 10 year capital works programs) according to the findings of the above activities;
- Critically consider the long-term financial impacts on council and the community of any planned investment in new or upgraded assets or discretionary capital improvements;
- Develop a proactive scheduled maintenance regime for major buildings and facilities assets to minimise potential risks to council and the community and maintain assets on their optimum lifecycle;
- Develop a GIS layer of Buildings and Facilities assets within the Corporate Geographic Information System to use as a "data repository";
- Develop suitable templates and forms and, using already available technologies, capture and record asset attributes, condition scores and other relevant information within this system.

The improvement opportunities are identified in Table 8.1 below.

8.4 Monitoring and Review Procedures

This core plan will be reviewed and replaced with an advanced plan by 30 June 2012.

The Plan will be then be reviewed annually during budget preparations and amended in need to recognise any changes in service levels and resources as a result of the budget decision process.


Asset and Services Management Plan – Improvement Plan

Issue	Process	Timeframe	Responsibility	Status
Data Collection	<ul style="list-style-type: none"> • Chart of Accounts separates financial data into maintenance, operational and renewal costs. • Complete Renewal Gap analysis to support long term financial planning • Regular data validation process to ensure completeness of asset register 			
Levels of Service	<ul style="list-style-type: none"> • Annual review of Levels of Service to compare current service standards to service targets • Increased interaction with the Community to ascertain 'agreed' service levels • Establish an electronic database that records building faults and consumer complaints. 			
Asset Register	<ul style="list-style-type: none"> • Conduct regular condition assessments of building infrastructure by qualified inspectors to minimise potential faults. • Regular data validation process to ensure completeness of asset register • Develop an annual maintenance program from condition assessment report 			

Table DB.1: South Burnett Regional Council – Community & Corporate Buildings and Facilities Improvement Plan

SEWER SERVICES
ASSET MANAGEMENT PLAN

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Document Control					
Document ID: q-t7022.00 r18 r0 drl asset management plan.doc					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	15/05/2012	Version 1			

g:\projects\q-t7022.00 - s/b Burnett sewerage schemes imp samp cas\reports\out\q-t7022.00 r18 r0 drl asset management plan.doc

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1. EXECUTIVE SUMMARY

What Council Provides

South Burnett Regional Council (SBRC) carries out wastewater treatment functions within the South Burnett Region (SBR) which included the main townships of Kingaroy, Nanango, Wondai, Murgon, Proston and Blackbutt.

The wastewater scheme is broken up into six isolated treatment schemes servicing the main townships located within SBR.

SBRC's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers.

What does it Cost?

There are two key indicators of cost to provide

- The life cycle cost being the average cost over the life cycle of the asset; and
- The total maintenance and capital renewal expenditure required to deliver existing service levels in the next 10 years under the long term financial plan.

The life cycle cost to provide the wastewater services is estimated at \$..... per annum. Council's planned life cycle expenditure for the first year of the Asset Management Plan (AMP) is \$..... resulting in a life cycle sustainability index of

The total maintenance and capital renewal expenditure required to provide the water services in the next 10 years is estimated at \$ at an expenditure average of \$ per year.

The maintenance and capital renewal expenditure for the first year of the AMP is \$; giving a 10 year sustainability index of 1.46.

Plans for the Future

SBRC plans to operate and maintain the SBRC's wastewater networks to achieve the following strategic objectives;

- Ensure the wastewater networks are maintained at a safe and functional standard, as set out in this asset management plan;
- Be a successful business;
- Operate at least as efficiently as comparable businesses;

- Exhibit a sense of social responsibility, by having regard to the interests of the community in which it operates.

Measuring Performance

Quality

The wastewater scheme assets will be maintained in a condition that is fit for purpose and provides an acceptable level of redundancy.

Defects found or reported that are outside the service standard will be repaired.

Function

SBRC intends to maintain an appropriate wastewater network in partnership with other levels of government and stakeholders, to meet the current and future water needs of the community.

The wastewater schemes asset attributes will be maintained at a safe level and associated signage and equipment will be provided as needed to ensure public safety. SBRC aim is to ensure that key functional objectives are met including compliance with:

-
-
-

Safety

SBRC regularly monitors and inspects various components of the water supply network and prioritises and repairs defects in accordance with an overall inspection schedule.

The Next Steps

The actions resulting from this asset management plan are:

- Ongoing improvement of asset management systems and processes;
- Improving the gathering and analysis of population and demographic data;
- More accurate modelling of system capacity operation and upgrade/renewal programming;
- Implementing demand and risk management;
- Assessing.....

2. INTRODUCTION

2.1 Background

This AMP demonstrates responsive management of assets and services provided from assets, compliance with regulatory requirements, and communication of the funding needed to provide the required levels of service.

The AMP is to be read in conjunction with the following associated planning documents:

- SBRC Management Plan;
- TMP;

2.2 Wastewater Schemes

2.2.1 General

South Burnett Regional Council is responsible for carrying out wastewater treatment functions for all of South Burnett Region.

The scheme is broken up in six isolated wastewater schemes associated with the main townships located in South Burnett Region. The six schemes are Kingaroy Wastewater Scheme, Nanango Wastewater Scheme, Wondai Wastewater Scheme, Murgon Wastewater Scheme, Proston Wastewater Scheme and Blackbutt Wastewater Scheme.

Schematics of the wastewater schemes are included in Appendix A.

2.2.2 Kingaroy Wastewater Scheme

The Kingaroy Wastewater Scheme includes a pipe network of rising and gravity sewer mains discharging to the treatment plant. The original treatment plant was constructed in the late 1950's, in the early 1970's the plant received a major upgrade which saw the treatment plant implement new treatment methods. As demand increase as a result of population growth the plant received another major upgrade in 1990's and has been continuously upgraded as required. Following subsequent additional improvements the plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes include settlement, filtration, chlorination, sludge digestion/dewatering/drying and oxidation ponds. Treated water is then used in a effluent reuse scheme which is distributed to the golf course and an irrigation storage for irrigation, any overflow is then discharged into the creek.

The Kingaroy Wastewater Scheme, which included five pumping stations, one treatment plant, three effluent lagoons, one irrigation lagoon and an irrigation pumping station, serves customs for the Kingaroy township and surrounding rural areas.

2.2.3 Nanango Wastewater Scheme

Nanango Wastewater Scheme includes a pipe network of rising and gravity sewer mains discharging to the treatment plant. The original treatment plant was constructed in the late 1960's, in the early 1980's the plant received a major upgrade which saw the treatment plant implement new treatment methods. Following subsequent additional improvements the plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes include settlement, filtration, chlorination, sludge digestion/drying and oxidation ponds. Treated water is then discharged into the creek and is used to irrigate the golf course.

The Nanango Wastewater Scheme, which included six pumping stations, one treatment plant, and three effluent lagoons, serves customs for the Nanango township and surrounding rural areas.

2.2.4 Wondai Wastewater Scheme

The Wondai Wastewater Scheme includes a pipe network of rising and gravity sewer mains discharging to the treatment plant. The original treatment plant was constructed in the late 1960's, in the late 1980's the plant received a major upgrade which saw the treatment plant implement new treatment methods. Following subsequent additional improvements the plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes include settlement, filtration, chlorination, sludge digestion/drying and oxidation ponds. Treated water is then used in a effluent reuse scheme which is distributed to the golf course and an showgrounds for irrigation, any overflow is then discharged into the creek.

The Wondai Wastewater Scheme, which included six pumping stations, one treatment plant, and two effluent lagoons, serves customs for the Wondai Township and surrounding rural areas.

2.2.5 Murgon Wastewater Scheme

The Murgon Wastewater Scheme includes a pipe network of rising and gravity sewer mains discharging to the treatment plant. The original treatment plant was constructed in the late 1960's, in the late 1990's the plant received a major upgrade which saw the treatment plant implement new treatment methods. Following subsequent additional improvements the plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes include settlement, filtration, chlorination, sludge digestion/drying and oxidation ponds. Treated water is then discharged into the creek and is used to irrigate the golf course.

The Murgon Wastewater Scheme, which included three pumping stations, one treatment plant, and three effluent lagoons, serves customs for the Murgon Township and surrounding rural areas

2.2.6 Proston Wastewater Scheme

Proston Wastewater Scheme includes a network of gravity sewer mains that draw off the liquid effluent from individual septic tanks discharging into the CED plant. The CED plant was constructed in 1998 and has not received any major upgrades. The plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes included settlement and chlorination. Treated water is then discharged into the creek and is used to irrigate the golf course.

The Proston Wastewater Scheme, which included one pumping stations, one CED plant, and three effluent lagoons, serves customs for the Proston Township.

2.2.7 Blackbutt Wastewater Scheme

The Blackbutt Wastewater Scheme includes a pipe network of gravity sewer mains discharging to the treatment plant. The original treatment plant was constructed in 1968; in 2011 the plant received a major upgrade which saw the treatment plant implement new treatment methods. Following additional improvements the plant has a design capacity of ?? ML/day and a treated water quality of ????.

Treatment processes include settlement, filtration, chlorination, sludge digestion/drying and oxidation ponds. Treated water is then discharged into the creek.

The Blackbutt Wastewater Scheme, which included one treatment plant and three effluent lagoons, serves customs for the Murgon Township and surrounding rural areas.

2.3 Key Stakeholders

Key stakeholders in the preparation and implementation of this Asset Management Plan are shown in Table 2.3.

Stakeholder	Responsibility
Federal and State Governments and Agencies	Funding assistance and standards development
Elected members Portfolio councillors	Local Authority representation and administration
Management Executive	Managing and reporting on the status and effectiveness of current asset management processes
Community and consumers	End user involvement including decisions on levels of service
Developers	Providing services and infrastructure facilities
Council Engineering and Operational staff	Preparing and implementing AMP

TABLE 2.3

2.4 Goals and Objectives of Asset Management

SBRC's Water and Wastewater Branch (WW&W) purpose is to provide wastewater services to its communities. Some of these services are provided through infrastructure assets.

SBRC W&WW Branch has acquired infrastructure assets through local council amalgamations, by purchase, contract, construction by day labour staff and the donation of assets constructed by developers and others to meet increased levels of service and demands from population growth.

SBRC W&WW Branch's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach;
- Developing cost effective management strategies for the long term;
- Providing defined levels of service and monitoring performance;
- Understanding and meeting the demands of growth through demand management and infrastructure investment;
- Managing risks associated with asset failures;
- Adopting sustainable use of physical resources;
- Continuously improving asset management practices.

This AMP is prepared in accordance with SBRC's vision, mission, goals and objectives.

Council's Vision and Mission is Achieve: Accountability, Community, Harmony, Innovation Ethical conduct, Vision and Excellence.

Relevant Council goals and objectives and how these are addressed are shown in Table 2.4.



Council Goals and Objectives

Goal	Objective	Reference Section
Levels of Service	Wastewater services meet or exceed Levels of Service	3 Levels of Service
Areas Serviced	Extend wastewater services to all new urban development	4 Future Demand
Pricing	Maintain a cost structure that is fair, transparent and complies with best practice management	6 Financial Summary
Customer Satisfaction	Satisfy customers and maintain appropriate levels of complaints	3 Levels of Service
Community Involvement	Involve the Community in appropriate decision making processes	3 Levels of Service
Environment	Plan and operate the system for long term adequacy and sustainability	4 Future Demand
Operations & Maintenance	Operate and maintain the system to deliver the levels of service cost effectively	5 Lifecycle Management Plan
Capital Works	Establish a capital works program that provides assets which deliver levels of service at the optimum cost	5 Lifecycle Management Plan

TABLE 2.4

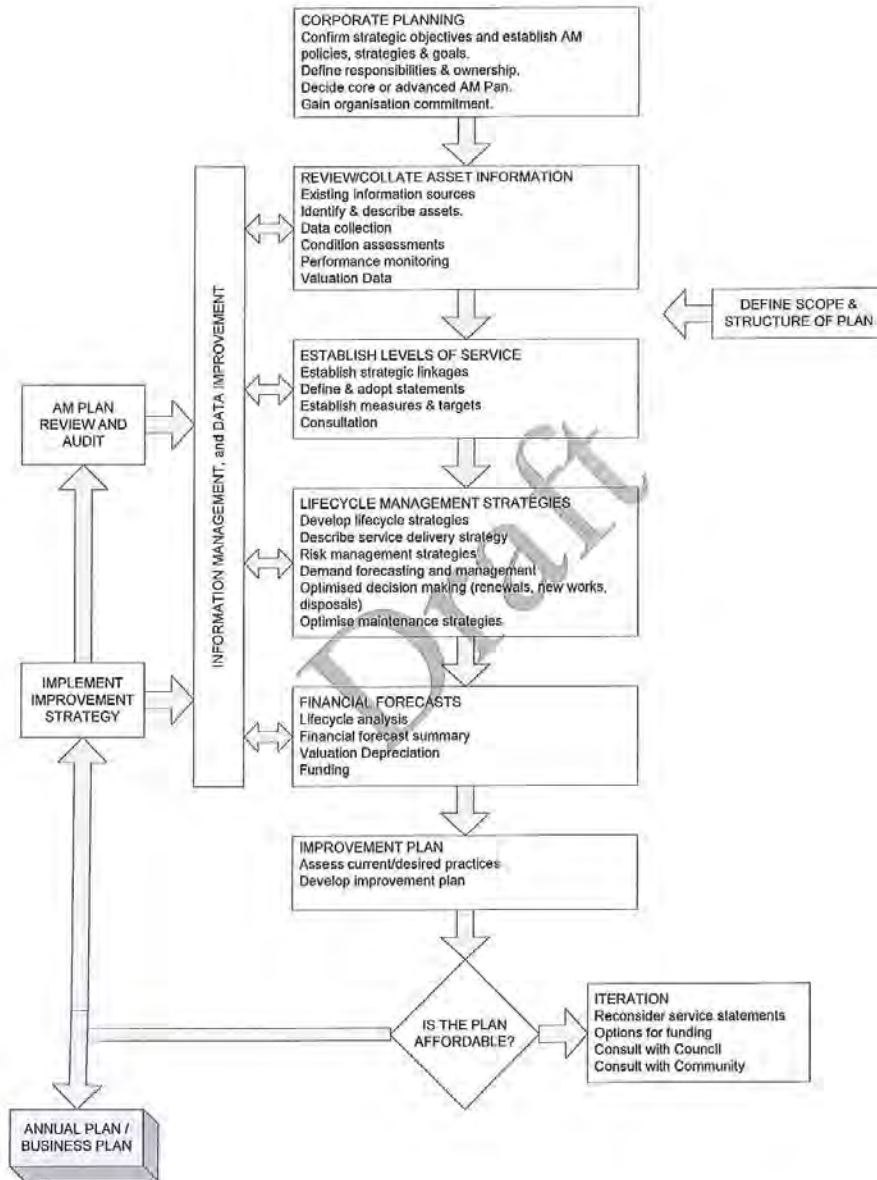
2.5 Plan Framework

Key elements of the AMP are:

- Levels of service – specifies the services and levels of service to be provided by SBRC W&WW Branch;
- Future demand – how this will impact on future service delivery and how this is to be met;
- Life cycle management – how SBRC will manage existing and future assets to provide the required services;
- Financial forecasts – what funds are required to provide the required services;
- Monitoring – how the AMP will be monitored to ensure it is meeting SBRC's objectives;
- Asset management improvement – how the AMP will be upgraded in response to future conditions.

A flow chart for preparing an AMP is shown on page 6.

Asset Management Plan Flow Chart
 Source: IIMM Fig 1.5.1, p 1.11



2.6 Core and Advanced Asset Management

The AMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the system or network level.

Future revisions of the AMP move towards 'advanced' asset management using a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels.

The main aim of this initial version of the asset management plan is to provide SBRC with:

- An overall asset replacement profile and an annual depreciation based on assumed lives for each asset type;
- A prioritised list of required replacement works for the next ten years. The list will be updated each year.

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3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

SBRC has carried out limited research on customer expectations but the Strategic and Asset Management Plans include provision for customer surveys over the next 2 to 3 years. The results will be incorporated in future updates of the AMP.

3.2 Legislative Requirements

SBRC is required to meet Australian and State Legislation and Regulations as shown in Table 3.2.

Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out the role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Water Supply (Safety & Reliability) Act 2008	The purpose of this Act is to provide the safety and reliability of water supply.
Water Act 2000	The object of this Act is the sustainable and integrated management of the State's water for the benefit of both present and future generations.
Queensland Water Recycling Guidelines 2005	The purpose of these guidelines is to encourage and support water recycling that is safe, environmentally sustainable and cost-effective.
Environmental Protection Act 1994	The object of this Act is to protect Queensland's Environment while allowing for development that improves total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends (ecologically sustainable development).
Environmental Protection (Water) Policy 2009	This purpose is achieved within a framework that includes: <ul style="list-style-type: none"> • identifying environmental values (EVs) for aquatic ecosystems and for human uses (e.g. water for drinking, farm supply, agriculture, industry and recreational use) • determining water quality guidelines (WQGs) and water quality objectives (WQOs) to enhance or protect the environmental values.
Environmental Planning and Assessment Act 1979	Sets out to encourage the proper management, development and conservation of natural and artificial resources for the purpose of promoting the social and economic welfare of the community and the protection of the environment, including the protection and conservation of native animals and plants, including threatened species, populations and ecological communities, and their habitats.

Legislation	Requirement
National Environmental Protection Measures (Implementation) Act 1998	The objective of this Act is to make provision for the implementation of national environmental protection measures to protect, restore and enhance the quality of the environment and to ensure that the community has access to relevant and meaningful information about pollution in Australia. It is based on an Intergovernmental Agreement on the Environment 1992 ('the IGAE'), in which the Commonwealth, State and Territory Governments agreed to work together to develop uniform national environment protection standards for the control of air, water, land and noise pollution.
Health and Safety Act 2011	Sets out roles and responsibilities for the health, safety and welfare of personnel at work.
Workers Compensation and Rehabilitation Act 2003	Sets out to provide for the compensation and rehabilitation of workers in respect of work related injuries.
Public Health Act 1991	The objective of this Act is to protect the public health of the community.
Waste Reduction and Recycling Act 2011	The purpose of the new <i>legislation</i> is to promote <i>waste avoidance</i> and reduction and to encourage <i>resource</i> recovery and efficiency
Public Works Act 2005	Sets out to provide the legal framework for an effective and transparent operation of Public Works in Queensland
Civil Liability Act 2003	Sets out to make provision in relation to the recovery of damages for death or personal injury caused by the fault or negligent of a person or organisations.
Vegetation Management Act 1999	The objective of this Act is to provide for the conservation and management of native vegetation, including protection, encouragement and promotion, improving the existing condition, encouraging revegetation and rehabilitation, preventing inappropriate clearing, and promoting the significance of native vegetation, all in accordance with the principles of ecologically sustainable development.
Soil Conservation Act 1986	The objective of this Act is to preserve proclaimed works and catchment areas.
Other relevant Acts and Legislation	As required.

TABLE 3.2

3.3 Current Levels of Service

This AMP defines service levels in two ways.

Community levels of service relate to how the community receives the service in terms of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance.

Supporting the community service levels are operational or technical measures of performance developed to ensure that the minimum community levels of service are met.

Service levels are categorized as:

- Service Criteria:
 - : Quality;
 - : Quantity;
 - : Availability;
 - : Safety.

- Technical Measures:
 - : Water purity, environmental standards;
 - : Meeting demand;
 - : Service failures;
 - : Public safety.
 - : Reuse water

SBRC's target levels and current rank in the Department of Water and Energy (DWE) TBL performance monitoring criteria are detailed in Table 3.3.

Current Service Levels

Key Performance Measure	Level of Service	Performance Measure Process	Performance Target	Current Performance

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Key Performance Measure	Level of Service	Performance Measure Process	Performance Target	Current Performance

3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify some of these desired levels of service. This will be done in future revisions of the AMP in accordance with the Improvement Plan.

3.5 Proposed Actions

The TMP includes additional objectives that relate to the level of service that Council provides. These objectives are also carried over into the Strategic Asset Management Plan (SAMP) and will be reported on in the future.

Improvement 1 of the relates to levels of service and involves:

- Developing a monitoring system to document actual results against targets;
- Reporting to Council with recommendations for improving compliance on a priority basis;
- Incorporating compliance improvements into Council's annual management planning process;
- Reviewing the capacity of the systems to ensure capability of meeting demand target levels;
- Assessing water quality of all isolated schemes, with a view to improving treated water quality and meeting environmental standards;

The intention is to manage a treated water scheme which meets or exceeds levels of service.

Most of these actions are ongoing. The capacity of the systems are currently reviewed using consultants and lateral reporting.

Improvement 2 relates to customer satisfaction and involves:

- Carrying out a customer survey every three years or so;
- Increasing awareness through advertising/promotions;
- Reinforcing throughout the organisation that SBRC is customer orientated;
- Continuing to maintain request and complaint handling systems based on both attention to the request and advice of action taken or to be taken.

Customer surveys have not yet commenced. This will be essential in order to move from a core plan to a more advanced plan in the future. A complaint handling system is currently in place, but a more stringent process is being developed in-house.

The intent is to have satisfied customers and an appropriate level of complaints.

Improvement 3 relates to community involvement and involves:

- Implementing a consultation process as part of the planning process for major projects;

- Publishing standard levels of service;

The intent is to eventually implement an appropriate level of community involvement in the decision making process.

3.6 Improvements Required

Data in Table 3.3 is taken directly from the current Customer Service Standards, which is scheduled for review in early 2013. Certain performance measures are not well defined, cannot be properly measured and require amendment. These include:

- Wastewater Treatment Quality;
- Wastewater Reuse schemes;
- Response to supply failures includes criteria which are not defined.

Occupational Health & Safety should be included in the objectives.

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4. FUTURE DEMAND

4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, economic factors, agricultural practices and environmental awareness.

The Statewide Water Information Management 2011 (SWIM) Report indicated a 2011 population of 22,821 supplied with bulk and reticulated water from all schemes. The population of 22,821 equated to 9,475 connections across all schemes.

The SWIM report was updated in 2011 but new population growth and demographic information was not available. The review was therefore based on the number of assessments over the previous three years and showed a growth of about 0.35 per year with all schemes.

The 2006 census figures for the indicate a population of Of this population are over 65 years of age and have never married. Of the families% have no children. Therefore it is reasonable to conclude that the average household size will be reasonably low. The census shows an average household size of 2.4 versus 2.6 for Australia. Other areas in region have not been compared but the data gives an indication of the likely demographics for the region. For the number of residential connections and the 2005 population for the region, the average household is about 2.8 persons.

Improvement 4 of the TMP relates to areas of new urban development and involves:

- Liaising with internal/external customers and planning department to gain an understanding of the areas to be developed;
- Planning service extensions;
- Constructing facilities in a timely manner;
- Monitoring performance and development.

The intention is to extend services to all new developments.

4.2 Changes in Technology

Technology changes are forecast to have little effect on the delivery of services covered by the AMP but improvements in technology will allow improvements in operational effectiveness and efficiency. Examples include:

- Implementing new business management software will allow better tracking of service requests and works instructions;
- Installing telemetry hardware to treatment and treatment infrastructure (treatment plants, pumping stations) to allow better management and optimize performance

4.3 Demand Management Plan

Demand for new services will be managed by:

- Maintaining, replacing and upgrading existing assets, continuing to manage demands and providing new assets to meet demand;
- Implementing demand management practices that include non-asset solutions, insuring against risks and managing failures.

SBRC has not yet developed a formal Demand Management Plan (DMP) but a DMP will be prepared in accordance with the SBCR Engineering and Operational staff have already identified opportunities for demand management, examples of which are shown in Table 4.3. Further opportunities will be developed in the DMP and be covered in future revisions of the AMP.

Demand Management Plan Summary

Service	Activity
Operation	Implement a calibration and replacement program for internal meters
Operation	Develop a water meter replacement program
Operation	Carry out inspection audits and regular monitoring
Education	Continue and enhance an advertising campaign
Effluent Reuse	Cooperate SBRC customers regarding the reuse of effluent as and when practical

TABLE 4.3

4.3.1 Demand Management Strategies

The object of demand management planning is to actively seek to modify customer demands for service, in order to optimise utilisation of existing assets or to reduce or defer the need for new assets. Demand management strategies provide alternatives to the creation of new assets. Demand management should be practiced continuously to maintain total demand at reasonable and sustainable levels. Key strategies are included in Table 4.4.

Demand Management Strategies

Demand component	Example
Legislation/Regulation	Develop a demand management plan
Education	Educate the general public on water conservation Demonstrate the savings to be made by reducing potable water consumption as a result reducing inflow into the treatment network
Operation and maintenance	Control of and reduce damaged mains through CCTV inspections Control blockages through CCTV inspections Renew assets as required
Effluent Reuse	Promote effluent reuse where appropriate
Reducing in Loading	Promote stormwater use for gardens

TABLE 4.4

Treated Wastewater is indicated in Table 4.5.

Total Wastewater Treated

Year	Volume (ML)
2008/09	
2009/10	
2010/11	

TABLE 4.5

FIGURE 4.3

Pricing is also a demand management tool. Currently SBRC has a flat fee structure with a fixed fee per kilolitre, irrespective of the volume used. Fees and charges are set annually. An access fee together with sliding charges for usage will be more appropriate as the scheme develops.

The two main design criteria for wastewater schemes are peak daily and average daily flows. High peak flows results in inefficient use of assets, lack of maintenance, and wet weather.

4.3.2 Effluent Network Modelling

Real time modelling of effluent is rapidly becoming the international benchmark for both optimum network operation and for managing future flow patterns. Effluent modelling is a powerful tool and is virtually essential for the proper planning and operation of modern sewage schemes in that it identifies means of:

Optimising pumping systems, reducing electricity use and cost, and optimising operation of storages;

- Developing contingency plans to deal with asset failures;
- Enabling appropriate sizing mains when carrying out renewal works or capital projects;
- Identifying high loss mains and the means of improving system reliability and efficiency;
- Improving planning for shutdowns.

4.4 New Assets from Growth

New assets required to meet growth will be funded by land developers and constructed by day labour or specialist contractors. SBRC requires the payment of infrastructure contributions for new works, and these funds can be used to create new assets.

The cost of new assets for growth is approximately \$ 250,000 per annum.

The cost will be more accurately determined following more detailed future modelling.

Acquiring new assets will commit SBRC to fund ongoing operations and maintenance for the period of service. These future costs are identified and quantified in the forecasts of future operating and maintenance costs.

Improvement 5 of the relates to the environment and involves:

- Preparing and implementing an Environmental Management Plan (EMP);
- Preparing an Environmental Risk Management Plan (ERMP);
- Protecting and restoring vegetation at all construction sites;
- Treating wastewater to a level of before proper disposal;
- Minimizing stormwater infiltration by early detection and prompt repair of breaks and leaks.

The intention is to provide long term protection and sustainability of the waterways.



5. LIFECYCLE MANAGEMENT PLAN

The Lifecycle Management Plan (LMP) details how SBRC plans to manage and operate the assets at the agreed levels of service while optimising life cycle costs.

5.1 Background Data

5.1.1 Physical Parameters

The assets covered by the AMP are summarised in Table 5.1.1.

Assets Covered by this Plan

Asset category	Details	Replacement Value (\$) 2011
Pumping stations	21	2,853,532
Gravity mains	226.95km	42,134,674
Rising mains	7.66	1,174,386
Treatment plants	6 (including 1 CED Plant)	15,530,369

TABLE 5.1.1

The total replacement value is \$..... at 2011.

Schematics showing wastewater schemes of the towns and villages are included in Appendix A.

5.1.2 Asset Details

Most treatment assets have a remaining life of at least 30 years or more. Minor assets such as chemical dosing equipment will require replacement in about 6 years or so.

.....

Some mains between have failed at the joints, but most of these defective mains have been, or will be, replaced in 2012.

Most of these mains were constructed in thes and significant replacements will not be required for the foreseeable future.

The life of these assets can be extended by reducing the pumping rate to match demand. This will lead to a consequent reduction in pumping head and transient pressures.

Details of reticulation mains are shown in Table 5.2.

Reticulation Mains

Pipe Type	Length (km)
AC	
CI	
DI	
PVC	
Other	

TABLE 5.2



The total length of mains is km. Most comprise PVC,
.....

About% of the PVC mains were installed before
experience is that these pipes have a life of less than 50 years. This means that significant renewal
expenditure will be required in about years.

Risk Management

Council has not carried out a formal risk management study for the water services but a Risk
Management Plan (RMP) will be produced before the next update of the AMP. It is important for
.....to quantify their risks and to make an informed decision on how to deal with these.
The risk analysis will identify potential risks including WH&S, operational, environmental and public
satisfaction leading to the preparation of contingency plans for each risk.

These will allow to respond to an event that lasts for an extended period
including a return to operation as soon as possible after the interruption event. The individual plans will
feed into Corporate Risk Management Plan (CRMP).

Significant expenditure on wastewater scheme replacement is required over the next five years or so.

5.1.3 Asset Capacity and Performance

Deficiencies in service performance are shown in Table 5.1.3.

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Performance Deficiencies

Description	Service Deficiency

TABLE 5.1.3

5.1.4 Asset Valuations

The value of assets as at 30th January 2011 is summarised in Table 5.1.4. Assets were last revalued at

Asset Values

Description	Current Estimated Replacement Cost (\$)	Annual Depreciation (\$)	Current Written Down Value (\$)	Accumulated Depreciation (\$)

TABLE 5.1.4

5.1.5 Sustainability

SBRC sustainability reporting includes the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion. The results are indicated in Table 5.1.5.

Annual asset consumption	Depreciation	\$ _____%
	Depreciable Amount	\$ _____%
Annual asset renewal	Renewal Expenditure	\$ _____%
	Depreciable Amount	\$ _____%
Annual upgrade/expansion	Annual Upgrade/Expansion	\$ _____%
	Depreciable Amount	\$ _____%

TABLE 5.1.5

5.2 Routine Maintenance Plan

Routine maintenance is the regular ongoing work that is necessary to keep assets operating. This includes instances where portions of the asset fail and need immediate repair.

5.2.1 Maintenance plan

Maintenance includes reactive, planned and cyclic work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management or supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure or breakdown experience, prioritising, scheduling, actioning the work and reporting to develop a maintenance history and improve maintenance and service delivery performance.

SBRC does not have a formal MMS but is considering the In the meantime, staff use excel spreadsheets with programs recording works such as inspections, replacements and general plant maintenances.

Cyclic maintenance is replacement of higher value component or sub-component assets that is undertaken on a regular cycle. This includes repainting, building roof replacement, etc.

Maintenance expenditure trends are shown in Table 5.2.1.

Maintenance Expenditure Trends

Year	Maintenance Expenditure (\$)
2008/09	
2009/10	
2010/11	

TABLE 5.2.1

SBRC has recently commenced the break up of maintenance costs into reactive, planned and cyclic components. In 2010/11 the ratio of reactive maintenance to total maintenance was about%.

Maintenance expenditure levels are considered to be adequate to meet required service levels. Future revision of the AMP will include linking maintenance expenditures with required service levels.

Most maintenance and operations are carried out by SBRC staff. The exception is specialised electric and communication work which is outsourced.

Most of the field staff are based at, which is located in the part of the region making it difficult to efficiently service assets to the and The current arrangement also isolates the based office staff. Moving the field staff to could lead to more rapid response times and overall effectiveness.

5.2.2 Summary of Future Maintenance Expenditures

Future planned maintenance expenditure is forecast to increase at a rate of about% per year at current values. Current and forecast annual expenditure in 20 years time are \$..... and \$..... respectively.

5.3 Asset Replacement

Asset replacement comprises major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Expenditure in excess of that required to restore an asset to original service potential constitutes upgrade, expansion or new works.

5.3.1 Replacement Plan

Assets are considered for replacement as they near the end of their effective working life.

Projects are ranked by priority and scheduled in future works programs.

Replacement is generally undertaken using 'low-cost' methods where practical. The aim of 'low-cost' works is to restore the service potential or future economic benefit of the asset by renewing the assets at a cost less than full replacement cost.

Projected future replacement expenditure is forecast to increase over time as the asset stock ages. In the past an annual figure was allowed for replacements which were undertaken in response to repeated



breaks and leaks. SBRC is now developing a more advanced renewal method for better determining the replacement program.

Asset replacement profiles (ARPs) for active, passive and combined assets are included in Appendix B.

SBRC has a backlog of renewal work that needs to be undertaken urgently to maintain levels of service. A significant additional item to that shown on the ARPs is the replacement are gravity mains.

Replacement assets which warrant upgrading will be identified during modelling of the distribution and reticulation systems.

5.4 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the Council from land developers.

5.4.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as network modelling, Councillor or community requests, proposals identified in strategic plans and partnerships with other organisations. Candidate proposals are investigated to verify need and to develop a preliminary capital estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programs. Ranking will eventually include risk assessment. The current priority ranking criteria are shown in Table 5.4.1.

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Priority Ranking for New Assets

Criteria	Weighting
Inadequate effluent treatment infrastructure in existing areas %
Development areas %
Non compliance with existing infrastructure %

TABLE 5.4.1

5.4.2 Planned Expenditure for New and Upgraded Assets

Planned expenditure for new and upgraded assets are shown in Table 5.4.2.

Planned Expenditure for New and Upgraded Assets

Year	Estimated Expenditure (\$)
2011/12	
2012/13	
2013/14	
2016/17	
2021/22	

TABLE 5.4.2

The significant expenditure in 2011/2012 mostly comprises \$..... for additional storage at and \$..... for electrical upgrading at After 2013/14 the expenditure reduces significantly. SBRC is currently undertaking the capital works required to improve the reliability and general standard of the system.

New assets and services will be funded from Council's capital works program and grants where available.

Improvement 6 of the TMP relates to capital works and involves:

- Updating the capital works program annually;
- Recording pipe breakages on a GPS system and prioritising works accordingly;
- Developing, maintaining and reviewing a long term rolling replacement plan for all assets;
- Identifying potential system capacity deficiencies and incorporating remedial works in the capital works program;
- Maintaining wastewater network models to identify system deficiencies and plan replacement and new works accordingly;
- Utilising the Asset Registers and pipeline breakage history to determine mains replacement needs and priorities;
- Analysing capital works projects before implementation to determine the optimum method of execution.

The intention is to develop a capital works program which provides assets to deliver required levels of service at optimum long term cost.

Pipelines repairs are being recorded. The information will included in the GIS system.



5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal will be examined to determine possible alternate options for service delivery.

Cashflow projections from asset disposals will be developed in future revisions of this AMP.

5.6 Strategic Plan

Improvement 7 of the TMP relates to operations and maintenance and involves:

- Developing effective predictive maintenance with the use of appropriate technology;
- Documenting Standard Operating Procedures (SOPs) and system specific documentation;
- Developing costings and a reporting system for effective cost management;
- Extending the asset management system to record and analyse asset condition and breakdown data;
- Ensuring that all operational staff are appropriately trained in correct operational and repair procedures;
- Implementing immediate actions to identify and correct any sources of contamination;
- Developing and maintaining a program of systematic pump and plant maintenance;
- Continuing to examine energy requirements and costs and incorporating optimum pump utilisation into SOPs;
- Evaluating and implementing, where appropriate, alternate operational strategies, including resource sharing, private sector involvement, etc;
- Linking the asset registers to information on maintenance;
- Regularly assessing asset utilisation and cost effectiveness of ownership for disposal purposes.

The intention is to operate and maintain the system to deliver required levels of service cost effectively.

SBRC is currently commissioned CCTV assessment to be undertaken on most of the sewerage mains and condition assessment reported on.

Procedures will be developed with respect to collecting data and updating the asset registers for new, replacement and upgraded assets, and collecting samples for treated water quality testing and recording.

6. FINANCIAL SUMMARY

This section summarises the financial requirements resulting from all the information presented in previous sections of this AMP. The financial projections will be amended as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Statements and Projections

Planned operating and capital expenditure is shown in Table 6.1.

Planned Operating and Capital Expenditure

Year	Planned Expenditure (\$)			
	Replacement	Capital	Maintenance	Operating
2012/13				
2013/14				
2014/15				
2015/16				
2016/17				
2017/18				
2018/19				
2019/20				
2020/21				
2021/22				
2022/23				

TABLE 6.1

6.1.1 Sustainability of Service Delivery

Two key indicators for financial sustainability are:

- Long term life cycle costs;
- Medium term costs.

Long term life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include maintenance, replacements and asset consumption otherwise known as depreciation. The annual average life cycle cost for the services covered in the AMP is \$.....

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability. Life cycle expenditure includes maintenance plus capital replacement expenditure and will vary depending on the timing of asset renewals. Life cycle expenditure is currently \$.....

The difference between life cycle costs and life cycle expenditure indicates whether present consumers are paying their share of the assets they are consuming each year. The AMP will:

- Identify levels of service that the community needs and can afford;
- Develop the necessary long term financial plans to provide the service in a sustainable manner.

The life cycle gap for services is \$..... per year. The life cycle sustainability index is

The AMP identifies the estimated maintenance and capital expenditures required to provide an agreed level of service to the community over a 20 year period for input into medium term 10 year financial and funding plans based on providing the service in a sustainable manner. This expenditure relates to medium term costs.

Providing services in a sustainable manner will require the matching of projected asset replacements to meet agreed service levels with planned capital works programs and available revenue.

The difference between planned asset replacements and funding indicates whether changes are required to service levels and/or funding to eliminate the funding gap.

SBRC will manage the gap by developing the AMP to provide guidance on future service levels, the resources required to provide these services, and asset replacement expenditure in response to observed asset condition.

The plan covers the first ten years of the 20 year planning period. The total maintenance and capital replacement expenditure required over the 10 years is \$.....

6.2 Funding Strategy

SBRC funds expenditures from user charges, grants and financial contributions from developers.

Capital contributions are reviewed on a regular basis and are regarded as a fair charge.

The increasing cost of asset replacement will require SBRC to secure additional grants and other Government funding in conjunction with cost reductions.

Upgrading infrastructure, maximizing network efficiency, reducing pumping pressures to save electricity useage and cost and undertaking energy efficiency studies will enable significant cost reductions over time. Further costs can be saved regular maintenance programs assisting in extending the life of the assets.

Improvement ?? of the states that pricing will be reviewed annually.

6.3 Five Year Funding

Details of funding required for asset replacement over the next five years are included in Tables 6.3.1. Forecast expenditure is based on current costs.

Projected asset replacement expenditure is outlined in Table 6.3.1.

Asset Replacement

Year	Projected Expenditure (\$)
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

TABLE 6.3.1

Fully funding depreciation of \$..... over the period exceeds the corresponding expenditure on replacement assets of \$..... The balance will be held in reserve to cover longer term funding needs.

SBRC is establishing a system which will identify the assets identified for replacement from the asset replacement profiles for ranking based on the:

- Number of previous repairs;
- Cost of repair;
- Disruption to consumers;
- Inconvenience to the general public;
- Proximity to other replacement mains;
- Distance from a works depot.

The annual works program will then be determined.

The ranking system will differ depending on asset location. For example it will be preferable to replace a main within a central business district earlier than in an urban or rural area to avoid repeated interruptions to business and inconvenience to the general public.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting and Financial Systems

Accounting and Financial Systems will be addressed in subsequent updates of the AMP.

SBRC's short term focus is on:

- Updating asset registers and revaluing assets as the basis for better planning and operation of the wastewater schemes;
- Establishing formal and detailed asset management and operational procedures.

7.2 Operational Practices

SBRC has regular CCTV inspections and reporting on the sewer mains. This is generally contacted by an external contractor.

7.3 Asset Registers

SBRC is currently revising and rationalising the passive and active registers.

Urban and semi rural assets are being defined by manholes representing the logical extent of the sewer network.

The active asset register is being extended to include separate entries for buildings, pumps, motors, switchboards, wiring, pipework, telemetry and treatment plant components.

Assets have then been revalued and condition rated to provide more detailed information on annual depreciation and asset replacement times.

APPENDICES

Appendix A Schematics

Appendix B Asset Replacement Profiles

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APPENDIX A

SCHEMATICS

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APPENDIX B

ASSET REPLACEMENT PROPERTIES

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WATER SERVICES
ASSET MANAGEMENT PLAN

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Document Control					
Document ID: q-t7023 00 r19 r1 drl asset management plan_v2.doc					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	15/05/2012	Version 1			

g:\projects\q-t7023.00 - s/b burnett water supplies tmp samp casereports out\q-t7023 00 r19 r1 drl asset management plan_v2.doc

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1. EXECUTIVE SUMMARY

What Council Provides

South Burnett Regional Council (SBRC) carries out water supply functions within the South Burnett Region (SBR) which included the main townships of Kingaroy, Nanango, Wondai, Murgon, Proston and Blackbutt.

The water scheme is broken up into six isolated treatment and network systems servicing the main townships located within SBR.

SBRC's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers.

What does it Cost?

There are two key indicators of cost to provide the bulk and retail water service.

- The life cycle cost being the average cost over the life cycle of the asset; and
- The total maintenance and capital renewal expenditure required to deliver existing service levels in the next 10 years under the long term financial plan.

The life cycle cost to provide the water services is estimated at \$insert annual operations cost – Gary can provide..... per annum. Council's planned life cycle expenditure for the first year of the Asset Management Plan (AMP) is \$.....insert annual operating cost..... resulting in a life cycle sustainability index of 1.0

The total maintenance and capital renewal expenditure required to provide the water services in the next 10 years is estimated at \$ 47,066,000 at an expenditure average of \$ 4,706,600 per year.

The maintenance and capital renewal expenditure for the first year of the AMP is \$ 6,882,600; giving a 10 year sustainability index of 1.46.

Plans for the Future

SBRC plans to operate and maintain the SBRC's water networks to achieve the following strategic objectives:

- Ensure the water networks are maintained at a safe and functional standard, as set out in this asset management plan;
- Be a successful business;
- Operate at least as efficiently as comparable businesses;

- Exhibit a sense of social responsibility, by having regard to the interests of the community in which it operates.

Measuring Performance

Quality

The water supply assets will be maintained in a condition that is fit for purpose and provides an acceptable level of redundancy.

Defects found or reported that are outside the service standard will be repaired.

Function

SBRC intends to maintain an appropriate water supply network in partnership with other levels of government and stakeholders, to meet the current and future water needs of the community.

The water supply asset attributes will be maintained at a safe level and associated signage and equipment will be provided as needed to ensure public safety. SBRC aim is to ensure that key functional objectives are met including compliance with:

- The Australian Drinking Water Guidelines (ADWG);
- Pressure and flow requirements;
- Water demand requirements.

Safety

SBRC regularly monitors and inspects various components of the water supply network and prioritises and repairs defects in accordance with an overall inspection schedule.

The Next Steps

The actions resulting from this asset management plan are:

- Ongoing improvement of asset management systems and processes;
- Improving the gathering and analysis of population and demographic data;
- More accurate modelling of system capacity operation and upgrade/renewal programming;
- Implementing demand and risk management;
- Assessing leakage and other losses following the renewal of water meters.
- Implementing the DWQMP

2. INTRODUCTION

2.1 Background

This AMP demonstrates responsive management of assets and services provided from assets, compliance with regulatory requirements, and communication of the funding needed to provide the required levels of service.

The AMP is to be read in conjunction with the following associated planning documents:

- SBRC Drinking Water Quality Management Plan;
- TMP

2.2 Water Supplies

2.2.1 General

South Burnett Regional Council is responsible for carrying out water supply functions for all of South Burnett Region.

The scheme is broken up in six isolated water supply schemes associated with the main townships located in South Burnett Region. The six schemes are Kingaroy Water Supply, Nanango Water Supply, Wondai Water Supply, Murgon Water Supply, Proston Water Supply and Blackbutt Water Supply.

Schematics of the supply networks are included in Appendix A.

2.2.2 Kingaroy Water Supply

The Kingaroy Water Supply is obtained from Gordonbrook Dam, and a supplementary main from Lake Barambah. The original treatment plant, which was constructed in the 1940s, had a major upgrade in the 1980s and has been continuously upgraded as required. Following subsequent additional improvements the plant has a design capacity of 106l/s equal to 7.6ML/day.

Treatment processes include settlement, filtration, chlorination, fluoridation, PAC, ACH and Soda Ash dosing. Treated water is pumped to the clear water reservoirs for distribution.

The system, which includes thirteen reservoirs, and nine pumping stations, serves consumers in the Kingaroy and surrounding rural areas.

Kingaroy Water Supply scheme also includes two separate sub schemes that cater for two small settlements located twenty-eight kilometres south west and seventeen kilometres north west respectively from the township of Kingaroy.

2.2.2.1 Kumbia Water Supply

The Kumbia water supply is sourced from two bores near the Stuart River four kilometres south west of Kumbia settlement, two bores at Reedy Creek Bore fields and is stored in a 0.110 megalitre reservoir located on Short Street in Kumbia. The system supplies untreated water to the customers in the small Kumbia settlement located twenty-eight kilometres south west of Kingaroy Township.

2.2.2.2 Wooroolin Water Supply

The Wooroolin water supply is sourced from two bores located centrally within the settlement of Wooroolin and is stored in a 0.130 megalitre reservoir accessed off West Wooroolin Road located on the western side of Wooroolin. The system supplies untreated water to the customers in the small Wooroolin settlement located seventeen kilometres north west of Kingaroy Township.

2.2.3 Nanango Water Supply

Nanango Water Supply is sourced from a bore field located in the road reserve of the D'Aguiar Highway on the north west side of Nanango Township. Treatment processes include chlorination and fluoridation.

Treated water is pumped to two reservoirs for distribution. The system, which includes three bore pumps and two reservoirs, serves consumers in Nanango Township and surrounding rural areas.

2.2.4 Wondai Water Supply

The Wondai Water Supply is pumped from the Barambah Creek near Ficks Crossing north of Wondai. The original treatment plant was located on the Barambah Creek near the raw water pumping station, this was later decommissioned. In 1999 a new treatment plant was constructed at a site located closer to the Wondai Township. Following subsequent additional improvements the plant is now a modern facility with a design capacity of 3.3 ML/day.

Treatment processes include settlement, filtration, chlorination, fluoridation, liquid alum, soda ash, polyelectrolyte, sodium hypochlorite and PAC dosing. Treated water is stored in the clear water reservoir and pumped to various reservoirs located around Wondai Township for distribution.

The system, which includes five reservoirs and six pumping stations, serves consumers in Wondai township and Tingooora settlement located eight kilometres south west of Wondai.

2.2.5 Murgon Water Supply

The Murgon Water Supply is sourced from the Barambah Creek located approximately one kilometre south of the treatment plant. The original treatment plant, which was constructed in the 1960s, had a major upgrade in the 1990s and has been continuously upgraded as required. Following subsequent additional improvements the plant has a design capacity of 7.2 ML/day but only treats 3 ML/day.

Treatment processes include settlement, filtration, fluoridation, PAC, polyelectrolyte and hypochlorite dosing. Treated water is stored in clear water reservoirs on the lower side of the treatment plant and pumped to various reservoirs located around Murgon Township for distribution.

The system, which includes three reservoirs and four pumping stations, serves consumers in Murgon Township.

2.2.6 Proston Water Supply

Proston Water Supply system consists of treated and untreated water distribution. Treated water is distributed to the Proston Township and untreated water is distributed through the rural network.

The Proston Water Supply is sourced from the Stuart River located south west of Proston Township. Raw water is pumped from the Stuart River intake to the Main Reservoir where untreated water is distributed to the treatment plant and branches off to supply rural network.

The original treatment plant, which was constructed in the 1980s, had an upgrade in 2005 with the plant incorporating a flocculation/sedimentation/filtration system into the existing treatment process.

The treatment processes include settlement, filtration, chlorination and chemical dosing. Treated water is stored in the clear water reservoir located near the treatment plant and then distributed to the Proston Township.

The rural network consists of two main lines branching off to the north and east respectively. Untreated water is pumped to various reservoirs connected along these two branches which supply water for mainly stock water and other rural use.

The system, which includes eight reservoirs and four pumping stations, serves consumers in Proston Township and surrounding rural areas.

2.2.7 Blackbutt Water Supply

The Blackbutt Water Supply is obtained from Boobir Dam and a supplementary main from Boondoomba Dam. The original treatment plant, which was constructed in the 1980s, had a major upgrade in the 1997 and has been continuously upgraded as required. Following subsequent additional improvements the plant has a design capacity of 1.1 ML/day.

Treatment processes include settlement, filtration, chlorination, fluoridation, ACH and soda ash dosing. Treated water is stored in clear water reservoirs on the lower side of the treatment plant and pumped to two low reservoirs and a high lift reservoir in Blackbutt Township for distribution.

The system, which includes three reservoirs and one high lift pumping station, serves consumers in Blackbutt Township and surrounding rural areas.

2.3 Key Stakeholders

Key stakeholders in the preparation and implementation of this Asset Management Plan are shown in Table 2.3.

Stakeholder	Responsibility
Federal and State Governments and Agencies	Funding assistance and standards development, regulation
Elected members Portfolio councillors	Local Authority representation and administration
Management Executive	Managing and reporting on the status and effectiveness of current asset management processes
Community and consumers	End user involvement including decisions on levels of service
Developers	Providing services and infrastructure facilities
Council Engineering and Operational staff	Preparing and implementing AMP

TABLE 2.3

2.4 Goals and Objectives of Asset Management

SBRC's Water and Wastewater Branch (WW&W) purpose is to provide water services to its communities. Some of these services are provided through infrastructure assets.

SBRC W&WW Branch has acquired infrastructure assets through local council amalgamations, by purchase, contract, construction by day labour staff and the donation of assets constructed by developers and others to meet increased levels of service and demands from population growth.

SBRC W&WW Branch's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach;
- Developing cost effective management strategies for the long term;
- Providing defined levels of service and monitoring performance;
- Understanding and meeting the demands of growth through demand management and infrastructure investment;
- Managing risks associated with asset failures;

- Adopting sustainable use of physical resources;
- Continuously improving asset management practices.

This AMP is prepared in accordance with SBRC's vision, mission, goals and objectives.

Council's Vision and Mission is Achieve: Accountability, Community, Harmony, Innovation Ethical conduct, Vision and Excellence.

Relevant Council goals and objectives and how these are addressed are shown in Table 2.4.

Council Goals and Objectives

Goal	Objective	Reference Section
Levels of Service	Water supply services meet or exceed Levels of Service	3 Levels of Service
Areas Serviced	Extend water services to all new urban development	4 Future Demand
Water Demand Management	Improve efficiency of water use in the GWCC area of supply	4 Future Demand
Pricing	Maintain a cost structure that is fair, transparent and complies with best practice management	6 Financial Summary
Customer Satisfaction	Satisfy customers and maintain appropriate levels of complaints	3 Levels of Service
Community Involvement	Involve the Community in appropriate decision making processes	3 Levels of Service
Environment	Plan and operate the system for long term adequacy and sustainability	4 Future Demand
Operations & Maintenance	Operate and maintain the system to deliver the levels of service cost effectively	5 Lifecycle Management Plan
Capital Works	Establish a capital works program that provides assets which deliver levels of service at the optimum cost	5 Lifecycle Management Plan

TABLE 2.4

2.5 Plan Framework

Key elements of the AMP are:

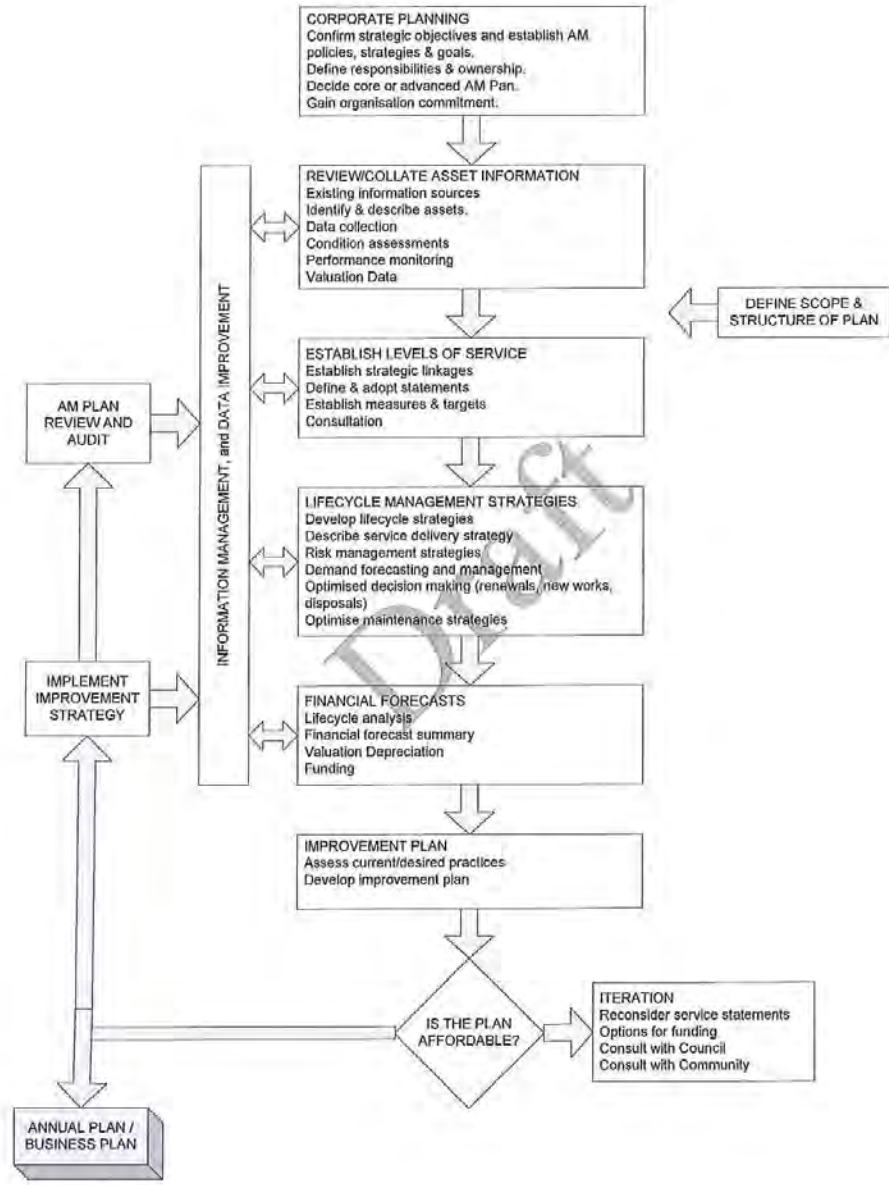


- Levels of service – specifies the services and levels of service to be provided by SBRC W&WW Branch;
- Future demand – how this will impact on future service delivery and how this is to be met;
- Life cycle management – how SBRC will manage existing and future assets to provide the required services;
- Financial forecasts – what funds are required to provide the required services;
- Monitoring – how the AMP will be monitored to ensure it is meeting SBRC's objectives;
- Asset management improvement – how the AMP will be upgraded in response to future conditions.

A flow chart for preparing an AMP is shown on page 6.

Draft

Asset Management Plan Flow Chart
 Source: IIMM Fig 1.5.1, p 1.11



2.6 Core and Advanced Asset Management

The AMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the system or network level.

Future revisions of the AMP move towards 'advanced' asset management using a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels.

The main aim of this initial version of the asset management plan is to provide SBRC with:

- An overall asset replacement profile and an annual depreciation based on assumed lives for each asset type;
- A prioritised list of required replacement works for the next ten years. The list will be updated each year.

Draft

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

SBRC has carried out limited research on customer expectations but the Strategic and Asset Management Plans include provision for customer surveys over the next 2 to 3 years. The results will be incorporated in future updates of the AMP.

3.2 Legislative Requirements

SBRC is required to meet Australian and State Legislation and Regulations as shown in Table 3.2.

Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out the role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Water Supply (Safety & Reliability) Act 2008	The purpose of this Act is to provide the safety and reliability of water supply.
Water Act 2000	The object of this Act is the sustainable and integrated management of the State's water for the benefit of both present and future generations.
Queensland Water Recycling Guidelines 2005	The purpose of these guidelines is to encourage and support water recycling that is safe, environmentally sustainable and cost-effective.
Queensland Water Quality Guidelines 2006. Queensland Environmental Protection Agency	The purpose of these guidelines is to encourage and support water recycling that is safe, environmentally sustainable and cost-effective.
Environmental Protection Act 1994	The object of this Act is to protect Queensland's Environment while allowing for development that improves total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends (ecologically sustainable development).
Environmental Protection (Water) Policy 2009	This purpose is achieved within a framework that includes: <ul style="list-style-type: none"> • identifying environmental values (EVs) for aquatic ecosystems and for human uses (e.g. water for drinking, farm supply, agriculture, industry and recreational use) • determining water quality guidelines (WQGs) and water quality objectives (WQOs) to enhance or protect the environmental values.
Environmental Planning and Assessment Act 1979	Sets out to encourage the proper management, development and conservation of natural and artificial resources for the purpose of promoting the social and economic welfare of the community and the protection of the environment, including the protection and conservation of native animals and plants, including threatened species, populations and ecological communities, and their habitats.

Legislation	Requirement
National Environmental Protection Measures (Implementation) Act 1998	The objective of this Act is to make provision for the implementation of national environmental protection measures to protect, restore and enhance the quality of the environment and to ensure that the community has access to relevant and meaningful information about pollution in Australia. It is based on an Intergovernmental Agreement on the Environment 1992 ('the IGAE'), in which the Commonwealth, State and Territory Governments agreed to work together to develop uniform national environment protection standards for the control of air, water, land and noise pollution.
Health and Safety Act 2011	Sets out roles and responsibilities for the health, safety and welfare of personnel at work.
Workers Compensation and Rehabilitation Act 2003	Sets out to provide for the compensation and rehabilitation of workers in respect of work related injuries.
Public Health Act 1991	The objective of this Act is to protect the public health of the community.
Waste Reduction and Recycling Act 2011	The purpose of the new <i>legislation</i> is to promote <i>waste avoidance</i> and reduction and to encourage <i>resource</i> recovery and efficiency
Public Works Act 2005	Sets out to provide the legal framework for an effective and transparent operation of Public Works in Queensland
Civil Liability Act 2003	Sets out to make provision in relation to the recovery of damages for death or personal injury caused by the fault or negligent of a person or organisations.
Vegetation Management Act 1999	The objective of this Act is to provide for the conservation and management of native vegetation, including protection, encouragement and promotion, improving the existing condition, encouraging revegetation and rehabilitation, preventing inappropriate clearing, and promoting the significance of native vegetation, all in accordance with the principles of ecologically sustainable development.
Soil Conservation Act 1986	The objective of this Act is to preserve proclaimed works and catchment areas.
Other relevant Acts and Legislation	As required.

TABLE 3.2

3.3 Current Levels of Service

This AMP defines service levels in two ways.

Community levels of service relate to how the community receives the service in terms of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance.

Supporting the community service levels are operational or technical measures of performance developed to ensure that the minimum community levels of service are met.

Service levels are categorised as:

- Service Criteria:
 - : Quality;
 - : Quantity;
 - : Availability;
 - : Safety.

- Technical Measures:
 - : Water purity, drinking water standards;
 - : Meeting demand;
 - : Service failures;
 - : Public safety.

SBRC's target levels and current rank in the Department of Water and Energy (DWE) TBL performance monitoring criteria are detailed in Table 3.3.

Current Service Levels

Key Performance Measure	Level of Service	Performance Measure Process	Performance Target	Current Performance
Pressure and flow – reticulated connections	20 metres head per standard 20mm connection	Measure pressure	1 or 2	Not ranked
Pressure and flow – non reticulated connections	Equivalent to reticulated connections as a target but may not be achieved in all circumstances. It is a condition of supply that new connections have an onsite 22,500L minimum size storage tank with restricted feed town supply. Retrospective fitting to existing connections to be implemented over time	Measure pressure	1 or 2	Not ranked
Water quantity	Annual demand: 189 kL/ET Peak day demand 910 kL/ET/d	Recorded at sources and meters	1 or 2	Not ranked
Notice of planned Interruption (written notice)	Domestic and rural – minimum 48 hours Commercial/Industrial – 2 working days	Record and review notice periods provided	1 or 2	Not ranked
Unplanned interruption – reticulated connections	Maximum 20/1000 connections times/yr if lasting up to 4 hours Maximum 4 times/yr if lasting up to 8 hours	Record and review interruption periods	1 or 2	Not ranked
Unplanned interruptions – non reticulated connections	May experience interruptions without prior notice	Record and review interruption periods	1 or 2	Not ranked
Service provision	All urban areas of towns and villages within the Priority Infrastructure Area It will also be available to non-urban areas where adequate supply lines already exist or can be laid at a practical and economically recoverable cost	Record incidents where no connection could be provided and review	1 or 2	Not ranked
Water quality	Potable water should meet Australian Drinking Water Guidelines (2004) Non-potable water is not supplied for human consumption	Test and Review performance against guidelines	1 or 2	95% samples
Response time to complaints	Written: 5 working days Phone: 1, hours	Record and review response times	1 or 2	Not ranked
Complaints	Less than 10 complaints per 1000 properties	Record and review response times	1 or 2	

Key Performance Measure	Level of Service	Performance Measure Process	Performance Target	Current Performance
Response to supply failures	Priority 1 – 60 min (supply to a large number of customers at a critical time) Priority 2 – 120 min (supply to a small number of customers at a non-critical time) Priority 3 – same day (supply to a single customer) Priority 4 – within 1 week (minor problem or complaint) Immediate – in case of emergency or catastrophe	Record and review response times	1 or 2	Not ranked
Response to inquiries	Respond to 100% of written inquiries within 10 working days Respond to 100% of personal inquiries within 2 working days	Record and review response times	1 or 2	Not ranked
Ongoing water conservation measures	Implement a regional demand management strategy	The demand management plan is being prepared and will include actions with timeframes. The progress can then be reviewed	1 or 2	Not ranked

3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify some of these desired levels of service. This will be done in future revisions of the AMP in accordance with the Improvement Plan.

3.5 Proposed Actions

The TMP includes additional objectives that relate to the level of service that Council provides. These objectives are also carried over into the Strategic Asset Management Plan (SAMP) and will be reported on in the future.

Improvement 1 of the TMP relates to levels of service and involves:

- Developing a monitoring system to document actual results against targets;
- Reporting to Council with recommendations for improving compliance on a priority basis;
- Incorporating compliance improvements into Council's annual management planning process;
- Reviewing the capacity of the systems to ensure capability of meeting supply target levels;
- Assessing water quality of all isolated schemes, with a view to reducing water quality complaints and improving water quality;
- Limiting consumption for compliance with water allocations.

The intention is to supply a water service which meets or exceeds levels of service.

Most of these actions are ongoing. The capacity of the systems are currently reviewed using consultants and lateral reporting.

Improvement 2 relates to customer satisfaction and involves:

- Carrying out a customer survey every three years or so;

- Increasing awareness through advertising/promotions;
- Reinforcing throughout the organisation that SBRC is customer orientated;
- Continuing to maintain request and complaint handling systems based on both attention to the request and advice of action taken or to be taken.

Customer surveys have not yet commenced. This will be essential in order to move from a core plan to a more advanced plan in the future. A complaint handling system is currently in place, but a more stringent process is being developed in-house.

The intent is to have satisfied customers and an appropriate level of complaints.

Improvement 3 relates to community involvement and involves:

- Implementing a consultation process as part of the planning process for major projects;
- Publishing standard levels of service;
- Seeking to utilise local media to increase awareness within the community.

The intent is to eventually implement an appropriate level of community involvement in the decision making process.

3.6 Improvements Required

Data in Table 3.3 is taken directly from the current Customer Service Standards, which is scheduled for review in early 2013. Certain performance measures are not well defined, cannot be properly measured and require amendment. These include:

- Pressure and flow – non reticulated connections sets a target level but does not define limits on an acceptable failure rate;
- Unplanned interruptions – non reticulated connections sets a target level but does not define limits on an acceptable failure rate;
- Response to supply failures includes criteria which are not defined.

Occupational Health & Safety should be included in the objectives.

4. FUTURE DEMAND

4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, economic factors, agricultural practices and environmental awareness.

The Statewide Water Information Management 2011 (SWIM) Report indicated a 2011 population of 22,821 supplied with bulk and reticulated water from all schemes. The population of 22,821 equated to 9,475 connections across all schemes.

The SWIM report was updated in 2011 but new population growth and demographic information was not available. The review was therefore based on the number of assessments over the previous three years and showed a growth of about 0.35 per year with all schemes.

The 2006 census figures for the indicate a population of Of this population are over 65 years of age and have never married. Of the families% have no children. Therefore it is reasonable to conclude that the average household size will be reasonably low. The census shows an average household size of 2.4 versus 2.6 for Australia. Other areas in region have not been compared but the data gives an indication of the likely demographics for the region. For the number of residential connections and the 2005 population for the region, the average household is about 2.8 persons.

Improvement 4 of the TMP relates to areas of new urban development and involves:

- Liaising with internal/external customers and planning department to gain an understanding of the areas to be developed;
- Planning service extensions;
- Constructing facilities in a timely manner;
- Monitoring performance and development.

The intention is to extend services to all new developments.

4.2 Changes in Technology

Technology changes are forecast to have little effect on the delivery of services covered by the AMP but improvements in technology will allow improvements in operational effectiveness and efficiency. Examples include:

- Implementing new business management software will allow better tracking of service requests and works instructions;
- Installing telemetry hardware to treatment and supply infrastructure (treatment plants, pumping stations, bores and reservoirs) to allow better management and optimize performance

4.3 Demand Management Plan

Demand for new services will be managed by:

- Maintaining, replacing and upgrading existing assets, continuing to manage demands and providing new assets to meet demand;
- Implementing demand management practices that include non-asset solutions, insuring against risks and managing failures.

SBRC has not yet developed a formal Demand Management Plan (DMP) but a DMP will be prepared in accordance with the SBCR Engineering and Operational staff have already identified opportunities for demand management, examples of which are shown in Table 4.3. Further opportunities will be developed in the DMP and be covered in future revisions of the AMP.

Demand Management Plan Summary

Service	Activity
Operation	Implement a calibration and replacement program for internal meters
Operation	Develop a water meter replacement program (consider digital reading technology)
Operation	Carry out leakage audits and regular monitoring
Education	Continue and enhance an advertising campaign
Demand substitution	Cooperate SBRC customers regarding the reuse of effluent as and when practical

TABLE 4.3

4.3.1 Demand Management Strategies

The object of demand management planning is to actively seek to modify customer demands for service, in order to optimise utilisation of existing assets or to reduce or defer the need for new assets. Demand management strategies provide alternatives to the creation of new assets. Demand management should be practiced continuously to maintain total demand at reasonable and sustainable levels. Key strategies are included in Table 4.4.

Demand Management Strategies

Demand component	Example
Legislation/Regulation	Develop a demand management plan
Education	Educate the general public on water conservation Demonstrate the savings to be made by reducing potable water consumption
Incentives	Investigate and provide incentives for developing and using non-potable water sources Develop an incremental charging regime
Operation	Control of and reduce leakage Control supply pressure Renew assets as required
Demand substitution	Promote stormwater use for gardens Promote effluent reuse where appropriate

TABLE 4.4

The Queensland government carried out a Water Wise initiative, to promote water savings and provide easy solutions for consumers to reduce their water consumption. This initiative proved very successful in

the South Burnett Regional Council Area and did reduce the water demand significantly. Total volumes of water supplied from 2008 to 2011. Details are included in Table 4.5.

Total Water Supplied

Year	Volume (ML)
2008/09	1778.35
2009/10	1860.86
2010/11	1442.21

TABLE 4.5

Figure 4.3 shows the amounts of water supplied over the past 5 years.

Water Supplied Since 2007/08

FIGURE 4.3

Although there were some price increases that may have affected the demand to some extent, it is likely that much of this reduction can be attributable to customers being "water wise" and to climate conditions.

Pricing is also a demand management tool. Currently SBRC has a "user pay" charging structure with Tiered Charging. Consumers are charged an access fee based on the size of the meter and a stepped consumption chargeand charges are set annually.

The two main design criteria for water supplies are peak daily and average daily demand. High peak demand results in inefficient use of assets since they are under utilised most of the time. It is therefore appropriate to reduce peak supply rates where possible.

One means of reducing system supply rates is through the provision of on-site storages. Currently some rural consumers are supplied on demand. A policy requiring new consumers in rural areas to provide on-site storage is a priority.

Onsite storages can be utilised in townships to provide for sustained local fire fighting capability or for development beyond the main supply area. The storages can be supplied at substantially less than peak rates while customer demand can be matched to individual needs.

Imposition of water restrictions is another non-asset solution for demand management. SBRC has only used this method when supply was restricted during prolonged dry conditions.

The Planning Guidelines for Water Supply and Sewerage states that system pressures up to 80m are acceptable. This is a very high pressure and far exceeds the norm for a system of this nature. High pressures elevate the risk of asset failure, result in significantly higher water losses and reduce the life of individual services and fittings. Reducing the pressure will save electricity due to a significant reduction in both pumping head and associated power consumption.

The installation of variable speed drives at pump stations will allow the matching of pump discharge to demand with a corresponding reduction in leakage. Leakage is a serious issue in most of the SBRC supply areas and is resulting in a significant loss of revenue for unbilled water use. Table 4.6 shows the potable water losses for 2009/10 and 2010/11.

Potable Water Losses

Scheme	Water Losses (%)		
	2008/09	2009/10	2010/11
Blackbutt	15	26	22
Kingaroy	22	27	12
Kumbia	18	37	36
Wooroolin	38	51	54
Nanango	47	33	34
Murgon	7	40	28
Wondai	11	19	6
Proston	32	35	40
Proston Rural	20	9	10
TOTAL	22	28	19

TABLE 4.6

Losses are calculated by measuring the quantity of water supplied from sources and subtracting the volume of water recorded by customer service meters. Water used for swabbing and flushing is also measured and accounted for. A few properties are not metered.

The assessment of losses relies on accurate individual water meters. Some meters are inaccurate and need replacement so calculated losses may not necessarily reflect the actual situation.

Total water losses in the potable supplies have varied over the period. Kumbia and Wooroolin schemes losses have increased by 16%. Both scheme has high percentage water loss but the schemes are quite small and the cost of losses is not particularly significant.

The Murgon system is large and the losses are remaining high. About a quarter of the water is lost and immediate action, such as replacement of significant portions of failing pipeline in the reticulation is required to address this situation.

SBRC will consider implementing a formal leak detection program throughout the supply area.

SBRC is developing a renewal program that takes into account breakages, cost of repairs and disruption to customers.

In many locations, corrosion and general deterioration of galvanized iron (GI) and copper consumer connections are the cause of numerous minor supply interruptions and leakages. Failure of these connections results in a number of call outs with significant associated costs and a resultant loss of water. Council staff have confirmed that this is a serious issue. SBRC has introduced a systematic GI connection replacement program to be carried out over a reasonable timeframe, to reduce the effect these connections are having on Council's operations.

A significant water meter replacement program is to commence shortly. This will result in increased revenue since recorded water usage falls with advanced meter age and allow losses to be accurately determined.

At present leakage audit is restricted to patrolling pipelines. The replacement meter program will lead to a more rigorous leakage prevention and detection program.

4.3.2 Water Network Modelling

Real time modelling of water supplies is rapidly becoming the international benchmark for both optimum network operation and for managing future demand patterns. Water modelling is a powerful tool and is

virtually essential for the proper planning and operation of modern water supplies in that it identifies means of:

Optimising pumping systems, reducing electricity use and cost, and optimising operation of storages;

- Improving water quality through increased retention in reservoirs and improved chlorine residuals;
- Assessing fire fighting capability;
- Developing contingency plans to deal with asset failures;
- Enabling appropriate sizing mains when carrying out renewal works or capital projects;
- Managing pressures throughout the systems to reduce breakages, leakage and costs;
- Identifying high loss mains and the means of improving system reliability and efficiency;
- Improving planning for shutdowns.

4.4 New Assets from Growth

New assets required to meet growth will be funded by land developers and constructed by day labour or specialist contractors. SBRC requires the payment of infrastructure contributions for new works, and these funds can be used to create new assets.

The cost of new assets for growth is approximately \$ 250,000 per annum.

The cost will be more accurately determined following more detailed future modelling.

Acquiring new assets will commit SBRC to fund ongoing operations and maintenance for the period of service. These future costs are identified and quantified in the forecasts of future operating and maintenance costs.

Improvement 5 of the TMP relates to the environment and involves:

- Preparing and implementing an Environmental Management Plan (EMP);
- Preparing an Environmental Risk Management Plan (ERMP);
- Treating process water such as filter backwash to remove sludge before proper disposal;
- Minimising waste water by early detection and prompt repair of breaks and leaks;
- Assessing the long term viability of bore fields and having vulnerable sites declared.

The intention is to provide long term protection and sustainability of the water supplies. The viability of bore fields is a major concern and an assessment of long term viability is underway.

5. LIFECYCLE MANAGEMENT PLAN

The Lifecycle Management Plan (LMP) details how SBRC plans to manage and operate the assets at the agreed levels of service while optimising life cycle costs.

5.1 Background Data

5.1.1 Physical Parameters

The assets covered by the AMP are summarised in Table 5.1.1.

Assets Covered by this Plan

Asset category	Details	Replacement Value (\$) 2011
Supply bores	9	792,915
Pumping stations	24	4,046,835
Reticulation mains	508 km	65,451,445
Reservoirs	36 reservoirs (total capacity 29 ML)	21,307,422
Treatment plants	6	15,124,507
Water meters	9,475

TABLE 5.1.1

The total replacement value is \$..... at 2011.

Schematics showing water sources, supply systems and towns and villages supplied are included in Appendix A.

5.1.2 Asset Details

Most treatment assets have a remaining life of at least years or more. Minor assets such as chemical dosing equipment will require replacement in about 6 years of so.

.....

Some mains between have failed at the joints, but most of these defective mains have been, or will be, replaced in 2012.

Most of these mains were constructed in thes and significant replacements will not be required for the foreseeable future.

The life of these assets can be extended by reducing the pumping rate to match demand. This will lead to a consequent reduction in pumping head and transient pressures.

Details of reticulation mains are shown in Table 5.2.



Reticulation Mains

Pipe Type	Length (km)
AC	281.77
CI	43.81
DI	4.25
PVC	82.22
PE	55.18
Other	45.32

TABLE 5.2

The total length of mains is 518.55 km. Most mains are Asepsis concrete (AC) and PVC.

About% of the PVC mains were installed before experience is that these pipes have a life of less than 50 years. This means that significant renewal expenditure will be required in about years.

Risk Management

Council has not carried out a formal risk management study for the water services but a Risk Management Plan (RMP) will be produced before the next update of the AMP. It is important for SBRC to quantify their risks and to make an informed decision on how to deal with these. The risk analysis will identify potential risks including WH&S, operational, environmental and public satisfaction leading to the preparation of contingency plans for each risk.

These will allow SBRC Staff to respond to an event that lasts for an extended period including a return to operation as soon as possible after the interruption event. The individual plans will feed into SBRC's Corporate Risk Management Plan (CRMP).

15 and 20 mm water meters have a useful life of about 12 to 15 years. Most of the SBRC meters are older than 15 years. As a meter ages it tends to under read thereby resulting in a loss of Council revenue and an under estimation of water losses in the system.

Significant expenditure on water replacement is required over the next five years or so.

5.1.3 Asset Capacity and Performance

Deficiencies in service performance are shown in Table 5.1.3.

Performance Deficiencies (STEVE CAN SUMMARISE – ONLY INCLUDE MAJOR ISSUES THAT ARE BEING REPLACED / IMPROVED IN THE CAPITAL WORKS PROGRAM AND OTHER MAJOR ISSUES)

Description	Service Deficiency
..... bore fields is no longer operational and is in poor condition. The availability of water allocation is in question and could affect future supply capability. Bores are on private land and acquiring additional land for more bores is problematic.
..... pump station	The pumps are not fitted with variable speed drives and are oversized for the requirement. The pumps are inefficient and the power usage would be reduced significantly if appropriately designed replacement pumps were installed.
Rural supplies	Older connections did not require an on-site storage and the need to supply on demand places a strain on the delivery system.
.....water quality	The water from which provides about 45% of supply has high concentrations of iron and manganese. Quality issues necessitate the flushing and swabbing of mains with a consequential increase in operating costs and inconvenience to consumers.

TABLE 5.1.3

5.1.4 Asset Valuations (OPUS TO UPDATED)

The value of assets as at 30th June 2011 is summarised in Table 5.1.4. Assets were last revalued at

Asset Values

Description	Current Estimated Replacement Cost (\$)	Annual Depreciation (\$)	Current Written Down Value (\$)	Accumulated Depreciation (\$)

TABLE 5.1.4

5.1.5 Sustainability (OPUS TO UPDATE FROM ASSET VALUATION AND 10 YR CAPEX)

SBRC sustainability reporting includes the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion. The results are indicated in Table 5.1.5.

Annual asset consumption	Depreciation	\$ _____%
	Depreciable Amount	\$ _____%
Annual asset renewal	Renewal Expenditure	\$ _____%
	Depreciable Amount	\$ _____%
Annual upgrade/expansion	Annual Upgrade/Expansion	\$ _____%
	Depreciable Amount	\$ _____%

TABLE 5.1.5

5.2 Routine Maintenance Plan

Routine maintenance is the regular ongoing work that is necessary to keep assets operating. This includes instances where portions of the asset fail and need immediate repair.

5.2.1 Maintenance plan

Maintenance includes reactive, planned and cyclic work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management or supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure or breakdown experience, prioritising, scheduling, actioning the work and reporting to develop a maintenance history and improve maintenance and service delivery performance.

SBRC does not have a formal MMS but is considering the development of a MMS in the 2012/13 financial year. In the meantime, staff use excel spreadsheets with programs recording works such as complaints, connections, inspections, flushing, cleaning of reservoirs etc.

Cyclic maintenance is replacement of higher value component or sub-component assets that is undertaken on a regular cycle. This includes repainting, building roof replacement, etc.

Maintenance expenditure trends are shown in Table 5.2.1.

Maintenance Expenditure Trends (Gary Wall should be able to supply)

Year	Maintenance Expenditure (\$)
2008/09	
2009/10	
2010/11	

TABLE 5.2.1

SBRC has recently commenced the break up of maintenance costs into reactive, planned and cyclic components. In 2010/11 the ratio of reactive maintenance to total maintenance was about 4%.

Maintenance expenditure levels are considered to be adequate to meet required service levels. Future revision of the AMP will include linking maintenance expenditures with required service levels.

Most maintenance and operations are carried out by SBRC staff. The exception is specialised electric and communication work which is outsourced.

Most of the field staff are based at Kingaroy which is located in the central part of the region making it difficult to efficiently service assets to Blackbutt, Kumbia, Proston, and Murgon. The current arrangement also isolates the based office staff. Moving the field staff to could lead to more rapid response times and overall effectiveness.

The water meters are currently read every six months by contractors. Reading meters every six months significantly reduce the cost of meter reading and billing.

5.2.2 Summary of Future Maintenance Expenditures

Future planned maintenance expenditure is forecast to increase at a rate of about 3% per year at current values.



5.3 Asset Replacement

Asset replacement comprises major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Expenditure in excess of that required to restore an asset to original service potential constitutes upgrade, expansion or new works.

5.3.1 Replacement Plan

Assets are considered for replacement as they near the end of their effective working life.

Projects are ranked by priority and scheduled in future works programs.

Replacement is generally undertaken using 'low-cost' methods where practical. The aim of 'low-cost' works is to restore the service potential or future economic benefit of the asset by renewing the assets at a cost less than full replacement cost.

Projected future replacement expenditure is forecast to increase over time as the asset stock ages. In the past an annual figure was allowed for replacements which were undertaken in response to repeated breaks and leaks. SBRC is now developing a more advanced renewal method for better determining the replacement program.

Asset replacement profiles (ARPs) for active, passive and combined assets are included in Appendix B.

SBRC has a backlog of renewal work that needs to be undertaken urgently to maintain levels of service. The projected 10 year mains replacement program includes funding the average annual replacement as identified in the 2011 Asset Valuations.

Replacement assets which warrant upgrading will be identified during modelling of the distribution and reticulation systems.

5.4 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the Council from land developers.

5.4.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as network modelling, Councillor or community requests, proposals identified in strategic plans and partnerships with other organisations. Candidate proposals are investigated to verify need and to develop a preliminary capital estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programs. Ranking will eventually include risk assessment. The current priority ranking criteria are shown in Table 5.4.1.

Priority Ranking for New Assets

Criteria	Weighting
Inadequate water supply infrastructure in existing areas	50%
Development areas	25%
Non compliance with existing infrastructure	25%

TABLE 5.4.1

5.4.2 Planned Expenditure for New and Upgraded Assets

Planned expenditure for new and upgraded assets are shown in Table 5.4.2.

Planned Expenditure for New and Upgraded Assets Refer to Capital works program

Year	Estimated Expenditure (\$)
2012/13	
2013/14	
2016/17	
2021/22	
2022/23	

TABLE 5.4.2

The significant expenditure in 2012/2013 mostly comprises \$2,300,000 for the replacement of the Gordonbrook Rising Main, , \$1,200,000 for DAF installation at Gordonbrook , \$50,000 for clarifier investigation for Wondai, and \$..... for electrical upgrading at After the expenditure reduces significantly. SBRC is currently undertaking the capital works required to improve the reliability and general standard of the system.

New assets and services will be funded from Council's capital works program and grants where available.

Improvement 6 of the TMP relates to capital works and involves:

- Updating the capital works program annually;
- Recording pipe breakages on a GPS system and prioritising works accordingly;
- Developing, maintaining and reviewing a long term rolling replacement plan for all assets;
- Identifying potential system capacity deficiencies and incorporating remedial works in the capital works program;
- Maintaining water network models to identify system deficiencies and plan replacement and new works accordingly;
- Utilising the Asset Registers and pipeline breakage history to determine mains replacement needs and priorities;
- Analysing capital works projects before implementation to determine the optimum method of execution.

The intention is to develop a capital works program which provides assets to deliver required levels of service at optimum long term cost.

Pipelines repairs are being recorded. The information will be included in the GIS system.

5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal will be examined to determine possible alternate options for service delivery.

Cashflow projections from asset disposals will be developed in future revisions of this AMP.

5.6 Strategic Plan

Improvement 7 of the TMP relates to operations and maintenance and involves:

- Developing effective predictive maintenance with the use of appropriate technology;
- Documenting Standard Operating Procedures (SOPs) and system specific documentation;
- Developing costings and a reporting system for effective cost management;
- Extending the asset management system to record and analyse asset condition and breakdown data;
- Ensuring that all operational staff are appropriately trained in correct operational and repair procedures;
- Implementing immediate actions to identify and correct any sources of contamination;
- Developing and documenting a system of backflow prevention, including enforcement of relevant requirements of AS 3500.1;
- Developing and maintaining a program of systematic pump and plant maintenance;
- Continuing to examine energy requirements and costs and incorporating optimum pump utilisation into SOPs;
- Evaluating and implementing, where appropriate, alternate operational strategies, including resource sharing, private sector involvement, etc;
- Linking the asset registers to information on maintenance;
- Regularly assessing asset utilisation and cost effectiveness of ownership for disposal purposes.

The intention is to operate and maintain the system to deliver required levels of service cost effectively.

Procedures will be developed with respect to collecting data and updating the asset registers for new, replacement and upgraded assets, and collecting samples for drinking water quality testing and recording.

6. FINANCIAL SUMMARY

This section summarises the financial requirements resulting from all the information presented in previous sections of this AMP. The financial projections will be amended as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Statements and Projections

Planned operating and capital expenditure is shown in Table 6.1.

Planned Operating and Capital Expenditure GARY CAN PROVIDE THIS FROM HIS RATING MODEL

Year	Planned Expenditure (\$)			
	Replacement	Capital	Maintenance	Operating
2012/13				
2013/14				
2014/15				
2015/16				
2016/17				
2017/18				
2018/19				
2019/20				
2020/21				
2021/22				
2022/23				

TABLE 6.1

6.1.1 Sustainability of Service Delivery

Two key indicators for financial sustainability are:

- Long term life cycle costs;
- Medium term costs.

Long term life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include maintenance, replacements and asset consumption otherwise known as depreciation. The annual average life cycle cost for the services covered in the AMP is \$..... (WE MAY HAVE TO LEAVE THIS FOR THE INFO SESSION AND COMPLETE FOR THE FINAL – IT WILL REQUIRE AFAIR BIT MORE WORK – SEE HOW YOU GO)



Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability. Life cycle expenditure includes maintenance plus capital replacement expenditure and will vary depending on the timing of asset renewals. Life cycle expenditure is currently \$.....

The difference between life cycle costs and life cycle expenditure indicates whether present consumers are paying their share of the assets they are consuming each year. The AMP will:

- Identify levels of service that the community needs and can afford;
- Develop the necessary long term financial plans to provide the service in a sustainable manner.

The life cycle gap for services is \$..... per year. The life cycle sustainability index is

The AMP identifies the estimated maintenance and capital expenditures required to provide an agreed level of service to the community over a 20 year period for input into medium term 10 year financial and funding plans based on providing the service in a sustainable manner. This expenditure relates to medium term costs.

Providing services in a sustainable manner will require the matching of projected asset replacements to meet agreed service levels with planned capital works programs and available revenue.

The difference between planned asset replacements and funding indicates whether changes are required to service levels and/or funding to eliminate the funding gap.

SBRC will manage the gap by developing the AMP to provide guidance on future service levels, the resources required to provide these services, and asset replacement expenditure in response to observed asset condition.

The plan covers the first ten years of the 20 year planning period. The total maintenance and capital replacement expenditure required over the 10 years is \$.....

6.2 Funding Strategy

SBRC funds expenditures from user charges, grants and financial contributions from developers.

Capital contributions are reviewed on a regular basis and are regarded as a fair charge.

The increasing cost of asset replacement will require SBRC to secure additional grants and other Government funding in conjunction with cost reductions.

Reducing leaks, reducing pumping pressures to save electricity useage and cost and undertaking energy efficiency studies will enable significant cost reductions over time. Further costs can be saved by reading meters twice yearly rather than quarterly.

Improvement 8 of the TMP states that pricing will be reviewed annually.

6.3 Five Year Funding

Details of funding required for asset replacement over the next five years are included in Tables 6.3.1 and 6.3.2. Forecast expenditure is based on current costs.

The estimated cost of mains replacements is \$..... which represents one the critical asset groups that requires replacement.

Mains Replacement (from 10 yr capex)

Year	Forecast Expenditure (\$)
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

TABLE 6.3.1

Projected asset replacement expenditure is outlined in Table 6.3.2.

Asset Replacement (from Opus)

Year	Projected Expenditure (\$)
2012/13	
2013/14	
2014/15	
2015/16	
2016/17	

TABLE 6.3.2

Fully funding depreciation of \$..... over the period does not the corresponding expenditure on replacement assets of \$..... The balance will be funded from operating surpluses and reserves until the backlog of asset replacement is fully replaced.

SBRC is establishing a system which will identify the assets identified for replacement from the asset replacement profiles for ranking based on the:

- Number of previous repairs;
- Cost of repair;
- Disruption to consumers;
- Inconvenience to the general public;
- Proximity to other replacement mains;

The annual works program will then be determined.

The ranking system will differ depending on asset location. For example it will be preferable to replace a main within a central business district earlier than in an urban or rural area to avoid repeated interruptions to business and inconvenience to the general public.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting and Financial Systems

Accounting and Financial Systems will be addressed in subsequent updates of the AMP.

SBRC's short term focus is on:

- Updating asset registers and revaluing assets as the basis for better planning and operation of the water supply elements;
- Establishing formal and detailed asset management and operational procedures.

7.2 Operational Practices

SBRC has a regular swabbing and flushing program to remove iron and manganese deposits from the mains.

The use of public standpipes may have an effect on iron and manganese. standpipes are provided for bulk water use. All of the standpipes have keys and are metered, but use is otherwise uncontrolled. SBRC is considering fitting flow control devices to the standpipes to reduce the risk of iron and manganese being disturbed by high velocity flow.

SBRC provide hydrants at about 80m intervals in the urban areas, and at longer intervals in semi-urban areas. Spacing in rural areas is ..., but generally they are not supplied for fire fighting purposes. Occasionally the local rural fire service using the hydrants for practice and they identify and report faults to SBRC.

SBRC intends to undertake a program based on testing each hydrant every 3-4 years or so. Valves inspection will be undertaken in conjunction with hydrant testing.

7.3 Asset Registers

SBRC is currently revising and rationalising the passive and active registers.

Urban and semi rural assets are being defined by street intersections representing the logical extent of replacement mains by section.

Rural and trunk mains are being defined by long sections representing a practical and economic length in view of establishment and other costs associated with working in relatively remote areas.

The active asset register has been extended to include separate entries for buildings, pumps, motors, switchboards, wiring, pipework, telemetry and treatment plant components.

Assets have been revalued and condition rated to provide more detailed information on annual depreciation and asset replacement times.

APPENDICES

Appendix A Schematics

Appendix B Asset Replacement Profiles

Draft

APPENDIX A

SCHEMATICS

Draft



APPENDIX B
ASSET REPLACEMENT PROPERTIES

Draft

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*

2.1.9 FO&P - 1288517 - Business Activities 2012-2013

Summary

The Local Government Act (Division 2 - Business reform, including competitive neutrality) and the Government (Beneficial Enterprises and Business Activities) Regulation 2010A require Council to identify and make decisions about Council's business activities on an annual basis. This report sets out the legislative requirements and provides recommendations for Council in relation to Council's Business Activities.

Officer's Recommendation

That in relation to Council's Business activities:

- (a) Council identify the business activities identified in table 1 – Statement of Business Activities in accordance with The Local Government Act Division 2 and the Local Government (Beneficial Enterprises and Business Activities) Regulation 2010A
- (b) Council identify the Other Business Activities identified in table 1 – Statement of Business Activities in accordance with The Local Government Act Division 2 and the Local Government (Beneficial Enterprises and Business Activities) Regulation 2010A
- (c) Council resolve not to apply the Code of Competitive Conduct to any business activity in 2012/2013 in accordance with The Local Government Act Section 47(7) and the Local Government (Beneficial Enterprises and Business Activities) Regulation 2010A

Other Business	Operating	Administration		
Activities	Cost	Cost	Depreciation	TOTAL
Water & Wastewater	3,828,646	473,529	2,697,296	6,999,471
Caravan & Tourist Parks	881,665	109,045	14,348	1,005,058
Cemeteries	303,486	37,535	7,082	348,104
Shops	12,984	1,606	9,388	23,978
Community Housing	119,741	14,810	42,644	177,195
Saleyards	118,942	14,711	8,885	142,538
Waste	3,370,378	416,850	39,458	3,826,686
Airport	273,561	33,834	229,818	537,213
Plant	3,461,873	428,166	1,376,432	5,266,471
	12,371,277	1,530,086	4,425,351	18,326,714

Resolution:

Moved Cr KM Campbell, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

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

2.1.10 FO&P - 1290208 - Financial Position as at 30 June 2012**Summary**

Section 153 of the *Local Government (Finance, Plans, and Reporting) Regulation 2010* requires a statement to be prepared on the financial operations and financial position of the Council for the 2011/2012 financial year.

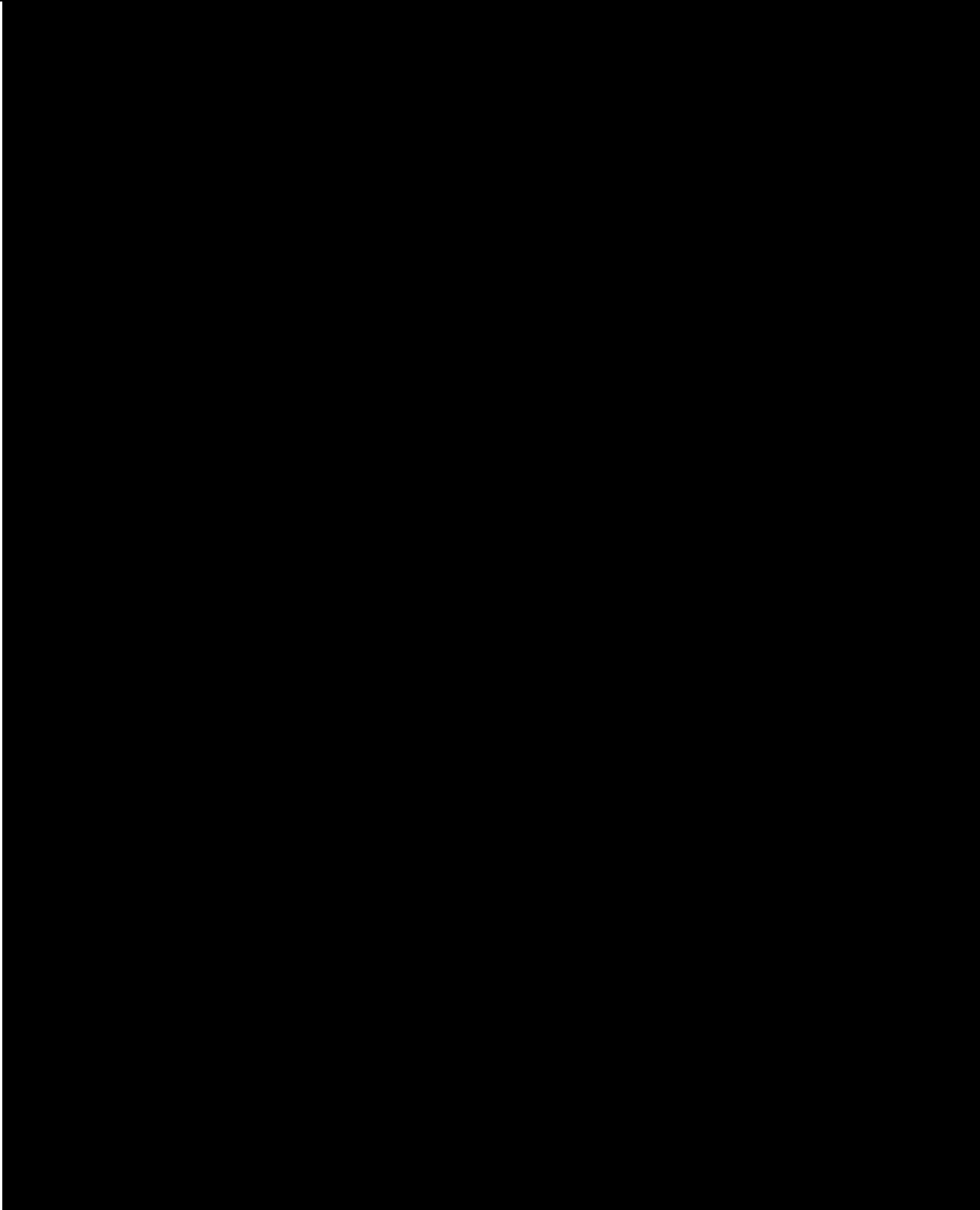
The Statement of financial position provides a comparison of the actual results of Council and the Original Budget and illustrates Council's estimated financial position as at 30 June 2012.

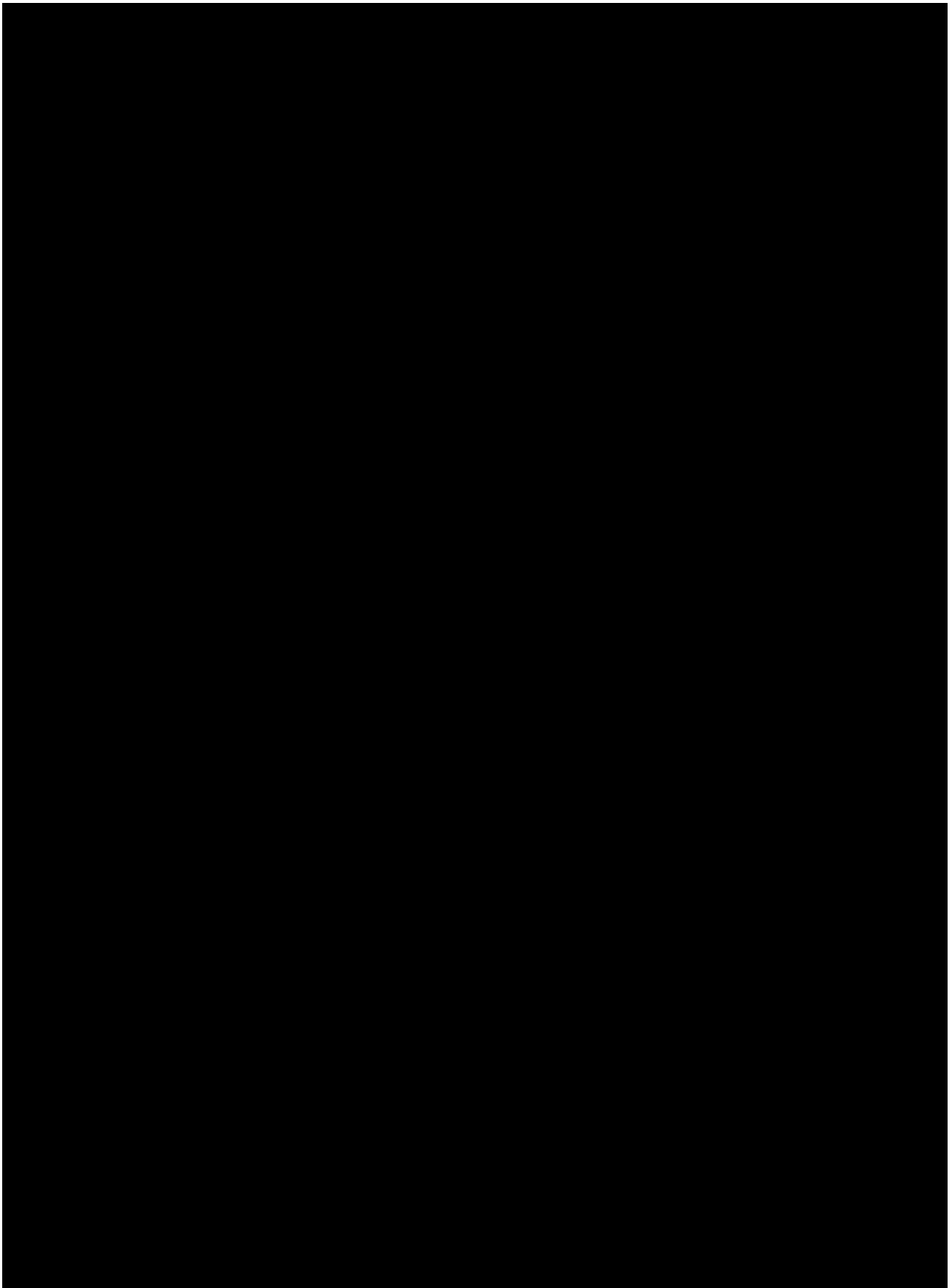
The areas of material difference have been identified on the attached Statement of Comprehensive Income and Statement of Financial Position. Each of these areas will be addressed during the finalisation of the Accounts for 2011 - 2012 with funds either being claimed or constrained and expenses being finalised for example depreciation.

The attached statements indicates an operational deficit \$3,403,945, however approximately \$3.8M of NDRRA expenditure for the flood investigation and project team is yet to be approved by Queensland Restoration Authority. Once these costs are reimbursed our position would indicate a surplus of \$611,128 which is \$552,595 less than the projected budget result.

Officer's Recommendation

That the interim Statement of Financial Position to 30 June 2012 be received and noted.





Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the interim Statement of Financial Position to 30 June 2012 be received and noted.

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

2.1.11 FO&P - 1288581 - Statement of Reserves 2012-2015

Summary

The reserves table has been prepared to both identify and control the use of Council's reserves. The anticipated balance for 30 June 2012 is an estimate only of the final position and may change once the final reconciliation of end of year balances is made. In relation to 30 June 2013, 2014 and 2015 the anticipated balances are a projection figure only and will depend on the level of use of the proposed amount as the project work is undertaken.

Officer's Recommendation

That Council note the reserves balances and authorise the transfer to and from reserves to facilitate the 2013 budget as per the following table:

STATEMENT OF RESERVES
AS AT 30 JUNE 2013

OTHER RESERVES		G/L Description	ANTICIPATED OPENING	TRANSFER	TRANSFER	ANTICIPATED
			BALANCE 01.07.12	TO RESERVE	FROM RESERVE	CLOSING
						BALANCE 30.6.13
RECURRENT EXPENDITURE RESERVE						
	Amalgamation Assistance Reserve	839,987.00			839,987.00	-
	CWR - Operating Grants/Donations	4,343,074.30			4,010,266.00	332,808.30
	Current Reserves - Infrastructure	95,778.10				95,778.10
	General Asset Replacement Reserve	1,429,936.66				1,429,936.66
	Nanango Streetscape Program Reserve	200,000.00			200,000.00	-
	Restoration of Gravel Pits Reserve	114,117.00				114,117.00
	Restoration of Rubbish Tips Reserve	69,445.23				69,445.23
	General Operating Surplus Reserve	-	493,552.00			493,552.00
		\$ 7,092,338.29				\$ 2,535,637.29
ASSET REPLACEMENT RESERVE						
	Bridge Replacement Reserve	275,000.00				275,000.00
	Infrastructure Renewal/Replacement Reserve	562,292.00				562,292.00
	Land Development Reserve	98,712.99				98,712.99
	Nanango Community Reserve	200,000.00				200,000.00
	Plant Renewal/Replacement Reserve	338,279.54	164,484.00		338,279.54	164,484.00
	SB Community Hospital Expansion Reserve	220,000.00			95,000.00	125,000.00
	Water Asset Replacement Reserve	4,744,037.41			257,460.00	4,486,577.41
	Waste Water Asset Replacement Reserve	2,046,119.23			391,878.00	1,654,241.23
		\$ 8,484,441.17				\$ 7,566,307.63
CWR - PUBLIC CONTRIBUTIONS						
	Infrastructure - Dev Contribs - Roads	2,138,905.32				2,138,905.32
	Lifestyle - Dev Contribs - Parks	115,599.79				115,599.79
	CWR - Dev Contribs - Kingaroy Water	1,518,894.61	33,647.00		700,000.00	852,541.61
	CWR - Dev Cont - Murgon Water	2,364.00				2,364.00
	CWR - Dev Contribs - Nanango Water	453,802.33	20,000.00			473,802.33
	CWR - Dev Cont - Proston Water	2,546.46				2,546.46
	CWR - Dev Cont - Proston Rural Water	2,418.59				2,418.59
	CWR - Dev Contribs - Kingaroy Waste Water	1,148,139.35	30,000.00		1,166,666.58	11,472.77
	CWR - Dev Contribs - Nanango WasteWater	13,064.42	18,000.00			31,064.42
	Nanango Developers CWR	87,765.00				87,765.00
		\$ 5,483,499.87				\$ 3,718,480.29
CWR - GRANTS, SUBSIDIES & DONATIONS						
	CWR - Capital Grants/Donations	6,080,528.49			6,080,528.49	-
	NDRRA	12,316,114.50			12,316,114.50	-
		\$ 18,396,642.99				\$ -
TOTAL OTHER RESERVES						
EQUITY RESERVES						
	Unspent Depreciation - Kroy Sewerage	595,896.00				595,896.00
EQUITY RESERVES						
		\$ 40,052,818.32				\$ 14,416,321.21

STATEMENTS OF RESERVES

As at 30 June 2014

	GL Description	ANTICIPATED OPENING BALANCE 01.7.13	TRANSFER TO RESERVE	TRANSFER FROM RESERVE	ANTICIPATED CLOSING BALANCE 30.6.14
OTHER RESERVES					
RECURRENT EXPENDITURE RESERVE					
	Amalgamation Assistance Reserve	-			-
	CWR - Operating Grants/Donations	332,808.30			332,808.30
	Current Reserves - Infrastructure	95,778.10			95,778.10
	Current Reserves - Sustainability	-			-
	Current Reserves - Lifestyle	-			-
	General Asset Replacement Reserve	1,429,936.66			1,429,936.66
	Nanango Streetscape Program Reserve	-			-
	Restoration of Gravel Pits Reserve	114,117.00			114,117.00
	Operating Grants Carryover	-			-
	Restoration of Rubbish Tips Reserve	69,445.23			69,445.23
	General Operating Surplus Reserve	493,552.00	335,024.00		828,576.00
		\$ 2,535,637.29			\$ 2,870,661.29
ASSET REPLACEMENT RESERVE					
	Bridge Replacement Reserve	275,000.00			275,000.00
	Infrastructure Renewal/Replacement Reserve	562,292.00			562,292.00
	Land Development Reserve	98,712.99			98,712.99
	Nanango Community Reserve	200,000.00			200,000.00
	Plant Renewal/Replacement Reserve	164,484.00	175,125.00		339,609.00
	SB Community Hospital Expansion Reserve	125,000.00			125,000.00
	Water Asset Replacement Reserve	4,486,577.41		860,468.00	3,626,109.41
	Waste Water Asset Replacement Reserve	1,654,241.23		1,061,012.00	593,229.23
		\$ 7,566,307.63			\$ 5,819,952.63
CWR - PUBLIC CONTRIBUTIONS					
	Infrastructure - Dev Contribs - Roads	2,138,905.32			2,138,905.32
	Lifestyle - Dev Contribs - Parks	115,599.79			115,599.79
	CWR - Dev Contribs - Kingaroy Water	852,541.61	48,723.00		901,264.61
	CWR - Dev Cont - Murgon Water	2,364.00			2,364.00
	CWR - Dev Contribs - Nanango Water	473,802.33	20,000.00		493,802.33
	CWR - Dev Cont - Proston Water	2,546.46			2,546.46
	CWR - Dev Cont - Proston Rural Water	2,418.59			2,418.59
	CWR - Dev Contribs - Kingaroy Waste Water	11,472.77			11,472.77
	CWR - Dev Contribs - Nanango WasteWater	31,064.42			31,064.42
	Nanango Developers CWR	87,765.00			87,765.00
		\$ 3,718,480.29			\$ 3,787,203.29
CWR - GRANTS, SUBSIDIES & DONATIONS					
	CWR - Capital Grants/Donations	-			-
	NDRRA	-			-
EQUITY RESERVES					
	Unspent Depreciation - Kroy Sewerage	\$595,896.00			\$595,896.00
TOTAL OTHER RESERVES					
		\$ 14,019,589.24			\$ 12,341,957.24

STATEMENTS OF RESERVES

As at 30 June 2015

		ANTICIPATED			ANTICIPATED
		OPENING	TRANSFER	TRANSFER	CLOSING
		BALANCE	TO	FROM	BALANCE
		30.6.14	RESERVE	RESERVE	30.6.15
OTHER RESERVES	G/L Description				
RECURRENT EXPENDITURE RESERVE					
	Amalgamation Assistance Reserve	-			-
	CWR - Operating Grants/Donations	332,808.30			332,808.30
	Current Reserves - Infrastructure	95,778.10			95,778.10
	Current Reserves - Sustainability	-			-
	Current Reserves - Lifestyle	-			-
	General Asset Replacement Reserve	1,429,936.66			1,429,936.66
	Nanango Streetscape Program Reserve	-			-
	Restoration of Gravel Pits Reserve	114,117.00			114,117.00
	Operating Grants Carryover	-			-
	Restoration of Rubbish Tips Reserve	69,445.23			69,445.23
	General Operating Surplus Reserve	828,576.00	557,650.00		1,386,226.00
		\$ 2,870,661.29			\$ 3,428,311.29
ASSET REPLACEMENT RESERVE					
	Bridge Replacement Reserve	275,000.00			275,000.00
	Infrastructure Renewal/Replacement Reserve	562,292.00			562,292.00
	Land Development Reserve	98,712.99			98,712.99
	Nanango Community Reserve	200,000.00			200,000.00
	Plant Renewal/Replacement Reserve	339,609.00	184,774.00		524,383.00
	SB Community Hospital Expansion Reserve	125,000.00			125,000.00
	Water Asset Replacement Reserve	3,626,109.41		1,282,894.00	2,343,215.41
	Waste Water Asset Replacement Reserve	593,229.23		593,229.23	-
		\$ 5,819,952.63			\$ 4,128,603.40
CWR - PUBLIC CONTRIBUTIONS					
	Infrastructure - Dev Contribs - Roads	2,138,905.32			2,138,905.32
	Lifestyle - Dev Contribs - Parks	115,599.79			115,599.79
	CWR - Dev Contribs - Kingaroy Water	901,264.61	50,000.00	944,943.65	6,320.96
	CWR - Dev Cont - Murgon Water	2,364.00			2,364.00
	CWR - Dev Contribs - Nanango Water	493,802.33	20,000.00		513,802.33
	CWR - Dev Cont - Proston Water	2,546.46			2,546.46
	CWR - Dev Cont - Proston Rural Water	2,418.59			2,418.59
	CWR - Dev Contribs - Kingaroy Waste Water	11,472.77			11,472.77
	CWR - Dev Contribs - Nanango WasteWater	31,064.42			31,064.42
	Nanango Developers CWR	87,765.00			87,765.00
		\$ 3,787,203.29			\$ 2,912,259.64
CWR - GRANTS, SUBSIDIES & DONATIONS					
	CWR - Capital Grants/Donations	-			-
	NDRRA	-			-
EQUITY RESERVES					
	Unspent Depreciation - Kroy Sewerage	\$595,896.00			-
TOTAL OTHER RESERVES		13,073,713.21			10,469,174.33

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*

2.1.12 FO&P - 1290069 - Long Term Financial Forecast and Sustainability Ratios

Summary

Section 104 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* requires that a long-term financial forecast be prepared on an annual basis. The following extract from the Regulation outlines the requirement in more detail:

- “(1) A local government must, at least annually, prepare a long-term financial forecast.*
- (2) The long-term financial forecast must:*
- (a) contain a forecast of the following for each year during the period of the forecast:*
 - (i) income;*
 - (ii) expenditure;*
 - (iii) the value of assets, liabilities and equity; and*
 - (b) include the following documents covering each year of the period of the forecast:*
 - (i) a statement of financial position;*
 - (ii) a statement of cash flow;*
 - (iii) a statement of income and expenditure;*
 - (iv) a statement of changes in equity.*
- (3) The long-term financial forecast must also state the relevant measures of financial sustainability for the period of the forecast.*
- (4) The long-term financial forecast must cover a period of at least 10 years and be reviewed annually.*
- (5) The local government must consider the long-term financial forecast before planning new borrowings.”*

The measures of Financial Sustainability are specified at Section 99(3) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and are further explained in the *Financial Management (Sustainability) Guideline 2011*.

The relevant ratios are:

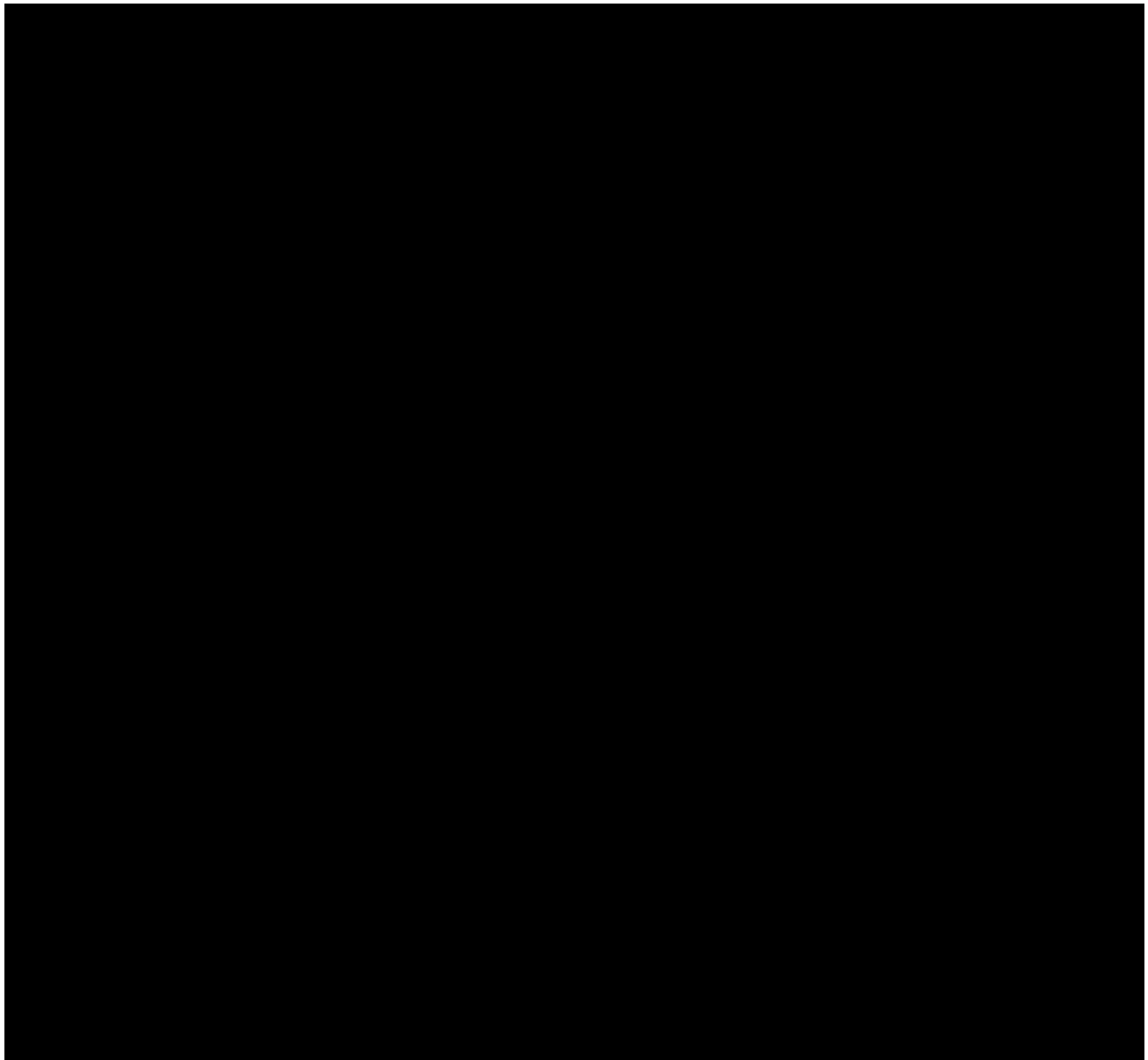
- asset consumption ratio;
- asset sustainability ratio;
- interest coverage ratio;
- net financial liabilities ratio;

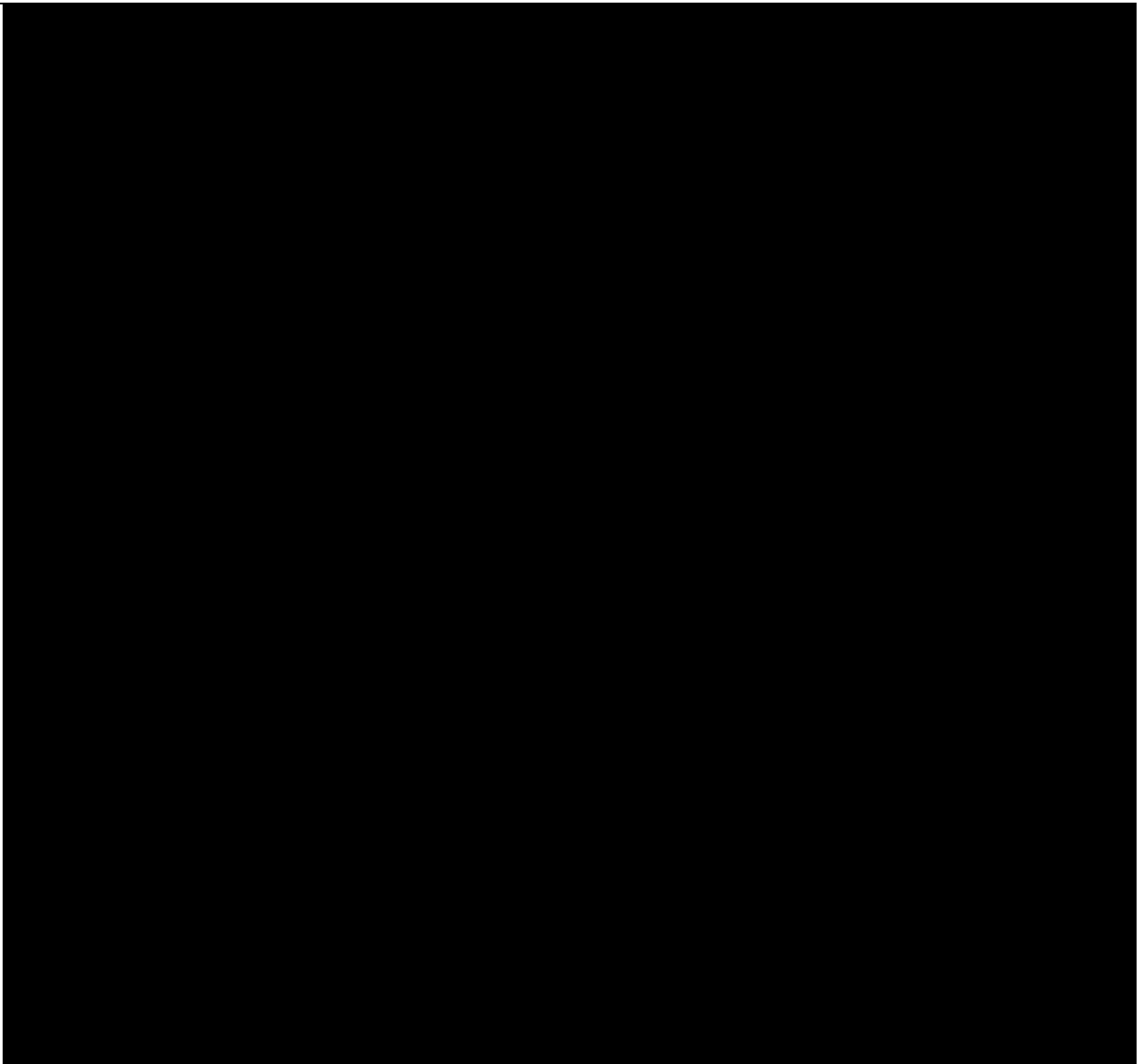
- operating surplus ratio;
- working capital ratio.

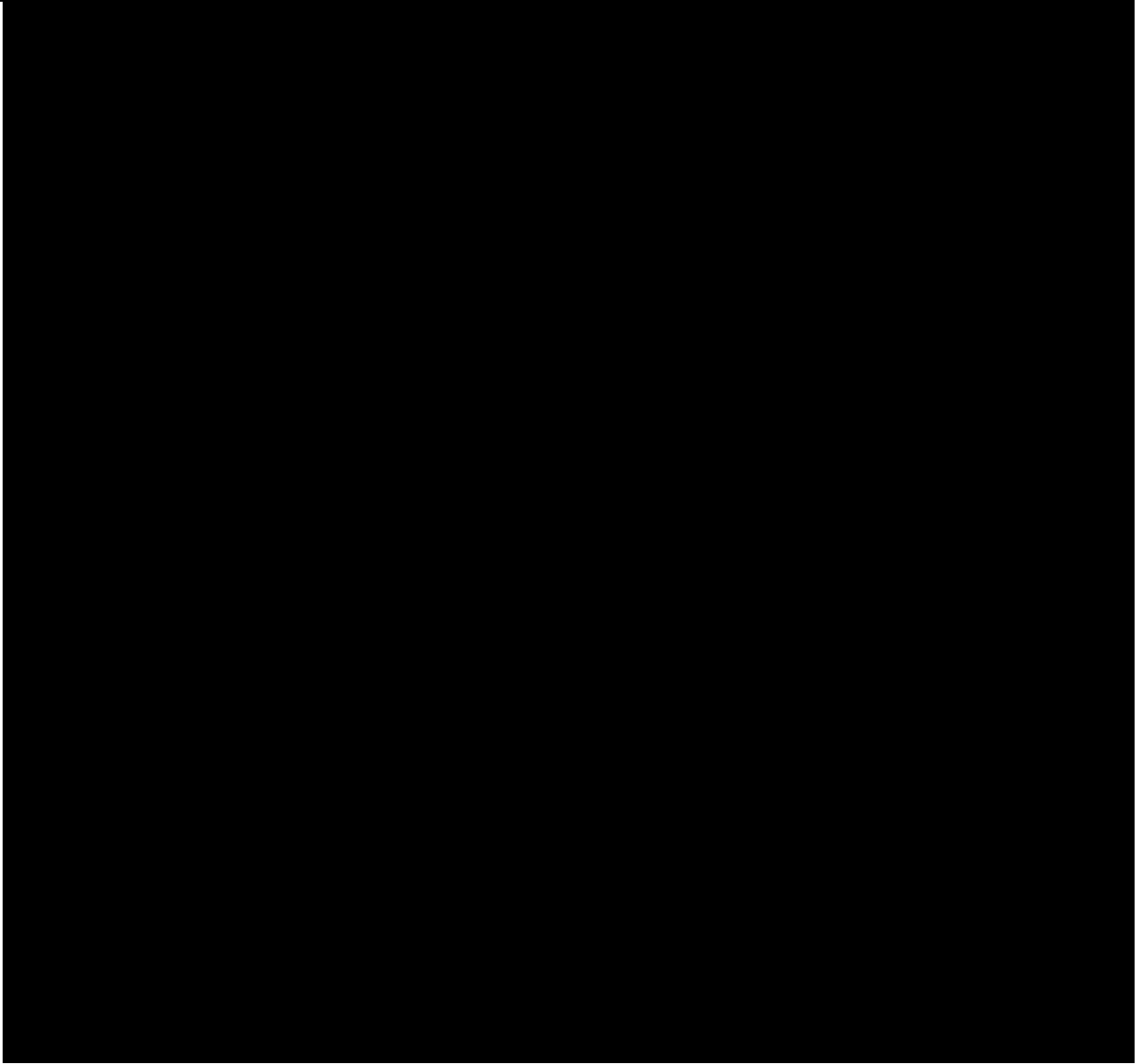
The Long Term Financial Forecast for 10 years commencing 2013 along with the ratios, as required by the Regulation, are attached to this report. Also attached is an explanation of the sustainability ratios.

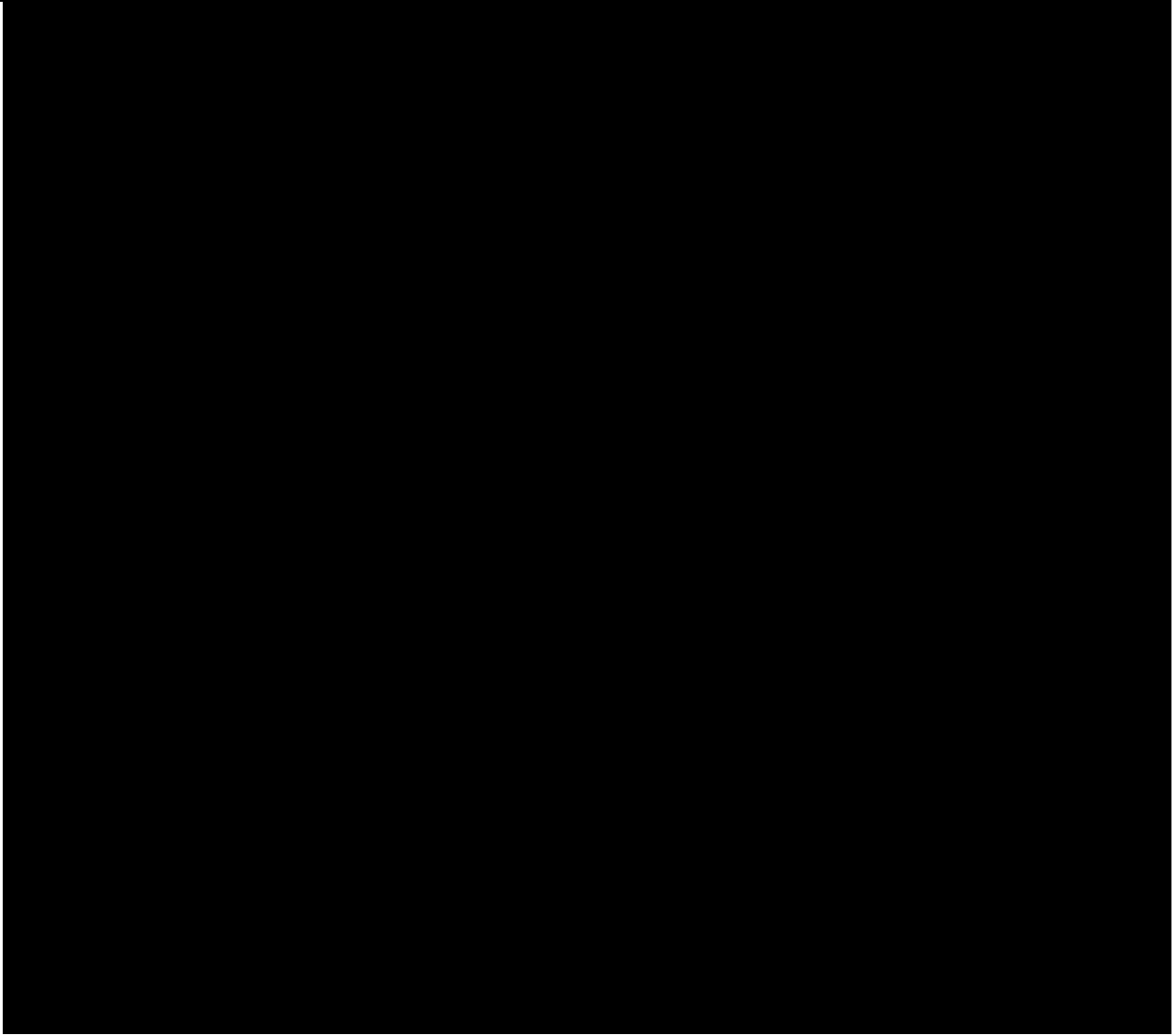
Officer's Recommendation

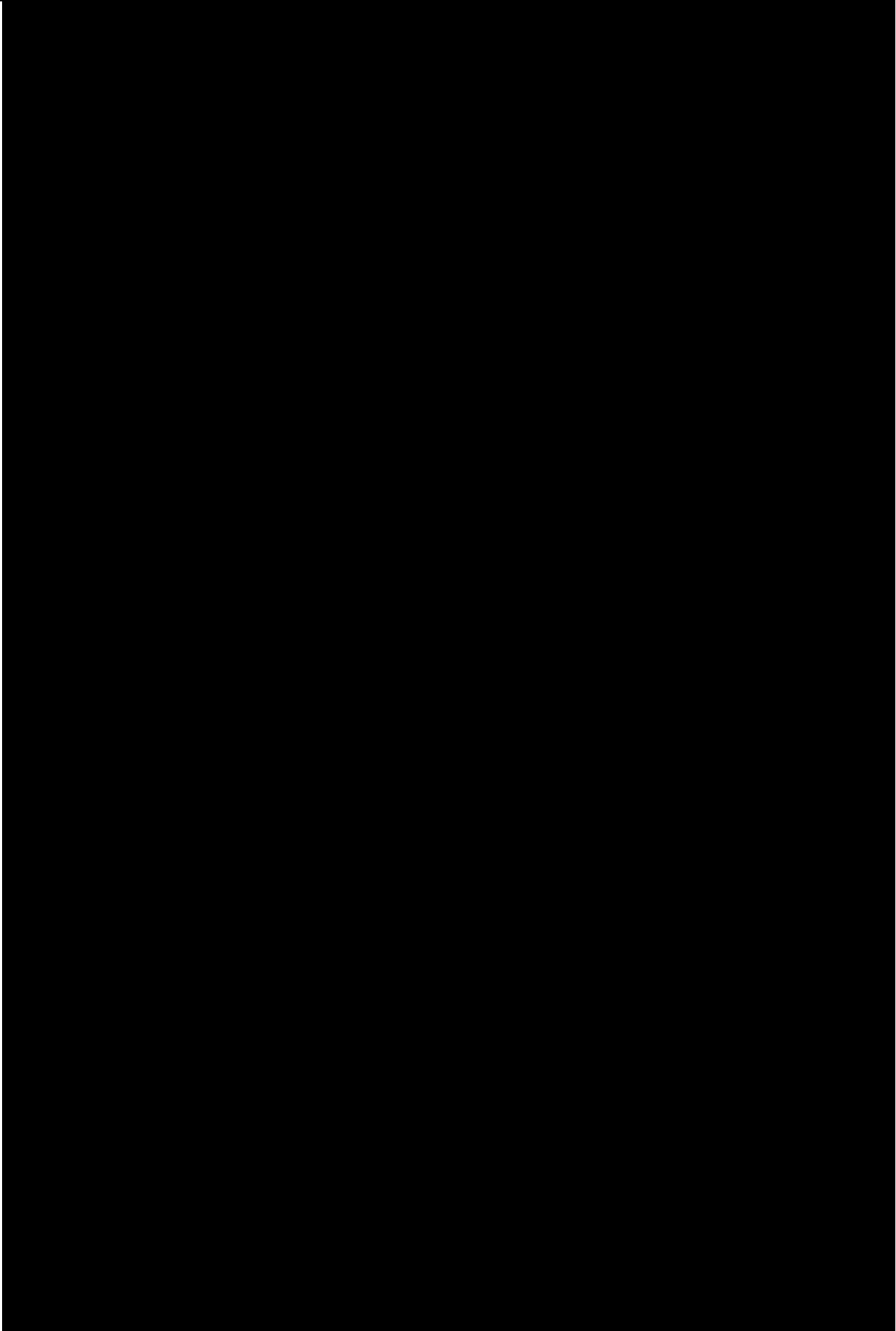
That the report be received and the Long Term Financial Forecast and Sustainability Ratios be noted.

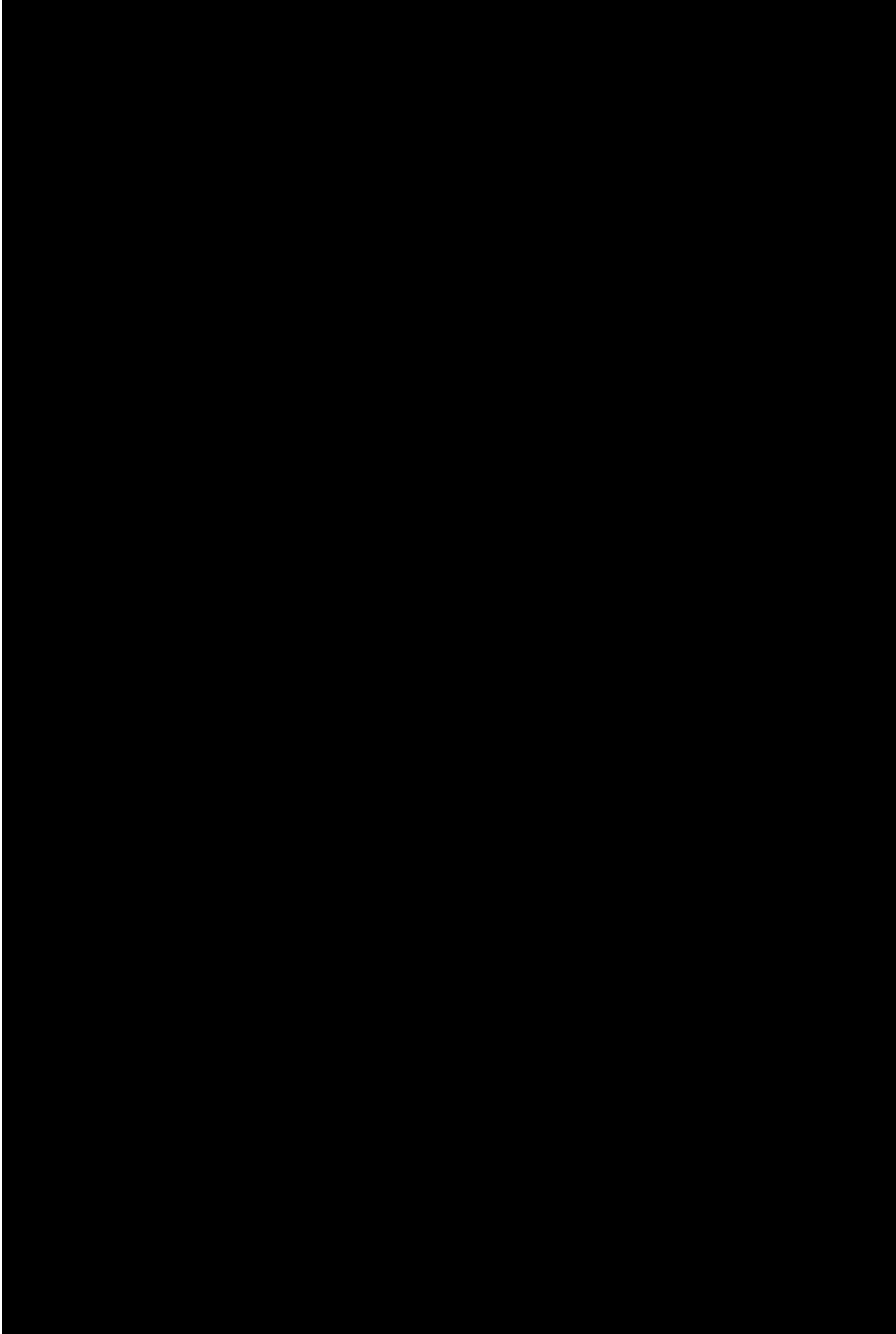


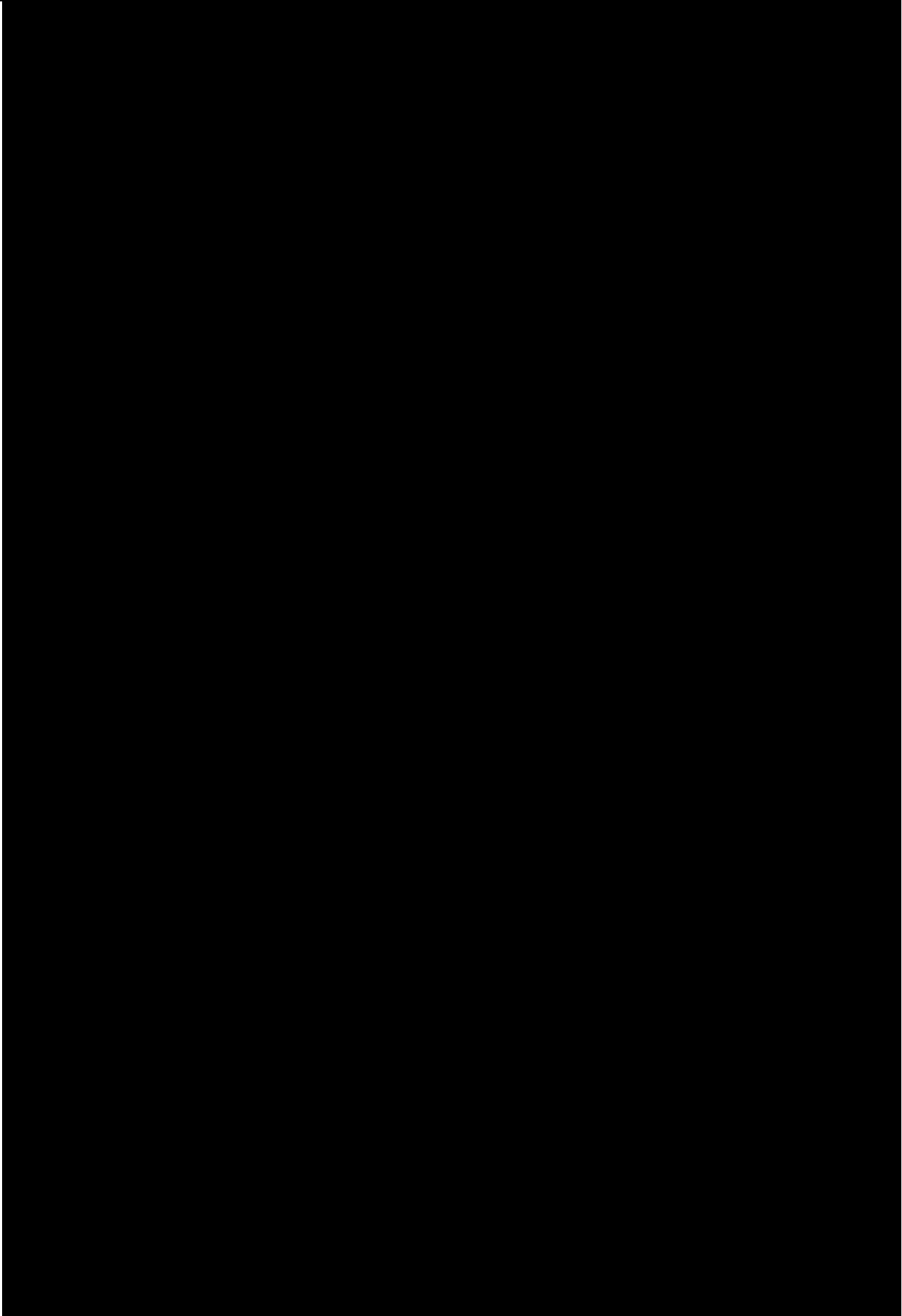


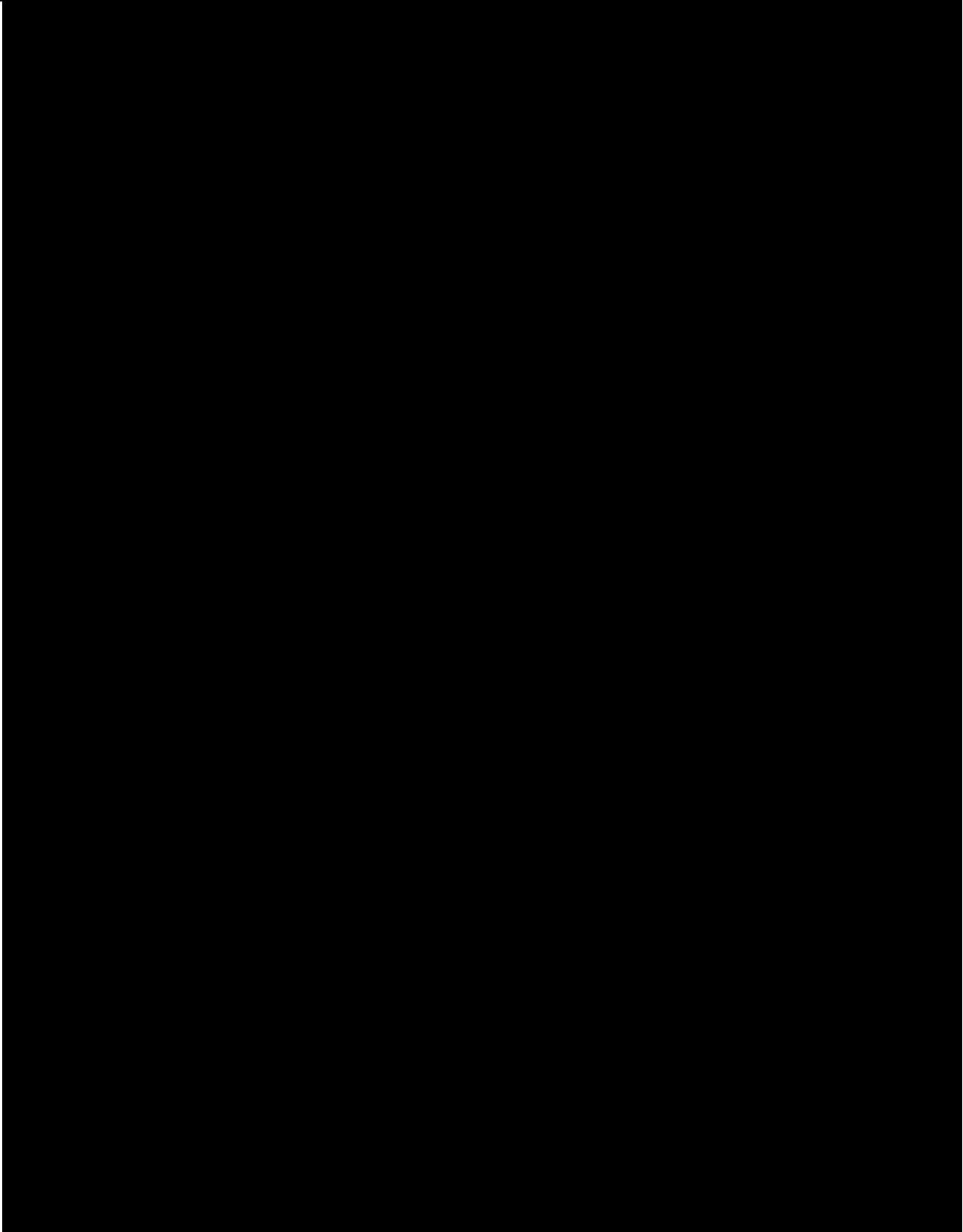


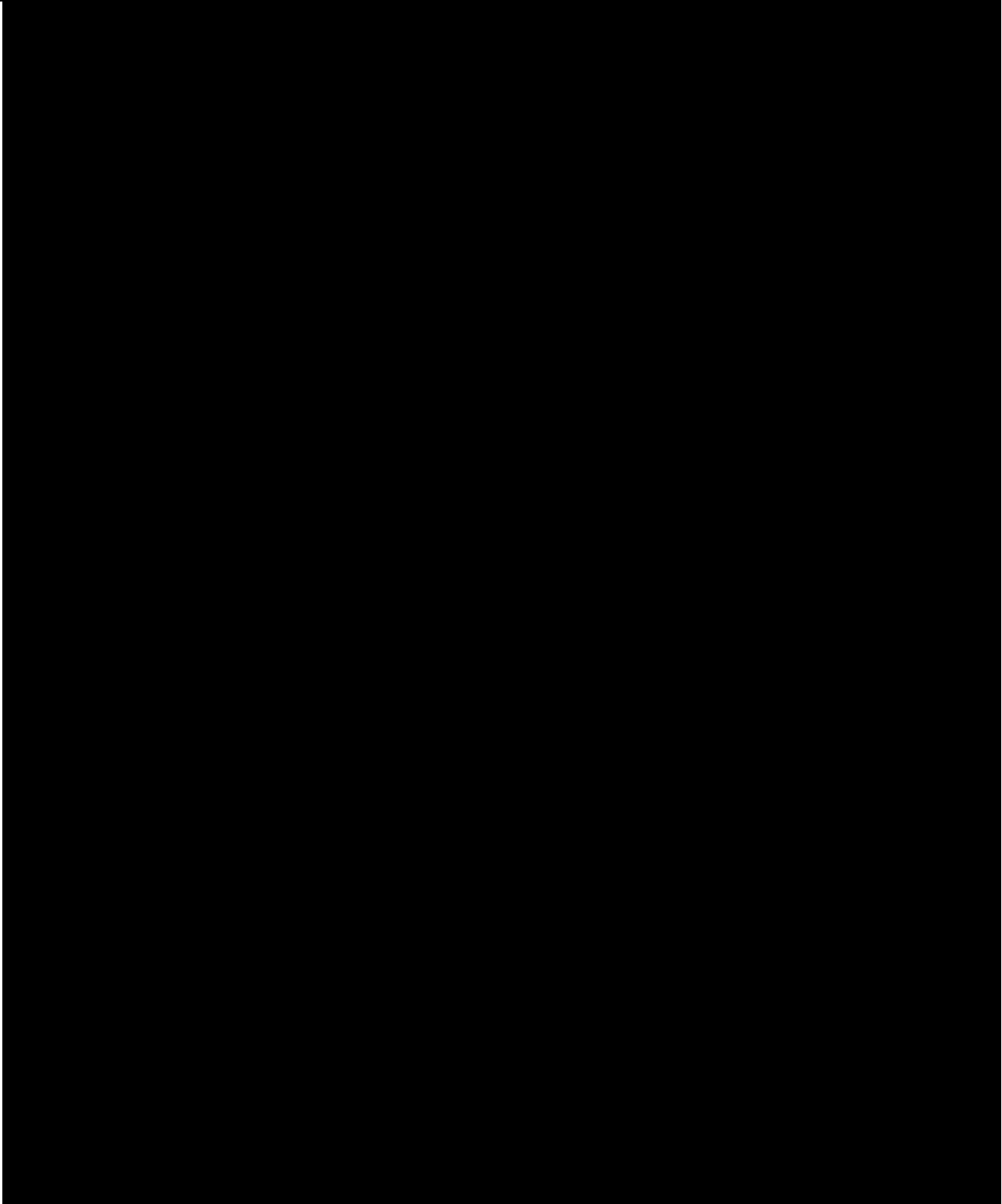


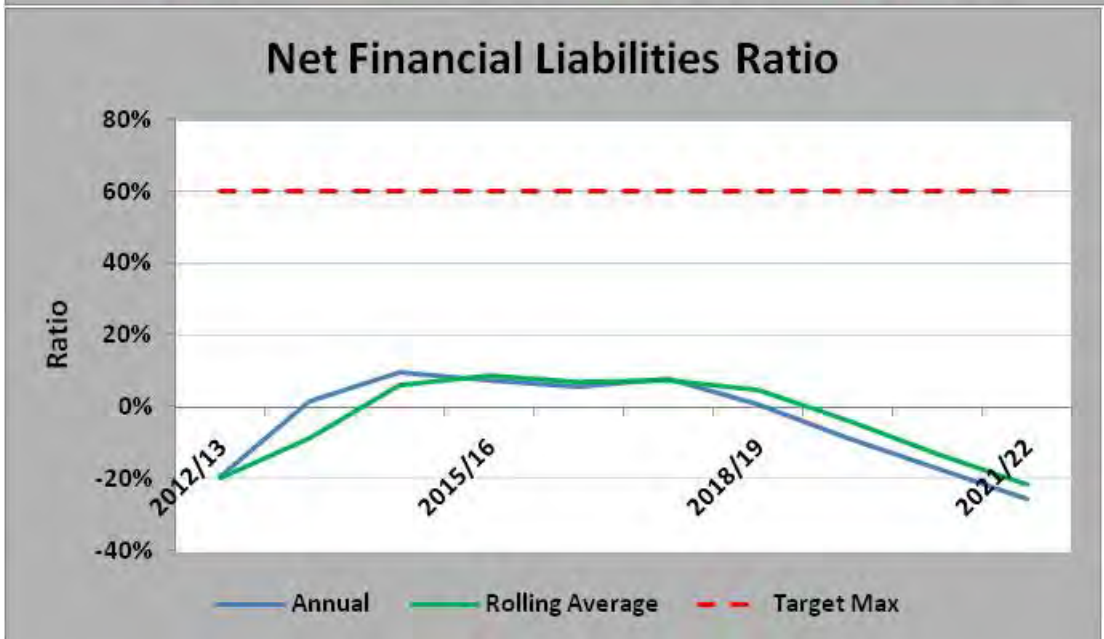
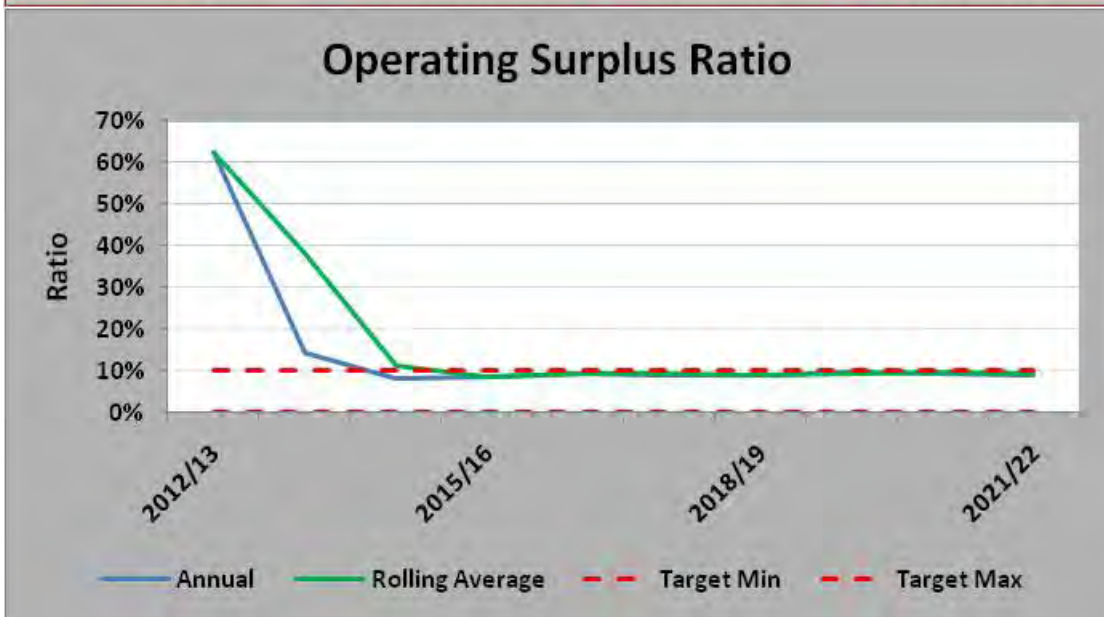
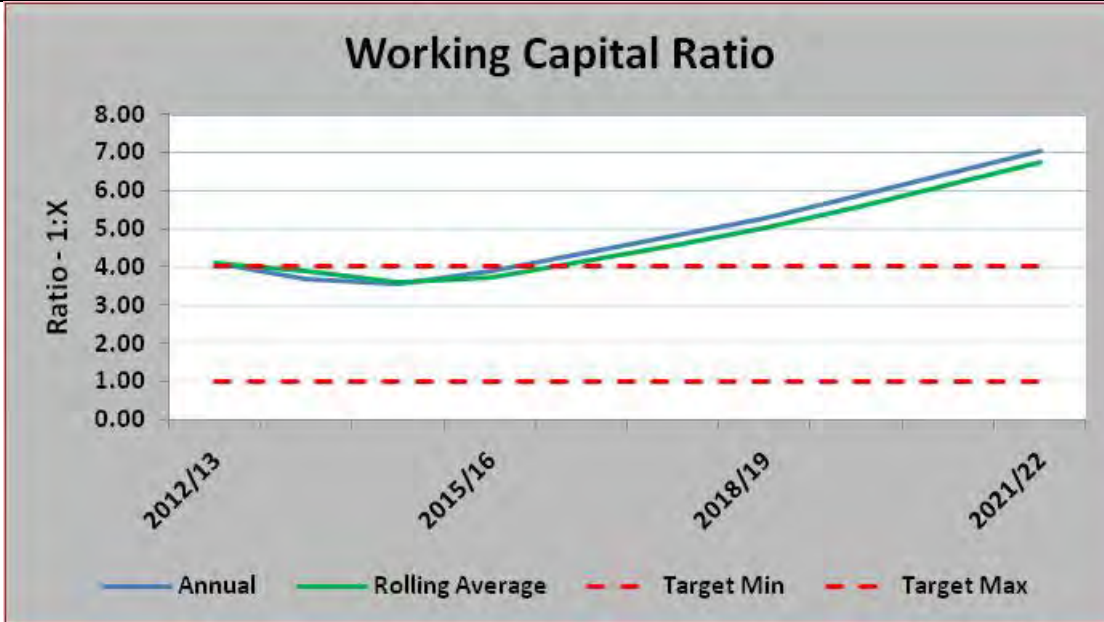


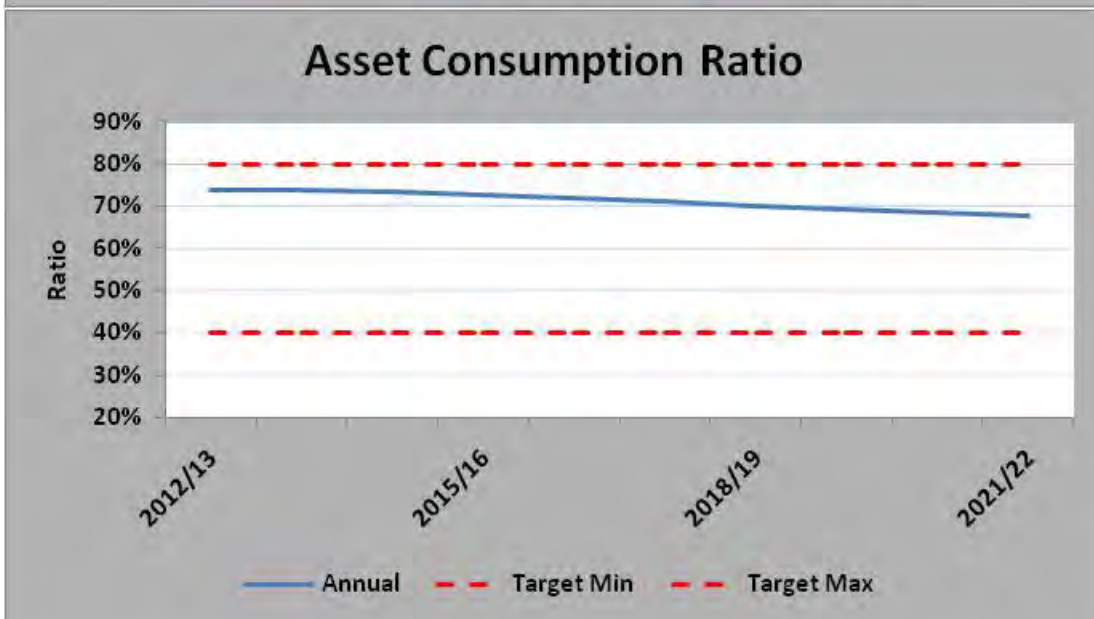
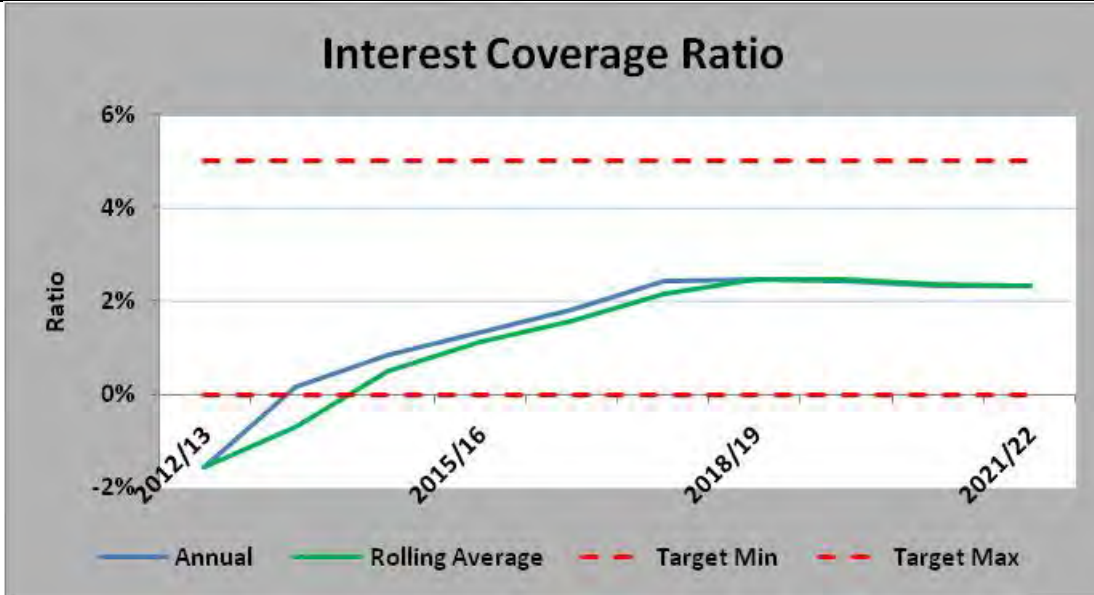












Sustainability Ratios Explained		
Working capital ratio	Current assets (CA) divided by current liabilities (CL). Expressed as X:1 where $X = CA/CL$.	This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a local government has liquid assets available to meet short term financial obligations.
Operating surplus ratio	Net result divided by total operating revenue. Expressed as a percentage.	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. The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of total operating revenue. A positive ratio indicates that surplus revenue is available. This may be used to support the funding of capital expenditure or used to offset past or future operating deficits. If the surplus is not required for this purpose in a particular year, it can be held to support future capital expenditure funding as a financial asset, used to offset past deficit funding or, where possible, used to reduce current debt levels.
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue. Expressed as a percentage.	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 greater than zero (positive) indicates that total financial liabilities exceed current assets. These net financial liabilities must be serviced using available operating revenues. A positive value less than 60 per cent indicates the local government has the capacity to fund the financial liabilities and appears to have the capacity to increase its loan borrowings if required. A positive value greater than 60 per cent indicates the local government has limited capacity to increase its loan borrowings. A ratio less than zero (negative) indicates that current assets exceed total liabilities and therefore the local government appears to have significant financial capacity and the ability to increase its loan borrowings if necessary.

<p>Interest coverage ratio</p>	<p>Net interest expense on debt service divided by total operating revenue.</p> <p>Expressed as a percentage.</p>	<p>This ratio indicates the extent to which a local government's operating revenues are committed to funding interest expense on current loan borrowings and leases.</p> <p>As principal repayments are not operating expenses, this ratio demonstrates the extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.</p>
<p>Asset sustainability ratio</p>	<p>Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.</p> <p>Expressed as a percentage.</p>	<p>This is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach the end of their useful lives.</p> <p>Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period. Capital expenditure on renewals (replacing assets that the local government already has) is an indicator of the extent to which the infrastructure assets are being replaced.</p> <p>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.</p>
<p>Asset consumption ratio</p>	<p>Written down value of infrastructure assets divided by gross current replacement cost of infrastructure assets.</p> <p>Expressed as a percentage.</p>	<p>The average proportion of 'as new' value remaining in the infrastructure assets.</p> <p>This ratio shows the written down current value of a local government's depreciable assets relative to their 'as new' value in up to date prices. This ratio seeks to highlight the aged condition of a local government's stock of physical assets.</p>

Resolution:

Moved Cr KM Campbell, seconded Cr CD Dalton.

That the report be received and the Long Term Financial Forecast and Sustainability Ratios be noted.

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

2.1.13 FO&P - 1285782 - Differential General Rates Categories and Criteria 2012-2013

Summary

Section 94 of the *Local Government Act 2009* provides that each local government must levy general rates on all rateable land within the local government area.

Further, Section 14 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* provides that Council may levy general rates (differential general rates) that differ for different categories of rateable land in the local government area. Accordingly for the following reasons, Council has determined that there shall be thirty-three (33) categories of land for general rating purposes.

- The valuation of the South Burnett Regional Council area which became effective from 1 July 2012 would lead to rating inequities and a distortion of the relativities in the amount of rates paid in the various parts of the local government area if only one general rate were adopted; and
- The level of services provided to that land and the cost of providing services compared to the rate burden that would apply under a single general rate; and
- The differing levels of demand that some land uses place on the services which Council is required to provide; and

Officer's Recommendation

That in accordance with Section 15 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, all rateable lands contained in the South Burnett Regional Council have been categorised into one of the following categories:-

Category – Residential Land – Blackbutt

Description

All properties in this category are located within the Blackbutt Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Blackbutt Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.

Category – Residential Land – Kingaroy

Description

All properties in this category are located within the Kingaroy Urban Locality, have access to a reticulated water supply service and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" Maps series. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Kingaroy Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category
2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.

Category – Residential Land – Murgon

Description

All properties in this category are located within the Murgon Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" Maps series. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Murgon Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category
2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.

Category – Residential Land – Nanango

Description

All properties in this category are located within the Nanango Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Nanango Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category
2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.

Category – Residential Land – Wondai

Description

All properties in this category are located within the Wondai Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Wondai Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category
2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.

Category – Village

Description

The property is used for any purpose, and located in any of the following villages: - Benarkin, Brooklands, Cloyna, Coolabunia, Crawford, Dandabah, Hivesville, Kumbia, Maidenwell, Memerambi, Moffatdale, Proston, Taabinga, Tingoora, Winderera and Wooroolin. Village areas are defined in "Individual Village" map series.

The intention of this description is:-

1. To cover all land used for any purpose that is situated in any of the villages located in the South Burnett Regional Council area and is not included in any other category.

Category – Rural Residential Land - Kingaroy

Description

All properties in this category are situated outside the Kingaroy Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Kingaroy. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Kingaroy and is not included in any other category.

Category – Rural Residential Land - Nanango

Description

All properties in this category are situated outside the Nanango Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Nanango. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Nanango and is not included in any other category.

Category – Rural Residential Land - Blackbutt

Description

All properties in this category are situated outside the Blackbutt Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Blackbutt. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Blackbutt and is not included in any other category

Category– Rural Residential Land - Murgon

Description

All properties in this category are situated outside the Murgon Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Murgon. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Murgon and is not included in any other category

Category – Rural Residential Land - Wondai

Description

All properties in this category are situated outside the Wondai Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Wondai. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Wondai and is not included in any other category.

Category – Rural Residential Land - Other

Description

All properties in this category are located anywhere within the South Burnett Regional Council area and are, outside any Urban Locality or nearby village localities or other defined Rural Residential Categories, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Other. Council will be guided by the Department of Environment and Resource Management land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Other and is not included in any other category

Category – Commercial Land – Blackbutt

Description

All properties in this category are located within the Blackbutt Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Blackbutt Urban locality, where the property is used for a business and commercial purpose; or
2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes : and
3. Is not included in any other category

Category – Commercial Land – Kingaroy

Description

All properties in this category are located within the Kingaroy Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Kingaroy Urban locality, where the property is used for a business and commercial purpose; or
2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes : and
3. Is not included in any other category

Category – Commercial Land – Murgon

Description

All properties in this category are located within the Murgon Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Murgon Urban locality, where the property is used for a business and commercial purpose; or
2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes : and
3. Is not included in any other category

Category – Commercial Land – Nanango

Description

All properties in this category are located within the Nanango Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Nanango Urban locality, where the property is used for a business and commercial purpose; or
2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes : and
3. Is not included in any other category

Category – Commercial Land – Wondai

Description

All properties in this category are located within the Wondai Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Wondai Urban locality, where the property is used for a business and commercial purpose; or
2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes : and
3. Is not included in any other category

Category – Drive in Shopping Centre > 10,000 m2

Description

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.

Category – Drive in Shopping Centre 4,001 m2 to 10,000 m2

Description

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category – Drive in Shopping Centre 1,500 m2 to 4,000 m2

Description

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category – Industrial Land – Blackbutt

Description

All properties in this category are located within the Blackbutt Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 28 and 39 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Blackbutt Urban Locality, where the property is used for industrial purposes; or
2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes : and
3. Is not included in any other category

Category – Industrial Land - Kingaroy

Description

All properties in this category are located within the Kingaroy Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 28 and 39 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Kingaroy Urban locality, where the property is used for industrial purposes; or
2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes : and
3. Is not included in any other category

Category – Industrial Land – Murgon

Description

All properties in this category are located within the Murgon Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 28 and 39 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Murgon Urban locality, where the property is used for industrial purposes; or
2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes : and
3. Is not included in any other category

Category – Industrial Land – Nanango

Description

All properties in this category are located within the Nanango Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 28 and 39 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Nanango Urban Locality, where the property is used for industrial purposes; or
2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes : and
3. Is not included in any other category

Category – Industrial Land – Wondai

Description

All properties in this category are located within the Wondai Urban Locality or Wondai Industrial Estate and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Environment and Resource Management land use codes between 28 and 39 when determining the properties that fit into this category.

The intention of this description is:-

1. That this category will cover all land within the Wondai Urban locality or Wondai Industrial Estate, where the property is used for industrial purposes; or
2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes : and
3. Is not included in any other category

Category – Extractive A

Description

All properties in this category are used for extractive industry purposes and include:

- (a) Mining leases with no activity
- (b) Gravel Pits than operate only sporadically
- (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors).

Council will be guided by the Department of Environment and Resource Management land use code of 40, together with data on the Number of Workers for Queensland Mines and Quarries published on the Queensland Government Mining and Safety website as at 30 September 2011 when determining the properties that fit into this category.

The intention of this description is:-

1. to cover all land used for the purpose of extracting resources from the ground and include:
 - (a) Mining leases with no activity
 - (b) Gravel Pits than operate only sporadically
 - (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors)

Category – Extractive B

Description

All properties in this category are used for extractive industry purposes, and include:

- (a) Operational Gravel Pits
- (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and extraction volumes of less than 1 million tonnes per annum

Council will be guided by the Department of Environment and Resource Management land use code of 40, together with data on the Number of Workers for Queensland Mines and Quarries published on the Queensland Government Mining and Safety website as at 30 September 2011 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for the purpose of extracting resources from the ground and include:
 - (a) Operational Gravel Pits
 - (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and extraction volumes of less than 1 million tonnes per annum

Category – Extractive C

Description

All properties in this category are used for extractive industry purposes such as quarries and mining operations with between 51 and 300 workers (employees and/or contractors) according to data on the Number of Workers for Queensland Mines and Quarries published on the Queensland Government Mining and Safety website as at 30 September 2011 and/or extraction volumes of between 1 million and 2 million tonnes per year.

The intention of this description is:-

1. To cover all land used for the purpose of extracting resources from the ground, with operations that have between 51 and 300 workers (employees and/or contractors) and extraction volumes of between 1 million and 2 million tonnes per year.

Category – Coal Mines

Description

All properties in this category are used for the purpose of an Integrated Coal Mining operation with more than 300 workers (employees and/or contractors) according to data on the Number of Workers for Queensland Mines and Quarries published on the Queensland Government Mining and Safety website as at 30 September 2011 and/or production greater than 2 million tonnes per year.

The intention of this description is:-

1. To cover all land used for the purpose of an Integrated Coal Mining operation, with operations that have greater than 300 workers (employees and/or contractors) and extraction volumes of greater than 2 million tonnes per year.

A Coal Mine is defined as land that is the subject of a coal mining lease (issued pursuant to the Mineral Resources Act 1989) or other form of tenure that was used, is used, or intended to be used: -

as a coal mine (or for purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation); or in conjunction with other land (the subject of a coal mining lease) as part of an integrated coal mining operation.

An integrated coal mining operation is defined as land contained in more than one coal mining lease (issued pursuant to the Mineral Resources Act 1989) or other form of tenure which land was used, is used, or intended to be used in an integrated manner for the purposes of coal mining or purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation.

Category – Power Generation

Description

All properties in this category are located anywhere within the South Burnett Regional Council area and are used for the purpose of electricity generation by way of coal, gas or a combination of both coal and gas fired power station with a total maximum generating capacity of greater than 400 megawatts.

Category – Rural Land

Description

All properties in this category are located anywhere within the South Burnett Regional Council area, and are used for the business of primary production. Council will be guided by the Department of Environment and Resource Management land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land in the region that is used for the business of primary production, including agricultural, grazing, horticulture, aquaculture and similar purposes: and
2. Is not included in any other category
3. Properties in this category must qualify for the Department of Environment and Resource Management primary producers' concession, and are identified by the land use codes above.

Category – Water Pumping & Storage

Description

All properties in this category are used for the purpose of water storage or water pumping. Council will be guided by the Department of Environment and Resource Management land use code of 95 when determining the properties that fit into this category.

The intention of this description is:-

1. To cover all land used for the purpose of water storage or water pumping and not included in any other category.

Category – Other Land**Description**

Any land that cannot be included in any other category.

Resolution:

Moved Cr CD Dalton, 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*

2.1.14 FO&P - 1285789 - Differential General Rates 2012-2013**Summary**

Section 94 of the *Local Government Act 2009* and Section 14 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* provides for a local government to levy general rates that differ for different categories of rateable land in the local government area.

Council has decided to implement thirty-three (33) categories of land for general rating and is required to set rates for each of those categories.

Officer's Recommendation

That in accordance with Section 94 of the *Local Government Act 2009* and Section 14 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Councils Revenue Statement, Council makes and levies differential general rates for the year ending 30 June 2013 for each category of land as set out in the table hereunder:

Category	Category Description	Rate in dollar
203	Residential Land - Blackbutt	1.4200
1	Residential Land - Kingaroy	1.3280
301	Residential Land - Murgon	1.7920
201	Residential Land - Nanango	1.3320
401	Residential Land - Wondai	1.2880
3	Village	0.9680
910	Rural Residential Land - Blackbutt	1.1220
930	Rural Residential Land - Kingaroy	1.4020
920	Rural Residential Land - Nanango	1.1380
950	Rural Residential Land - Murgon	1.4560
940	Rural Residential Land - Wondai	1.2100
960	Rural Residential Land - Other	1.1020
204	Commercial Land - Blackbutt	1.3840
2	Commercial Land - Kingaroy	2.1500
302	Commercial Land - Murgon	3.0500
202	Commercial Land - Nanango	1.5000
402	Commercial Land - Wondai	1.2360

Category	Category Description	Rate in dollar
9	Drive-In Shopping Centre>10,000m2	0.7900
99	Drive-In Shopping Centre>1,500m2 – 4,000m2	3.2000
10	Drive-In Shopping Centre>4,001m2 – 10,000m2	2.6000
209	Industrial Land - Blackbutt	1.8360
8	Industrial Land - Kingaroy	1.3340
308	Industrial Land - Murgon	2.1320
208	Industrial Land - Nanango	1.8440
408	Industrial Land - Wondai	1.8080
212	Extractive A	2.3800
213	Extractive B	1.5200
211	Extractive C	2.1320
414	Coal Mine	21.4200
215	Power Generation	14.5800
6	Rural Land	0.9520
419	Water – Pumping & Storage	1.0800
7	Other Land	1.2680

Resolution:

Moved Cr CD Dalton, 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*

2.1.15 FO&P - 1070275 - Minimum General Rate 2012-2013**Summary**

Section 94 of the *Local Government Act 2009* and Section 11 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* provides for a local government to fix a minimum amount of general rates. Further, it allows a local government to fix a different minimum amount of general rates for each differential rating category.

Council has decided to implement thirty-three (33) differential general rating categories and is required to set a minimum general rate for each of those categories.

Officer's Recommendation

That in accordance with Section 94 of the *Local Government Act 2009* and Section 11 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* Council makes and levies minimum general rates for the year ending 30 June 2013 for each category of land as set out in the table hereunder;

Category	Category Description	Rate in dollar
203	Residential Land - Blackbutt	580.00
1	Residential Land - Kingaroy	580.00
301	Residential Land - Murgon	580.00
201	Residential Land - Nanango	580.00
401	Residential Land - Wondai	580.00
3	Village	580.00
910	Rural Residential Land - Blackbutt	580.00
930	Rural Residential Land - Kingaroy	580.00
920	Rural Residential Land - Nanango	580.00
950	Rural Residential Land - Murgon	580.00
940	Rural Residential Land - Wondai	580.00
960	Rural Residential Land - Other	580.00
204	Commercial Land - Blackbutt	770.00
2	Commercial Land - Kingaroy	770.00
302	Commercial Land - Murgon	770.00
202	Commercial Land - Nanango	770.00
402	Commercial Land - Wondai	770.00
9	Drive-In Shopping Centre >10,000m2 floor area	45,000.00
10	Drive-In Shopping Centre 4,000m2 to 10,000m2	22,500.00
99	Drive-In Shopping Centre 1500m2 to 4,000m2	7,500.00
209	Industrial Land - Blackbutt	770.00
8	Industrial Land - Kingaroy	770.00
308	Industrial Land - Murgon	770.00
208	Industrial Land - Nanango	770.00
408	Industrial Land - Wondai	770.00
212	Extractive A	560.00
213	Extractive B	6,000.00
211	Extractive C	10,000.00
414	Coal Mine	80,000.00
215	Power Generation	283,000.00
6	Rural Land	660.00
419	Water – Pumping & Storage	580.00
7	Other Land	580.00

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*

2.1.16 FO&P - 1280935 - Averaging of Land Values 2012-2013**Summary**

The Council recognises that as a result of recent revaluations, some property owners face significant increases in General Rates, as their property valuation has increased significantly higher than the average. In order to minimise the impact of valuation increases for these property

owners, Council has decided to utilise the averaging tool set out in Chapter 2 Part 3 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

Officer's Recommendation

That in accordance with Sections 8 & 10 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Councils Revenue Statement, Council resolves that differential general rates for the year ending 30 June 2013 will be calculated based on a three year averaged valuation.

For properties that do not have three valuations on which to base an average, a 3-year averaging number will apply in accordance with Section 10(2) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

Resolution:

Moved Cr CD Dalton, 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*

2.1.17 FO&P - 1280981- Setting the limit of increase in the amount of General Rates for the financial year ending 30 June 2013

Summary

The Council recognises that as a result of recent revaluations, some property owners face huge increases in General Rates, as their property valuation has increased significantly higher than the average. In order to minimise the impact of significant valuation increases for these property owners Council has decided to place a limit on the increase in general rates applicable to each rate assessment.

Officer's Recommendation

That in accordance with Section 50 of the *Local Government (Finance, Plans & Reporting) Regulation 2010*, the council resolves that a limitation on increase in the amount of the General Rate on all rateable land in each differential rate category for the financial year ending 30 June 2013 will be:

- (i) for land on which the rate levied for the previous financial year was for a full year the amount of the rate levied for the previous financial year plus 30%; or
- (ii) for land on which the rate levied for the previous financial year was for a period less than the full year the corresponding annual amount for the rate levied for the previous financial year plus 30%

Further, the limitation shall not apply to any land which was not levied for a period of twelve (12)

months in the preceding financial year or to any separately valued parcel of land that is of different areas as to the time of rating for the immediately preceding financial year.

Resolution:

Moved Cr CD Dalton, 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*

2.1.18 FO&P - 1285333 - Special Charge - Rural Fire Brigades 2012-2013

Summary

Subsequent to the amendment to the Fire Service Act 1990, allowing Local Governments to make and levy a charge on all parcels of rateable land serviced by a Rural Fire Brigade, the Council decided to impose such a charge on all rateable land not situated in an urban fire brigade area, as defined by the Queensland Fire and Rescue Service.

Officer's Recommendation

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.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

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

2.1.19 FO&P - 1280959 - Separate Charge - Environmental Levy 2012-2013

Summary

To enable Council to fund issues specifically for the protection of the environment and support an ecologically sustainable future for the region it has been decided to levy a separate charge equally on all rateable lands in the South Burnett Region. Accordingly Council has decided to implement a \$25.00 levy on all rate assessments to provide around \$439,900 to be distributed towards the protection of the environment.

It is considered to be more appropriate to raise funds by a separate charge rather than from general funds to ensure the community is aware of the Council's commitment to the protection of the environment. It also considers the benefit is shared equally by all parcels of land regardless of their value.

Officer's Recommendation

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 2012-2013 is \$820,889 which includes grant funds and carry over funds from 2011-2012.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

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

2.1.20 FO&P - 1285329 - Separate Charge - Community Rescue & Evacuation 2012-2013

Summary

The South Burnett Region is serviced by several airborne medical evacuation services. This service is vital to our region and many residents can be thankful for the swift transfer to a major hospital in the case of an emergency. Unfortunately these services rely heavily on donations to continue operating. Accordingly Council has decided to implement a \$2.00 levy on all rate assessments to provide around \$35,190 to be distributed to these services.

In Council's opinion, it is more appropriate to raise funds by a separate charge rather than from general funds to ensure the community is aware of the Council's commitment to ensure ongoing support for this vital community service. It also considers the benefit is shared equally by all parcels of land regardless of their value.

Officer's Recommendation

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 - 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.

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*

2.1.21 FO&P - 1281086 - Separate Charge - Waste Management Levy 2012-2013

Summary

To enable Council to fund the costs associated with provision, improvement and management of waste management facilities it has been decided to levy a separate charge equally on all rateable lands in the South Burnett Region.

It is considered to be more appropriate to raise funds by a separate charge rather than from general funds to ensure the community is aware of Council's commitment to the long-term appropriate management of waste. It also considers the benefit is shared equally by all parcels of land regardless of their value.

Officer's Recommendation

That pursuant to Section 92(5) of the *Local Government Act 2009* and Section 37 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, Council makes a separate charge of \$91.00 per rate assessment for the 2012/2013 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

Resolution:

Moved Cr CD Dalton, 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*

2.1.22 FO&P - 1285341 - Setting of Waste Water Utility Charges for the financial year ending 30 June 2013.

Summary

The Council operates separate waste water supply schemes set out in Schedule A - Defined Sewerage Areas of its Revenue Statement and determines that the net cost of providing wastewater services to lands, including operating and maintenance costs, capital costs and debt servicing charges will be fully funded by a charge on those lands receiving the service or to which the service is deemed to be available.

Officer's Recommendation

That in accordance with Section 92(4) of the *Local Government Act 2009* and Part 7 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, in respect of all lands and premises which are connected to, or capable of connection to, Councils reticulated sewerage systems, the following utility charges be made and levied for the provision of waste water services for the year ended 30 June 2013;

- (a) In respect of all lands and premises which are connected to Council's wastewater systems;
 - 1. For the first pedestal connected to any of Council's wastewater systems, a charge of \$400 per annum per pedestal;
 - 2. Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of \$137 per annum per additional pedestal;
 - 3. In respect of each allotment of Vacant Land rateable under the Local Government Act 2009 situated within the declared wastewater areas defined in "Schedule A of the Revenue Statement", a charge of \$257 per annum will apply; and
 - 4. Where any premises not connected to the Council's wastewater system, become connected during the year, the charges under clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3).

Resolution:

Moved Cr BL Green, 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*

2.1.23 FO&P -1066645 - Proston Common Effluent Disposal Utility Charges

Summary

The Council operates a separate common effluent scheme in Proston and determines that the net cost of providing the common effluent disposal service to lands, including operating and maintenance costs, capital costs and debt servicing charges should be fully funded by a charge on those lands receiving the service.

For 2012/2013 the operations of the Proston Scheme will be subsidised by \$10,500 from the South Burnett Regional Council Waste Water Budget

Officer's Recommendation

That in accordance with Section 92(4) of the *Local Government Act 2009* and Part 7 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Council's Revenue Statement, the following utility charges be made and levied for the provision of a common effluent disposal system for the year ended 30 June 2013;

- (a) In respect of all lands and premises which are connected to Council's common effluent disposal system:
- (1) For the first pedestal connected to the system, a charge of \$263 per annum per pedestal;
 - (2) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of \$116 per annum per additional pedestal;
 - (3) Where any premises not connected to the Council common system, become connected during the year, the charges under Clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3); and
 - (4) A charge will not apply to vacant land that is capable of being connected to the system.

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*

2.1.24 FO&P - 1281079 - Waste Collection Utility Charges 2012-2013

Summary

Council determines that the net cost of providing refuse collection services including operation and maintenance costs, capital costs and debt servicing costs will be funded by those lands receiving the service. Details of the areas receiving a refuse service are set out in Schedule B of the Revenue Statement - Defined Refuse collection Areas.

Officer's Recommendation

That in accordance with Section 92(4) of the *Local Government Act 2009* and Chapter 2 Part 7 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Council's Revenue Statement the following utility charges for waste collection be made and levied for the year ended 30 June 2013:

- (a) In respect of all lands and premises contained within the declared refuse areas of Kingaroy, Nanango, Blackbutt, Bunya Mountains, Murgon, Wondai and Villages:
 - a charge of \$145 for each domestic refuse service for the declared refuse collection areas.

- (b) In respect of all lands and premises outside the declared refuse areas of Kingaroy, Nanango, Blackbutt, Bunya Mountains, Murgon, Wondai and Villages where an optional cleansing service is requested:
 - a charge of \$145 for each domestic refuse service collected.

- (c) In respect of all lands and premises contained within the declared refuse areas of Kingaroy, Murgon, Proston, Tingoorra and Wondai where garbage and refuse are removed other than in accordance with Clause (a) and (b) (i.e. Commercial Waste Collection):
 - a charge of \$284.00 for each equivalent 240 litre container provided;
 - a charge of \$1,136.00 for each 1m³; container provided;
 - a charge of \$1,420.00 for each 1.5m³; container provided;
 - a charge of \$1,998.00 for each 2.0m³; container provided;
 - a charge of \$2,556.00 for each 3.0m³; container provided.

- (d) In respect of all lands and premises contained within the declared refuse areas of Blackbutt and Nanango where garbage and refuse are removed other than in accordance with Clause (a) and (b)(i.e. Commercial Waste Collection).
 - a charge of \$198.00 for each equivalent 240 litre container provided.

Resolution:

Moved Cr CD Dalton, 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*

2.1.25 FO&P - 1280896 - Water Supply Access Charge Methodology 2012-2013

Summary

The Council operates separate water supply schemes as set out in Schedule C – Defined Water Areas of its Revenue Statement and determines that the net cost associated with the source of supply, administration, technical overhead, depreciation and finance costs for each scheme area will be funded by a fixed charge on those lands receiving a supply or to which a supply is deemed to be available.

Council believes that it is logical and equitable for all users to contribute to the fixed costs of the water supply operation. The basis of apportionment of this cost shall be the supply capacity made available to the connected premises, as a measure of the proportionate share of the capacity of the system utilised by the connected property.

Officer's Recommendation

That in accordance with Section 92(4) of the *Local Government Act 2009* and Chapter 2 Part 7 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Councils Revenue Statement the following methodology be adopted to determine water access charges to be levied for the financial year ending the 30 June 2013 as follows:-

- a) A Fixed Charge covering the net cost associated with the source of supply, administration, technical overhead, depreciation and finance costs for each scheme area be levied on those lands receiving a supply or to which a supply is deemed to be available;
- b) The basis of apportionment of this cost shall be the supply capacity made available to the connected premises, as a measure of the proportionate share of the capacity of the system utilised by the connected property, as listed in the table hereunder:

Meter Size	Capacity Factor
20mm	1.0
25mm	1.6
32mm & 40mm	2.5
50mm & 80mm	6.5
100mm	15.0

Resolution:

Moved Cr CD Dalton, 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*

2.1.26 FO&P - 1285822 - Water Supply Consumption Charge Methodology 2012-2013

Summary

The Council operates separate water supply schemes set out in Schedule C – Defined Water Areas of its Revenue Statement and determines that the net cost associated with the cost of reticulation of water supply in each scheme will be funded by a per kilolitre charge for every kilolitre of water used as measured by a meter.

This charge is based on a six (6) tier system, calculated on the volume of water used in kilolitres (000's of litres). The step system rewards households with low water usage, and penalises households with high water usage. Council believes that the higher consumption charge for higher steps will be a significant incentive for residents to conserve water.

Officer's Recommendation

That in accordance with Section 92(4) of the *Local Government Act 2009* and Chapter 2 Part 7 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* and on the basis of the principles laid down in Councils Revenue Statement the following methodology be adopted to determine water consumption charges for water consumed during the financial year ending the 30 June 2013 as follows:-

- a) Council operate a six (6) tier banding system based on the volume of water used in kilolitres (000's of litres) and the capacity of the meter connected;
- b) For connections greater than 20mm, the steps are increased proportionally with the capacity factor for each meter size; and
- c) The tiers or steps that apply to all size connections are shown in the table below:

Meter Size	Capacity Factor	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
20mm	1.0	0 - 80	81 – 120	121 – 300	301 – 500	501 – 1,700	>1,700
25mm	1.6	0 - 128	129 – 192	193 – 480	481 – 800	801 – 2,720	>2,720
32mm & 40mm	2.5	0 – 320	321 – 480	481 – 1,200	1,201 – 2,000	2,001 – 6,800	>6,800
50mm & 80mm	6.5	0 – 520	521 – 780	781 – 1,950	1,951 – 3,250	3,251 – 11,050	>11,050
100mm	15.0	0 – 1,200	1,201 – 1,800	1,801 – 4,500	4,501 – 7,500	7,501 – 25,500	>25,500

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*

2.1.27 FO&P - 1285809 - Water Supply Charges 2012-2013

Summary

The Council operates separate water supply schemes set out in Schedule C - Defined Water Areas of its Revenue Statement and determines that the net cost of providing water to lands, including operating and maintenance costs, capital costs and debt servicing charges will be fully funded by a charge on those lands receiving the service or to which the services is deemed to be available.

Officer's Recommendation

That Council:-

- (a) In accordance with Section 92(4) of the Local Government Act 2009 and Part 7 of the Local Government (Finance, Plans and Reporting) Regulation 2010 and on the basis of the principles laid down in Council's Revenue Statement the utility charges set out in the table

hereunder be made and levied for the provision of water supply services (Access Charges) for the financial year ended 30 June 2013;

Defined Area	Vacant	20mm	25mm	32 & 40mm	50mm & 80mm	100mm	Fire Services	Additional Rural Services
Blackbutt	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Kingaroy	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Kumbia	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Murgon	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Nanango	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Proston	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Proston Rural	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Wondai	180.00	360.00	576.00	900.00	2,340.00	5,400.00	180.00	180.00
Wooroolin	138.00	275.00	440.00	688.00	1,788.00	4,125.00	138.00	138.00

- (b) In accordance with Section 92(4) of the Local Government Act 2009 and Part 7 of the Local Government (Finance, Plans and Reporting) Regulation 2010 and on the basis of the principles laid down in Council's Revenue Statement the utility charges set out in the table hereunder be made and levied for the consumption of water for the financial year ended 30 June 2013.

Defined Water Area	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt	1.30	1.80	2.10	2.30	2.60
Kingaroy	1.30	1.80	2.10	2.30	2.60
Kumbia	1.30	1.80	2.10	2.30	2.60
Murgon	1.30	1.80	2.10	2.30	2.60
Nanango	1.30	1.80	2.10	2.30	2.60
Proston	1.30	1.80	2.10	2.30	2.60
Proston Rural	1.30	1.80	2.10	2.30	2.60
Wondai	1.30	1.80	2.10	2.30	2.60
Wooroolin	1.30	1.80	2.10	2.30	2.60

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*

2.1.28 FO&P - 1280952 - Discount on Rates 2012-2013

Summary

To encourage early payment of rates, Council will offer ratepayers a discount on payments received during the nominated discount period in accordance with *Section 64 of the Local Government (Finance, Plans and Reporting) Regulation 2010.*

For discount to be allowed, full payment of all rates, (including overdue rates), charges, interest, fees and levies appearing on the rate notice must be received by Council on or before the due date at a Council office or approved agency by the close of business on the due date.

In the case of electronic payments, discount will be allowed if full payment as described above, is received and recorded on Council's accounts on or before the due date.

The discount period will be a period of at least thirty (30) clear days commencing from the issue date shown on the Rate Notice and concluding on the due date shown on the Rate Notice.

Discount will only apply to General Rates, Wastewater Charges, Water Access Charges, and Refuse Collection Charges. However, discount will not apply to Special Charges, Separate Charges, State Fire Levy, Interest and Water Consumption Charges.

Officer's Recommendation

That in accordance with *Section 64 of the Local Government (Finance, Plans and Reporting) Regulation 2010* discount of 10.00 per centum per annum on rates and charges levied for the year ended 30 June 2013 exclusive of any Special Charges, Separate Charges, State Government Fire Levy, Interest and Water Usage Charges be allowed provided all such rates and charges levied on the property including all overdue rates are paid in full by the due date, which will be at least thirty clear days from the issue of the relevant rate notice.

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*

2.1.29 FO&P - 1280967- Interest on Overdue Rates

Summary

The management of the level of rate arrears is an important component of ensuring Council's long term financial sustainability. Accordingly it has been determined that to encourage ratepayers to pay their rates within a sixty (60) day timeframe a penalty in the form of interest on overdue rates will be applied.

Officer's Recommendation

That in accordance with *Section 67 of the Local Government (Finance, Plans and Reporting) Regulation 2010* the Council has determined that all rates and charges will be determined as overdue for the charging of interest if they remain unpaid after (30) days from the due date of the relevant rate notice. The interest rate shall be 11% per annum.

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*

2.1.30 FO&P - 1286090 - Setting the level of remission on rates and charges for approved pensioners

Summary

Council recognises that ratepayers who receive a pension are amongst the most disadvantaged in our community. As a result Council has agreed to provide assistance by way of a remission of rates to pensioners who meet the administrative guidelines for the Queensland Government pensioner rate subsidy scheme.

Officer's Recommendation

That in accordance with *Section 96 of the Local Government Act 2009 and Sections 53 and 54 (1)(a) of the Local Government (Finance, Plans and Reporting) Regulation 2010*, the Council provide a remission of rates to approved pensioners. The remission is set at 10 per centum of the rate levy to a maximum of \$100 per annum for pensioners who meet the administrative guidelines for the Queensland Government pensioner rate subsidy scheme.

Resolution:

Moved Cr BL Green, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted

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

2.1.31 FO&P - 1286109 - Concessions on various Special, Separate and Utility Charges

Summary

Council recognises that various groups or organisations provide a public service or community benefit throughout the region. In order to assist these groups or organisations Council has determined to provide concessions on various rates and charges.

Officer's Recommendation

That in accordance with the provisions of *Chapter 2 Part 10 of the Local Government (Finance, Plans & Reporting) Regulation 2010*, Council grant a concession off various rates and charges for the financial period ending 30 June 2013 as identified hereunder:

Land Owned by a Community Entity**(a) Queensland Country Women Associations**

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Identified Properties

	Organisation	Address
10341	QCWA (Hall) Kingaroy	122 Kingaroy Street, Kingaroy
10415	QCWA (Hostel) Kingaroy	103 Kingaroy Street, Kingaroy
12842	QCWA (Hall) Kumbia	Bell Street, Kumbia
12981	QCWA (Hall) Wooroolin	Bunya Highway, Wooroolin
20089	QCWA B/Butt	Coulson Street, Blackbutt
20718	QCWA Nanango	59 Fitzroy Street, Nanango
30124-12	QCWA Murgon	81 Macalister Street, Murgon
40040	QCWA Hivesville	12 Main Street, Hivesville
40541	QCWA Wondai	86 Mackenzie Street, Wondai
20061-0-0	Blackbutt & Benarkin Community Council Inc	Coulson Street, Blackbutt

(b) Scout Associations, Girl Guides Associations and Blue Light Organisations

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Identified Properties

	Organisation	Address
10253	Girl Guides Kingaroy	2 Mant Street, Kingaroy
10796	Scouts Kingaroy	2-8 James Street, Kingaroy
13032	Scouts Wooroolin	23-27 Kate Street, Wooroolin
20101-9-022	QRail/B/Butt District Tourist Association	Bowman Road, Blackbutt
20632	Scouts Nanango	40 Henry Street, Nanango
20635	Blue Light Skating Rink	George Street, Nanango
30293	Girl Guides	Macalister Street, Murgon
30787	Scouts Murgon	13 Rose Street, Murgon
40401	Scouts & QCWA combined	37 Rodney Street, Proston
41019	Scouts	14 McCord Street, Wondai

(c) Kindergarten, Child Care, Endeavour, Senior Citizen and other Welfare Facilities (Identified in Table below)

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Identified Properties

	Organisation	Address
10349-0-1	South Burnett Child Care Assn	Child Care Centre - Pound Street, Kingaroy
10729-0-0	Kingaroy Kindergarten Assoc	Kindergarten - 90 First Avenue, Kingaroy
20383-0-0	The Crèche & Kindergarten Association	Kindergarten - 36 Sutton Street, Blackbutt
20760-0-22	Nanango Shire Council	Nanango Kindergarten Assoc – 34 Gipps Street, Nanango
40273-0-100	Recreation Reserve - Trustee Wondai Shire Council	Proston Play Group - 5 Blake Street, Proston
40882-0-0	Wondai Kindergarten Assn	Kindergarten - 60 Baynes Street, Wondai
10290-0-0	Kingaroy & District Senior Citizens Assoc	Senior Citizens - 90 Kingaroy Street, Kingaroy
10371-0-0	Endeavour Foundation	Workshop - 22 Kingaroy Street, Kingaroy
10834-0-0	Endeavour Foundation	Residence – 8 Windsor Circle, Kingaroy
10385-0-0	Endeavour Foundation	Workshop - 17 Kingaroy Street, Kingaroy
30278-1-0	South Burnett CTC	"Gumnut Place" - 22 Gore Street, Murgon
30470-0-0	Dept of Communities	"Graham House" - 21 Taylor Street, Murgon
10258-0-0	Dept of Communities	CTC Youth Hostel - 38 Markwell Street, Kingaroy
10997-0-0	South Burnett CTC	CROSB House - Respite Services - 18 Gladys Street, Kingaroy
20569-5-0	Dept of Education	CTC - Child Care Centre & Community Hub - 42 Drayton Street, Nanango
30119	SB CTC	CTC Community Hub – 35 Lamb Street, Murgon
30331	Murgon Kindergarten	Macalister Street, Murgon
30332-001	Qld Police Citizen	40 Macalister Street, Murgon
40526-001	SB CTC	7 Bramston Lane, Wondai

Land used for Showgrounds or Horseracing:**(a) Showground's**

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- 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.

Identified Properties

	Organisation	Address
10301	Kingaroy Show Society	49-59 Avoca Street, Kingaroy
20101-022	Blackbutt Show Society	Hart Street, Blackbutt
20616-022	Nanango Show Society	Drayton Street, Nanango
30332	Murgon Show Society	38 Macalister Street, Murgon
41069-001	Wondai Show Society	Kent Street, Wondai

(b) Race grounds

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Identified Properties

	Organisation	Address
13043	Kumbia Race & Golf Club	Bunya Highway, Kumbia
22844-0030	Nanango Race Club	Racecourse Road, Nanango

Land used for Charitable Purposes:**(b) Museums, Theatres etc (Identified in Table Below)**

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy
- Remission of Water Access Charges, Sewerage Charges and Waste Collection Charges

Identified Properties

	Organisation	Address
11498-0-0	Edward Carroll	Carroll Cottage - 6 Edward Street, Kingaroy
31104-0-0	Reserve for Park- Trustee Qld Dairy & Heritage Museum	Qld Dairy & Heritage Museum - 2 Sommerville Street, Murgon
20381-01-0	Nanango Theatre Company	Reserve - George Street, Nanango
20903-0-0	Ringsfield Historic Museum	Reserve – 45 Alfred Street, Nanango

c) Sporting Groups & Associations (Identified in Table Below)

- Remission of Environmental Levy, Waste Management Levy and Community Rescue & Evac Levy,
- Remission of Water Access and Sewerage Charges

Identified Properties

	Organisation	Address
11570-0-0	Kingaroy Bowls Club Inc	Bowls Club - 145 Kingaroy Street, Kingaroy
20649-0-0	Reserve - Trustee Nanango Shire Council	Bowls Club - 2 Henry Street, Nanango
30291-11-0	Trustees Murgon Bowls Club	Murgon Bowls Club - 103 Macalister Street, Murgon
40004-0-0	Wondai Shire Council	Durong Bowls Club – 8951 Chinchilla Wondai Road, Durong
40397-0-0	Proston Bowls Club Inc	Proston Bowls Club - 22 Murphy's Way, Proston
40694-0-0	Wondai Country Club	Wondai Bowls & Golf Club - Bunya Highway, Wondai
13281-0-0	Kingaroy Golf Club Inc	Golf Club - Bunya Highway, Kingaroy
22956-0-0	Nanango Golf Club Inc	Golf Club - 6 Wills Street, Nanango
24165-2-0	Blackbutt Golf Club Inc	Golf Club - 51 Langtons Road, Blackbutt
30175-0-0	Murgon Golf Club Inc	Golf Club - 192 Lamb Street, Murgon
40388-0-0	Proston Golf Club	Proston Golf Club - 81 Proston Boondooma Road, Proston
12986-0-0	Recreation Reserve - Wooroolin Community Association Inc	Tennis Courts - 22 Alexander Street, Wooroolin
10489-0-5	Kingaroy & District Lawn Tennis Assoc	Tennis Courts 1 Oliver Bond Street, Kingaroy
20105-0-0	Blackbutt Tennis Club Inc	Tennis Club - 61 Hart Street, Blackbutt
30278-0-0	Reserve for Recreation	Tennis Club - 32 Gore Street, Murgon
49999-4-0	Reserve Park & Recreation - Wondai Tennis Club	Wondai Tennis Club, Netball Courts, Cricket Oval - 14 South Street, Wondai
13143-0-0	The South Burnett Pistol Club	Pistol Club - Redman's Road, Kingaroy
13194-0-0	Reserve - Trustees Kingaroy Clay Target Club Inc	Rifle Club - Aerodrome Road, Kingaroy
41944-0-0	Reserve - Wondai Rifle Club Inc	Rifle Range - Rifle Range Road, Wondai
10489-0-1	Kingaroy Cricket & Sports Club	Lyle Vidler Cricket Oval - 10 Youngman Street, Kingaroy
10489-0-2	Kingaroy Rugby League Football Club	Rugby League Football Oval - 20 Youngman Street, Kingaroy
10489-0-3	Kingaroy Soccer Club	Senior Soccer Oval - 7 Oliver Bond Street, Kingaroy
10489-0-7	Kingaroy Junior soccer Club	Soccer Oval - 2 Oliver Bond Street, Kingaroy
12881-0-1	Reserve - Trustees Kumbia Cricket Club	Cricket Oval - Gordon Street, Kumbia
14173-0-0	Recreation Reserve - Wooroolin Community	Wooroolin Sports Ground Sportsground Road, Wooroolin

	Organisation	Address
	Association Inc	
20148-0-0	Reserve - Trustees Nanango Shire Council	Timbertown Combined Sports Assn -Railway & Charles Street, Blackbutt
20621-0-0	Reserve - Trustee Nanango Shire Council	Nanango Sporting Club (Soccer) - Burnett Street, Nanango
21590-0-0	Nanango Shire Council	Rugby League Club - 6 Wills Street, Nanango
40384-0-0	Reserve - Proston Sports Ground Committee	Proston Sports Ground (Showgrounds) - 41 Proston Boondooma Road, Proston
40690-0-0	Reserve Recreation -Wondai Sportsground Advisory Committee	Wondai Sportsground (Soccer, Football, Lions Club) - Bunya Highway, Wondai
13162-0-2	Reserve - Trustees Kingaroy Shire Council	Kingaroy & District Motorcycle Track - Warren Truss Drive, Kingaroy
20617-19-0	Nanango & District Darts Assn	Nanango Darts Club - George Street, Nanango
21546-0-0	Reserve - Trustee Nanango Shire Council	Nanango Netball Assn - 55 Appin Street, Nanango
40692-5-0	Karate Union of Australia	Wondai Karate Club - 2 Bunya Avenue, Wondai
22844-0002	South Burnett Western Performance Club Inc.	South Burnett Western Performance Club Inc - Racecourse Road, Nanango
10217-0-0	Kingaroy Sporting Club	Kingaroy Sporting Club – 1 Markwell Street, Kingaroy
20619-05	Lions Club Nanango	George Street, Nanango
30332-002	Murgon Sports	38 Macalister Street, Murgon
41047-1	Wondai Tennis Netball & Cricket	14 South Street, Wondai

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted

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

2.1.32 FO&P - 1286235 - Concession of Water Consumption Charges - Haemodialysis Machines 2012-2013

Summary

The 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.

Officer's Recommendation

That, in accordance with *Section 54(1)(c) of the Local Government (Finance, Plans and Reporting) Regulation 2010*, Council allow an annual remission of 190KI on the water usage to any patient who qualifies for and operates a home Haemodialysis machine supplied by Queensland Health.

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*

2.1.33 FO&P - 1286120 - Waiving minimum General Rate

Summary

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.

Officer's Recommendation

That in accordance with Section 54 (1)(c) of the *Local Government (Finance, Plans & Reporting) Regulation 2010*, 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; and
- (b) Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess No	Owner	Property Description & Location
24961	J Otto	L155 New England Highway
30009	Eat W F Green Decd	5 Main Street, Cloyna
31177-9	D & R Parker	Silverleaf Road, Silverleaf
31384	S Silburn	Boundary Road, Tablelands
31590-3	B & P Markwell	Roses Road, Moffatdale
31598-1	A Bradley & C Ewart & J & I Hinricks	Bradleys Road, Wooroonden
31632	M Woolrych, J Pennell, E Innes	A Pearson Morgans, Winderera

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*

2.1.34 FO&P - 1285831- Exemption from General Rates

Summary

Council recognises that various groups or organisations provide a public service or community benefit throughout the region. In order to assist these groups or organisations Council has determined to provide an exemption from General Rates.

Officer's Recommendation

That in accordance with Section 93 of the *Local Government Act 2009* and Section 7 of the *Local Government (Finance, Plans & Reporting) Regulation 2010*, Council provide an exemption off general rates for properties identified hereunder:

Land Owned by a Community Entity**(a) Queensland Country Women Associations**

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(a)(2), or LG Act 2009 Section 93(h)(2).*

	Organisation	Address
10341	QCWA (Hall) Kingaroy	122 Kingaroy Street, Kingaroy
10415	QCWA (Hostel) Kingaroy	103 Kingaroy Street, Kingaroy
12842	QCWA (Hall) Kumbia	Bell Street, Kumbia
12981	QCWA (Hall) Wooroolin	Bunya Highway, Wooroolin
20089	QCWA B/Butt	Coulson Street, Blackbutt
20718	QCWA Nanango	59 Fitzroy Street, Nanango
30124-12	QCWA Murgon	81 Macalister Street, Murgon
40040	QCWA Hivesville	12 Main Street, Hivesville
40541	QCWA Wondai	86 Mackenzie Street, Wondai

(b) Scout Associations, Girl Guides Associations and Blue Light Organisations

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(a)(2), or LG Act 2009 Section 93(h)(2).*

	Organisation	Address
10253	Girl Guides Kingaroy	2 Mant Street, Kingaroy
10796	Scouts Kingaroy	2-8 James Street, Kingaroy
13032	Scouts Wooroolin	23-27 Kate Street, Wooroolin
20101-9-022	QRail/B/Butt District Tourist Association	Bowman Road, Blackbutt
20632	Scouts Nanango	40 Henry Street, Nanango
20635	Blue Light Skating Rink	George Street, Nanango
30293	Girl Guides	Macalister Street, Murgon
30787	Scouts Murgon	13 Rose Street, Murgon
40401	Scouts & QCWA combined	37 Rodney Street, Proston
41019	Scouts	14 McCord Street, Wondai

(c) Kindergarten, Child Care, Endeavour, Senior Citizen and other Welfare Facilities (Identified in Table below)

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(a)(2), or LG Act 2009 Section 93(h)(2).*

Identified Properties

	Organisation	Address
10349-0-1	South Burnett Child Care Assn	Child Care Centre - Pound Street, Kingaroy
10729-0-0	Kingaroy Kindergarten Assoc	Kindergarten - 90 First Avenue, Kingaroy
20383-0-0	The Crèche & Kindergarten Association	Kindergarten - 36 Sutton Street, Blackbutt
20760-0-22	Nanango Shire Council	Nanango Kindergarten Assoc – 34 Gipps Street, Nanango
40273-0-100	Recreation Reserve - Trustee Wondai Shire Council	Proston Play Group - 5 Blake Street, Proston
40882-0-0	Wondai Kindergarten Assn	Kindergarten - 60 Baynes Street, Wondai
10290-0-0	Kingaroy & District Senior Citizens Assoc	Senior Citizens - 90 Kingaroy Street, Kingaroy

	Organisation	Address
10371-0-0	Endeavour Foundation	Workshop - 22 Kingaroy Street, Kingaroy
10834-0-0	Endeavour Foundation	Residence – 8 Windsor Circle, Kingaroy
10385-0-0	Endeavour Foundation	Workshop - 17 Kingaroy Street, Kingaroy
30278-1-0	South Burnett CTC	"Gumnut Place" - 22 Gore Street, Murgon
30470-0-0	Dept of Communities	"Graham House" - 21 Taylor Street, Murgon
10258-0-0	Dept of Communities	CTC Youth Hostel - 38 Markwell Street, Kingaroy
10997-0-0	South Burnett CTC	CROSB House - Respite Services - 18 Gladys Street, Kingaroy
20569-5-0	Dept of Education	CTC - Child Care Centre & Community Hub - 42 Drayton Street, Nanango

Land used for Charitable Purposes:

(a) Aged Care Facilities – Non Religious (Identified in Table below)

- Exempted from General Rates by *LG Act 2009 Section 93(i)*

Identified Properties

	Organisation	Address
10016-0-0	Board of Benevolence and Aged Masons and Orphans Fund	Aged Care Units - Haly Street, Kingaroy
21247-1-0	Southern Cross Care (QLD)	Karinya Aged Care - Brisbane Street, Nanango
23970-0-0	Blackbutt Benarkin Aged Care Assoc Inc	Ages Care - Greenhills Drive, Blackbutt
31015-0-0	Southern Cross Care (Qld)	Castra Retirement Home - 2 Coopers Street, Murgon
40213-1-0	Wondai Shire Council	Proston Aged Home Units – 24 Beresford Street, Proston
40797-0-0	Wondai District Homes for the Aged	Aged Care Units - 33 Bramston Street, Wondai
40855-0-0	Reserve - Trustees Wondai Shire Council	Barambah Accommodation Support Service - 25 Pring Street, Wondai

(b) Charitable Organisations (Identified in Table Below)

- Exempted from General Rates by *LG Act 2009 Section 93(i)*

Identified Properties

	Organisation	Address
10542-0-0	Kingaroy Masonic Lodge	Masonic Lodge - 22 William Street, Kingaroy
11438-0-0	St Vincent De Paul Society Qld	ST Vinnie's Store - 48 King Street, Kingaroy
13162-0-7	RSPCA South Burnett Branch	RSPCA Centre – Warren Truss Drive, Kingaroy
20377-0-0	Trustees Blackbutt Masonic Lodge	Masonic Lodge - 37 Sutton Street, Blackbutt
20756-0-0	Trustees Nanango Masonic Lodge	Masonic Lodge - 42 Gipps Street, Nanango
30521-0-0	Graham House Community Centre Inc	Graham House (Vacant Land used as car parking) - 24 Pearen Street, Murgon
41002-0-0	Wondai Masonic Lodge	Masonic Lodge - 39 Cadell Street, Wondai

Land used for other Community Purposes:**(a) Community Owned Halls (Identified in Table Below)**

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(b)(1), or LG Act 2009 Section 93(h)(2).*

Identified Properties

	Organisation	Address
12857-0-0	Kumbia & District Memorial School of Arts Inc	Kumbia Hall - Bell Street, Kumbia
12989-0-0	Reserve for Memorial Hall	Wooroolin Hall - 23 Alexander Street, Wooroolin
13183-0-0	Reserve for Public Hall	Goodger School - Kingaroy Cooyar Road, Kingaroy
13845-0-0	The Ironpot Hall Association Inc	Ironpot Hall - Jarail Road, Kingaroy
14451-0-0	Farmers Hall Inverlaw	Inverlaw Hall - Burrandowan Road, Kingaroy
21867-0-0	Reserve - Trustee South Burnett Regional Council	Booie Hall - 1867 Booie Road, Booie
31303-0-0	Tablelands Public Hall Assoc	Tableland Hall- 459 Crownthorpe Road, Crownthorpe
42362-0-0	Reserve-Brigooda Recreation Hall	Hall - 2473 Proston Boondooma Road, Proston
40202-0-0	Reserve - The Trustees Proston Sub Branch RSSAILA	Hall - 23 Collingwood Street, Proston
40576-0-0	Reserve - Wondai Sub Branch Returned Services League Aust	RSL Club - 87 Mackenzie Street, Wondai
20061-0-0	Blackbutt & Benarkin Community Council Inc	Coulson Street, Blackbutt

(b) Museums, Theatres etc (Identified in Table Below)

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(b)(1), or LG Act 2009 Section 93(h)(2).*

Identified Properties

	Organisation	Address
11498-0-0	Edward Carroll	Carroll Cottage - 6 Edward Street, Kingaroy
31104-0-0	Reserve for Park- Trustee Qld Dairy & Heritage Museum	Qld Dairy & Heritage Museum - 2 Sommerville Street, Murgon
20381-001	Nanango Theatre Company	Reserve - George Street, Nanango
20903-0-0	Ringsfield Historic Museum	Reserve – 45 Alford Street, Nanango

(c) Sporting Groups & Associations (Identified in Table Below)

- Exempted from General Rates by *LG Act 2009 Section 93(j)(2) & LG (F,P&R) Regulation 2010 Section 7(b)(1), or LG Act 2009 Section 93(h)(2).*

	Organisation	Address
11570-0-0	Kingaroy Bowls Club Inc	Bowls Club - 145 Kingaroy Street, Kingaroy
20649-0-0	Reserve - Trustee Nanango Shire Council	Bowls Club - 2 Henry Street, Nanango
30291-11-0	Trustees Murgon Bowls Club	Murgon Bowls Club - 103 Macalister Street, Murgon
40004-0-0	Wondai Shire Council	Durong Bowls Club – 8951 Chinchilla Wondai Road, Durong
40397-0-0	Proston Bowls Club Inc	Proston Bowls Club - 22 Murphy's Way, Proston
40694-0-1	Wondai Country Club	Wondai Bowls & Golf Club - Bunya Highway, Wondai
13281-0-0	Kingaroy Golf Club Inc	Golf Club - Bunya Highway, Kingaroy
22956-0-0	Nanango Golf Club Inc	Golf Club - 6 Wills Street, Nanango
24165-2-0	Blackbutt Golf Club Inc	Golf Club - 51 Langtons Rd, Blackbutt
30175-0-0	Murgon Golf Club Inc	Golf Club - 192 Lamb Street, Murgon
40388-0-0	Proston Golf Club	Proston Golf Club - 81 Proston Boondooma Road, Proston
12986-0-0	Recreation Reserve - Wooroolin Community Association Inc	Tennis Courts - 22 Alexander Street, Wooroolin
10489-0-5	Kingaroy & District Lawn Tennis Assoc	Tennis Courts 1 Oliver Bond Street, Kingaroy
20105-0-0	Blackbutt Tennis Club Inc	Tennis Club - 61 Hart Street, Blackbutt
30278-0-0	Reserve for Recreation	Tennis Club - 32 Gore Street, Murgon
41047	Reserve Park & Recreation - Wondai Tennis Club	Wondai Tennis Club, Netball Courts, Cricket Oval - 14 South Street, Wondai
13143-0-0	The South Burnett Pistol Club	Pistol Club - Redman's Road, Kingaroy
13194-0-0	Reserve - Trustees Kingaroy Clay Target Club Inc	Rifle Club - Aerodrome Road, Kingaroy
41944-0-0	Reserve - Wondai Rifle Club Inc	Rifle Range - Rifle Range Road Wondai
10489-0-1	Kingaroy Cricket & Sports Club	Lyle Vidler Cricket Oval - 10 Youngman Street, Kingaroy
10489-0-2	Kingaroy Rugby League Football Club	Rugby League Football Oval - 20 Youngman Street, Kingaroy
10489-0-3	Kingaroy Soccer Club	Senior Soccer Oval - 7 Oliver Bond Street, Kingaroy
10489-0-7	Kingaroy Junior Soccer Club	Soccer Oval - 2 Oliver Bond Street, Kingaroy
12881-0-1	Reserve - Trustees Kumbia Cricket Club	Cricket Oval - Gordon Street, Kumbia
14173-0-0	Recreation Reserve - Wooroolin Community Association Inc	Wooroolin Sports Ground Sportsground Road, Wooroolin
20148-0-0	Reserve - Trustees Nanango Shire Council	Timbertown Combined Sports Assn - Railway & Charles Street, Blackbutt
20621-0-0	Reserve - Trustee Nanango Shire Council	Nanango Sporting Club (Soccer) - Burnett Street, Nanango
21590-0-0	Nanango Shire Council	Rugby League Club - 6 Wills Street, Nanango

	Organisation	Address
40384-0-0	Reserve - Proston Sports Ground Committee	Proston Sports Ground (Showgrounds) - 41 Proston Boondooma Road, Proston
40690-0-0	Reserve Recreation -Wondai Sportsground Advisory Committee	Wondai Sportsground (Soccer ,Football ,Lions Club) - Bunya Highway, Wondai
13162-0-2	Reserve - Trustees Kingaroy Shire Council	Kingaroy & District Motorcycle Track - Warren Truss Drive, Kingaroy
20617-19-0	Nanango & District Darts Assn	Nanango Darts Club - George Street, Nanango
21546-0-0	Reserve - Trustee Nanango Shire Council	Nanango Netball Assn - 55 Appin St, Nanango
40692-5-0	Karate Union of Australia	Wondai Karate Club - 2 Bunya Avenue, Wondai
22844-0002	South Burnett Western Performance Club Inc.	South Burnett Western Performance Club Inc - Racecourse Road, Nanango
10217-0-0	Kingaroy Sporting Club	Kingaroy Sporting Club – 1 Markwell Street, Kingaroy

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*

2.1.35 FO&P - 1288519 - Rates and Charges Comparison 2011-2012 to 2012-2013**Summary**

Section 94(5) and 94(6) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* states that:

“The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.” and

“For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.”

Council's rates and utility charge revenue is projected to increase through a combination of natural growth, some changes in methodologies and general increase by 8.67% in 2012/2013 compared with rates and charges levied in 2011/2012.

Officer's Recommendation

That the report be noted.

Resolution:

Moved Cr KM Campbell, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted

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

3. General Section

Nil.

There being no further business the meeting was declared closed at 10.29am.

Confirmed before me this day of2012

..... **MAYOR**