



**MINUTES**  
*of the*  
**GENERAL MEETING**

**CHAIRMAN: Cr R Dyne (Mayor)**

**Held in the Boardroom  
Town Hall  
2 Caledonian Hill  
Gympie Qld 4570**

**on Wednesday 22 February 2012  
at 9.00 am**

Gympie Regional Council **GENERAL**

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*Mayor RJ Dyne (Chairman),  
Crs AJ Perrett, GL Engeman, RA Gâté, LJ Friske,  
DR Neilson, IT Petersen, J Watt and JA Walker*

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The meeting commenced at 9:01 am.

**PRESENT:** Mayor Cr R.J. Dyne (Chairman), Cr A.J. Perrett, Cr G.L. Engeman, Cr I.T. Petersen, Cr R.A. Gâté, Cr D.R. Neilson, Cr J. Watt and Cr J.A. Walker.

Also in attendance were Chief Executive Officer (Mr B.J. Smith), and Minutes Clerk (Mrs S Lowe).

Cr J. Watt was not present at the commencement of the meeting.

## **DECLARATIONS OF INTEREST BY COUNCILLORS**

Works & Services Committee Meeting  
W38/02/12 - Cr A.J. Perrett - Material Personal Interest

Planning & Development Committee Meeting  
P27/02/12 Cr G.L. Engeman – Conflict of Interest  
P27/02/12 Cr D.R. Neilson – Material Personal Interest

Cr J. Watt entered the meeting at 9.02 am.

## **SECTION 1: OPEN WITH PRAYER**

Pastor Iain McGill from Mary Valley Wesleyan Methodist offered a Prayer for the advancement of the Region and the true welfare of its people.

One Minute's silence was observed for family and friends of deceased residents of the Region.

## **LEAVE OF ABSENCE**

## **SECTION 2: APOLOGIES**

G15/02/12 Moved: Cr J.A. Walker

Seconded: Cr A.J. Perrett

That the apology from Cr L.J. Friske be accepted.

**Carried**

**SECTION 3: CONFIRMATION OF MINUTES OF PREVIOUS GENERAL MEETING****G16/02/12 Moved: Cr R.A. Gâté****Seconded: Cr G.L. Engeman**

**That the Minutes of the Gympie Regional Council General Meeting held on 8 February 2012 be taken as read and confirmed.**

**Carried**

**SECTION 4: PETITIONS****4/1 Petition – Davidson Road**

**Re: G17/02/12 Petition – Davidson Road**  
**From: Residents of the Region containing 18 Signatories.**  
**File: 4-6-6-4 Doc Id: 1556564**  
**Date: 9 February 2012**

*“I am writing to you in regard to Davidson Road. We understand that it is now a gazetted Nature Reserve and walking track. The shrubs planted are doing well. We would be grateful if you (the Council) could do something about it’s condition. Just now the grass is growing high and the Stumm Road end is in a very bad state with fallen limbs, ruts 30cm deep that leave only a very narrow track to walk on (if one dares). A good clean up and some soil, gravel or whatever is needed to make the whole length walkable. It is ideal for the residents of Oxford Crest to walk in the summer as it is shady at any time of the day.*

*We would be happy if something could be done in the very near future.”*

**G17/02/12 Moved: Cr J.A. Walker****Seconded: Cr R.A. Gâté**

**That the petition be received and referred to a Works & Services Committee Meeting for further consideration.**

**Carried**

**SECTION 5: ADOPTION OF WORKS & SERVICES COMMITTEE RECOMMENDATIONS****G18/02/12 Moved: Cr J.A. Walker****Seconded: Cr R.A. Gâté**

That the Recommendations of the Works & Services Committee Meeting held on 7 February 2012 as presented, be received with the exception of Recommendation W38/02/12 to be withdrawn and dealt with later in this meeting.

**Carried**

**G19/02/12 Moved: Cr J.A. Walker****Seconded: Cr G.L. Engeman**

That the Recommendations of the Works & Services Committee Meeting held on 7 February 2012 as amended, be adopted.

**Carried**

**MATERIAL PERSONAL INTEREST:**

Cr A.J. Perrett declared a material personal interest in Recommendation W38/02/12 because he owns two grids in the Region and left the meeting at 9.06 am.

**Recommendation W38/02/12 of the Recommendations of the Works & Services Committee Meeting held on the 7 February 2012.**

**G20/02/12 Moved: Cr J.A. Walker****Seconded: Cr R.A. Gâté**

That Recommendation W38/02/12 of the Recommendations of the Works & Services Committee Meeting held on 7 February 2012 be received and adopted.

**Carried 7/0**

Cr A.J. Perrett returned to the meeting at 9.07 am.

**SECTION 6: REPORT BY THE WORKS & SERVICES COMMITTEE CHAIRMAN**

Nil

**SECTION 7: ADOPTION OF COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE RECOMMENDATIONS**

**G21/02/12 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté**

**That the Recommendations of the Community & Economic Development Committee Meeting held on 8 February 2012 as presented, be received.**

**Carried**

**G22/02/12 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté**

**That the Recommendations of the Community & Economic Development Committee Meeting held on 8 February 2012 be adopted.**

**Carried**

**SECTION 8: REPORT BY THE COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE CHAIRMAN**

Cr Tony Perrett presented the following Report:-

The Health and Environmental Services report for December/January was received noting the ongoing work within Waste Management. A new 'Litter Critter' litter vacuum has been purchased and has commenced use and will assist Council Officers control windblown litter at our landfills and transfer stations. Recycling of waste material continues to increase within the region. Statistical data indicates a six (6) fold annual increase in waste recycled during the past seven (7) years. In 2005 – 489, 000 kg of discarded material was recycled. In 2011 this figure has increased to 3,300,000 kg. These statistics provide many benefits to the Community and Council. For every kilogram of material that doesn't end up in the ground extends the life of our landfills.

The Committee received correspondence from the Department of Environment and Resource Management (DERM) advising Council of changes to the littering and illegal dumping provisions contained in the Waste Reduction and Recycling Act 2011. The legal powers for the management and enforcement of littering and illegal dumping have broadened to include many new offences, adding further cost to an already difficult enforcement process. The Committee recommends that Council not accept any of the littering and illegal dumping provisions contained within this Act.

The Compliance and Local Disaster report was received noting a significant increase in complaints for overgrown land. Council officers have continued to inspect overgrown allotments, issuing compliance notices and where necessary work orders to tidy up this land.

The Queensland Attorney General, Paul Lucas has advised Council that the Queensland Government intend to review the sufficiency of the current provisions contained within the Animal Management Act 2008. Specifically, the laws that relate to dog owners who fail to prevent their dog from causing serious injury or death to other persons. As a consequence of that review a proposed new offence of dangerous management of a dog has been created for inclusion in the Criminal Code. The Committee will continue to monitor this review and provide input where necessary.

A request by the Gympie and District Women's Health Centre for the waiver of Gympie Memorial Park hire fees has the Committee recommending that Council waive all fees associated with this event which marks the 101<sup>st</sup> year celebration for this movement.

The Community Facilities & Services report for December/January was received recording the ongoing work with the Libraries, Gallery, Pavilion and Kilkivan Museum.

A request by the Regional Arts Development Fund Committee for an out of budget allocation has the Community Services Committee recommending that Council commit to allocate \$20 000 for RADF grant funding in the 2012/13 budget subject to a successful Arts Queensland bid. The RADF administration costs will also be referred to the Director of Financial Services for inclusion in the 2012/13 draft budget discussions.

The Economic Development and Public Relations Manager's report noted the ongoing work in Business, Industry and Regional Development. A number of forums and workshops were held as part of this ongoing work including the Social Ventures Australia Workshop, Gympie Region Major Projects Forum and launch of the Business Confidence Survey Results.

The Gympie Cooloola Tourism Acting General Manager, Alan Murnane provided a comprehensive report on their ongoing work in marketing and communication. A major effort is currently underway by GCT to develop and implement a new social media strategy.

Council's recent decision to accept the State Government's offer to purchase the Toolara landfill site has the Committee recommending that Council continue with the current purchase process including acquiring the Native Title Rights and Interests on this land. King and Company have prepared the relevant notices on Council's behalf and it is further recommended that the Council authorise the CEO to commence these proceedings.

The Director of Marketing for the AGL Rescue Helicopter, Leanne Shedlock provided a very informative annual update to the Committee. The presentation included many statistics of life saving journeys flown to the Gympie region to assist our residents. To keep the AGL Rescue helicopter in the sky, funds must be continually raised. Leanne expressed her appreciation to the Gympie Regional Council for their ongoing financial support of the service.

**G23/02/12 Moved: Cr A.J. Perrett**

**Seconded: Cr R.A. Gâté**

**That the Report be received.**

**Carried**

<b>SECTION 9: ADOPTION OF PLANNING &amp; DEVELOPMENT COMMITTEE RECOMMENDATIONS</b>
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**G24/02/12 Moved: Cr I.T. Petersen**

**Seconded: Cr J. Watt**

**That the Recommendations of the Planning & Development Committee Meeting held on 15 February 2012 as presented, be received with the exception of Recommendation P27/02/12 to be withdrawn and dealt with later in this meeting.**

**Further that Recommendation P24/02/12 be withdrawn at the request of the applicant.**

**Carried**

**G25/02/12 Moved: Cr I.T. Petersen                      Seconded: Cr J. Watt**

**That the Recommendations of the Planning & Development Committee Meeting held on 15 February 2012 as amended, be adopted.**

**Carried**

### **CONFLICT OF INTEREST**

In accordance with Section 173 of the Local Government Act 2009;

Cr G.L. Engeman declared a Conflict of Interest in Recommendation P27/02/12 for application 2011-1797 due to being a member of the Weeroona Association Inc Management Committee. There could be no financial benefit to the Committee from Council's decision on this matter. Cr G.L. Engeman left the meeting at 9.14 am.

### **MATERIAL PERSONAL INTEREST**

Cr D.R. Neilson declared a Material Personal Interest in the following item 2012-0071 due to being "a shareholder in Woolworths" and left the meeting at 9.14 am.

<p><b>Recommendation P27/02/12 of the Recommendations of the Planning &amp; Development Committee Meeting held on the 15 February 2012.</b></p>
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**G26/02/12 Moved: Cr I.T. Petersen                      Seconded: Cr J. Watt**

**That Recommendation P27/02/12 of the Recommendations of the Planning & Development Committee Meeting held on 15 February 2012 be received and adopted.**

**Carried 6/0**

Cr G.L. Engeman and Cr D.R. Neilson returned to the meeting at 9.15am.

**SECTION 10: REPORT BY THE PLANNING & DEVELOPMENT COMMITTEE CHAIRMAN**

Cr Ian Petersen presented the following Report:-

**STRATEGIC PLANNING MATTERS**

Correspondence from the Department of Local Government and Planning outlined the launch of the “Parks 4 People” website. This website provides access to a register of land for public recreation. The Committee is recommending that Council acknowledge receipt of the correspondence and provide a link from the Gympie Regional Council website.

**MATERIAL CHANGE OF USE APPLICATIONS**

A Material Change of Use Application for a piggery at Glastonbury was recommended for refusal but has since been withdrawn at the request of the applicant.

**RECONFIGURING A LOT APPLICATIONS**

Representations seeking the removal of a roadworks contribution on a boundary realignment application at Nahrunda were considered. On the basis that there is no increase in the number of lots, and also that the realignment actually reduces the lead – in distance from a maintained road, the Committee is recommending that Council remove the requirement.

The Committee is also recommending a change to a condition of approval for a one lot subdivision at Kilkivan. The change is to facilitate access across unused railway land situated in a road reserve.

**NEW APPLICATIONS RECEIVED**

Three code assessable Material Change of Use applications, and two code assessable Reconfiguring a lot Applications were received for the reporting period.

**DEVELOPMENT APPLICATIONS APPROVED**

Staff approved eleven development applications under delegated authority.

**BUILDING SUMMARY AND REPORT**

The report for January showed a sharp increase on the previous year. Council approved 24 new dwellings worth approximately \$5 million for 2012 compared with 16 worth approximately \$3 million for 2011. An approval rate approaching one per day is certainly great news for Gympie’s building industry and suppliers.

**PROGRESS REPORT – NEW PLANNING SCHEME**

Fine tuning of the new planning scheme is now a priority for the Director and staff. A workshop next Wednesday 29<sup>th</sup> February will prepare the first draft for presentation to the State Government for the state interest check prior to Council entering caretaker mode.

**G27/02/12 Moved: Cr I.T. Petersen                      Seconded: Cr J. Watt**

**That the Report be received.**

**Carried**

**SECTION 11: OTHER MATTERS**

11/1 Chief Executive Officer Delegations

Re: **G28/02/12** Chief Executive Officer Delegations  
From: Chief Executive Officer – Mr Bernard Smith  
File:  
Date: 14 February 2012

**Report: (Chief Executive Officer – Bernard Smith)**

Council's delegations have recently been under review and it has been found necessary to clarify and confirm the delegations relating to when the Director Corporate Services/Deputy Chief Executive Officer is required to act as Acting Chief Executive Officer. The recommendation accompanying this report ensures the requirements of the Local Government Act are met.

**G28/02/12 Moved: Cr D.R. Neilson                      Seconded: Cr G.L. Engeman**

**That in accordance with S195 of the Local Government Act 2009, Mr Craig Manson, Director Corporate Services/Deputy Chief Executive Officer, be appointed as Acting Chief Executive Officer during any vacancy of the position, or when requested by the Chief Executive Officer, or when the Chief Executive Officer cannot perform the Chief Executive Officer's responsibilities.**

**Carried**

**MATERIAL PERSONAL INTEREST**

Cr D.R. Neilson declared a Material Personal Interest in Minute G29/02/12 due to being “a shareholder in Woolworths” and left the meeting at 9.18 am.

11/2	Seven Day Trading in the Gympie Region
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Re: **G29/02/12** Seven Day Trading in the Gympie Region  
From: Chief Executive Officer – Mr Bernard Smith  
File: 6-4-1-6  
Date: 14 February 2012

**Previous Council considerations:**

**G43/11/11** - That Council apply to the Industrial Registrar for leave to appear in the matter of an amendment of trading hours in the Gympie area (Matter No TH/2011/15).

**Report: (Chief Executive Officer – Bernard Smith)**

Council is aware that the National Retail Association Ltd has applied to the Queensland Industrial relations commission to allow for 7 day trading in the Gympie region. The QIRC has advised that the matter has been listed for hearing on the 7th March 2012 in Gympie with an inspection at 12 noon and the hearing at 1pm at the Gympie Magistrates Court.

Council has been granted leave to appear and be heard on the matter.

Key points of the application by the National Retail Association include,

1. There are significant levels of escape expenditure to the Sunshine Coast.
2. Seven day trading now exists at many Queensland Regional locations
3. Gympie's retail infrastructure has expanded significantly
4. Gympie residents should be able to shop in their own town on Sundays rather than being forced to travel.
5. The QIRC has acknowledged that the interests of consumers are advanced by access to seven day trading.
6. Market research suggests the majority of consumers support 7 day trading.

Seven day trading has recently been introduced in a number of locations including Gladstone, Toowoomba, Rockhampton and Mackay.

Council has asked the community for submissions regarding the matter. 48 submissions have been received to date with 33 against and 15 in support of seven day trading.

In addition 5 Petitions against seven day trading were received:

- Petition 1 – 291 signatories
- Petition 2 – 34 Signatories
- Petition 3 – 88 Signatories
- Petition 4 – 362 Signatories
- Petition 5 – 266 Signatories

Common reasons cited by those against seven day trading include:

- Huge Impact on families / Sunday to be spent with family / day of rest and worship.
- Large financial outlays for little profit
- Concerns small businesses are already struggling financially and do most of their trade on Saturday & Sunday.
- Already ample time for shoppers – No to Sunday trading.
- Concerns of people becoming shopaholics and incurring large debts
- Community Activities eg sporting groups, voluntary services and church organisations suffer when workers are required to work 7 days a week.
- Independent retailers who open on Sunday adequately cater for the needs of Gympie.
- Supermarket trading on Sunday threatens market culture and the viability of sporting and leisure activities.
- One small business opened 2 Sundays before Christmas and on both days traded at a loss; this business rejects any such application to allow Sunday trade.

Those in support made the following comments:

- Money would be spent locally and would provide employment for locals. Supermarkets and Chain stores do put money back into the local community as well as independent stores.
- There is a need to make Gympie the place where people want to stay on their weekends and spend their money instead of heading south.
- Cost of fuel is rising and the distance to travel to the Sunshine Coast is becoming more difficult to justify. (Unnecessary hours driving on the hwy)
- Local businesses complain about people shopping outside the area but it is these Local businesses that are against 7 day trading. 7 day trading will provide much needed services to busy working families.
- Independent businesses have the choice whether to open 7 days and they need to decide if they want to join in.

- Visiting family members are shocked that Gympie has no access to supermarkets and have to pay high prices for certain necessities they may need when visiting on a Sunday.
- People traveling through Gympie on a Sunday must do just that, as there are limited reasons for stopping and injecting revenue into a town that goes to sleep on Sunday.
- Gympie is closed for tourist on Sunday.
- Concerns that Gympie needs to get with the times and when the Bypass is completed Gympie will become a Ghost town.
- Currently makes it difficult for people and families who work 6 days a week and it only leaves Sunday to do grocery shopping. Gympie has minimal options (Small Convenience Stores are far too expensive) but to spend my money out of town and not supporting local business.

It would appear that all recent applications for seven day trading have been granted.

Council has the option of either supporting or not supporting seven day trading. It also has the option of not adopting a position but tabling the responses it has received from the community on the matter.

**Consultation:**

Advice was sought from the community to provide feedback to Council on their views on seven day trading.

The Gympie Chamber of Commerce also held a community forum on the 9 February encouraging businesses to voice their concerns on the pending application to amend trading hours to include seven day trading.

**Attachment:**

**ATTACHMENT 1 – Statement of Facts & Circumstances**

**G29/02/12 Moved: Cr A.J. Perrett                      Seconded: Cr J. Watt**

**That Council lodge a submission opposing 7 day trading in Gympie.**

**Further that Cr I.T. Petersen be appointed as Council's representative at the QIRC hearing in March.**

**Carried 7/0**

Cr D.R. Neilson returned to the meeting at 9.25 am.

Director of Corporate Services Mr Craig Manson entered the meeting at 9.26am.

11/3	Second Quarterly Review – Operational Plan
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Re: **G30/02/12** Second Quarterly Review – Operational Plan  
From: Director of Corporate Services – Craig Manson  
File:  
Date: 30 January 2012  
Reference:

**Executive Summary:**

**Report: (Director of Corporate Services – Craig Manson)**

Councillors are aware that the Operational Plan is reviewed quarterly by each Directorate and the results reported to Council. Capital Works projects are also reported and are noted at the conclusion of each Program.

**Consultation:**

Chief Executive Officer  
All Directors  
All General Managers.

**Checklist:**

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

**Attachments:**

**ATTACHMENT 2** - Second Quarterly Review – Operational Plan.

**G30/02/12 Moved: Cr A.J. Perrett**

**Seconded: Cr I.T. Petersen**

**That Gympie Regional Council's Operational Plan 2011/2012 quarterly review as at 31 December 2011 as presented, be received.**

**Carried**

Director of Corporate Services Mr Craig Manson left the meeting at 9.28am.

11/4	Audit & Risk Management Committee
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Re: **G31/02/12** Audit & Risk Management Committee Report to Council  
From: Councillor I T Petersen  
File: FG06/00164  
Date: 03 February 2012

**Report: (Chairman of Audit & Risk Management Committee - Councillor I T Petersen)**

Council's Audit & Risk Management Committee met on Wednesday 01 February 2012. In accordance with Section 160 (1)(c) of the Local Government (Finance, Plans and Reporting) Regulation 2010, a written report is to be submitted to the Local Government about the matters reviewed at the meeting and any recommendations about those matters.

The Committee carefully considered a report from the Internal Auditor, relating to operations of the Hanson, Goomeri Tip, and English Pits. The Committee was in agreement with the recommendations from Internal Audit to the Chief Executive Officer contained in that report. The Chief Executive Officer was asked to address those issues raised and report back to the Committee within 6 months, documenting actions taken.

The next scheduled meeting of the Audit Committee is proposed to be held on 20 June 2012.

**G31/02/12 Moved: Cr I.T. Petersen                      Seconded: Cr J.A. Walker**

**That the report be received.**

**Further that the actions of the Committee in supporting the recommendations to the Chief Executive Officer contained in the Internal Audit Report, and asking the Chief Executive Officer to address the issues raised therein and report back to the Committee within 6 months, documenting actions taken, be endorsed.**

**Carried**

**SECTION 12: GENERAL BUSINESS**

Leave of Absence – Cr Neilson

**G32/02/12 Moved: Cr R.A. Gâté****Seconded: Cr I.T. Petersen**

**That Cr D.R. Neilson be granted leave of absence on the 7 March to speak at the Women in Local Government Conference.**

**Carried**

**SECTION 13: IN COMMITTEE****COUNCIL IN COMMITTEE**

The Mayor advised the meeting that Council was going “Into Committee” to discuss

1. Show Cause Notice – 2 Mary St, Gympie – Reimbursement of Costs

**G33/02/12 Moved: Cr A.J. Perrett****Seconded: Cr J.A. Walker**

**That pursuant to the provisions of Section 72 of the Local Government (Operations) Regulation 2010, Council resolves to close the meeting to the public and move “into committee” to consider the following matter/s:-**

**1.Show Cause Notice – 2 Mary St, Gympie – Reimbursement of Costs**

**Further, that in relation to the provisions of Section 171 of the Local Government Act 2009, Council resolves that following the closing of the meeting to the public and the moving ‘into committee’ that all matters and all documents (whether in hard copy, electronic, optical, visual or magnetic form) discussed, raised, tabled and/or considered whilst the meeting is closed and ‘in committee’, are confidential to the Council and the Council wishes to keep them confidential.**

**Carried**

**COUNCIL OUT OF COMMITTEE****G34/02/12 Moved: Cr A.J. Perrett****Seconded: Cr J.A. Walker****That proceedings be resumed in Open Council.****Carried****13/1****Show Cause Notice – 2 Mary St, Gympie – Reimbursement of Cost****Re: G/02/12 Show Cause Notice – 2 Mary St, Gympie –  
Reimbursement of Costs****From: Director Planning and Development – M. Hartley****File: 6/3/03/0002****Date: 4 January 2011****G35/02/12 Moved: Cr I.T. Petersen****Seconded: Cr R.J. Dyne****That Council reinforce its decision of 12 October 2011 to reject the  
request to have Council reimburse the tenants of 2 Mary Street for  
costs incurred to engage an independent Building Surveyor to  
address the Show Cause Notice 2011-735.****Carried****SECTION 14: ATTACHMENTS**

Attachment 1: Refer Item 11/2 - Statement of Facts &amp; Circumstances

Attachment 2: Refer Item 11/3 - Second Quarterly Review –  
Operational Plan

There being no further business the meeting closed at 9.37 am.

Confirmed this FOURTEENTH day of MARCH 2012

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**Cr R.J. Dyne  
CHAIRMAN**



# **ATTACHMENT 1**

**Refer Item 11/2**

*of the*

**GENERAL MEETING**

**On Wednesday 22 February 2012  
At 9.00 am**

**Statement of Facts and Circumstances:**

1. The application seeks to extend the benefit of seven day trading to residents located in the Gympie Area (as defined). Gympie is located within reasonable proximity to the South-east Queensland boundary and there are high levels of mobility for residents of Gympie between the Gympie area and the south-east Queensland area. There are very significant reasons mitigating in favour of the making of a uniform set of trading hours across south-east Queensland including Gympie.
2. Outcomes which mitigate in favour of a uniform trading hours regime include:
  - (a) The proximity of Gympie to the retail infrastructure of Nambour and Noosa means that residents of these towns are currently able to shop on all seven days of the week. Hence residents are already accessing seven day trading, but not necessarily in a convenient context.
  - (b) Significant levels of escape expenditure result from the operation of the current seven day trading boundary.
3. In a context where the overwhelming number of Queenslanders and Australians enjoy convenient access to seven day trading it is reasonable to consider the extension of the benefit to south-east Queensland areas which fall outside of the current seven day trading boundary.
4. Since the Commission last reviewed trading hours in Gympie and adjacent areas, seven day trading has been extended to a significant number of Queensland regional centres including:

Moranbah

Emerald

Cooloola

Gladstone

Innisfail

Atherton

Mareeba

Toowoomba

Rockhampton

Mackay

Gatton

Plainlands

Fernvale

5. Since the formation of the “South-east Queensland” boundary in 2002, the following south-east Queensland towns and cities have been granted the same trading hours as those fixed for the original south-east Queensland area.:

Beaudesert

Beerwah

Nambour

Fernvale

Plainlands

Gatton

Toowoomba

6. Gympie’s retail infrastructure has expanded significantly over recent years. This retail infrastructure should be able to compete on level terms with other retail infrastructure in south-east Queensland. Given the population of Gympie, its location in south-east Queensland, and its proximity to current seven day trading areas, It is no longer appropriate to isolate Gympie from most other parts of Queensland when it comes to trading hours. Gympie’s shopping infrastructure now includes:

Centro Gympie

Goldfields Plaza

Gympie Marketplace

Gympie Plaza

James Nash Arcade

Sovereign Cinema Complex

7. In any contemporary context it is reasonable to propose that residents of Gympie, whose retail infrastructure has continue to improve over time, should be able to shop in their own town on Sundays and holidays rather than shop in Nambour or other north coast locations which imposes an additional and unjustified cost. These costs are quantified in terms of time lost in transit, the cost of travel, and the time cost and inconvenience associated with shopping in more congested shopping precincts. It is not in the public interest for consumers to be forced to travel significant distances to shop on Sundays and holidays when their local retail infrastructure can fulfil their needs.

8. The QIRC has consistently acknowledged that the interests of consumers are advanced by convenient access to seven day trading. These acknowledgments have been reinforced by the fact that following its introduction anywhere in Australia, seven day trading has never been rescinded.

9. The 1996 Knox inquiry into trading hours came to the same conclusion:

Consumer Preferences

*It is also evident that extended hours are in line with mainstream consumer preferences. The consumer survey undertaken for the Inquiry found that the majority of people surveyed had a positive attitude toward extended trading hours and were utilising the extended trading hours.”*

10. Whenever market research has been conducted to surface the views of consumers about seven day trading, inevitably the research shows that between 60% and 70% of the population support the introduction of seven day trading. Market research conducted in 2004 showed that 82% of Gympie residents supported the introduction of Sunday trading. 15% opposed the introduction of Sunday trading and 2% were undecided.

11. Significant expenditure in smaller communities is foregone because of the prohibition on seven day trading. It is desirable that expenditure be captured in towns such as Gympie in order that it can provide positive results for the local economy and local employment. Many people in Gympie rely on the retail sector for employment, particularly young people who might otherwise be required to relocate to the major urban destinations to the south.

12. The vast majority of south-east Queensland residents enjoy the benefits of seven day trading. Demographic profiling would not create any significant distinction between residents of Nambour, Beerwah or Beaudesert on the one hand and residents of Gympie on the other hand.

13. It is not premature, almost ten years after the south-east Queensland boundary was put in place, to address inequities in the overall trading hours regime. Considerable trading hours case law demonstrates that trading hours boundaries once fixed, are not immutable.

14. Different shopping hours is a cause of unnecessary confusion for travellers and visitors when moving through the south-east Queensland region. The introduction of uniform trading hours throughout the area is highly desirable. This not only minimizes confusion and inconvenience for visitors but also contributes to a more equitable and sensible set of arrangements for residents of south-east Queensland.
15. In terms of retail shop trading hours, the great majority of Australians (over 85%) currently access seven day trading:

Seven Day Trading in Australia:

STATE	WA	TAS	SA	VIC	ACT	NT	NSW
Penetration of 7 Day Trading	Perth CBD, tourist areas, and a number of local government areas	All areas					

16. Interstate migration and visitor data demonstrates the potential for confusion and frustration arising from the operation of trading hours regimes in south-east Queensland different to that which the new arrivals or visitors regard as the norm.
17. For such other reasons as the Commission may deem appropriate.



# **ATTACHMENT 2**

**Refer Item 11/3**

*of the*

**GENERAL MEETING**

**On Wednesday 22 February 2012  
At 9.00 am**

# Operational Plan - Second Quarterly Review

## Gympie Regional Council Planning Framework

The Council's 2011-2012 Operational Plan is an important element in our Strategic Planning Framework.

It is the document that links our long term strategic directions, identified in the themes of the Corporate Plan, to the projects, initiatives and ongoing activities Council aims to deliver within the financial year as funded through the Budget.

The Operational Plan consists of six separate programs which detail the works and services to be provided in the 2011-2012 financial year.

<b>Program 1</b>	<b>Corporate Governance</b>
<b>Program 2</b>	<b>Engineering Services</b>
<b>Program 3</b>	<b>Community Services</b>
<b>Program 4</b>	<b>Planning and Development</b>
<b>Program 5</b>	<b>Water</b>
<b>Program 6</b>	<b>Sewerage</b>

Furthermore, this year's Operational Plan aligns the risks identified in Council's Risk Management Plan with the sub-programs that mitigate these identified risks.

The Objectives, Aims and Activities within the Operational Plan are reviewed, assessed and reported to Council on a quarterly basis to facilitate the delivery of services and projects in an efficient and effective manner within the resource allocations set in the Budget.

Following the adoption of the Region's first Community Plan in 2011-2012, a review of Council's existing Corporate Plan will be undertaken. This will be followed by a review of the Operational Plan.



## Program 1 – Corporate Governance

**Goal: To set and achieve the Council’s goals and objectives for the Citizens of the Gympie Region by providing direction, support, coordination, sound resource management policy and achieve effective and efficient management of Council’s assets and resources.**

**SUB-PROGRAM:** 1.1 CORPORATE GOVERNANCE AND EXECUTIVE MANAGEMENT

**OBJECTIVE:** To achieve a capacity within the organisation, its Councillors and staff, to meet the diverse and changing requirements of all customers.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2 and 5.4 in the Gympie Regional Council Risk Management Plan.

### Activities

### Performance Targets/Measures

### Responsibility Key Officers/Areas

### Second Review

#### 1.1 (i) Executive Management Operations

##### **Aims**

*To provide Councillor and CEO operational resources.*

*To provide support and advice to assist Councillors in the performance of their roles.*

##### **General operations**

- |   |   |                   |  |
|---|---|-------------------|--|
| <ul style="list-style-type: none"> <li>- Provide administrative support for the Mayor, Councillors, and CEO.</li> <li>- Provide general operational resources.</li> </ul> | <ul style="list-style-type: none"> <li>- Meet the Mayor’s, Councillors’ and CEO’s expectations.</li> <li>- Ability to meet operational requirements.</li> </ul> | <p><b>CEO</b></p> | <ul style="list-style-type: none"> <li>- Ongoing – meeting obligations.</li> </ul> |
|---|---|-------------------|--|

##### **Management Systems**

- |  |   |                   |   |
|--|---|-------------------|---|
| <ul style="list-style-type: none"> <li>- Involvement of employees in Continuous Improvement Projects.</li> <li>- Maintain Quality Management Systems to AS/NZ ISO 9001:2008.</li> <li>- Implement Risk Management as per ISO 31000. 2009.</li> </ul> | <ul style="list-style-type: none"> <li>- Ongoing Improvement Group outcomes.</li> <li>- Maintain accreditations.</li> <li>- QMS documentation system meeting requirements.</li> <li>- Formalised Risk Management System in place.</li> <li>- Review of Risk Management Plan.</li> </ul> | <p><b>CEO</b></p> | <ul style="list-style-type: none"> <li>- Continuous Improvement to commence in Feb.</li> <li>- Audit plan adopted.</li> </ul> |
|--|---|-------------------|---|

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## 1.1 (ii) Customer Service

### Aim

To provide services meeting customer expectations.

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#### Customer Service Focus

- |  |  |                      |   |
|--|--|----------------------|---|
| <ul style="list-style-type: none"><li>- Improve customer service performance on an every working day basis.</li><li>- Continue to ensure systems and procedures are customer friendly.</li></ul> | <ul style="list-style-type: none"><li>- Ongoing customer satisfaction.</li><li>- Continued employee support and involvement.</li></ul> | <b>CEO/Directors</b> | <ul style="list-style-type: none"><li>- Customer service system to be reviewed in first half of 2012.</li></ul> |
|--|--|----------------------|---|
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## 1.1 (iii) Governance – Legal

### Aim

To assist Council in meeting its Governance and community engagement requirements.

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#### Annual Report

- |  |   |                |   |
|--|---|----------------|---|
| <ul style="list-style-type: none"><li>- Produce an informative and timely Annual Report.</li></ul> | <ul style="list-style-type: none"><li>- Annual Report produced in accordance with legislative requirements.</li></ul> | <b>CEO/DCS</b> | <ul style="list-style-type: none"><li>- Annual Report prepared for Adoption. Extension granted following Qld Audit Office requirements.</li></ul> |
|--|---|----------------|---|
- 

#### Legal Responsibilities

- |   |  |                      |  |
|---|--|----------------------|--|
| <ul style="list-style-type: none"><li>- Monitor research and review the effects of State and Commonwealth legislation and policies on the Region and respond appropriately.</li></ul> | <ul style="list-style-type: none"><li>- Meet the requirements of State and Commonwealth legislation.</li><li>- Community response to achieving legislative compliance.</li></ul> | <b>CEO/Directors</b> | <ul style="list-style-type: none"><li>- Ongoing.</li></ul> |
|---|--|----------------------|--|
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#### Policy Support

- |  |  |                      |  |
|--|--|----------------------|--|
| <ul style="list-style-type: none"><li>- Ensure the provision of legal and technical support to assist Council in implementing its legislative roles.</li></ul> | <ul style="list-style-type: none"><li>- Provide timely advice.</li></ul> | <b>CEO/Directors</b> | <ul style="list-style-type: none"><li>- Ongoing.</li></ul> |
|--|--|----------------------|--|
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#### Public Interest Disclosures, Integrity Act Matters and Administrative Action Complaints

- |  |  |            |   |
|--|--|------------|---|
| <ul style="list-style-type: none"><li>- Establish policies and procedures in accordance with legislative requirements.</li><li>- Process complaints/disclosures within required timeframes.</li><li>- Meet all reporting requirements.</li></ul> | <ul style="list-style-type: none"><li>- Provide appropriate awareness/training sessions for staff as required.</li><li>- Process disclosures/complaints in a timely manner.</li><li>- Meet all statutory reporting requirements.</li></ul> | <b>DCS</b> | <ul style="list-style-type: none"><li>- Information provided online – matters being workshopped with staff and Councillors as required.</li></ul> |
|--|--|------------|---|
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## Activities

## Performance Targets/Measures

## Responsibility Key Officers/Areas

## Second Review

### Management Audits

- Conduct internal audit activities and investigations.
- Report to Audit Committee at required intervals
- Queensland Audit Office Activities.

- Non compliances minimised.

**CEO/Directors**

- In accordance with Audit Plan.

### Corporate and Operational Planning

- Prepare and regularly review Council's Corporate and Operational Plans.

- Review the Corporate Plan at least annually.
- Review the Corporate and Operational Plans in line with the Community Plan.
- Corporate and Operational Plan update reports to Council at least quarterly.

**CEO/DCS**

- Draft Corporate Plan being prepared for Adoption following the 2012 Election.

### Community Plan

- Adopt the Region's first Community Plan.
- Ensure an Annual Strategic Review is undertaken in accordance with legislative requirements.

- Conduct annual review of the Community Plan.
- Conduct an Annual Strategic Review and report outcomes to Council.

**CEO/Directors**

- Community Plan adopted in July. Implementation of this Plan to form part of Corporate Plan review considerations.

## Councillor Support

### Aim

*To provide support and advice to assist Councillors in the performance of their roles.*

### Elected Members

- Ensure the resource requirements of Councillors are catered for.
- Provide training opportunities for elected members.

- Effective streamlined decision-making.
- Consistent and sound decision making.
- Councillor satisfaction with staffing and resource provision.
- Better informed Councillors.

**CEO**

- Ongoing. Requirements being met.

### Executive Support/Elected Representatives

- The CEO to structure processes to enable relevant Corporate information to be brought before Councillors.

- Accurate and timely processes in place.

**CEO**

- Processes meeting requirements.

<b>Deputations/Advocacy/Lobbying</b>				
- Develop active and ongoing lobbying initiatives to enable Regional interests to be effectively promoted.	- Recognition of the Region's viewpoints in Government and success in having the Region's initiatives implemented.	<b>Mayor/CEO</b>	- Ongoing.	
<b>Policy Support</b>				
- Provide considered and professional guidance to assist Councillors in their decision processes.	- Support provided as appropriate.	<b>CEO/Directors</b>	- Reviews continuing, assistance provided.	
- Regularly review Council policies for appropriateness.	- Practical, plain English policies in place and reviewed regularly.			
<b>Civic Ceremonies/Protocol/Citizenship</b>				
- Coordinate and actively participate in civic functions and ceremonies in a manner which is appropriate to each occasion and engenders civic pride.	- Successful civic functions and ceremonies.	<b>Mayor/CEO</b>	- Ongoing.	

## 1.1 (iv) Election Services/Boundary Reviews

### **Aims**

*Provide electoral services for quadrennial elections where required.*

*Provide information and legislative guidance for Council's external boundary reviews.*

<b>Elections</b>				
- Meet any electoral requirements.	- Meet Electoral Commission Queensland funding requirements.	<b>CEO</b>	- Respond to ECQ requests provided on a timely basis.	
<b>Internal/External Boundary Reviews</b>				
- Coordinate accurate information to enable informed internal/external boundary considerations.	- Completed as required.	<b>DCS</b>	- Two applications awaiting approval by the Change Commission.	

1.1 (v) Community/Regional Engagement

**Aims**

*To enhance and promote community communication.*

*Promote and lobby on behalf of the Region.*

*Facilitate tourism promotion and development.*

**Public Relations and Customer Service**

**Aims**

*To develop strategies for Council's publications, image and communications.*

*To better inform the public of Council's activities with a view to improving the public understanding and knowledge of the Council.*

**Public Relations and Information**

- Coordinate Community information initiatives.
- Provide regular press releases on matters of public interest or concern.
- Consult with industry bodies on proposed changes to Council policies and procedures.
- Promote Councillor/resident meetings.

- Provided as per Budget provision.
- Regular press releases each month.
- Hold meetings as required.
- Councillor/resident meetings held.

**CEO/Directors**

- Economic Development & Public Relations Office reports regularly to CEO. Information releases ongoing.

**Regional Marketing**

- Nominate Council/Regional project initiatives for appropriate Awards.
- Partner with Youth and Community Services to support community organisations and events.

- Nominate Council projects as appropriate.
- Improved Regional awareness and participation.

**CEO/Directors**

- Ongoing.

**D COMM**

- Ongoing.

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## Regional Collaboration

### **Aim**

*To promote Regional economic and development initiatives.*

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### **Regional Participation**

- |   |   |                                 |  |
|---|---|---------------------------------|--|
| <ul style="list-style-type: none"><li>- Participate in regional stakeholder groups/networks.</li><li>- Promote and lobby for significant regional development projects/opportunities.</li></ul> | <ul style="list-style-type: none"><li>- Active participation.</li><li>- Active and ongoing promotion within the State and Commonwealth arenas.</li><li>- Coordinate projects where appropriate.</li></ul> | <b>Mayor/CEO/<br/>Directors</b> | <ul style="list-style-type: none"><li>- Active participation in regional groups such as WBBROC, Regional Roads Group &amp; RPAC.</li></ul> |
|---|---|---------------------------------|--|

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## Regional Tourism

### **Aim**

*To promote the Region as a major tourism destination.*

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### **Gympie Cooloola Tourism (GCT)**

- |   |  |                                 |   |
|---|--|---------------------------------|---|
| <ul style="list-style-type: none"><li>- Collaborate with GCT to build the capacity of regional tourist business operators.</li><li>- Provide funding and resources to the GCT to promote Regional tourism.</li><li>- Support Regional tourism bodies in accordance with Council's Budget.</li></ul> | <ul style="list-style-type: none"><li>- Effective promotion and representation within the Queensland Tourism Industry.</li></ul> | <b>Mayor/CEO/<br/>Directors</b> | <ul style="list-style-type: none"><li>- Council represented on the GCT Board.</li><li>- Funding and information provided.</li></ul> |
|---|--|---------------------------------|---|

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## 1.1 (vi) Economic Development

### **Aims**

*To foster continuing economic growth in the Region.*

*To maximise Gympie as the major commercial and industrial centre for the economic Region.*

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## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### Economic Development/Promotion and Incentives

- Ensure Council's Planning Scheme readily facilitates the expansion of the various development sectors in appropriate areas of the Region.
- Enhance the Region's economic and industry base.
- Diversify and strengthen strategic industry sectors.
- Source economic development related funding.
- Formulate and develop strategies to market the Gympie Region.

- Create a positive climate for business growth.
- Attracting new business and industry which will provide employment opportunities.
- Supporting the sustainability and growth of existing businesses.
- Expansion and enhancement of local industry.
- Expanded investment opportunities.
- Funding for regional industry and business attained.
- Effective marketing strategies.

**Mayor/CEO/  
Directors**

- Currently under review.

### Seed Capital

- Seek projects where seed capital will assist employment and will yield safe returns.

- All seed capital prospects investigated and considered.

**CEO/Directors**

- Ongoing.

### Department of Environment and Resource Management

- Take up opportunities to purchase and develop Crown land.

- Opportunities developed.

**DE**

- Nil available.

### Council Land for Development/Sale

- Identify surplus Council land. Develop program to develop or dispose of surplus property.

- Program strategy in place.

**DE/DCS**

- Ongoing review being undertaken.

## 1.1 (vii) Special Projects and Research

### Aim

*To investigate and implement projects as required.*

Meet project(s) requirements.

**CEO/Directors**

**SUB-PROGRAM:** 1.2 CORPORATE SERVICES

**OBJECTIVE:** To expand upon the development of administrative and information support structures to facilitate decision and customer service processes.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risk 5.1, 5.2, 5.4 and 5.6 in the Gympie Regional Council Risk Management Plan.

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 1.2 (i) Corporate Services Directorate Operations

#### **Aims**

*To provide Directorate resources for operational activities.*

*To provide an administrative service centre for the western areas of the Region.*

#### **Corporate Services Operations**

- Maintain Directorate staffing resources.
- Provide general operational resources.

- Ability to meet operational requirements.

**DCS**

- Requirements being met.

#### **Kilkivan Branch Office Operations**

- Provide QGAP and Centrelink services.
- Provide various services on behalf of all Directorates.

- Meet customer, QGAP and Centrelink expectations.  
- Meet Directorates' requirements within resource bounds.

**DCS**  
**DCS/Directors**

- Requirements being met.

### 1.2 (ii) Program Support

#### **Aim**

*To monitor, research, review and maintain legislative and administrative resources.*

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### Registers

- Maintain statutory registers.
- Review delegations and Instruments of Appointment on a regular basis in conjunction with Directorates and Solicitors.

- Continue to update.
- Up to date Register and Appointments.

**DCS/CEO/  
Directors**

- Ongoing. New register adopted by Council and being reviewed by Directorates.

### Right To Information, Information Privacy and Judicial Review

- Coordinate applications and activity reports.
- Update Council's Publication Scheme and Disclosure Log.

- Complete applications on a timely basis.
- Regularly update the Publication Scheme and Disclosure Log.
- Provide ongoing awareness training to staff on Right to Information and Information Privacy issues as relevant.

**DCS**

- Participation in Regional RTI/IP forums ongoing.

### Legal

- Coordinate legal requirements arising from time to time.

- Advice obtained and given on a timely basis.

**DCS**

- Ongoing, legal services being reviewed.

### Administrative Support

- Provide secretarial, clerical and general administrative assistance to Council's Departments and the Council Meeting structure.
- Coordinate the timely completion of Council's General and Committee Meeting Agendas.

- Meet staffing needs in a cost-effective manner.
- Produce accurate Agendas and Minutes on a timely basis.

**CEO/Directors**

- Requirements being met.

## 1.2 (iii) Information Services

### Aim

*To provide and enhance information systems and services.*

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## Information Systems

### Aim

*To manage, maintain and develop corporate computing resources.*

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#### Information Systems

- |  |  |            |   |
|--|--|------------|---|
| <ul style="list-style-type: none"><li>- Coordinate and develop within Budget constraints, corporate based computer hardware and software resources.</li><li>- Maintain the most current software version levels within Budget limitations.</li><li>- Develop and coordinate in-house computer training for staff on key software systems.</li><li>- Maintain an up to date hardware network.</li></ul> | <ul style="list-style-type: none"><li>- Provision of corporate information to all work stations.</li><li>- Upgrade to Authority version 6.</li><li>- Provide corporate information in a user friendly and timely manner.</li><li>- Conduct regular training sessions on GroupWise, Internet Explorer, Intranet, file storage and mobile devices.</li><li>- Renew hardware in accordance with the annual replacement schedule.</li><li>- Replace network switch equipment at 242 Mary Street.</li></ul> | <b>DCS</b> | <ul style="list-style-type: none"><li>- Ongoing.</li><li>- Authority V6.3 live training being scheduled for early 2012 – various modules.</li><li>- Ongoing.</li><li>- Upgrade of PCs, laptops &amp; screens ongoing.</li><li>- Network switches upgraded to 1GB/S.</li><li>- Planning for implementation of IT network at Northumberland office completed.</li></ul> |
|--|--|------------|---|
- 

#### System Development, Maintenance and Consulting

- |  |   |            |   |
|--|---|------------|---|
| <ul style="list-style-type: none"><li>- Expand use of the Authority system across all Directorates where appropriate.</li><li>- Maintain Content Filtering across all Council internet connections including mobile devices.</li><li>- Expand use of Civica i-Services system.</li></ul> | <ul style="list-style-type: none"><li>- Encourage and coordinate system enhancements to take best advantage of available system capabilities.</li><li>- Upgrade operational system and application program versions within budget constraints.</li><li>- Coordinate product demonstration for relevant staff.</li><li>- Develop action plan to implement i-services features/functionality as relevant.</li></ul> | <b>DCS</b> | <ul style="list-style-type: none"><li>- Review of payroll, HR &amp; CRM systems scheduled for 1<sup>st</sup> quarter of 2012.</li></ul> |
|--|---|------------|---|
- 

#### Development of Council's Remote/Intranet/Internet and E-commerce Capabilities

- |   |  |            |   |
|---|--|------------|---|
| <ul style="list-style-type: none"><li>- Continue to develop Council's website to maximise the quality, range and presentation of information electronically to Council's customers.</li><li>- Maximise the audit capacity of the website.</li><li>- Continue to implement E-commerce initiatives (within Budget constraints).</li></ul> | <ul style="list-style-type: none"><li>- Quality website with positive feedback.</li><li>- Website redevelopment to incorporate full audit tracking and portal design.</li><li>- Implementation of E-commerce initiatives documented.</li></ul> | <b>DCS</b> | <ul style="list-style-type: none"><li>- Ongoing.</li><li>- Scheduled for completion in April 2012.</li><li>- Ongoing.</li></ul> |
|---|--|------------|---|
-

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### Disaster Recovery (DR)

- |   |  |                   |   |
|---|--|-------------------|---|
| <ul style="list-style-type: none"> <li>- Maximise DR capacity of Council's website.</li> <li>- Implement real time DR for Council's core IT services.</li> <li>- Implement site redundancy across key locations.</li> </ul> | <ul style="list-style-type: none"> <li>- Change website hosting arrangements to ensure Tier 1 level of DR.</li> <li>- Finalise the synchronisation of Storage Area Networks between production and DR site.</li> <li>- Install redundant radio Wide Area Networks at key locations.</li> </ul> | <p><b>DCS</b></p> | <ul style="list-style-type: none"> <li>- Ongoing.</li> <li>- All technology installed &amp; site replicating. Testing completed.</li> <li>- Tied to new office at Northumberland site.</li> </ul> |
|---|--|-------------------|---|

### Records Management

#### Aim

*To manage and maintain the Corporate Document Management System.*

- |   |  |                   |   |
|---|--|-------------------|---|
| <ul style="list-style-type: none"> <li>- To ensure complete and accurate Records are kept.</li> <li>- Store, archive and dispose of records in accordance with State Archives recommendations.</li> <li>- To ensure the Records System is used to the maximum advantage of Council and that all staff are trained in its' use.</li> <li>- To ensure all legislative requirements for record keeping are met.</li> </ul> | <ul style="list-style-type: none"> <li>- Undertake regular Information Audits and ensure all relevant information is captured in the Records System.</li> <li>- Maintain storage facilities within Budget constraints.</li> <li>- Expand archive storage facilities at a site yet to be determined.</li> <li>- Undertake archiving in accordance with Local Government Archives and Disposal Schedule in consultation with all directorates.</li> <li>- Conduct Records System training courses regularly.</li> <li>- Ensure documents are registered and referred within written target time frames.</li> <li>- Ensure records are kept in accordance with IS40 Record Keeping requirements.</li> </ul> | <p><b>DCS</b></p> | <ul style="list-style-type: none"> <li>- Ongoing information audits being planned.</li> <li>- Ongoing.</li> <li>- Climate controlled records room planned for 242 Mary St.</li> <li>- Ongoing.</li> <li>- Training sessions held in November.</li> <li>- Currently meeting time frame targets.</li> <li>- Ongoing awareness being raised of requirements at staff training sessions.</li> </ul> |
|---|--|-------------------|---|

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## 1.2 (iv) Property Management

### **Aim**

*To manage and maintain Council owned and controlled administrative and public properties.*

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#### **Lease/Rentals**

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|---|--|------------|---|
| <ul style="list-style-type: none"><li>- Provide an administrative role with respect to legal and landlord related issues.</li><li>- Liaise with public organisations on matters involving Council properties.</li></ul> | <ul style="list-style-type: none"><li>- Satisfactory feedback from users and lessees.</li><li>- Reduced lead-time to finalisation of leases.</li><li>- Maintain property database.</li></ul> | <b>DCS</b> | <ul style="list-style-type: none"><li>- Ongoing. System processes being reviewed.</li></ul> |
|---|--|------------|---|
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#### **Maintenance - Buildings**

- |  |  |                  |  |
|--|--|------------------|--|
| <ul style="list-style-type: none"><li>- Oversee the maintenance program for particular Council buildings.</li><li>- Develop a maintenance/upgrading program for particular Council properties.</li></ul> | <ul style="list-style-type: none"><li>- Undertake quarterly inspections.</li><li>- Effective communication outcomes concerning property matters.</li><li>- Carry out maintenance works within the Budget allocation.</li></ul> | <b>Directors</b> | <ul style="list-style-type: none"><li>- Ongoing. Reviewing current process to meet expectations.</li></ul> |
|--|--|------------------|--|
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## 1.2 (v) Human Resource Management and Training

### **Aim**

*To maintain and develop high competency levels with the best available employees and provide a safe working environment.*

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#### **Staff Training**

- |  |   |                  |  |
|--|---|------------------|--|
| <ul style="list-style-type: none"><li>- Identify required training.</li><li>- Establish and review a Corporate Training Plan to address needs.</li><li>- Continue corporate based training and development initiatives.</li><li>- Continued development of individual employee training documentation and records.</li></ul> | <ul style="list-style-type: none"><li>- Annual "Individual Training Plans" completed.</li><li>- Identification of ad hoc training needs within specific Sections and Directorates.</li><li>- Realistic training program implemented.</li><li>- Up to date records maintained.</li></ul> | <b>Directors</b> | <ul style="list-style-type: none"><li>- Individual training plans complete and training program in place.</li><li>- Training records up to date.</li></ul> |
|--|---|------------------|--|
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## Activities

## Performance Targets/Measures

Responsibility  
Key  
Officers/Areas

## Second Review

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>Workplace Health and Safety</b>			
<ul style="list-style-type: none"> <li>- Ensure continued compliance with the <i>Workplace Health and Safety Act 1995</i> and <i>Workplace Health and Safety Regulation 2008</i>.</li> <li>- Monitor, review and instruct with respect to all health and safety requirements.</li> <li>- Work towards improvements following the internal Workplace Health and Safety Audit.</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction in identifiable hazards.</li> <li>- Satisfactory internal/external SafePlan audit results.</li> <li>- Reduction in workplace incidents.</li> <li>- Monitor and update SafePlan on a continuing basis.</li> <li>- Actively seek to improve Audit percentage scores.</li> </ul>	<p><b>CEO/Directors/ All employees DCS</b></p>	<ul style="list-style-type: none"> <li>- Election for Safety Rep held.</li> <li>- Regular committee meetings held.</li> <li>- Hazards being addressed within KPI period.</li> <li>- Incidents within KPI parameters.</li> <li>- SafePlan system monitored to comply with OH&amp;S legislative requirements.</li> </ul>
<b>Workers Compensation</b>			
<ul style="list-style-type: none"> <li>- Administer, monitor and review all Workers Compensation systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Contained Workers Compensation premiums.</li> <li>- Reduction in compensable injuries.</li> <li>- Meet audit requirements under SafePlan.</li> <li>- Meet QComp Audit requirements.</li> </ul>	<p><b>Directors/ All employees DCS</b></p>	<ul style="list-style-type: none"> <li>- Increase in premium for 2011/12.</li> <li>- No increase in compensable injuries.</li> </ul>
<b>Enterprise Bargaining</b>			
<ul style="list-style-type: none"> <li>- Monitor and review the implementation of the current Certified Agreement.</li> <li>- Negotiate a new agreement to commence March 2012.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular Local Government Employment Group meetings held.</li> <li>- Agreement successfully negotiated.</li> </ul>	<p><b>CEO/DCS</b></p>	<ul style="list-style-type: none"> <li>- Regular meetings held. Negotiations continuing for new agreement.</li> </ul>
<b>Conferences – Staff</b>			
<ul style="list-style-type: none"> <li>- Attendance at professionally focussed conferences and seminars.</li> </ul>	<ul style="list-style-type: none"> <li>- Target professional development conferences dealing with contemporary issues.</li> <li>- Positive feedback and work focussed returns following attendance.</li> </ul>	<p><b>CEO/Directors</b></p>	<ul style="list-style-type: none"> <li>- Staff attendance leading to positive outcomes.</li> </ul>
<b>Medical Expenses</b>			
<ul style="list-style-type: none"> <li>- Facilitate work related employee vaccinations and medical examinations.</li> </ul>	<ul style="list-style-type: none"> <li>- Make influenza vaccinations available to all staff/facilitate staff influenza vaccination clinics.</li> <li>- Relevant staff vaccinated and examined.</li> </ul>	<p><b>D COMM DCS</b></p>	<ul style="list-style-type: none"> <li>- Influenza vaccination clinics planned for 2012.</li> <li>- Medical examinations and vaccinations arranged as required.</li> </ul>
<b>Equal Employment Opportunity (EEO) Costs</b>			
<ul style="list-style-type: none"> <li>- Implement, monitor and review the EEO. Management Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to date management plan.</li> <li>- Plan requirements met on an individual basis.</li> </ul>	<p><b>CEO/Directors/ All employees</b></p>	<ul style="list-style-type: none"> <li>- Management Plan current.</li> </ul>

<b>Recruitment Expenses</b>			
- Coordinate advertising, medical examinations and related employment expenses.	- Cost effective recruitment outcomes.	<b>DCS</b>	- Successful recruitment outcomes.
<b>Human Resources - General</b>			
- Monitor and review HR policies and procedures. - Coordinate staff development reviews. - Coordinate Employee Assistance Program (EAP). - Coordinate Traineeships and Work Experience Programs.	- Up to date documentation. - Timely completion of staff development reviews. - EAP meeting staff needs. - Employment opportunities created.	<b>DCS</b>	- Documentation up to date. - Annual appraisals due early 2012. - Staff referred to EAP. - Recruitment for traineeships for 2012 in progress.

**SUB-PROGRAM:** 1.3 FINANCIAL SERVICES

**OBJECTIVE:** To achieve effective and efficient management of Council's financial assets and economic resources.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

<i>Activities</i>	<i>Performance Targets/Measures</i>	<i>Responsibility Key Officers/Areas</i>	<i>Second Review</i>
<b>1.3 (i) Financial Services Directorate Operations</b>			
<b>Aim</b>			
<i>To provide Directorate resources for operational activities.</i>			
<b>Financial Services Operations</b>			
- Maintain Directorate staffing resources. - Provide operational resources.	- Ability to meet operational requirements.	<b>DFS</b>	- Operational requirements being met.

## 1.3 (ii) Financial Accounting

**Aim**

Maintain a revenue base which emphasises user pays principles where appropriate. Manage the efficient issue of accounts by providing timely and accurate revenue entitlements.

**Rating**

- |  |   |            |   |
|--|---|------------|---|
| <ul style="list-style-type: none"> <li>- Ensure that rates and utility charges are levied in accordance with the adopted Budget and provide timely and accurate issue of assessments.</li> </ul> | <ul style="list-style-type: none"> <li>- Provide every ratepayer with an accurate rate notice within 60 days of adopted Budget. Limit arrears to &lt;10% of Gross Levy.</li> <li>- Non compliance of instalment agreements followed up within 60 days.</li> </ul> | <b>DFS</b> | <ul style="list-style-type: none"> <li>- Rates notices issued for 1<sup>st</sup> half year.</li> <li>- Instalment agreements constantly monitored.</li> </ul> |
|--|---|------------|---|

**Fees and Charges**

- |  |  |  |   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>- Ensure that fees and charges are levied in accordance with the adopted Budget.</li> </ul> | <ul style="list-style-type: none"> <li>- Provision of fees and charges accounts within applicable time frames.</li> <li>- Recovery of outstanding fees and charges in accordance with Council policy.</li> </ul> | <p style="text-align: center;"><b>All Directorates</b></p> <p style="text-align: center;"><b>DFS</b></p> | <ul style="list-style-type: none"> <li>- Targets being met/ongoing.</li> <li>- Recovery procedures undertaken in accordance with policy.</li> </ul> |
|--|--|--|---|

**Risk Management - Insurances**

- |   |   |               |   |
|---|---|---------------|---|
| <ul style="list-style-type: none"> <li>- Implement policy and procedures for risk minimisation and ensure Council has adequate insurance coverage.</li> </ul> | <ul style="list-style-type: none"> <li>- Progress with implementation of Risk Management Program.</li> <li>- Respond to all claims within 14 days of notification.</li> <li>- Identify all Council assets for insurance cover.</li> </ul> | <b>DE/DFS</b> | <ul style="list-style-type: none"> <li>- Ongoing and in accordance with policy and procedures.</li> </ul> |
|---|---|---------------|---|

**Payroll**

- |  |  |            |  |
|--|--|------------|--|
| <ul style="list-style-type: none"> <li>- Fulfil employer obligations to staff through accurate and timely payment of salaries, wages and associated deductions.</li> <li>- Adhere to Fringe Benefit Tax legislative requirements.</li> </ul> | <ul style="list-style-type: none"> <li>- Pays credited to employees' accounts by Tuesday evenings.</li> <li>- Finalise within legislative timeframes.</li> </ul> | <b>DFS</b> | <ul style="list-style-type: none"> <li>- Cycle ongoing.</li> </ul> |
|--|--|------------|--|

**Debtors Offences**

- |   |  |            |  |
|---|--|------------|--|
| <ul style="list-style-type: none"> <li>- Provide timely and accurate issue of accounts and streamline processes in the recovery of overdue accounts.</li> </ul> | <ul style="list-style-type: none"> <li>- Issue of invoices within 30 days of job completion. 90% collection of all offence notices.</li> </ul> | <b>DFS</b> | <ul style="list-style-type: none"> <li>- Cycle ongoing.</li> </ul> |
|---|--|------------|--|

<b>Collections/Cashier</b>			
- Streamline processes and enhance procedures for receipting, banking and reconciliation of all Council revenue.	- Daily banking of receipts. - Investigate any new modes of payment for enhanced customer service.	<b>DFS</b>	- Daily procedures adhered to.
<b>Grants and Subsidies</b>			
- Ensure that Council derives the maximum financial benefit available from Government Subsidy Schemes.	- Submit applications and claims to meet stated deadlines.	<b>DFS/Directors</b>	- Up to date.
<b>Creditors</b>			
- Manage the efficient processing of creditor payments owed by Council to meet credit line facilities.	- All payments made within established credit line facilities.	<b>DFS</b>	- Up to date.
<b>Provisions</b>			
- Ensure that Council maintains adequate financial resources to meet its obligations for employee annual leave, long service leave, sick leave, Workers Compensation and training entitlements.	- Provide sufficient cash funds in Working Capital to meet anticipated needs.	<b>DFS</b>	- Monitored and updated quarterly.

### 1.3 (iii) Management Accounting

#### **Aim**

*Ensure Council is promoting and developing accountability to ratepayers by adhering to legal obligations so that the requirements of the relevant Acts and professional Accounting Standards are met.*

<b>Budgeting</b>			
- Review and refine the accrual Budgeting process and develop effective financial plans for allocation of resources.	- Receive unqualified audit report from the Queensland Audit Office. - Provide quality monthly reports in accrual format with high user satisfaction.	<b>DFS</b>	- Financial Statements for 2010/11 undergoing Audit. Indication from Auditors that an unqualified audit may not be possible this year due to flood/asset requirements.
<b>Financial Reporting</b>			
- Coordinate and maintain general ledger and job cost systems and provide management and financial information regularly and in response to specific requests.	- Complete financial statements within three months of the end of the financial year.	<b>DFS</b>	- On track.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>Investments</b>			
<ul style="list-style-type: none"> <li>- To plan and forecast cash flows to optimise return on short-term investments.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain daily bank cash balance to avoid overdraft.</li> <li>- Earn maximum interest on surplus cash funds.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- Investments monitored daily.</li> </ul>
<b>Asset Valuation and Registers</b>			
<ul style="list-style-type: none"> <li>- Develop and maintain property, plant and equipment registers in accordance with finance regulations and professional accounting standards.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued development of accounting procedures and valuation model in accordance with Accounting and Finance standards.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>
<b>Borrowings</b>			
<ul style="list-style-type: none"> <li>- Provide funds for Council's capital works program through loan raisings or lease financing and control related debt servicing charges. Contain reliance on loan borrowings with an aim to finance most projects from Revenue.</li> </ul>	<ul style="list-style-type: none"> <li>- Payment of all debt servicing payments by due date. Develop financial plans for funding from revenue.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- All up to date.</li> </ul>
<b>Legislative Policy Issues</b>			
<ul style="list-style-type: none"> <li>- Develop accounting policies and procedures that conform with relevant Acts and professional Accounting Standards.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued development of accounting policy and procedure manual.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>

### 1.3 (iv) Procurement Management and Stores

#### **Aim**

*To source goods and services for Council in a timely manner that represent sustainable good value.*

<b>Issues/Purchases</b>			
<ul style="list-style-type: none"> <li>- Conduct purchases in accordance with Council's purchasing policy and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>- No non-conformances.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- Daily operations conducted in accordance with relevant policy and procedures.</li> </ul>
<b>Operation</b>			
<ul style="list-style-type: none"> <li>- Utilise panel arrangements for major procurements.</li> <li>- Minimise loss or damage of stock.</li> </ul>	<ul style="list-style-type: none"> <li>- No non deviations from panel arrangements.</li> <li>- No significant stock write-offs.</li> </ul>	DFS	<ul style="list-style-type: none"> <li>- Daily operations conducted in accordance with relevant policy and procedures.</li> </ul>

<b>Maintenance</b>	- To maintain procurement and store facilities to acceptable standards.	- Procurement and store facilities to be kept tidy, safe, secure and environmentally responsible.	<b>DFS</b>	- Ongoing process.
<b>Supply Chain Reform</b>	- To achieve more cost effective purchasing of goods and services.	- As provided, within Budget.	<b>CEO/Directors</b>	- Ongoing process.

**SUB-PROGRAM:** 1.4 CAPITAL WORKS – CORPORATE GOVERNANCE

**OBJECTIVE:** To provide key long term infrastructure, infrastructure improvements and equipment to advance community amenity and Council operational effectiveness.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risk 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

<i>Activities</i>	<i>Performance Targets/Measures</i>	<i>Responsibility Key Officers/Areas</i>	<i>Second Review</i>
<b>1.4 (i) Community Infrastructure</b>			
<b>Aim</b>			
<i>To provide infrastructure and related improvements meeting community needs.</i>			
<b>Budgeted items</b>			
- Provide, construct and purchase listed Budget items. (See next page.)*	- Completion of related projects.	<b>CEO/Directors</b>	
<b>1.4 (ii) Council Operational Infrastructure and Equipment</b>			
<b>Aim</b>			
<i>To provide infrastructure and equipment to enable operational improvement.</i>			
<b>Budgeted items</b>			
- Provide, construct and purchase listed Budget items. *	- Completion of related projects.	<b>CEO/Directors</b>	

**\* Extract from the Gympie Regional Council Budget 2011-12 adopted 29 June 2011.**

## CAPITAL WORKS - Corporate Governance - General

Budget Item	Budget for 2011-2012	Second Review
Office accommodation (DE)	2,010,000	Construction contract in place.
Old Lands Office Building Refurbishment (DE)	5,000	Completed.
Kilkivan Anglican Church Grounds Project	80,000	Land purchase completed.
Office Equipment	30,000	Awaiting completion of renovations to buildings.
Computer Equipment	35,000	Part of Stage II Disaster Recovery Implementation being planned.
Records Management	20,000	Establishment of archive area at Mary Street – waiting on Northumberland project completion.
Langton Road – Sale of Land	10,000	Completed.
Noosa Road – Sale of Land	10,000	Reconfiguration approved with conditions.
CJ's on the Park Site Redevelopment	65,000	Resolution of Council to remove building. Design Services are calling for quotations.
<b>TOTAL CAPITAL WORKS</b>	<b>\$2,265,000</b>	



## Program 2 – Engineering Services

**Goal: To provide well constructed safe efficient infrastructure networks and engineering services that will meet community needs.**

<b>SUB-PROGRAM:</b>	<b>2.1 ROAD MAINTENANCE</b>
<b>OBJECTIVE:</b>	To optimise the quality of the road network through effective maintenance practices.
<b>MANAGING RISKS:</b>	This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### Roads Maintenance

#### 2.1 (i) General Maintenance

##### **Aim**

*To carry out adequate maintenance of the road and drainage network within Budget constraints.*

##### **General**

- Review Complaints/Requests System.	- Review of outstanding customer requests completed quarterly.	<b>GM WKS</b> - Ongoing through ¼ly report review & InfoXpert. Last review 22/12/11.
	- Review of complaint trends annually.	<b>DE</b> - Next due March 2012.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>Gympie Infrastructure Maintenance</b>	<ul style="list-style-type: none"> <li>- Minimised traffic inconvenience.</li> <li>- Minimise number of complaints.</li> <li>- Complete program within Budget.</li> <li>- Prompt response times.</li> </ul>	<b>GM WKS</b>	<ul style="list-style-type: none"> <li>- Ongoing through ¼ly report review &amp; InfoXpert. Last review 22/12/11.</li> </ul>
<b>Cooloola Coast Infrastructure Maintenance</b>	<ul style="list-style-type: none"> <li>- Minimise number of complaints.</li> <li>- Complete program within Budget.</li> <li>- Prompt response times.</li> </ul>	<b>GM WKS</b>	<ul style="list-style-type: none"> <li>- Ongoing through ¼ly report review &amp; InfoXpert. Last review 22/12/11.</li> </ul>
<b>Rural and Rural Town Road Maintenance</b>	<ul style="list-style-type: none"> <li>- Minimise number of complaints.</li> <li>- Complete program within Budget.</li> <li>- Every road inspected and assessed on a regular basis.</li> <li>- Regular communication with public and bus drivers.</li> <li>- Prompt response times.</li> </ul>	<b>GM WKS</b>	<ul style="list-style-type: none"> <li>- Ongoing through ¼ly report review &amp; InfoXpert. Last review 22/12/11.</li> <li>- Efficient management of CRM.</li> </ul>
<b>Bridge Maintenance</b>	<ul style="list-style-type: none"> <li>- Avoid load limits being necessary.</li> <li>- Timber bridge maintenance program in place.</li> </ul>	<b>GM WKS</b>	<ul style="list-style-type: none"> <li>- Ongoing through ¼ly report review &amp; InfoXpert. Last review 22/12/11.</li> </ul>
<b>Works General</b>	<ul style="list-style-type: none"> <li>- Street lighting.</li> <li>- Car parks operation and maintenance.</li> <li>- Provide and maintain adequate street lighting.</li> <li>- Provide and maintain car parks in central business district areas.</li> </ul>	<b>GM D GM WKS</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> <li>- Ongoing through ¼ly report review &amp; InfoXpert. Last review 22/12/11.</li> </ul>
<b>Emergent Works</b>	<ul style="list-style-type: none"> <li>- Natural Disaster Relief Arrangements (NDRRA).</li> <li>- Timely response in the field to natural disasters.</li> <li>- Work with State Government to facilitate funding assistance.</li> </ul>	<b>GM WKS &amp; W GM TS</b>	<ul style="list-style-type: none"> <li>- Emergent works for Dec/Jan completed 18/4/11. Restoration work underway. Future works pending funding approvals.</li> <li>- Submission of claims for funding for Dec/10 to March/11 event continues.</li> </ul>

**SUB-PROGRAM:** 2.2 MAIN ROADS

**OBJECTIVE:** To maintain the declared road network using Council resources.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>2.2 (i) Main Roads</b>			
<b>Aim</b>			
<i>To secure ongoing contract maintenance and construction work with the Department of Transport and Main Roads.</i>			
<b>Maintenance</b>			
- Maintain the Department of Transport and Main Roads contract and operate to recover full cost.	- Satisfactory outcome from contract for Road Maintenance Performance Contract (RMPC).	<b>GM TS</b>	- New contract rates agreed and work on the Main Roads Network continues.
<b>Construction Contracts</b>			
- Secure Department of Transport and Main Roads contracts to gain income, employment and expertise for Council staff.	- Submit tenders for contracts which Council is available to carry out. - Secure sole invitee construction jobs.	<b>DE</b>	- Nil. - One in progress, one under negotiation.

**SUB-PROGRAM:** 2.3 OTHER RECOVERABLE WORKS

**OBJECTIVE:** To provide a service to the public and to generate a surplus.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>2.3 (i) Other Recoverable works</b>			

**Aim**

*To provide a service to the public and to generate a surplus.*

- |                      |   |           |                |
|----------------------|---|-----------|----------------|
| - Recoverable works. | - Adhere to Council's stated philosophy on undertaking recoverable works. | <b>DE</b> | - In progress. |
|----------------------|---|-----------|----------------|

**SUB-PROGRAM: 2.4 FOOTPATHS, VERGES AND NON DEVELOPED LAND**

**OBJECTIVE:** To maintain key green areas of the Region.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

**Activities****Performance Targets/Measures****Responsibility  
Key Officers/Areas****Second Review****2.4 (i) Footpaths, Verges and Non-Developed Land****Aim**

*To present our footpaths, verges and non-developed land in a tidy and appealing manner within Budget constraints.*

- |  |  |               |                    |
|--|--|---------------|--------------------|
| - Maintain high priority footpaths and verges. | - Meet community expectations within Budget constraints. | <b>GM WKS</b> | - Ongoing process. |
|--|--|---------------|--------------------|

**2.4 (ii) Monuments and Memorials****Aim**

*To provide and maintain public monuments and memorials to a high standard.*

- |   |   |               |                    |
|---|---|---------------|--------------------|
| - Provide and maintain monuments and memorials where appropriate. | - Meet public expectations within Budget constraints. | <b>GM WKS</b> | - Ongoing process. |
|---|---|---------------|--------------------|

**SUB-PROGRAM:** 2.5 SOIL LABORATORY OPERATIONS

**OBJECTIVE:** To provide an in-house soil and concrete testing service.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.5 (i) Laboratory Services

**Aim**

*To provide quality laboratory services at a competitive price.*

- |   |   |                     |   |
|---|---|---------------------|---|
| <ul style="list-style-type: none"> <li>- Operate Material Testing Laboratory to optimum level.</li> <li>- National Association of Testing Authorities accreditation.</li> </ul> | <ul style="list-style-type: none"> <li>- Price competitive with commercial laboratories.</li> <li>- Economic viability.</li> <li>- Retain accreditation.</li> </ul> | <p><b>GM TS</b></p> | <ul style="list-style-type: none"> <li>- Review of operations completed.</li> </ul> |
|---|---|---------------------|---|

**SUB-PROGRAM:** 2.6 GRAVEL AND CRUSHER, TIMBER OPERATIONS, WEIGHBRIDGE

**OBJECTIVE:** To provide in-house services as far as practical.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.6 (i) Gravel Operations

**Aim**

*To supply materials to road works operations at a competitive price.*

- |   |   |                      |   |
|---|---|----------------------|---|
| <ul style="list-style-type: none"> <li>- Gravel mining and processing.</li> </ul> | <ul style="list-style-type: none"> <li>- Provide low cost gravels to all Regional works.</li> </ul> | <p><b>GM WKS</b></p> | <ul style="list-style-type: none"> <li>- Production ceased at Monkland Quarry due to naturally occurring asbestos on site. Considering downsizing all Monkland activities.</li> </ul> |
|---|---|----------------------|---|

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.6 (ii) Resources

**Aim**

To efficiently utilise Council controlled resources such as sand, gravel and timber.

<ul style="list-style-type: none"> <li>- Operate sand and gravel pits to supply Council needs.</li> <li>- Utilise all suitable timber felled for road purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Resources delivered competitively.</li> <li>- All timber felled recycled for Council use.</li> </ul>	<p><b>GM WKS</b></p>	<ul style="list-style-type: none"> <li>- Council operates gravel pits to supply own road gravel needs. Internal audit of gravel pit operations completed Dec 2011.</li> <li>- Felled timber is recycled for Council use where appropriate.</li> </ul>
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**SUB-PROGRAM:** 2.7 PROGRAMS OPERATIONS ADMINISTRATION

**OBJECTIVE:** To manage road funding in a professional manner.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.7 (i) Engineering Services Directorate Operations

**Aim**

To provide Directorate resources for operational activities.

**Engineering Services Operations**

<ul style="list-style-type: none"> <li>- Maintain Directorate management/administrative staffing resources.</li> <li>- Provide general operational resources.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to meet operational requirements.</li> </ul>	<p><b>DE</b></p>	<ul style="list-style-type: none"> <li>- In progress.</li> </ul>
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## 2.7 (ii) Asset Management and Planning

### Aim

*To undertake long term asset management planning to ensure programming and management is based on the best information.*

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- Provide a combination of management, financial, economic and engineering practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.	- Review the Asset Management Policy. - Improve the functions of the Asset Management Team. - Develop an Asset Management Plan. - Review and evaluate the current Asset Management System. - Implement the Asset Management System including integration into existing systems.	<b>GM D</b>	- On track to meet State Government timeframes.
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## 2.7 (iii) Design Services

### Aim

*To produce plans and specifications to support the Roads and Drainage Program.*

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- Plans and Specifications.	- Adequate public consultation. - Design work fit for purpose. - Scope of Survey work adequate. - Timely delivery of plans for Works Department. - Cost effective designs.	<b>GM D</b>	- Ongoing effort to meet all targets.
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## 2.7 (iv) External Funding

### Aim

*To maximise funding for Council roads from external sources.*

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- Road Alliance.	- Participating as full member in the Wide Bay Burnett Regional Road Group.	<b>DE</b>	- Participating actively.
- Other Government sources.	- All State/Federal opportunities for funds examined.		- In progress.

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**SUB-PROGRAM:** 2.8 FLEET/PLANT MANAGEMENT

**OBJECTIVE:** To operate a plant fleet for maximum effectiveness.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 2.8 (i) Plant Operations

#### Aim

*To provide and maintain Council's plant fleet at commercially competitive rates and at a high standard of productivity and safety.*

#### Purchases/Sales

- Maintain minimum size but reliable plant fleet.
- Purchase plant where economically beneficial.
- Acquire new plant to increase production rates.

- All plant within optimum age and specification.
- Plant hire monitored.
- Production rates of all plant reviewed.

**GM WKS**

- Ongoing as part of fleet mgmt. Mileages & changeover reviewed for new financial year.

#### Maintenance

- Maintain a safe efficient and reliable plant fleet.

- 95% availability.

**GM WKS**

- Plant operating at 90%+ availability.

#### Operations

- Maximise utilisation of Council plant.

- Report on plant utilisation.

**GM WKS**

- Plant utilisation report provided annually at end of financial year.

### 2.8 (ii) Contract Works

#### Aim

*To provide a revenue source for Council and provide local employment opportunities.*

- Enable Council to maintain a high quality plant fleet through higher plant utilisation.
- Provide local employment.
- Maintain and improve skills of the workforce.

- Win contested contracts within Council's adopted philosophy.
- Private works account with net surplus for year.

**DE**

- Nil tendered.
- In progress.

**SUB-PROGRAM:** 2.9 SMALL PLANT AND TOOLS

**OBJECTIVE:** To provide staff with adequate small equipment.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.9 (i) Small Plant Operations

**Aim**

*To provide and maintain Council's small plant and tools at a high standard of productivity and safety.*

**Small Plant and Tool Provision**

- |  |  |                          |   |
|--|--|--------------------------|---|
| <ul style="list-style-type: none"> <li>- Ensure provision of adequate small plant and tools to carry out works.</li> </ul> | <ul style="list-style-type: none"> <li>- Minimal lost time.</li> </ul> | <p><b>GM<br/>WKS</b></p> | <ul style="list-style-type: none"> <li>- Review of current small plant operations underway.</li> <li>- New position appointed 11/11. Finance Directorate no longer undertakes this function-Engineering Directorate now manages.</li> </ul> |
|--|--|--------------------------|---|

**SUB-PROGRAM:** 2.10 DEPOTS

**OBJECTIVE:** To support our field staff with depot services.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.5 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

2.10 (i) Administrative/Operational Centres

**Aim**

*Provide and maintain modern, well maintained centres for Council's customers and employees.*

- |   |  |                          |   |
|---|--|--------------------------|---|
| <ul style="list-style-type: none"> <li>- Depots and workshops.</li> </ul> | <ul style="list-style-type: none"> <li>- Workplace Health and Safety compliant.</li> <li>- Efficient layout.</li> <li>- Secure.</li> </ul> | <p><b>GM<br/>WKS</b></p> | <ul style="list-style-type: none"> <li>- Within available resources.</li> <li>- Ongoing. Further work programmed.</li> <li>- John Street site based Mgmt Plan completed.</li> </ul> |
|---|--|--------------------------|---|

<b>SUB-PROGRAM:</b>	<b>2.11 CAPITAL WORKS – ENGINEERING SERVICES</b>
<b>OBJECTIVE:</b>	To provide key long term infrastructure, infrastructure improvements and equipment to advance community amenity and Council operational effectiveness.
<b>MANAGING RISKS:</b>	This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>2.11 (i) Community Infrastructure</b>			
<b>Aim</b>			
<i>To provide infrastructure and related improvements meeting community needs.</i>			
<b>Budgeted items</b>			
- Provide, construct and purchase listed Budget items. *	- Completion of related projects.	<b>CEO/Directors</b>	

**\* Extract from the Gympie Regional Council Budget 2011-12 adopted 29 June 2011.**

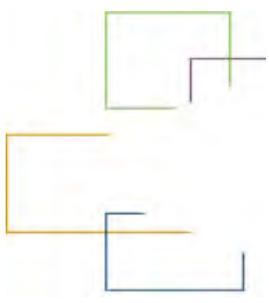
## CAPITAL WORKS - Engineering Services - General

Budget Item

Budget for 2011-2012

Second Review

Roadworks	2,036,000	Ongoing.
Roads to Recovery	997,480	Projects expected to be completed by financial year end.
Road Reseals	1,193,200	Reseals will be completed by March 2012.
Road Overlays	720,000	Overlays will be completed by March 2012.
Bridge Rehabilitation	425,000	Ongoing. Rehabilitation budget will be expended by end of financial year.
TIDS Roadworks Government Grant	1,708,000	Project delivery underway. All projects in design or construction phases.
Depot and Workshop Improvements	4,900	Upgrades will be completed by end of financial year.
Depot Equipment	72,000	Upgrades will be completed by end of financial year.
Soil Laboratory Ventilation	10,000	On hold.
Plant Purchases	2,092,500	Ongoing.
Cadastral Upgrade	200,000	Underway. Negotiating with DERM for DCDB licence agreement and preparing invitation documents for consultancy.
Quarries/Gravel Pits - Safety Upgrade	50,000	Will be completed by end of financial year.
Roads Upgrade - Contributed Works	2,710,600	Ongoing. Contributions will be allocated to specific projects.
<b>TOTAL CAPITAL WORKS</b>	<b>\$12,219,680</b>	



## Program 3 – Community Services

### Goals:

To enhance and preserve the lifestyle of all the Gympie Region’s residents and visitors by providing services and facilities for recreation, leisure, sport and cultural enrichment and preserving the entire Region’s heritage.

To provide and preserve a safe and attractive natural and built environment by preservation, protection, maintenance and development of the Region’s open spaces and foreshores in accordance with community needs.

To provide opportunities for the Region’s residents and visitors to access information that will enhance quality of life and facilitate life long learning.

**SUB-PROGRAM:** 3.1 ENVIRONMENTAL AND WASTE SERVICES

**OBJECTIVE:** To undertake activities to promote and protect the environment in accordance with relevant legislative requirements.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### 3.1 (i) Environmental Services

#### **Aim**

*To assist in ensuring the highest standard of environmental management in Council's areas of responsibility.*

<b>Environmentally Relevant Activities (ERA's)</b>			
- Audit and licence ERA's managed by Council.	- Fulfil regulatory obligations pursuant to the Act.	<b>D COMM</b>	- Ongoing.
- Investigate complaints pursuant to the <i>Environmental Protection Act 1994</i> (the Act) within Council's jurisdiction.	- Fulfil regulatory obligations pursuant to the Act.		
- Assist in the assessment process for Development Applications for Material Change of Use relating to the Act.	- Assessment of Development Applications for Material Change of Use relating to the Act undertaken as required.		
<b>Contaminated Land</b>			
- Update Council's information data base.	- Maintain Council's rates information and GIS database.	<b>GM D/DFS</b>	- Ongoing.
- Respond to DERM requests for information/notification of sites.	- Fulfil legislative obligations.	<b>D COMM</b>	- Ongoing.

### 3.1 (ii) Waste Management

#### **Aim**

*To continue to operate a refuse/recycling collection and disposal system to meet high standards of community health and hygiene to protect the environment.*

<b>Solid Waste Strategy Implementation</b>			
- Transfer Station Operations.	- Identify recycling needs at transfer stations.	<b>D COMM</b>	- Continually reviewed.
	- Assist Council's refuse and recycling contractors in community education activities and initiatives.		
- Review current Waste Management Strategies and goals.	- Determine operational requirements for transfer stations.		- Progressing.
	- Finalise Council's Regional Waste Management Strategy.		- Draft document has commenced with intention to obtain quotes from consultants
	- Work toward achieving Waste Strategy goals for the Region.		- Ongoing.
- Commence review of existing cleansing contract.	- Commence preparation of new cleansing contact documentation.		- Initial discussions have commenced with the Waste Strategy Working Group.
<b>Waste Management Facilities Maintenance</b>			
- Maintain waste management facilities in an acceptable condition and in accordance with legislative requirements.	- Compliance with relevant Acts and Regulations.	<b>D COMM</b>	- Ongoing.
	- Progression towards Best Practice using current available technology and processes within Budgetary constraints.		

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

- Conduct water sampling at Council's Waste Management Facilities.

- Carry out a water monitoring program for waste management facilities as required.

### Garbage Collection

- Facilitate contractual arrangements to remove refuse and recyclable material from designated properties throughout the Region.
- Continue the public awareness campaign to promote recycling practices.

- Manage contracts for the removal of refuse and recyclables from properties throughout the Region.
- Promote recycling throughout the Region through a targeted media campaign.
- Assist Council's refuse and recycling contractors in community education activities and initiatives to promote recycling.
- Improve the quality of recyclables collected by Council's contractor.

**D COMM**

- Ongoing.

### Beach Litter

- Provide a service for the removal of beach litter.

- Meet needs, particularly during peak holiday periods.

**GM WKS**

- Ongoing process.

### Public Refuse

- Provide and maintain street and park bins for disposal of waste.
- Servicing of street and park bins.

- Maintain litter bins, stands and enclosures to an acceptable standard.
- Manage contracts for the removal of refuse and recyclables.

**GM WKS**

- Ongoing process.

**D COMM**

- Ongoing.

### Environmental Refuse Management

- Provide a safe collection and disposal procedure for collecting domestic chemicals.
- Significant reduction in green waste to landfill.
- Continue development of alternate use/disposal methods for green waste and tyre waste.
- Continue recycling at waste management facilities where practicable.
- Continue metal waste recycling at waste management facilities.

- Follow approved collection procedure and provide a suitable storage facility for domestic chemical disposal.
- Divert green waste from landfill as far as is practicable.
- Tyres removed from certain waste management facilities where they are accepted by contractor.
- Significant reduction in recyclable material to landfill where practicable.
- Scrap metal removed from site by contractor.

**D COMM**

- Ongoing.

<b>Street Cleaning - Gympie/Southside</b>			
- Provide and maintain street and park litter bins for disposal of waste.	- Maintain litter bins and stands to an acceptable standard.	<b>GM WKS</b>	- Ongoing process.
- Servicing of street and park bins.	- Absence of street litter.		
- Street cleaning to be performed as often as necessary.	- Provision of bin stands.	<b>D COMM</b>	- Ongoing.
	- Manage contracts for the removal of refuse and recyclables.		

### 3.1 (iii) Environmental Protection

#### Aim

To fulfil Council's statutory responsibilities under various Acts, Regulations.

<b>Department of Environment and Resource Management (DERM) Licence and Solid Waste Strategy</b>		<b>D COMM</b>	
- Ensure Council's DERM Licence for Community Services Operations remains valid.	- Renewal of DERM Licence.		
- Secure new central refuse tip.	- Complete Native Title and land acquisition for Toolara central Waste Management Facility.		- Rec'd formal offer of purchase from State Govt. Paid initial deposit & relevant info provided to State. Native Title is being addressed.
- Closure of Waste Management Facilities.	- Plan for closure of landfills and establishment of transfer stations in accordance with Regional Waste Management Strategy.		- Ongoing.
- Redevelopment of Bonnick Road Waste Management Facility.	- Continue new waste cell and remediation works.		- Council negotiating with DERM regarding proposed development approval conditions.
<b>Land Protection Operations</b>			
- Monitoring and control of declared plants and animals.	- Control of noxious plants, in particular, Groundsel and significant progress in the reduction of Giant Rats Tail grass.	<b>GM TS</b>	- Inspections & issue of Notices continues.
<b>Environmental Weeds Control</b>			
- Manage environmental weeds on Council roads, reserves and areas of significant environmental importance.	- Treatment within Budget constraints.	<b>GM TS</b>	- Ongoing.
<b>Wild Dog Control</b>			
- Assist in the coordination of baiting by landholders.	- Provide advice to landholders on the control of wild dogs.	<b>GM TS</b>	- Advice and baiting service continue to be provided.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>drumMUSTER</b> - Coordination of drumMUSTER collections in the Western Division.	- Council acts as an agent for this Federal Government program.	<b>GM TS</b>	- Ongoing as service required.

**SUB-PROGRAM: 3.2 HEALTH AND LOCAL LAW SERVICES**

**OBJECTIVE:** To undertake activities to promote and protect public health.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>3.2 (i) Health Services</b> <b>Aim</b> <i>To fulfil Council's statutory responsibilities under various Acts, Regulations and Local Laws.</i>			
<b>Water Sampling – Monitor Compliance with Australian Drinking Water Guidelines</b> - Sampling of all Council operated water supplies and swimming pools. - Sampling from privately operated public supplies including camp sites and caravan parks. - Provide a private sampling service as required.	- Council sampling performed monthly – all Council Schemes. - Monitor compliance with relevant Australian Drinking Water Guidelines.	<b>D COMM</b>	- Ongoing.
<b>Flammable Combustible Liquids</b> - Monitoring and licensing of premises where flammable and/or combustible liquids are stored.	- Fulfil regulatory obligations under <i>Dangerous Goods Safety Management Regulation 2001</i> (The Act).	<b>D COMM</b>	- The Act was repealed 31 December 2011. Council no longer has statutory authority pursuant to this legislation.

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<b>Food Premises</b>			
<ul style="list-style-type: none"> <li>- Inspection, licensing and upgrading of food premises where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>- Fulfil regulatory obligations under the <i>Food Act 2006</i>.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>

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<b>Others</b>			
<ul style="list-style-type: none"> <li>- Inspection of registered/licensed premises.</li> <li>- Investigate complaints to ascertain compliance with Acts, Regulations and Local Laws.</li> </ul>	<ul style="list-style-type: none"> <li>- Fulfil regulatory obligations under the relevant Acts and Regulations.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>

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### 3.2 (ii) Preventative Health

#### **Aim**

*To work with Queensland Health and other health agencies and professionals to minimise the incidence of infections or communicable disease.*

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<b>Immunisation</b>			
<ul style="list-style-type: none"> <li>- To facilitate universal community immunisation service.</li> <li>- Continue to assist the Schools Immunisation campaign.</li> </ul>	<ul style="list-style-type: none"> <li>- To provide an effective immunisation program by working with local health professionals to ensure the community has ready access to immunisations.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>

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<b>Notifiable Diseases</b>			
<ul style="list-style-type: none"> <li>- Monitor incidence of notifiable disease and liaise with Medical Officer of Health and Queensland Health as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular checking of Queensland Health returns.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>

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### 3.2 (iii) Public Amenities

#### **Aim**

*To maintain appropriately sited public amenities to a high standard.*

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<b>Public Conveniences</b>			
<ul style="list-style-type: none"> <li>- Provide and maintain public conveniences to an acceptable standard.</li> <li>- Progressive upgrading of public toilet facilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Clean and properly maintain public conveniences.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing. Administer cleaning contracts.</li> </ul>

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## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### Cemeteries (Council Managed)

- Maintain cemeteries which provide a pleasant and acceptable burial and memorial facility.
- Maintain a high standard of cemetery operations.

- Maintain grounds and infrastructure.
- Maintain a stock of gravesites ahead of current requirements.
- Engage a consultant to develop a Master Plan for the Cooloola Coast Cemetery.

**D COMM**

- Ongoing.
- Consultant to be engaged early 2012.

### 3.2 (iv) Local Law and Animal Control Services

#### Aim

*To mitigate nuisances caused by contravening Local Laws.*

#### Local Laws Operations

- Review and adopt as appropriate Local Laws and Model Laws as released by the Minister.
- Develop specific Local Laws and Subordinate Local Laws as required.
- Continue the public awareness campaign on the keeping of animals.
- Investigation of customer requests to ascertain compliance with Local Laws.
- Provide a suitable Pound facility and operation for dogs and cats.
- Monitor and licence activities pursuant to Local Laws.
- Control the incidence of vermin and take action where appropriate.
- Inspect vacant land pursuant to Local Laws following a request for services and on a routine basis.
- Regulated parking surveillance is restricted to the Gympie Central Business District.

- New local and subordinate laws to be adopted prior to 31 Dec 2011.
- Continue involvement with PetPEP.
- Fulfil obligations pursuant to Local Laws and State Legislation.
- Pound operations managed by RSPCA in accordance with Pound Management Agreement (new Pound agreement to be established).
- Fulfil obligations pursuant to Local Laws and State Legislation regarding dog and cat registrations and microchipping.
- Inspect coastal areas up to three times annually.
- Inspections carried out as required.
- Carry out patrols to effectively control high demand areas.

**D COMM/DCS**

- Draft Local Laws are out for public consultation.
- Number of schools increasing.
- Ongoing. New LL's in place.
- Agreement finalised.
- Ongoing.
- Continuing.
- Ongoing.
- Continuing.

#### Straying Stock

- Keep public roads free of straying stock.

- Dealt with as per Council policy and procedures.

**GM WKS**

- Ongoing process.

**Council Pound Building Maintenance**

- |  |   |                      |  |
|--|---|----------------------|--|
| <ul style="list-style-type: none"> <li>- Maintain building in good repair.</li> <li>- Handling after hours calls.</li> </ul> | <ul style="list-style-type: none"> <li>- Carry out building maintenance as required.</li> <li>- Calls made after hours to be handled in accordance with Procedure.</li> </ul> | <p><b>D COMM</b></p> | <ul style="list-style-type: none"> <li>- Ongoing.</li> </ul> |
|--|---|----------------------|--|

**SUB-PROGRAM: 3.3 COMMUNITY SERVICES**

**OBJECTIVE:** To enhance and preserve the lifestyle of all the Region's residents and visitors by providing services and facilities for recreation, leisure, sport and cultural enrichment and preserving the Region's heritage.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.4, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

*Activities*

*Performance Targets/Measures*

*Responsibility  
Key Officers/Areas*

*Second Review*

**3.3 (i) Libraries**

**Aims**

*To engender a library service that provides: information that will promote knowledge and lifelong learning; leisure and cultural enrichment for all people in the Region; and, a window of opportunity for all members of our community ensuring that they have access to information and associated new technologies.*

*To support, where appropriate, historical initiatives including museums for the benefit of Council residents.*

- |   |   |                      |   |
|---|---|----------------------|---|
| <ul style="list-style-type: none"> <li>- Provide a comprehensive and accessible range of customer focussed library services.</li> <li>- Seek additional funding.</li> <li>- Preserve and make accessible, print and photographic resources pertaining to our Region's history.</li> </ul> | <ul style="list-style-type: none"> <li>- Aim to achieve standards in the "Guidelines and Standards for Queensland Public Libraries".</li> <li>- Maintain an appropriate rate of acquisitions per capita.</li> <li>- Maintain an Indigenous Collection at Gympie Library.</li> <li>- Investigate Grant opportunities.</li> <li>- Continue Local History Projects with the use of volunteer assistance and assigned staff.</li> </ul> | <p><b>D COMM</b></p> | <ul style="list-style-type: none"> <li>- Ongoing.</li> <li>- Stock @ 30/12/11 = 101,277</li> <li>- Ongoing.</li> <li>- Ongoing.</li> <li>- Local history volunteers @ 30/12/11 12 = 13</li> </ul> |
|---|---|----------------------|---|

## Activities

## Performance Targets/Measures

## Responsibility Key Officers/Areas

## Second Review

<ul style="list-style-type: none"> <li>- Continue Digitisation of the Local History Photographic Collection.</li> <li>- Implement new system procedures and policies as applicable.</li> <li>- Produce ongoing promotional leaflets and reader education materials.</li> <li>- Continue implementation of regular promotional activities across all service points.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing development of digitised photographic collection.</li> <li>- Ensure best work practices and most suitable policies are used.</li> <li>- Encourage an increased level of library membership and participation.</li> <li>- Maintain a high number of loans per capita by increased promotion of services and facilities.</li> </ul>		<ul style="list-style-type: none"> <li>- Ongoing. Subject to available funding.</li> <li>- Ongoing. Reviewed continually.</li> <li>- Inactive m'ships archived 10/11.</li> <li>- Active @ 30/12/11 = 23,576</li> <li>- Loans this ¼ = 105,317</li> <li>- Promotions held regularly. 15 held this ¼ in addition to regular young people's services activities/events/promotions.</li> </ul>
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### 3.3 (ii) Community Complexes

#### Aims

*To recognise, preserve and promote the Region's culture, history and heritage.*

*To provide venues for cultural and artistic activities.*

*To efficiently and effectively manage Council's public halls.*

*To provide a range of suitable venues throughout the Region to promote economic, community and cultural growth.*

#### Function Facilities (Civic Centre, Pavilion, Kilkivan and Goomeri Halls)

<ul style="list-style-type: none"> <li>- Maintain venues to a high standard of safety, cleanliness, functionality and visual presentation.</li> <li>- Implement initiatives to improve useability of multiple purpose venues.</li> <li>- Promote venues throughout the Region and further afield.</li> </ul>	<ul style="list-style-type: none"> <li>- All venues Workplace Health and Safety compliant, clean and suitable for hirers needs upon inspections and start of hire.</li> </ul>	<p><b>D COMM</b></p>	<ul style="list-style-type: none"> <li>- Repairs, maintenance &amp; compliance matters ongoing.</li> </ul>
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#### Public Hall and other Community Facilities (Council Owned/Responsible)

<ul style="list-style-type: none"> <li>- Review tenure of Council's Community facilities.</li> <li>- Rationalisation of Council public halls.</li> <li>- Develop a scheduled maintenance, safety and compliance program for public halls and other community buildings.</li> </ul>	<ul style="list-style-type: none"> <li>- All operational community managed facilities will have a document of tenure.</li> <li>- Council resources for halls maximised.</li> <li>- All operational halls and other community buildings are maintained and comply with fire safety and basic access requirements.</li> </ul>	<p><b>D COMM</b></p>	<ul style="list-style-type: none"> <li>- Halls management agreement presented to halls for review.</li> <li>- Halls management plan under development.</li> </ul>
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<p><b>Art Gallery</b></p> <ul style="list-style-type: none"> <li>- Finalise the Cultural Plan in conjunction with other Council areas and community groups.</li> <li>- Implementation of Public Art Management Plan as part of the Cultural Plan.</li> <li>- Finalise and implement the Gallery Strategic Direction Document.</li> </ul>	<ul style="list-style-type: none"> <li>- Liaise with other Council areas and community on implementation of the Cultural Plan.</li> <li>- Set up systems for the Public Art Management Plan.</li> <li>- Implement systems to achieve goals.</li> </ul>	<p><b>D COMM</b></p>	<ul style="list-style-type: none"> <li>- Working with YCD on plan.</li> <li>- Public Art Mgmt Plan currently being QA'd and final Council acknowledgement.</li> <li>- Strategic Plan almost completed.</li> </ul>
<p><b>Exhibition Program</b></p> <ul style="list-style-type: none"> <li>- Provide a varied and balanced exhibition program, incorporating the natural environment of the Gympie Region where possible.</li> <li>- Continually develop and provide quality education and public programs at the Gallery in conjunction with the community.</li> <li>- Develop outsourcing opportunities and satellite points throughout the region.</li> </ul>	<ul style="list-style-type: none"> <li>- Specific programs and exhibitions in consultation with the community eg indigenous, disadvantaged, villages of region.</li> <li>- Continue support for Council's annual Heritage Art Competition.</li> <li>- Increased participation from all educational groups, (including TAFE) targeting Pre Prep and primary schools in particular.</li> <li>- Increased opportunities for local artists to gain skills in developing their artistic practices.</li> <li>- Develop and implement a plan to include outer areas of our region in the Gallery program.</li> </ul>	<p><b>D COMM</b></p>	<ul style="list-style-type: none"> <li>- Exhibitions as per schedule including Gold Rush art competition, Hi-artworks and FOG art and culture extravaganza.</li> <li>- Continued interest in the education programmes from schools, in particularly <i>Youth+Art=Connections</i> project.</li> <li>- Skill development workshops, artist talks and lunchtime lectures on a continuing programme.</li> <li>- Working with Gympie Cooloola Tourism and FOG on Touch Screen and display at Lake Alford Centre.</li> </ul>
<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>- Develop a comprehensive Marketing Plan.</li> <li>- Improve outside signage.</li> </ul>	<ul style="list-style-type: none"> <li>- Inclusion of more activities in Newsletter and assistance to cultural projects were reasonable.</li> <li>- Investigate new technologies and social media.</li> <li>- Investigate options for improved signage.</li> <li>- Promote cultural tourism and activities within the community.</li> </ul>	<p><b>D COMM</b></p>	<ul style="list-style-type: none"> <li>- Assisting other cultural events eg Mary River Festival, Heritage Committee and Bands in the Rotunda, Heritage Dinner, Arts Council &amp; other cultural events in Region.</li> <li>- Gallery e-newsletter &amp; looking into QR codes.</li> <li>- Continuing.</li> <li>- Display at GCT being developed.</li> </ul>

## Activities

## Performance Targets/Measures

Responsibility  
Key  
Officers/Areas

## Second Review

Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<b>Community</b>			
<ul style="list-style-type: none"> <li>- Maintain the volunteer program and close links with Friends of the Gallery.</li> <li>- Actively seek sponsors and arts associated funding for the Gallery.</li> <li>- Build partnerships and alliances with cultural groups, schools, businesses, community and tourism, in particular, creative industries.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued working relationship with Friends and volunteers.</li> <li>- Complete volunteer manual.</li> <li>- Increased sponsorship and partners, in particular the Business Art connections and Gold Rush Art Competition.</li> <li>- Obtain grants for special projects.</li> <li>- Increased participation in activities by community cultural groups in Gallery activities.</li> <li>- Maintain representation on cultural committees where possible.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Volunteer training for new exhibitions, inducted new volunteers. Ongoing liaison with FOG.</li> <li>- Maintained sponsorship for Gold Rush Art comp. No new sponsors or partnerships.</li> <li>- Member of Creative Unlimited &amp; Women in Business. Partnerships built on as need basis.</li> <li>- Ongoing.</li> </ul>
<b>Building</b>			
<ul style="list-style-type: none"> <li>- Maintain building and Gallery facilities to Category A standards.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular maintenance agreements adhered to and building structure monitored.</li> <li>- Comply with relevant legislation.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing. Lift needs attention.</li> <li>- Investigating alternative lighting and air conditioning standards for gallery spaces.</li> </ul>
<b>Museums</b>			
<b>Elginvale Mill</b>			
<ul style="list-style-type: none"> <li>- Develop site as a static display.</li> <li>- Ensure compliance with the <i>Queensland Heritage Act 1992</i>.</li> </ul>	<ul style="list-style-type: none"> <li>- Static display safe and informative for visitors.</li> <li>- Regular building inspections and maintenance.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Under review.</li> </ul>
<b>Kilkivan Museum</b>			
<ul style="list-style-type: none"> <li>- Continue to support cataloguing of the Kilkivan Museum collection as per operational agreement.</li> </ul>	<ul style="list-style-type: none"> <li>- Cataloguing progressing.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>
<b>Memorial Clock - Goomeri</b>			
<ul style="list-style-type: none"> <li>- To maintain, service and repair annually.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain as required.</li> </ul>	<b>GM TS</b>	<ul style="list-style-type: none"> <li>- Mechanism upgrade complete.</li> </ul>
<b>Lake Borumba Fish Stocking</b>			
<ul style="list-style-type: none"> <li>- Assist Lake Borumba Fishing Club in supply of fingerlings for Lake Borumba.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide funding as per Budget.</li> </ul>	<b>D COMM</b>	<ul style="list-style-type: none"> <li>- Ongoing, as per Council Budget.</li> </ul>

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### 3.3 (iii) Community Services

#### Aims

To provide limited pensioner unit accommodation.

To provide youth and community development services.

To provide limited aged health services.

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#### Pensioner Units

- |  |  |               |  |
|--|--|---------------|--|
| <ul style="list-style-type: none"><li>- Provide and update pensioner accommodation in accordance with relevant guidelines.</li></ul> | <ul style="list-style-type: none"><li>- Provide alternative accommodation for pensioners.</li><li>- Review accommodation services program.</li></ul> | <b>D COMM</b> | <ul style="list-style-type: none"><li>- Ongoing.</li></ul> |
|--|--|---------------|--|
- 

#### Community Training

- |   |  |               |   |
|---|--|---------------|---|
| <ul style="list-style-type: none"><li>- Provide a range of community training sessions throughout the region.</li></ul> | <ul style="list-style-type: none"><li>- Community training needs identified and suitable training offered throughout the region.</li><li>- Positive feedback from attendees at all training sessions.</li><li>- Decrease in requests for support and information related to training topics.</li></ul> | <b>D COMM</b> | <ul style="list-style-type: none"><li>- Information on external training circulated. Internal training under development.</li></ul> |
|---|--|---------------|---|
- 

#### Youth and Community Development

- |  |  |               |  |
|--|--|---------------|--|
| <ul style="list-style-type: none"><li>- Support community organisations in developing suitable sustainable initiatives throughout the Region.</li><li>- Provide regular relevant information for Community organisations.</li><li>- Develop suitable sustainable initiatives to support the local community.</li></ul> | <ul style="list-style-type: none"><li>- Support provided to youth and community organisations managing and/or developing suitable initiatives within the Region.</li><li>- Maintenance of the My Community Directory.</li><li>- Development and dissemination of issue specific publications (eg youth magazine, halls newsletter).</li><li>- Implementation of Careers Expo, Youth Recreation Programs, issue specific community forums, and Youth Council.</li></ul> | <b>D COMM</b> | <ul style="list-style-type: none"><li>- 62 Orgs supported directly, 397 orgs provided info.</li><li>- Ongoing training delivered to relevant community members &amp; staff.</li><li>- Noise Issue 1 distributed through Gympie Times.</li><li>- 6 Youth Recreation programs- 520 attendees. 10 Issue specific meetings, 3 events, 1 Community enews distributed to 192 participants.</li></ul> |
|--|--|---------------|--|
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### 3.3 (iv) Regional Sporting Facilities

#### Aim

*To maintain Albert Park and One Mile sporting ovals as the region's premier outdoor sporting facilities.*

- Implement recommendations relating to One Mile sporting ovals contained in the Open Space and Recreation Plan 2007.	- Expansion opportunities for the sporting precinct investigated.	<b>DPD/DE</b>	- Ongoing.
- Maintain Albert Park and One Mile.	- Master Plan developed allocating areas for sports requiring new fields or relocation. - Facilities maintained to a high standard.	<b>GM WKS</b>	- Ongoing process.

### 3.3 (v) Parks

#### Aim

*To provide and maintain recreation parks as appropriate for each location in accordance with the adopted strategy.*

- Undertake improvements program as approved.	- Parks maintained in accordance with user needs. - <i>Workplace Health and Safety Act 1995</i> requirements implemented and met.	<b>GM WKS</b>	- Ongoing process.
- Finalise the Open Space and Recreation Plan incorporating revision of the Bicycle and Pedestrian Plan.	- Plan finalised and expanded to include Imbil and the balance of the Gympie Region.	<b>DPD</b>	- Plan expected to be finalised by end of March 2012.
- Develop capital works program for parks as guided by the Plan.	- Program developed by Works and Planning and Development Department.	<b>DE</b>	- Commenced.
- Seek external funds and partnerships for park improvements.	- Funds gained through the Department of Local Government and Planning programs. - Partnerships with local service organisations maintained. - Assistance from community groups in developing funding applications and volunteer work.	<b>DPD</b>	- Ongoing.

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### 3.3 (vi) Showgrounds Facilities

#### **Aim**

*To ensure showground facilities meet the needs of the community they serve.*

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#### **Adrian McClintock Park**

- |  |  |               |  |
|--|--|---------------|--|
| <ul style="list-style-type: none"><li>- Maintain showgrounds to a high standard of safety, cleanliness, functionality and visual presentation.</li><li>- Support initiatives of lessees.</li></ul> | <ul style="list-style-type: none"><li>- All venues and infrastructure maintained in an acceptable condition.</li><li>- Work toward increasing usage of facilities.</li></ul> | <b>D COMM</b> | <ul style="list-style-type: none"><li>- Maintenance ongoing.</li></ul> |
|--|--|---------------|--|

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### 3.3 (vii) Saleyards

#### **Aim**

*To provide infrastructure for livestock selling as a service to the rural community.*

- |   |  |           |   |
|---|--|-----------|---|
| <ul style="list-style-type: none"><li>- Work with agents to increase throughput and safety.</li><li>- Provide industry-leading facility.</li><li>- Maintain capability.</li></ul> | <ul style="list-style-type: none"><li>- Hold two Safety Meetings per year.</li><li>- Continue Investment.</li><li>- Maintain QA accreditation.</li></ul> | <b>DE</b> | <ul style="list-style-type: none"><li>- One completed.</li><li>- Funding received.</li><li>- Accreditation current.</li></ul> |
|---|--|-----------|---|

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### 3.3 (viii) Caravan Parks

#### **Aim**

*To provide Caravan Parks for visitors and short term residential tenancy.*

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#### **Imbil/Tin Can Bay/Gympie**

- |   |  |               |  |
|---|--|---------------|--|
| <ul style="list-style-type: none"><li>- Monitor operations in accordance with legislative and lease conditions.</li></ul> | <ul style="list-style-type: none"><li>- Carry out inspections as required.</li></ul> | <b>D COMM</b> | <ul style="list-style-type: none"><li>- Leases for Gympie and Kingfisher caravan parks to be entered into accordance with council resolutions.</li></ul> |
|---|--|---------------|--|
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## 3.3 (ix) Aerodromes

**Aim**

*To operate and maintain the Gympie aerodrome.*

- |  |   |           |  |
|--|---|-----------|--|
| <ul style="list-style-type: none"> <li>- Provide infrastructure for airport users.</li> <li>- Handle all operational issues through the Airport Management Committee.</li> <li>- Operate on Budget using volunteers where possible.</li> </ul> | <ul style="list-style-type: none"> <li>- No safety incidents where Council is responsible.</li> <li>- Commission, develop and implement a new management plan.</li> </ul> | <b>DE</b> | <ul style="list-style-type: none"> <li>- Nil.</li> <li>- Due 2012/13.</li> </ul> |
|--|---|-----------|--|

## 3.3 (x) Swimming Pools

**Aim**

*To operate and maintain public swimming pools under Council's control throughout the Region to a standard that is not only safe but also provides for the enjoyment of users of the facilities.*

**Gympie Memorial Pool, Goomeri Public Pool, Kandanga Public Pool, Kilkivan Pool (community use activities) and Tin Can Bay Public Pool**

- |  |   |               |   |
|--|---|---------------|---|
| <ul style="list-style-type: none"> <li>- Contract only suitably qualified persons as pool managers.</li> <li>- Ensure all equipment used in the water disinfection process is operational and maintained to a suitable standard.</li> <li>- Monitor the quality of swimming pool water when open for public use.</li> <li>- Progressively upgrade infrastructure at all facilities.</li> </ul> | <ul style="list-style-type: none"> <li>- All pool managers to hold current lifesaving, resuscitation and swimming qualifications.</li> <li>- Routine maintenance of all pumps, filters and other disinfection equipment to be performed prior to the commencement of each swimming season.</li> <li>- Problems with equipment when pools are open to the public to be addressed in a prompt manner.</li> <li>- Water samples from all pools to be taken monthly when open for public use – results of samples to comply with recognised guidelines.</li> <li>- Upgrading of facilities to be undertaken each financial year in accordance with Budgetary provisions.</li> </ul> | <b>D COMM</b> | <ul style="list-style-type: none"> <li>- Ongoing.</li> <li>- Off season works satisfactorily completed.</li> <li>- All public swimming pools open for 2011/12 swimming season.</li> </ul> |
|--|---|---------------|---|

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### 3.3 (xi) Foreshores

#### Aim

*To facilitate the public enjoyment of foreshores through responsible management and improvement programs.*

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- Finalise the Cooloola Coastal Reserves and Foreshore Management Plan.	- Plan finalised.	DPD	- Final draft expected before mid 2012.
- Maintain, rehabilitate and develop foreshores in accordance with the Plan.	- Highest priority actions implemented.		
- Liaise and co-operate with Cooloola Coastcare and Cityfarm in coastal projects.	- Council represented at committee meetings. - Joint projects initiated.		

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### 3.3 (xii) Disaster Management

#### Aim

*To ensure that Council is prepared to deal with emergency/disaster situations.*

#### State Emergency Service

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- Assist the State Emergency Service through accommodation and equipment assistance.	- Finalise Tin Can Bay State Emergency Service accommodation (Cooloola Volunteer Training Centre).	D COMM/CEO	- Completed.
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#### Disaster Management

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- Regularly update the Disaster Management Plan.	- Compliance with the <i>Disaster Management Act 2003</i> .	D COMM/CEO/GRC	- Continues to be improved.
- Maintain operations base at the Meeting Chambers.	- Emergency Control Centre available as required.	Local Disaster Management Group	- Ongoing.

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#### Beach Patrols

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- Facilitate contract Surf Lifesaving patrols in the gazetted bathing reserve at Rainbow Beach.	- Ensure the provision of patrols during peak swimming periods including school holidays, working toward 12 month coverage.	D COMM	- Ongoing, as per Council Budget.
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### 3.3 (xiii) Community Development

#### Aims

*To assist sport and recreation development through the use of Council controlled land and funding assistance.*

*To ensure a range of well planned sports and recreation facilities and programs is available in the Region.*

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## Activities

## Performance Targets/Measures

## Responsibility Key Officers/Areas

## Second Review

### Financial Assistance

- Seek funds from external sources to support project initiatives.
- Encourage 'self-help' projects.

- Assistance provided to local groups to source funding.
- Successful applications for funding.
- Policies developed to guide Council grants schemes and in-kind support.

**DFS/D  
COMM/DPD**

- 18 groups received direct assistance, 400+ received information.
- Ongoing.

### Planning, Design and Co-ordination

- Implement actions as recommended within the Open Space and Recreation Plan.
- Develop a walkway/cycleway network.
- Provide advice to sport and recreation organisations.
- Conduct further studies and costing of provision of facilities as required for Infrastructure charging.

- Meetings of the Physical Activity Taskforce attended.
- Participation in partnership activities.
- Sport, Recreation and Parks coordinating committee prioritisation of actions developed in the Plan.
- Highest priority actions implemented.
- Revised network recommendations provided to Design Department for implementation. The Department of Transport and Main Roads is head agency for project.
- Sport, Recreation and Parks coordinating committee liaison with groups requesting assistance.
- Apply State Government's new Standard Infrastructure Charging regime.

**DPD**

- Ongoing.

### SUB-PROGRAM:

### 3.4 CAPITAL WORKS – COMMUNITY SERVICES

### OBJECTIVE:

To provide key long term infrastructure, infrastructure improvements and equipment to advance community amenity and Council operational effectiveness.

### MANAGING RISKS:

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.5, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

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### 3.4 (i) Community Infrastructure

**Aim**

*To provide infrastructure, related improvements and resources meeting community needs.*

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**Budgeted items**

- Provide, construct and purchase listed Budget items. \* - Completion of related projects.

**D COMM/DE/DPD**

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**\* Extract from the Gympie Regional Council Budget 2011-12 adopted 29 June 2011.**

## CAPITAL WORKS - Community Services - General

Budget Item

Budget for 2011-2012

Second Review

Waste Management Facility Establishment	9,832,000	Still in planning stage.
Cemetery – Cooloola Coast – Master Plan	15,000	Purchase order to be issued.
Regulated Parking Equipment	20,000	Quotes received and to be considered.
Wheelie Bin Enclosures – Cooloola Coast	10,000	Ordered and awaiting delivery.
SES Shed	110,000	Complete.
Saleyard Improvements (DE)	45,000	Plan under consideration.
Civic Centre Refurbishment	18,000	Works commissioned.
Pound Building – Protective roofing for dog enclosure	24,000	Complete.
Public Conveniences Upgrades (DE)	525,000	Building contracts in progress.
Gympie library – Roof Repairs	34,000	Complete.
Library Books	245,000	Ongoing.
Library Fit Out – Rainbow Beach	26,000	Under construction.
Public Halls – Wolvi, Kilkivan and Goomeri	43,000	Completed.
Park Improvements	622,260	Ongoing.
Mary Street – CCTV Surveillance	20,000	Consultant to be engaged to draft Tender specification.
Adrian McClintock Park	195,000	Quotes for work requested.
Aerodrome (DE)	100,000	Design pending.
Gympie Swimming Pool – Replace/repair filter, roof, cupboards and pool tiles	82,500	Filter work completed. New cupboards installed, damaged tiles in pool replaced prior to filling. Replacement of roof on hold.
Entrance Signage – Cooloola Cove	1,725	Completed.
Rainbow Beach Aquatic Centre	500,000	Lease being finalised.
Tin Can Bay Swimming Pool – PH control system	5,000	Complete.
Kandanga Swimming Pool – Replace strainer unit, install covered shade area	13,000	Filters and strainers X 2 installed and operational.
Goomeri Swimming Pool – Pool blanket, pool butler and shade structure	42,600	Complete.
Goomeri Skate Park	80,460	Completed.
Kilkivan Swimming Pool – Replace pool butler	10,000	Complete.
Traveston Hall – Replace Floor	32,000	Completed.
Rainbow Beach Centre Block	930,000	Under construction.

**TOTAL CAPITAL WORKS**

**\$13,581,545**



## Program 4 – Planning and Development

**Goal:** To provide a planning framework that stimulates and coordinates investments in the Region while respecting the environmental and community values and infrastructure needs and the enhancement of lifestyles of residents.

<b>SUB-PROGRAM:</b>	<b>4.1 DEVELOPMENT ASSESSMENT</b>
<b>OBJECTIVE:</b>	To provide an effective framework for the assessment and determination of development applications under the Integrated Development Assessment System in the <i>Sustainable Planning Act 2009</i> .
<b>MANAGING RISKS:</b>	This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### 4.1 (i) Planning and Development Directorate Operations

#### **Aim**

*To provide Directorate resources for operational activities.*

#### **Planning and Development Services Operations**

- Maintain Directorate staffing resources.	- Ability to meet operational requirements.	DPD	- Ongoing. Operational requirements being achieved.
- Provide general operational resources.			

## 4.1 (ii) Applications

**Aims**

*To assess and determine development applications in a way that reflects the reasonable expectations of the community and the development industry.*

*To provide an efficient and effective assessment and approval process for development applications.*

- Apply an integrated approach to development assessment.	- Compliance with the <i>Sustainable Planning Act 2009</i> , the planning scheme and other relevant planning instruments.	<b>DPD</b>	- Ongoing.
- Provide accurate and consistent pre and post application services free of charge.	- Positive feedback from the community and development industry.		
- Provide an ongoing building certification service within the Gympie Regional Council area as an alternative to private certification.	- Processing and approval times consistent with industry expectations.		
- Establish an efficient internal process for review of development applications.	- Income received covers costs.		
- Adopt a risk management approach to development assessment.	- Record keeping as required by legislation.		
	- Where possible, meet or exceed statutory timeframes in the <i>Sustainable Planning Act 2009</i> .		
	- Continue to implement State Government's "RiskSmart" initiative.		

**SUB-PROGRAM:****4.2 COMPLIANCE****OBJECTIVE:**

To ensure that all development and use of sites for which Council has a responsibility comply with the Council's Planning Scheme instruments, applicable Codes and relevant Local Laws and State legislation (to the extent applicable).

**MANAGING RISKS:**

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

4.2 (i) Compliance

**Aim**

*To ensure development meets the requirements of the planning scheme, the Sustainable Planning Act 2009, the Building Act 1975, relevant local laws and policies, and conditions imposed on development approvals.*

<ul style="list-style-type: none"> <li>- Develop and maintain a process of pre-completion inspections to determine compliance with requirements.</li> <li>- Respond to community complaints regarding development offences.</li> <li>- Undertake compliance inspection programs from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>- Site Use Certificate issued confirming compliance prior to occupancy/use commencing.</li> <li>- Response times to community concerns about development offences.</li> <li>- Resolution of development offences in a timely and cost effective manner with resources available.</li> </ul>	<p><b>DPD</b></p>	<ul style="list-style-type: none"> <li>- Ongoing. Additional resources allocated to compliance issues when available.</li> </ul>
<p><b>On Site Sewerage Disposal Systems</b></p>			
<ul style="list-style-type: none"> <li>- Promote proper operation of on site sewerage disposal systems.</li> <li>- Improve monitoring of on-site sewerage disposal systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Investigation and monitoring program for on-site facilities developed.</li> <li>- All connections comply with relevant Regulations and Codes.</li> </ul>	<p><b>DPD</b></p>	<ul style="list-style-type: none"> <li>- Register complete. Inspections and auditing ongoing.</li> </ul>

**SUB-PROGRAM:**

**4.3 STRATEGIC AND REGIONAL PLANNING**

**OBJECTIVE:**

To provide a planning framework that stimulates and coordinates investment in the Region while respecting environmental and community values and infrastructure needs and the enhancement of lifestyle of residents.

**MANAGING RISKS:**

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.3 and 5.7 in the Gympie Regional Council Risk Management Plan.

### 4.3 (i) Planning Scheme and Review

#### Aims

*To ensure planning scheme measures are contemporary and meet community expectations.*

*To develop a new planning scheme for the Gympie Regional Council area which effectively integrates and coordinates State, Regional and Local interests.*

*To ensure the new planning scheme seeks to achieve ecological sustainability by establishing an appropriate balance between the economy, the environment and community wellbeing.*

<ul style="list-style-type: none"> <li>- Undertake planning research to inform the policy framework for the new planning scheme.</li> <li>- Collect information and issues that need to be addressed in the new planning scheme.</li> <li>- Ensure the new planning scheme carries an appropriate level of regulation.</li> <li>- Develop Priority Infrastructure Plans (PIPs) and Infrastructure Charges Schedules for water supply, sewerage, open space, transport and drainage.</li> </ul>	<ul style="list-style-type: none"> <li>- Planning Study prepared. Further research as required.</li> <li>- File with issues maintained and updated.</li> <li>- Review extent of existing regulation and alter as required to reflect community expectations and affordability.</li> <li>- Further infrastructure studies identified.</li> <li>- Specialist expertise engaged.</li> <li>- Draft PIPs for Kilkivan, Tiaro and Cooloola Cove Planning Schemes prepared.</li> </ul>	<p><b>DPD</b></p>	<ul style="list-style-type: none"> <li>- First half of Planning Scheme prepared. Council endorsement and referral to DLGP for State Interest Check expected early 2012.</li> </ul>
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### 4.3 (ii) Regional Planning and Legislation

#### Aims

*To ensure that regional planning initiatives acknowledge Council's aspirations.*

*To ensure that Council is informed of relevant legislative reforms.*

*To accurately reflect current legislation in the Planning Scheme.*

*To influence regional planning outcomes where appropriate.*

<ul style="list-style-type: none"> <li>- Participate in the development of the Wide Bay Burnett Statutory Regional Plan.</li> <li>- Monitor legislative amendments and introduction of new Acts, policies and guidelines.</li> <li>- Review the Planning Scheme for accuracy and completeness in relation to current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>- Gympie Regional Council represented on the Regional Planning Review Committee.</li> <li>- Reports submitted to Council on matters of relevance to the Region.</li> <li>- Ongoing liaison with the Department of Local Government and Planning.</li> <li>- Reports submitted to Council on the effect of new or amended Acts, policies or guidelines.</li> <li>- Amendments identified and incorporated into the revised Planning Scheme.</li> </ul>	<b>DPD</b>	<ul style="list-style-type: none"> <li>- Statutory Regional Plan launched 1/10/11.</li> </ul>
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### 4.3 (iii) Strategic Planning

#### **Aims**

*To provide advice to Council on planning policy matters.*

*To undertake planning projects in accordance with current needs.*

*To monitor development activity to inform the strategic planning process.*

*To inform the framework for the coordination and implementation of community development initiatives.*

*To provide the framework for improving the efficiency of existing community facilities, services and access.*

*To inform the planning scheme in the areas of open space and recreation, social well-being, culture and the environment.*

<ul style="list-style-type: none"> <li>- Keep Council informed on matters of strategic planning importance.</li> <li>- Conduct planning projects as approved and directed by Council.</li> <li>- Collect data on development activity within the Region.</li> <li>- Monitor population growth and changing demographics.</li> <li>- Review the Planning Scheme to ensure it provides adequately for population growth and change.</li> <li>- Develop infrastructure charging mechanisms that adequately provide for the provision of infrastructure to meet community needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular reports provided to Council.</li> <li>- Conservation Partnerships Project completed.</li> <li>- Cooloola Coastal Reserves and Foreshore Management Plan completed.</li> <li>- Open Space and Recreation Plan completed.</li> <li>- Projects approved in the Budget commenced or undertaken.</li> <li>- Data collected and documented.</li> <li>- 2006 ABS data analysed and information sheets produced.</li> <li>- New provisions drafted for the Planning Scheme review.</li> <li>- Implement State Government's new Standard Infrastructure Charging regime.</li> </ul>	<b>DPD</b>	<ul style="list-style-type: none"> <li>- Ongoing.</li> </ul>
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4.3 (iv) Main Street Program

**Aim**

*To promote and employ the principles of urban design and townscape improvement to improve the amenity and commercial viability of the Town Business areas of Gympie, Rainbow Beach and Imbil for the benefit of local residents, visitors and investors as well as property owners and business people.*

- Coordinate Central Business District/Main Street planning and improvements in consultation with the business community.	- Town business areas appearance and function improved.	<b>DPD</b>	- No action at this time.
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4.3 (v) Heritage Planning and Awareness

**Aims**

*To recognise, promote and protect the cultural heritage resources of the Region in order to ensure that new development respects and, wherever possible, enhances these resources.*

*To promote and coordinate responsible Heritage planning initiatives.*

- Implement the current provisions of the Heritage and Character Code in the planning scheme.	- Heritage Sub-committee meetings held monthly.	<b>DPD</b>	- Ongoing.
- Refine the heritage and character provisions in the planning scheme to align them more closely with current trends and community attitudes.	- Provisions used in development assessment.		
- Provide information sharing opportunities for local heritage groups.	- Revised provisions drafted for the planning scheme review.		
	- Discussions at monthly Heritage Sub-committee.		

### 4.3 (vi) Policies and Guidelines

#### Aims

To provide documented policy direction and guidance which, as a result of being well researched and user friendly, provide both the general community and the development industry with a clear indication of Council's preferred direction for this Program.

To provide information sheets, checklists and organise workshops to assist developers, consultants and other parties to better appreciate changes to the Sustainable Planning Act 2009 and the ongoing role in related legislation and Codes.

- Review and update existing Planning Scheme policies in accordance with best practice.	- Policies reviewed and amended as part of planning scheme development.	DPD	- Ongoing. Linked to development of new Planning Scheme.
- Develop new Planning Scheme policies for compliance with environmental provisions.	- Likely to be planning scheme code provisions.		

**SUB-PROGRAM:** 4.4 ENVIRONMENTAL PLANNING

**OBJECTIVE:** To provide and preserve a safe and attractive natural and built environment by the protection, maintenance and development of the Region's natural amenity, open spaces, foreshores and waterways in accordance with local community needs and preferences.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.2, 5.3, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### 4.4 (i) Environmental Planning

#### Aim

To provide and preserve a safe and attractive natural and built environment by the protection, maintenance and development of the Region's natural amenity, open spaces, foreshores and waterways in accordance with local community needs and preferences.

## Activities

## Performance Targets/Measures

## Responsibility Key Officers/Areas

## Second Review

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<ul style="list-style-type: none"><li>- Develop environmental policy and initiatives.</li></ul>	<ul style="list-style-type: none"><li>- Enhanced environmental provisions drafted for the Planning Scheme review.</li><li>- Standard conditions reviewed and enhanced.</li><li>- Environmental Management Plan reviewed.</li><li>- New projects initiated addressing targets in Burnett Mary Regional Group for Natural Resource Management Ltd (BMRG) strategy.</li></ul>	<b>DPD</b>	<ul style="list-style-type: none"><li>- Environment Strategy adopted by Council 14/12/11. Implementation to commence early 2012.</li></ul>
<ul style="list-style-type: none"><li>- Implement revised nature conservation program.</li></ul>	<ul style="list-style-type: none"><li>- Outcomes agreed with BMRG are fulfilled.</li><li>- Landholders level of satisfaction with the services provided.</li><li>- Number of landholders receiving environmental advice increased.</li></ul>		
<ul style="list-style-type: none"><li>- Provide support to local environmental groups including Landcare, Coastcare, Mary River Catchment Coordinating Committee and Cityfarm.</li></ul>	<ul style="list-style-type: none"><li>- Environment levy funds distributed for projects in accordance with Council Policy.</li><li>- Services used to support Council operations.</li><li>- Expert advice provided when requested.</li><li>- Committee meetings attended.</li></ul>		
<ul style="list-style-type: none"><li>- Develop Environment Strategy.</li></ul>	<ul style="list-style-type: none"><li>- Council operations demonstrate a responsible approach to environmental management.</li></ul>		
<ul style="list-style-type: none"><li>- Participate in Regional initiatives that address cross-boundary environmental issues.</li></ul>			

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## Program 5 – Water

**Goal:** To meet the community needs for potable water by the efficient purchase, treatment, storage and distribution of water to consumers.

**SUB-PROGRAM:** 5.1 ADMINISTRATION, PLANNING AND DESIGN

**OBJECTIVE:** To have appropriate business management systems in place to ensure effective operation of Council's Water Supply System.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### 5.1 (i) Services Standards Management

#### **Aim**

*To provide services to customers which meet defined Customer Service Standards.*

- Review and update Councils Customer Service Standard.	- Annual report on Customer Service Standard completed. - Review of approved Customer Service Standard completed.	<b>GM WSS</b>	- Completed. - Completed.
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### 5.1 (ii) Risk Management

#### Aim

To be aware of potential risks and have systems in place to minimise potential risks.

<ul style="list-style-type: none"> <li>- Review and update Risk Assessment.</li> <li>- Investigate alternative power supplies to maintain scheme operation.</li> <li>- Examine where failure management plans are required.</li> </ul>	<ul style="list-style-type: none"> <li>- Risk Assessment in place for all facilities.</li> <li>- Determine where alternative power supply for critical facilities is required.</li> <li>- Failure Management plans in place.</li> </ul>	<p><b>DE/GM WSS</b> <b>GM WSS</b></p>	<ul style="list-style-type: none"> <li>- Working on Drinking Water Management Plan.</li> <li>- No action at this stage.</li> <li>- No action at this stage.</li> </ul>
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### 5.1 (iii) Quality Management

#### Aim

To operate treatment plants and water supply systems to meet agreed customer service standards.

<ul style="list-style-type: none"> <li>- Develop, maintain and update quality systems for water treatment Systems.</li> <li>- Develop quality systems for water reticulation system.</li> <li>- Develop drinking water quality plan.</li> <li>- Maintain appropriate water supply sampling and testing systems to confirm compliance with legislation and Australian Drinking Water Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>- Council's quality system for water treatment plants in place.</li> <li>- Council's quality system for water reticulation in place.</li> <li>- Drinking Water Quality Plan in place.</li> <li>- Sampling and testing carried out as required by legislation and Australian Drinking Water Guidelines.</li> </ul>	<p><b>GM WSS</b></p> <p><b>D COMM/GM WSS</b></p>	<ul style="list-style-type: none"> <li>- Working on Drinking Water Management Plan.</li> <li>- No action at this stage.</li> <li>- Working on Drinking Water Management Plan.</li> <li>- Being achieved, further review in progress.</li> </ul>
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### 5.1 (iv) Financial Management

Note: Full cost decision making introduced in activities nominated by Council.

#### Aim

To balance revenue, expenditure, capital works and loans to maintain an affordable consistent level of rating.

<ul style="list-style-type: none"> <li>- Maintain and update 10 year Financial Plan.</li> <li>- Maintain and update 20 year Forward Look Capital Works Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- 10 year Financial Plan updated annually.</li> <li>- 20 year Forward Look Capital Works Plan updated annually.</li> </ul>	<p><b>GM WSS/DE</b></p>	<ul style="list-style-type: none"> <li>- Working on Financial Plan.</li> <li>- In place.</li> </ul>
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## 5.1 (v) Infrastructure Plan (Strategic Planning)

### Aim

*To investigate and plan for present and future efficient and economical water supply systems.*

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- Develop and maintain Water Supply Planning reports.	- Maintain planning reports that are less than five years old or that have reviewed within the last three years.	<b>GM WSS</b>	- No action at this stage.
	- Approved Planning Reports (Department of Environment and Resource Management) in place for all major construction projects.		- Completed.
- Develop Priority Infrastructure Plan.	- Implement State Government's new Standard Infrastructure Charging regime.	<b>DPD/GM D</b>	- ICP and PIP projects progressing.
- Develop Infrastructure Charges Plan.	- Priority Infrastructure Plan in place.		

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## 5.1 (vi) Asset Evaluation and Renewal Management

### Aim

*To maintain appropriate details of infrastructure and develop replacement programs where required.*

---

- Review Asset Registers for accuracy.	- All infrastructure data meets accuracy specifications.	<b>DFS/GM D/GM WSS</b>	- Registers updated constantly. Revaluations carried out according to requirements of accounting standards.
- Revalue all assets to reflect current costs.	- All infrastructure assets valued to reflect current replacement cost.		
- Develop replacement cost profiles for all schemes.	- Up to date replacement cost profiles in place.	<b>GM WSS</b>	- No action at this stage.
- Check GPS locations of Assets.	- GIS data accuracy meets accuracy requirements.	<b>GM D/GM WSS</b>	- No action at this stage.
			- Ongoing program.

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## 5.1 (vii) Performance Management

### Aim

*To evaluate performance against goals and Customer Service Standard.*

---

- Complete database system to analyse system performance statistics.	- Database in place to analyse system performance.	<b>GM WSS</b>	- Complete.
- Complete annual report and incorporate into Council's Annual Report.	- Audit database for accuracy.		- Review commenced.
	- Performance results incorporated into Council Annual Report.		- Completed.

---

## Activities

## Performance Targets/Measures

## Responsibility Key Officers/Areas

## Second Review

### 5.1 (viii) Drought Management

#### Aim

*To have plans in place to provide water to customers during times of drought.*

- |  |                                     |               |                                      |
|--|-------------------------------------|---------------|--------------------------------------|
| - Review options and document responses to drought for each water supply system. | - Drought Management Plan in place. | <b>GM WSS</b> | - Completed, further review planned. |
|--|-------------------------------------|---------------|--------------------------------------|

### 5.1 (ix) Water Demand Management

#### Aim

*To defer the need for new works by managing water demand.*

- |  |   |                  |                                  |
|--|---|------------------|----------------------------------|
| - Develop a system to determine water usage.   | - Water use per capita available for all systems. | <b>GM WSS</b>    | - System in place.               |
| - Old water meters replaced with "smart meters".                                     | - Water meter replacement program commenced.      |                  | - Replacement program commenced. |
| - Develop outdoor water use conservation plan.                                       | - Number of old water meters replaced.            |                  | - Review planned.                |
| - To further develop and document the water use control plan for water restrictions. | - Outdoor water use conservation plan in place.   | <b>GM WSS/DE</b> | - Review planned.                |
|  | - Water use control plan documented.              |                  |                                  |

### 5.1 (x) Water Sources Management (Strategic Planning)

#### Aim

*To secure adequate and reliable water sources to meet present and future needs.*

- |   |  |               |                      |
|---|--|---------------|----------------------|
| - Obtain long term security of water sources.   | - Adequate supply for 20 years with planning in place for 50 years.                  | <b>DE</b>     | - Being achieved.    |
| - Investigate bore water options for water supply in Gympie.                          | - Bore water supply alternatives for Gympie investigated.                            | <b>GM WSS</b> | - Project commenced. |
| - Construct pipeline from Teewah Creek to Tin Can Bay/Cooloola Cove Treatment Plants. | - Pipeline from Teewah Creek to Tin Can Bay/Cooloola Cove treatment plant commenced. |               | - Construction w.    |

**SUB-PROGRAM:** 5.2 OPERATIONS

**OBJECTIVE:** To operate infrastructure to provide agreed levels of service and system performance.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

5.2 (i) Environmental Management

**Aim**

*To operate all systems so that wastes are collected and treated in a safe, efficient and environmentally conscious manner.*

- Review and implementation of Site Based Management Plans.	- Site Based Management Plans reviewed every three years.	<b>GM WSS</b>	- Review commenced.
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5.2 (ii) Sludge/Biosolids Management

**Aim**

*To manage the reuse or disposal of sludge without any detrimental environment effects.*

- Investigate and evaluate sludge disposal options.	- Options for sludge management evaluated and documented.	<b>GM WSS</b>	- No action at this stage.
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5.2 (iii) Operations Management

**Aim**

*To operate all water supply systems to ensure a continuous adequate supply.*

- Develop procedures for all normal operational activities. - Maximise water storage levels before holiday and peak demand periods, cyclones and floods.	- Procedures for all relevant activities in place. - Storage filled to capacity prior to holidays, cyclones, and floods.	<b>GM WSS</b>	- Review commenced. - In place.
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## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 5.2 (iv) Water Loss Management

#### Aim

*To minimise the level of unaccounted water.*

<ul style="list-style-type: none"> <li>- Determine system leakage and conduct water audits.</li> <li>- Continue leak detection survey.</li> <li>- Implement computerised bulk water use metering system.</li> </ul>	<ul style="list-style-type: none"> <li>- System in place to monitor system leakage.</li> <li>- Extent of unaccounted water determined.</li> <li>- System in place to detect and minimise system water loss.</li> <li>- Computerised bulk water reading system in place.</li> </ul>	<p><b>GM WSS</b></p>	<ul style="list-style-type: none"> <li>- In place.</li> <li>- Review commenced.</li> <li>- Leak detection system in place.</li> <li>- System being implemented.</li> </ul>
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#### SUB-PROGRAM:

#### 5.3 MAINTENANCE

#### OBJECTIVE:

To operate and maintain infrastructure to provide agreed levels of service and system performance.

#### MANAGING RISKS:

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 5.3 (i) Maintenance Management

#### Aim

*To maintain water supply infrastructure so that it remains capable of continuous operation.*

<ul style="list-style-type: none"> <li>- Investigate and implement a system of Maintenance Management.</li> <li>- Develop Maintenance Manuals for all facilities.</li> <li>- Maintain treatment plants at maximum capacity.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintenance Management Systems in place.</li> <li>- Maintenance Manuals for all systems in place.</li> <li>- Treatment plant capable of working at full capacity.</li> </ul>	<p><b>GM WSS</b></p>	<ul style="list-style-type: none"> <li>- No action at this stage.</li> <li>- No action at this stage.</li> <li>- In place.</li> </ul>
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### 5.3 (ii) Energy/ Resources Management

#### Aim

*To optimise the use of energy and other resources.*

- 
- |   |   |               |                            |
|---|---|---------------|----------------------------|
| - Determine energy inputs for all operations. | - Energy reduction targets and inputs determined. | <b>GM WSS</b> | - No action at this stage. |
|---|---|---------------|----------------------------|
- 

#### SUB-PROGRAM: 5.4 CAPITAL WORKS – WATER

**OBJECTIVE:** To provide key long term infrastructure, infrastructure improvements and equipment to advance community amenity and Council operational effectiveness.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

#### Activities

#### Performance Targets/Measures

#### Responsibility Key Officers/Areas

#### Second Review

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### 5.4 (i) Infrastructure Procurement

#### Aim

*To construct infrastructure in a cost effective, safe and environmentally conscious manner.*

- 
- |   |                                       |               |                   |
|---|---------------------------------------|---------------|-------------------|
| - Construct assets to agreed cost and quality requirements. | - Cost of works within 10% of Budget. | <b>GM WSS</b> | - Being achieved. |
|---|---------------------------------------|---------------|-------------------|
- 

### 5.4 (ii) Council Operational Infrastructure and Equipment

#### Aim

*To provide infrastructure and equipment to enable operational improvement.*

---

**Budgeted items**

- Provide, construct and purchase listed Budget items. \* - Completion of related projects.

DE/GM WSS

\* Extract from the Gympie Regional Council Budget 2011-12 adopted 29 June 2011.

**CAPITAL WORKS - Water - General**

Budget Item	Budget for 2011-2012	Second Review
New Services	120,000	Work being carried out when requested.
Mains Extension	50,000	No action at this stage.
Mains Upgrade	50,000	No action at this stage.
Mains Replacement	300,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$520,000</b>	

**CAPITAL WORKS - Water - Cooloola Coast**

Budget Item	Budget for 2011-2012	Second Review
Replacement Imperial Meters	200,000	In progress.
Trunk Main Duplication	1,800,000	Construction commenced.
Rainbow Beach Bore System Upgrade	100,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$2,100,000</b>	

## CAPITAL WORKS - Water - Gympie

Budget Item	Budget for 2011-2012	Second Review
Replace Imperial Meters	200,000	In progress.
Jones Hill Water Treatment Plant Upgrade	1,200,000	In progress.
Wine Glass Pump Station Upgrade	20,000	No action at this stage.
Bore Investigations	100,000	Planning commenced.
Mary River Infrastructure Contribution	200,000	Reserve contribution.
<b>TOTAL CAPITAL WORKS</b>	<b>\$1,720,000</b>	

## CAPITAL WORKS - Water - Mary Valley

Budget Item	Budget for 2011-2012	Second Review
Amamoor and Kandanga Sludge System	20,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$20,000</b>	

## CAPITAL WORKS - Water - Western Townships

Budget Item	Budget for 2011-2012	Second Review
Goomeri Plant Upgrade/Replacement	25,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$25,000</b>	



## Program 6 – Sewerage

**Goal:** To protect public health, safety and the environment by the provision of an efficient system for safe collection, transportation, treatment and disposal of sewage waste.

**SUB-PROGRAM:** 6.1 ADMINISTRATION, PLANNING AND DESIGN

**OBJECTIVE:** To have appropriate business management systems in place to ensure effective operation of Council's Sewerage System.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

### 6.1 (i) Services Standards Management

**Aim**

*To provide Customers services which meet defined Customer Service Standards.*

- |  |   |               |              |
|--|---|---------------|--------------|
| - Review and update Council's Customer Service Standard. | - Annual report on Customer Service Standard completed. | <b>GM WSS</b> | - Completed. |
| - Update Customer Service Standard.                      | - Review of Customer Service Standard completed.        |               | - Completed. |

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## 6.1 (ii) Risk Management

### Aim

*To be aware of and have systems in place to minimise potential risks.*

---

- Review and update Risk Assessment.	- Risk Assessment in place for all facilities.	<b>DE/GM WSS</b>	- Review commenced.
- Investigate alternative power supplies to maintain scheme operation.	- Determine where alternative power supply for critical facilities is required.	<b>GM WSS</b>	- No action at this stage.
- Examine where failure management plans are required.	- Failure Management plan in place.		- No action at this stage.

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## 6.1 (iii) Quality Management

### Aim

*To operate treatment plants and systems to meet agreed customer service standards.*

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- Develop quality plan for Imbil and Cooloola Coast Sewage Treatment Plants.	- Quality Plans in place for Imbil and Cooloola Coast treatment plants.	<b>GM WSS</b>	- No action at this stage.
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## 6.1 (iv) Financial Management

Note: *Full cost decision making introduced in activities nominated by Council.*

### Aim

*To balance revenue, expenditure, capital works and loans to maintain an affordable, consistent level of rating.*

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- Maintain and update 10 year Financial Plan.	- 10 year Financial Plan updated annually.	<b>GM WSS/DE</b>	- Review commenced.
- Maintain and update 20 year Forward Look Capital Works Plan.	- 20 year Forward Looking Plan updated annually.		- In place.

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## 6.1 (v) Infrastructure Plan (Strategic Planning)

### Aim

*To investigate and plan for present and future efficient and economical sewerage systems.*

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Activities	Performance Targets/Measures	Responsibility Key Officers/Areas	Second Review
<ul style="list-style-type: none"> <li>- Ensure long term capability for plant discharge or water reuse.</li> <li>- Develop Priority Infrastructure Plan.</li> <li>- Develop Infrastructure Charges Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain planning reports that are less than five years old or that have been reviewed within the last three years.</li> <li>- Implement State Government's new Standard Infrastructure Charging regime.</li> </ul>	<p><b>DE/GM WSS</b></p> <p><b>DPD/GM WSS</b></p>	<ul style="list-style-type: none"> <li>- Review commenced.</li> <li>- Commenced.</li> </ul>

### 6.1 (vi) Asset Evaluation and Renewal Management

#### Aim

*To maintain appropriate details of infrastructure and develop replacement programs where required.*

<ul style="list-style-type: none"> <li>- Review Asset Registers for accuracy.</li> <li>- Revalue all assets to reflect current costs.</li> </ul>	<ul style="list-style-type: none"> <li>- All infrastructure data meets accuracy specifications.</li> <li>- All infrastructure assets valued to reflect current replacement cost.</li> </ul>	<p><b>DFS/GM D/GM WSS</b></p> <p><b>GM D/GM WSS</b></p>	<ul style="list-style-type: none"> <li>- Registers updated constantly. Revaluations carried out according to requirements of accounting standards.</li> <li>- Ongoing refinement process.</li> </ul>
<ul style="list-style-type: none"> <li>- Develop replacement cost profiles for all schemes.</li> <li>- Check GPS locations of Assets.</li> <li>- Ongoing CCTV, smoke testing and sewer inspection program.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to date replacement cost profiles in place.</li> <li>- GIS data accuracy meets accuracy requirements.</li> <li>- Ongoing system of asset evaluation and condition assessment in place.</li> </ul>	<p><b>GM WSS</b></p> <p><b>GM D/GM WSS</b></p> <p><b>GM WSS</b></p>	<ul style="list-style-type: none"> <li>- No action at this stage.</li> <li>- Ongoing process.</li> <li>- Work in progress.</li> </ul>

### 6.1 (vii) Performance Management Plan

#### Aim

*To evaluate performance against goals and Customer Service Standard.*

<ul style="list-style-type: none"> <li>- Completed database system to analyse system performance statistics.</li> </ul>	<ul style="list-style-type: none"> <li>- Database for performance statistics developed.</li> </ul>	<p><b>GM WSS</b></p>	<ul style="list-style-type: none"> <li>- Complete.</li> </ul>
<ul style="list-style-type: none"> <li>- Complete annual report and incorporate into Council Annual Report.</li> </ul>	<ul style="list-style-type: none"> <li>- Performance results incorporated into Council's Annual Report.</li> </ul>		<ul style="list-style-type: none"> <li>- Complete.</li> </ul>

**SUB-PROGRAM:** 6.2 OPERATIONS

**OBJECTIVE:** To operate and maintain infrastructure to provide agreed levels of service and system performance.

**MANAGING RISKS:** This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 6.2 (i) Environmental Management

#### Aim

*To operate all systems so that wastes are collected and treated in a safe, efficient and environmentally conscious manner.*

- Site Based Management Plans (SBMP) for all relevant activities updated.	- SBMPs reviewed every three years.	<b>GM WSS</b>	- Review commenced.
- Receiving Environmental Management Plans (REMP) for all relevant activities reviewed and implemented.	- REMPs in place and implemented.		- Plan in place.

### 6.2 (ii) Effluent Management

#### Aim

*To recognise and implement effective and sustainable water reuse systems.*

- Investigate and evaluate reuse opportunities with plant upgrades.	- Options for effluent reuse evaluated.	<b>GM WSS</b>	- Evaluation in progress.
- Develop document and put in place agreements for all effluent discharges.	- Agreements in place for all third party reuse systems.		- Commenced.

## Activities

## Performance Targets/Measures

Responsibility  
Key Officers/Areas

## Second Review

### 6.2 (iii) Sludge/Biosolids Management

#### **Aim**

*To manage the reuse or disposal of sludge and biosolids without any detrimental environmental outcomes.*

- |   |   |               |                     |
|---|---|---------------|---------------------|
| - Investigate and evaluate sludge/biosolids disposal options. | - Options for sludge/biosolids reuse evaluated. | <b>GM WSS</b> | - Review commenced. |
|---|---|---------------|---------------------|

### 6.2 (iv) Trade Waste Management

#### **Aim**

*To ensure that trade waste discharged to the sewerage system has no detrimental affects on environmental systems.*

- |   |  |               |              |
|---|--|---------------|--------------|
| - Update Trade Waste Environmental Management Plan. | - Trade Waste Environmental Management Plan updated. | <b>GM WSS</b> | - In place.  |
| - Audit and document all trade waste discharges.    | - Trade waste monitoring systems in place.           |               | - Commenced. |

### 6.2 (v) Operations Management

#### **Aim**

*To operate all sewerage systems to ensure dependable operation.*

- |   |  |               |              |
|---|--|---------------|--------------|
| - Develop procedures for all normal operational activities. | - Procedures for all relevant activities in place. | <b>GM WSS</b> | - Commenced. |
|---|--|---------------|--------------|

## 6.2 (vi) Sewer Inflow/Infiltration Management

### Aim

To manage the extent of inflow/infiltration to reduce the need for upgrading of infrastructure.

- Develop a public education system.	- Information of infiltration/inflow developed.	<b>GM WSS</b>	- No action at this stage.
- Identify the level of inflow/infiltration in each catchment.	- Details of per capita sewage flow available for all systems.		- Evaluation commenced.
- Carry out a progressive Mains Repair Program.	- Mains Repair Programs in place.		- Evaluation in progress.

### SUB-PROGRAM:

### 6.3 MAINTENANCE

### OBJECTIVE:

To operate and maintain infrastructure to provide agreed levels of service and system performance.

### MANAGING RISKS:

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3 and 5.6 in the Gympie Regional Council Risk Management Plan.

### Activities

### Performance Targets/Measures

### Responsibility Key Officers/Areas

### Second Review

## 6.3 (i) Maintenance Management

### Aim

To maintain Sewerage Scheme infrastructure so that it remains capable of continuous operation.

- Investigate and implement a system of Maintenance Management.	- Maintenance Management Systems in place.	<b>GM WSS</b>	- No action at this stage.
- Develop Maintenance Manuals for all facilities.	- Maintenance Manuals for all systems in place.		- No action at this stage.
- Maintain the condition of sewage transport systems to minimise overflows.	- Systems to minimise pump system failures in place.		- In place.
- Maintain treatment plants at maximum capacity.	- Treatment plants capable of working at full capacity.		- In place.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

6.3 (ii) Energy/Resources Management

**Aim**

*To optimise the use of energy and other resources.*

- Determine resource and energy inputs for all operations.	- Energy and resources inputs determined for all operations.	<b>GM WSS</b>	- No action at this stage.
- Develop performance targets for all resource and energy inputs.	- Resources use optimisation procedures in place.		- No action at this stage.

SUB-PROGRAM:

**6.4 CAPITAL WORKS – SEWERAGE**

OBJECTIVE:

To provide key long term infrastructure, infrastructure improvements and equipment to advance community amenity and Council operational effectiveness.

MANAGING RISKS:

This sub-program mitigates the risks outlined in Strategic Risks 5.1, 5.3, 5.5, 5.6 and 5.7 in the Gympie Regional Council Risk Management Plan.

Activities

Performance Targets/Measures

Responsibility  
Key Officers/Areas

Second Review

6.4 (i) Infrastructure Procurement

**Aim**

*To construct infrastructure in a cost effective, safe and environmentally conscious manner.*

- Construct assets to agreed cost and quality requirements.	- Cost of works within 10% of Budget.	<b>GM WSS</b>	- Being achieved.
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## 6.4 (ii) Capital and Operational Works Plan

### Aim

To provide infrastructure and equipment to enable operational improvement.

### Budgeted items

- Provide, construct and purchase listed Budget items. \* - Completion of related projects.

DE/GM WSS

\* Extract from the Gympie Regional Council Budget 2011-12 adopted 29 June 2011.

### CAPITAL WORKS - Sewerage - General

Budget Item	Budget for 2011-2012	Second Review
New House Connections	50,000	Work being carried out when requested.
Sewer Main Extensions	50,000	Work completed as requested.
Mains Upgrade	70,000	No action at this stage.
Sewer Infrastructure Replacement Program	200,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$370,000</b>	

### CAPITAL WORKS - Sewerage - Gympie

Budget Item	Budget for 2011-2012	Second Review
Treatment Plant Upgrade	6,500,000	In progress.
Pump Station - G12 Rising Main	350,000	Design being completed.
Gympie Relocate Combine Drains	50,000	No action at this stage.
Southside Sewerage	800,000	For next stage, planning commenced, work in progress.
Spring Road Pump Station	50,000	No action at this stage.
Bonnick Road Sewer Extension	270,000	Completed.
Gympie Pump St Rising Main Upgrade Program	200,000	No action at this stage.
<b>TOTAL CAPITAL WORKS</b>	<b>\$8,220,000</b>	

## Index to Responsibility Key Officers/Areas

<b>CEO</b>	Chief Executive Officer
<b>D COMM</b>	Director of Community Services
<b>DCS</b>	Director of Corporate Services
<b>DE</b>	Director of Engineering
<b>DFS</b>	Director of Financial Services
<b>Directors</b>	All Directors
<b>DPD</b>	Director of Planning and Development
<b>GM D</b>	General Manager - Design
<b>GM WKS</b>	General Manager - Works Division
<b>GM WKS &amp; GM TS</b>	General Managers - Works and Technical Services Divisions
<b>GM TS</b>	General Manager - Technical Services Division
<b>GM WSS</b>	General Manager - Water Supply and Sewerage