









Schedule A

Policy 280 Councillor Acceptable Requests

OFFICE OF CEO		
Gary Rinehart – Chief Executive Officer		
	gary.rinehart@northburnett.qld.gov.au 0497 603 527 07 4160 3523	All Council related matters.
Tracey Wilson – Executive Services Stream Leader		
	tracey.wilson@northburnett.qld.gov.au 0428 566 275 07 4127 6803	Media and external communications, external grant coordination, reporting on statutory reports, CEO/Mayoral and Councillor correspondence and administration.
Natalie Zillman – Information Services Coordinator		
	natalie.zillman@northburnett.qld.gov.au 07 4160 3535	Governance matters relating to meetings, agenda, minutes and action plans for follow-up, CEO/Mayoral and Councillor correspondence and administration.
Sarah Aberdein – Administration Officer (Executive Support)		
	sarah.aberdein@northburnett.qld.gov.au 07 4127 6811	Governance matters relating to complaints management, Councillor workshops, CEO/Mayoral and Councillor correspondence and administration.
DEPARTMENT OF CORPORATE & COMMUNITY		
Brad Duke – General Manager		
	brad.duke@northburnett.qld.gov.au 0498 669 940 07 4160 3553	All Departmental matters.
Margie McIntyre – Executive Assistant		
	margie.mcintyre@northburnett.qld.gov.au 07 4160 3546	Project and administrative matters relating to Department.
Zoe Behrendt – Corporate Services Manager		
	zoe.behrendt@northburnett.qld.gov.au 07 4160 3561	All Corporate Services related matters, records, finance, ICT, rates and payroll and ALL NBRC budgets.
Anita Corfield – Acting Finance Manager		
	anita.corfield@northburnett.qld.gov.au 07 4160 3557	All finance and budget related matters.

DEPARTMENT OF CORPORATE & COMMUNITY		
Elly Pusen – Records Coordinator		
	elly.pusen@northburnett.qld.gov.au 07 4160 3564	All records, recordkeeping and Right to Information related matters.
Camille Summers – Revenue Stream Leader		
	camille.summers@northburnett.qld.gov.au 07 4160 3201	All rates related matters.
Linda Nicholson – Administration Officer (Leasing)		
	linda.nicholson@northburnett.qld.gov.au 07 4166 9926	All land and property leasing / permit related matters.
Dael Giddins – Expenditure Stream Leader		
	dael.giddins@northburnett.qld.gov.au 07 4160 3559	All expenditure related matters, payroll, councillor payments and creditors.
Scott Bambrick – Information and Communications Technology Officer		
	scott.bambrick@northburnett.qld.gov.au 07 4166 9930	All ICT related matters, phones, equipment and services.
Kevin Burnett – Information and Communications Technology Officer		
	kevin.burnett@northburnett.qld.gov.au 07 4160 3537	All ICT related matters, phones, equipment and services.
Vacant – Community Connection Manager		
Vacant Position	0400 787 072 07 4165 5744	All community connection and services related matters.
Tracie Myles – Customer Services and Libraries Stream Leader		
	tracie.myles@northburnett.qld.gov.au 0472 878 556 07 4166 9924	All customer services and library related matters.
Jenny Hall – Libraries Unit Leader		
	jenny.hall@northburnett.qld.gov.au 07 4166 9917	All library related matters.

DEPARTMENT OF CORPORATE & COMMUNITY**Melinda Thorburn – Community Development Officer**

melinda.thorburn@northburnett.qld.gov.au
07 4165 5746

All community development, transport service and housing matters.

Lucas Bell – Sport and Recreation Officer

lucas.bell@northburnett.qld.gov.au
0458 120 372
07 4165 5749

All sport and recreational matters, community engagement and association/club contact.

Tanya Walters – Customer Services Officer (Grants)

tanya.walters@northburnett.qld.gov.au
07 4160 3520

All community grant application matters.

Tegan Bauer – Administration Officer (Cemeteries)

tegan.bauer@northburnett.qld.gov.au
07 4166 9922

Cemetery administration, systems and processes.

DEPARTMENT OF STRATEGY, INNOVATION AND ASSETS**Trevor Harvey – General Manager**

trevor.harvey@northburnett.qld.gov.au
0428 654 997
07 4165 5708

All Departmental matters, including Disaster Management.

Michelle Burns – Executive Assistant

michelle.burns@northburnett.qld.gov.au
07 4165 5717

Project and administrative matters relating to Department.

Justin Kronk – Asset Services Manager

justin.kronk@northburnett.qld.gov.au
0428 408 988
07 4165 5722

All asset management and planning matters, works programming, GIS and NDRRA.

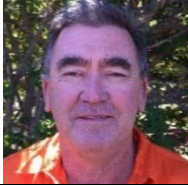




Lyle Murray – Technical Officer (Planning - Civil) Asset Services

lyle.murray@northburnett.qld.gov.au
0427 651 923
07 4165 7218

Generating short and long term works programmes to be delivered by the Department of Works.

DEPARTMENT OF STRATEGY, INNOVATION AND ASSETS		
Eric Sturgess – Technical Officer (Planning – Parks and Open Spaces) Asset Services		
	eric.sturgess@northburnett.qld.gov.au 0459 888 330 07 4160 3508	Generating short and long term works programmes to be delivered by the Department of Works.
Melanie Lavelle-Maloney – Economic Development Manager		
	melanie.lavelle-maloney@northburnett.qld.gov.au 0417 027 764 07 4165 5712	All economic development, tourism, facilities (caravan parks etc.) related matters.
Jeff Miles – Environmental Services Manager		
	jeff.miles@northburnett.qld.gov.au 0427 669 919 07 4160 3502	All environmental related matters including waste, compliance, environmental health, animal management, land protection and natural resource management.
John Fraser – Development and Building Services Stream Leader		
	john.fraser@northburnett.qld.gov.au 0458 625 963 07 4127 6812	All development and building services matters.

DEPARTMENT OF WORKS		
Johan Louw – General Manager		
	Johan.louw@northburnett.qld.gov.au	All Departmental matters.
Vacant – Executive Assistant		
Vacant Position		Project and administrative matters relating to Department.
Vacant – Bill Kirby (Acting) – Civil Works Manager		
	bill.kirby@northburnett.qld.gov.au 0419 039 828	All civil works matters including roads, fleet, plant, quarries, parks and open spaces.
Mick Dingle – Regional Supervisor (East)		
	mick.dingle@northburnett.qld.gov.au 0427 563 363 07 4156 2407	All regional works related matters.

DEPARTMENT OF WORKS		
Stephen Capewell – Regional Supervisor (West)		
	stephen.capewell@northburnett.qld.gov.au 0419 039 289	All regional works related matters.
Peter Van-Breeman – Regional Supervisor (South)		
	peter.vanbreeman@northburnett.qld.gov.au 0427 654 980 07 4165 5782	All regional works related matters.
Vacant – Plant Fleet Stream Leader		
Vacant Position		All plant related matters.
Matthew Cook – Manager Technical Services		
	matthew.cook@northburnett.qld.gov.au 0458 771 193	All water and sewerage related matters; and All facilities/buildings related matters.
Beau Milne – Facilities Officer		
	beau.milne@northburnett.qld.gov.au 0472 655 700 07 4165 5709	All facilities/buildings related matters.
Brad Thode – Water Officer		
	brad.thode@northburnett.qld.gov.au 0437 502 453	All water and sewerage related matters.

RELATED POLICIES AND PROCEDURES

Policy 280 Councillor Acceptable Requests

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