



SOUTH BURNETT
REGIONAL COUNCIL

Agenda
of the
Special Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 7 November 2018

Commencing at 9.00 am

Chief Executive Officer: Mark Pitt

Our Vision

"South Burnett Region, working together building a strong, vibrant and safe community"

Our Values

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



SOUTH BURNETT REGIONAL COUNCIL SPECIAL MEETING AGENDA

Wednesday, 7 November 2018

ORDER OF BUSINESS:

- 1. Leave Of Absence..... 1
- 2. Business 1
 - 2.1 ED - 2547100 - Lodgement of Application under the Building Better Regions Fund Infrastructure Project Stream - Kingaroy CBD Revitalisation Project..... 1
 - 2.2 CP - 2545831 - Adoption of Council's Annual Report 2017/18..... 7

1. Leave Of Absence

Nil.

2. Business

2.1 ED - 2547100 - Lodgement of Application under the Building Better Regions Fund Infrastructure Project Stream - Kingaroy CBD Revitalisation Project

Document Information

ECM ID 2547100

Author Manager Infrastructure Planning

Endorsed By General Manager Infrastructure

Date 30 October 2018

Précis

Lodgement of Application under the Building Better Regions Fund Infrastructure Project Stream.

Summary

The Department of Industry, Innovation and Science is responsible for administering the program on behalf of the Department of Infrastructure, Regional Development and Cities. The Building Better Regions Fund (BBRF) is a \$641.6 million investment by the Australian Government to create jobs, drive economic growth and build stronger regional communities into the future.

Round 3 of the funding is now open for submissions and has \$200 million available, with up to \$45 million of this funding earmarked to support tourism related infrastructure projects.

The applications will be assessed against eligibility and merit criteria, competing against other submissions in this round of funding. All eligible applications will be grouped in categories according to the total eligible project cost to ensure projects of similar size are ranked against each other. Decisions on projects to be funded are taken by a Ministerial Panel in consultation with the Australian Government's National Infrastructure Committee of Cabinet.

Applications close on 15 November 2018 and must be completed and funding acquitted by 31 December 2021.

Council is seeking to fund the following stages of works to be submitted under the application:

- Hector Munro Carpark Refurbishment
 - Haly Street (between Kingaroy and Youngman Streets) Revitalisation
 - Kingaroy Street including Kingaroy Street & Alford Street Intersection Revitalisation
 - Alford St West (between Kingaroy and Youngman Streets) Revitalisation
 - CBD Wide Street Trees & Glendon St Caravan Parking
-

Whilst the stages are preliminary, the final staging approval will be subject to final Council approval following completion of the detailed design and estimates.

Officer's Recommendation

That Council lodge an \$8 million application under Round 3 of the Building Better Regions Fund Infrastructure Project Stream towards the Kingaroy CBD Revitalisation Project with Council's contribution towards the project being \$4 million.

Financial and Resource Implications

The BBRF allows Council's to submit application for up to 50% for project funding. Council has previously drawn down a \$2 million loan to assist with funding the initial stage/s of this project. The additional \$2 million is to be sourced from internal funded infrastructure renewal programs being \$1M water and sewerage, and \$1M from sealed pavement rehabilitation.

Link to Corporate/Operational Plan

INF1 Infrastructure that meets our community needs

Communication/Consultation (Internal/External)

Consultation with Councillors has been occurring since January 2017, along with community engagement sessions that were undertaken in March 2018.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

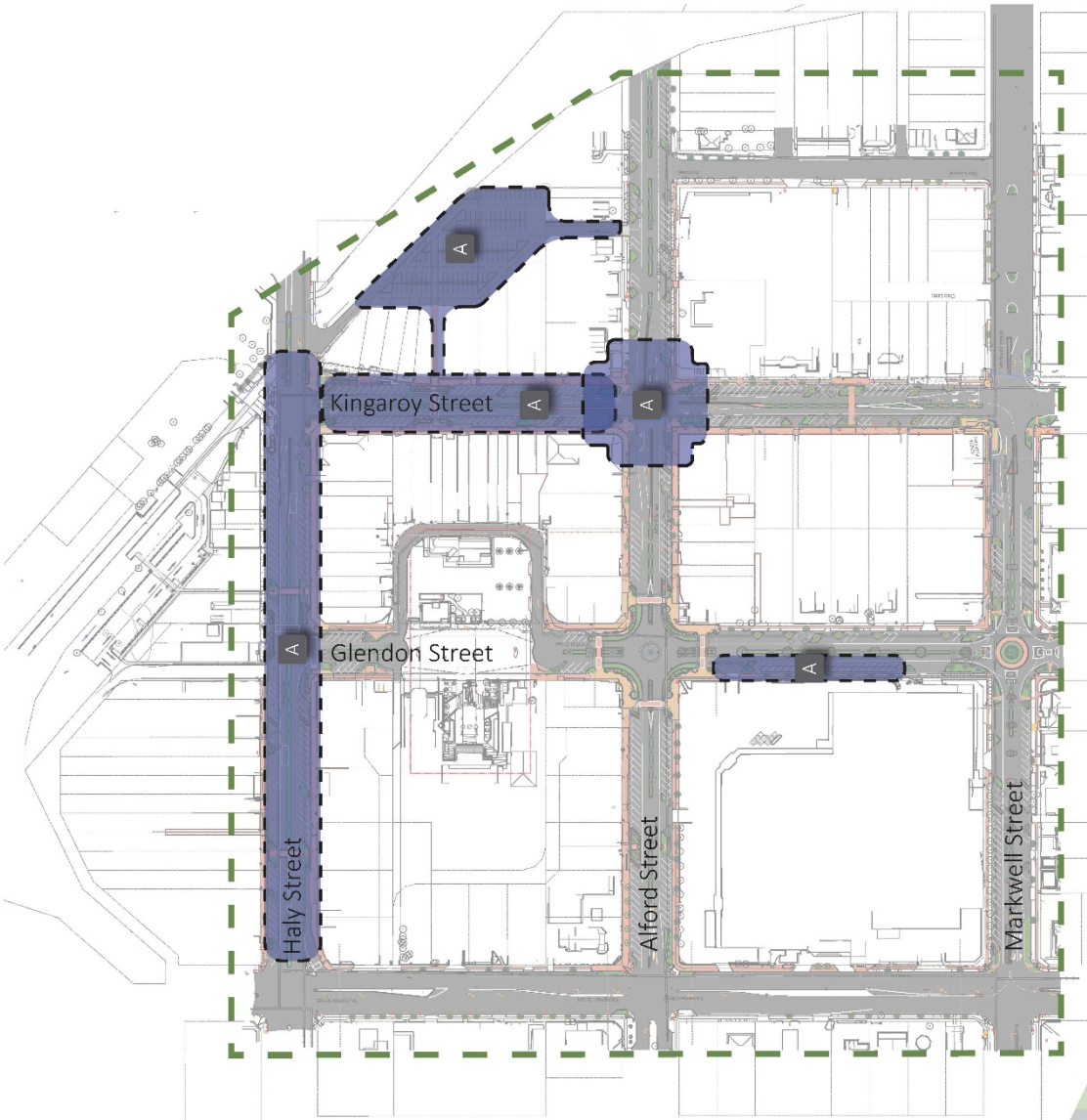
Asset Management Implications

The Kingaroy CBD Revitalisation Project provides for the replacement and renewal of existing road, parking & footpath assets in the following locations:

- Hector Munro Carpark
- Haly Street (between Kingaroy and Youngman Streets)
- Kingaroy Street including Kingaroy Street & Alford Street Intersection
- Alford St West (between Kingaroy and Youngman Streets)
- CBD Wide Street Trees + Glendon St Caravan Parking

Attachments

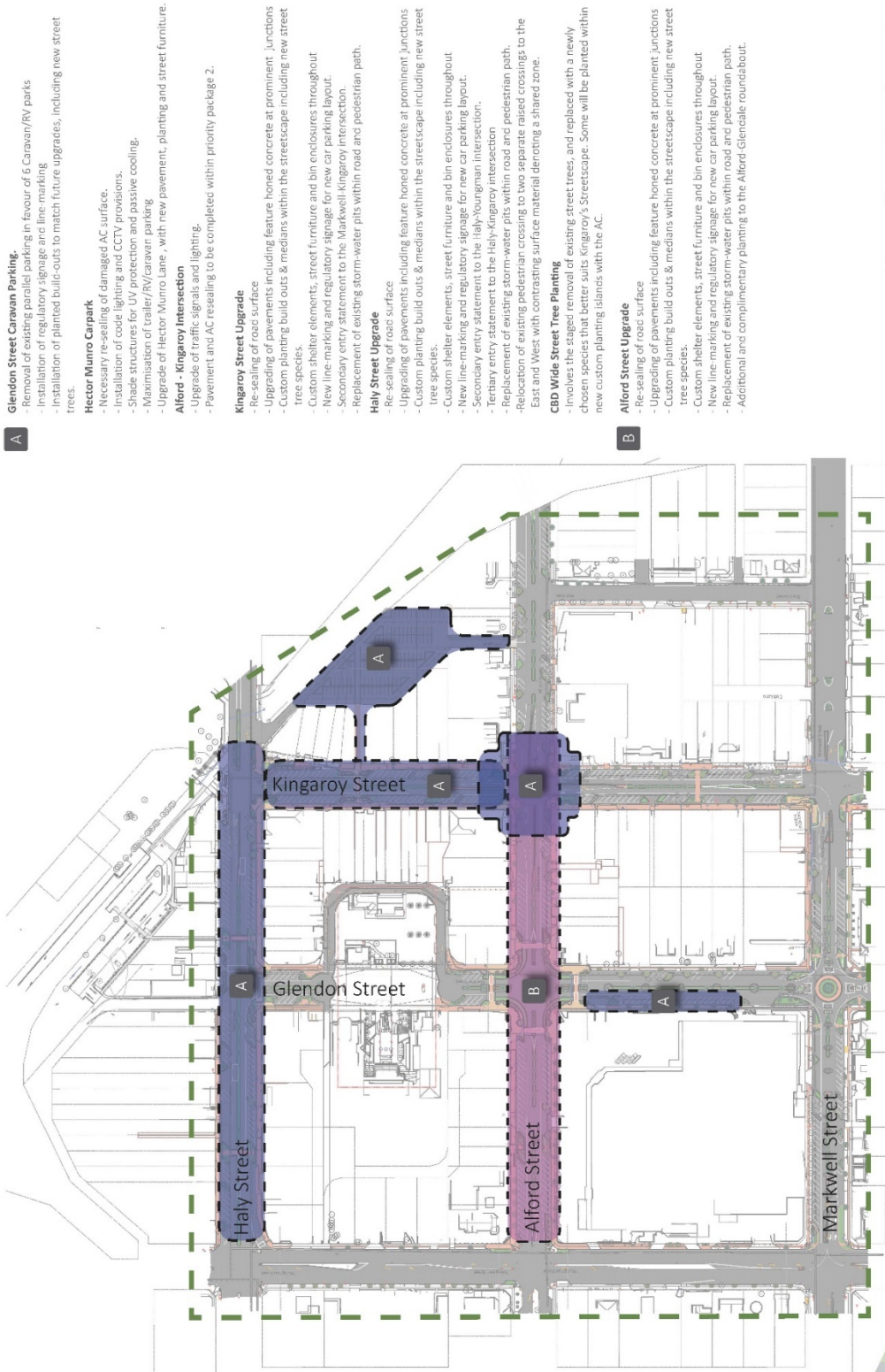
1. Funding Option A
2. Funding Option B



- A** **Glendon Street Caravan Parking.**
 - Removal of existing parallel parking in favour of 6 Caravan/RV parks
 - Installation of regulatory signage and line-marking
 - Installation of planted build-outs to match future upgrades, including new street trees.
- Hector Munro Carpark**
 - Necessary re-sealing of damaged AC surface.
 - Installation of code lighting and CCTV provisions.
 - Shade structures for UV protection and passive cooling.
 - Maximisation of trailer/RV/caravan parking
 - Upgrade of Hector Munro Lane , with new pavement, planting and street furniture.
- Alford - Kingaroy Intersection**
 - Upgrade of traffic signals and lighting.
 - Pavement and AC resealing to be completed within priority package 2.
- Kingaroy Street Upgrade**
 - Re-sealing of road surface
 - Upgrading of pavements including feature honed concrete at prominent junctions
 - Custom planting build outs & medians within the streetscape including new street tree species.
 - Custom shelter elements, street furniture and bin enclosures throughout
 - New line-marking and regulatory signage for new car parking layout.
 - Secondary entry statement to the Markwell-Kingaroy intersection.
 - Replacement of existing storm-water pits within road and pedestrian path.
- Haly Street Upgrade**
 - Re-sealing of road surface
 - Upgrading of pavements including feature honed concrete at prominent junctions
 - Custom planting build outs & medians within the streetscape including new street tree species.
 - Custom shelter elements, street furniture and bin enclosures throughout
 - New line-marking and regulatory signage for new car parking layout.
 - Secondary entry statement to the Haly-Youngman intersection.
 - Tertiary entry statement to the Haly-Kingaroy intersection
 - Replacement of existing storm-water pits within road and pedestrian path.
 - Relocation of existing pedestrian crossing to two separate raised crossings to the East and West with contrasting surface material denoting a shared zone.
- CBD Wide Street Tree Planting**
 - Involves the staged removal of existing street trees, and replaced with a newly chosen species that better suits Kingaroy's Streetscape. Some will be planted within new custom planting islands with the AC.

Funding Option A Kingaroy Town Revitalisation

| B3853L-LC03 [C]



- A**
- Glendon Street Caravan Parking.**
 - Removal of existing parallel parking in favour of 6 Caravan/RV parks
 - Installation of regulatory signage and line marking
 - Installation of planted build-outs to match future upgrades, including new street trees.
 - Hector Munro Carpark**
 - Necessary re-sealing of damaged AC surface.
 - Installation of code lighting and CCTV provisions.
 - Shade structures for UV protection and passive cooling.
 - Maximisation of trailer/RV/caravan parking
 - Upgrade of Hector Munro Lane, with new pavement, planting and street furniture.
 - Alford - Kingaroy Intersection**
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 - Pavement and AC resealing to be completed within priority package 2.

- Kingaroy Street Upgrade**
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 - Upgrading of pavements including feature honed concrete at prominent junctions
 - Custom planting build outs & medians within the streetscape including new street tree species.
 - Custom shelter elements, street furniture and bin enclosures throughout
 - New line marking and regulatory signage for new car parking layout.
 - Secondary entry statement to the Markwell-Kingaroy intersection.
 - Replacement of existing storm-water pits within road and pedestrian path.
- Haly Street Upgrade**
- Re-sealing of road surface
 - Upgrading of pavements including feature honed concrete at prominent junctions
 - Custom planting build outs & medians within the streetscape including new street tree species.
 - Custom shelter elements, street furniture and bin enclosures throughout
 - New line marking and regulatory signage for new car parking layout.
 - Secondary entry statement to the Haly-Youngman Intersection.
 - Tertiary entry statement to the Haly-Kingaroy intersection
 - Replacement of existing storm-water pits within road and pedestrian path.
 - Relocation of existing pedestrian crossings to two separate raised crossings to the East and West with contrasting surface material denoting a Shared zone.
- CBD Wide Street Tree Planting**
- Involves the staged removal of existing street trees, and replaced with a newly chosen species that better suits Kingaroy's Streetscape. Some will be planted within new custom planting islands with the AC.

- B**
- Alford Street Upgrade**
 - Re-sealing of road surface
 - Upgrading of pavements including feature honed concrete at prominent junctions
 - Custom planting build outs & medians within the streetscape including new street tree species.
 - Custom shelter elements, street furniture and bin enclosures throughout
 - New line marking and regulatory signage for new car parking layout.
 - Replacement of existing storm-water pits within road and pedestrian path.
 - Additional and complimentary planting to the Alford-Glendale roundabout.

Funding Option B
Kingaroy Town Revitalisation

| B38531-LC04 [C]

2.2 CP - 2545831 - Adoption of Council's Annual Report 2017/18

Document Information

ECM ID 2545831

Author Chief Executive Officer

Date 1 November 2018

Précis

Adoption of Council's Annual Report 2017/18.

Summary

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

The Annual Report 2017/18 is Council's report card to our community and stakeholders on our performance, achievements and planned outcomes. It reveals Council's strategic and financial positions, and it details Council's performance in meeting the strategic priorities outlined in Council's Corporate Plan.

The theme of 'Stability and Sustainability' continues to be the focus for Council for this term of office.

Officer's Recommendation

That Council adopt the 2017/18 Annual report.

Financial and Resource Implications

No direct financial or resource implications arise from the production of Annual Report other than what was identified in Council's operating budget for 2018/19.

Link to Corporate/Operational Plan

The annual report links to all areas of the Corporate and Operational Plan.

Communication/Consultation (Internal/External)

Contributions were sourced from the Senior Management Team (Chief Executive Officer, General Managers and Managers), senior officers and Councillors. The draft report was presented to the External Auditors with feedback received incorporated into the draft report. Internal consultation was undertaken with the Senior Management Team and Councillors with the Chief Executive Officer and the Mayor providing the final approval for the draft report to be presented to Council for adoption.

Legal Implications (Statutory Basis, Legal Risks)

Pursuant to Section 182 of the *Local Government Regulation 2012* the Council must prepare and adopt an annual report.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report which have not been identified.

Report

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

The Annual Report 2017/18 is Council's report card to our community and stakeholders on our performance, achievements and planned outcomes. It reveals Council's strategic and financial positions, and it details Council's performance in meeting the strategic priorities outlined in Council's Corporate Plan.

The theme of 'Stability and Sustainability' continues to be the focus for Council for this term of office.

2017 **ANNUAL** 2018 **REPORT**

Stability and sustainability connecting our region





“The South Burnett is a unique blend of vibrant country towns and laid-back living.”



Our Logo

The South Burnett Regional Council logo uses the symbolic colours of the natural surrounds of the region. The yellow swirl represents abundant sunshine, the green illustrates the vibrant crops that are grown within our beautiful region and the red symbolises the rich red soil the South Burnett is famous for.





Acknowledgements

We acknowledge and respect the Wakka Wakka people, the traditional owners of this land that we live, work and play on and respect their cultures, their ancestors and their elders past and present and future generations.

We acknowledge the many volunteers within our community who generously give their time and energy to enrich the lives of those around them and make our region a great place to live and visit.

We acknowledge the many staff within Council who routinely go 'above and beyond' for the benefit of our community and organisation, helping us to improve each and every year.



The 2017/18 Annual Report
is available online at
www.southburnett.qld.gov.au

Hard copies can be viewed at Councils
Customer Service Centres and Libraries.

To purchase a copy call 07 4189 9100.

Welcome to the 2017/18 South Burnett Regional Council Annual Report

It is with great pleasure that Council presents this report to our ratepayers, community members, stakeholders and staff of the South Burnett Regional Council.

Each year Council is required by legislation to prepare and adopt an Annual Report. This report is the major accountability tool in Council's corporate governance framework, providing non-financial and financial information on the efficiency and effectiveness of operations.

Council views this as an opportunity to report on our performance, achievements and challenges of the past year, to be open, transparent and accountable.

Our Annual Report is our formal reporting mechanism that assesses the progress towards meeting the outcomes of the five strategic priorities set out in Council's Corporate Plan 2014-18:

- 1. ENHANCING OUR COMMUNITIES**
Building vibrant, healthy, supportive and inclusive communities
- 2. GROWTH & OPPORTUNITY**
A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms
- 3. OUR ENVIRONMENT**
A sustainable environment, proactively and responsibly managed in partnership with the community for future generations
- 4. ORGANISATIONAL EXCELLENCE**
An organisation that is characterised by effective leadership, responsible management and quality service delivery
- 5. INFRASTRUCTURE**
The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles

"Individual communities building a strong & vibrant region"



Get in touch....

Your feedback is valuable to us. Should you wish to comment on this Annual Report please complete the feedback form on page 175 or contact Council's Social and Corporate Performance Branch on 07 4189 9100.



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OUR REGION



OUR REGION

Located on the edge of the Great Dividing Range and set against a backdrop of the Bunya Mountains, the South Burnett is a unique blend of vibrant country towns and laid-back living.

Situated inland from the Sunshine Coast and an easy two-hour drive north-west of Brisbane, the South Burnett is a great place to make home.

In the past our region was probably best known for peanuts. But beyond Kingaroy's famous moniker of the 'Peanut Capital of Australia', the South Burnett offers much more. Our residents enjoy a relaxed country lifestyle, contrasted with a abundant opportunities and possibilities afforded by our progressive local industries. From agriculture,

manufacturing, mining and renewable energy, to art, culture, tourism, health and quality education, the South Burnett really does have it all.

The South Burnett is blessed with rich agricultural land that produces a range of high-quality agricultural products for both domestic and international markets including peanuts, navy beans, maize, wheat, grain and sorghum. The region also boasts a state-of-the-art pig processing facility and a thriving wine manufacturing region that produces



OUR REGION

premium estate-grown and alternate varieties of table wines.

Kingaroy is the regional hub of the South Burnett and has services such as an airport, bus services to Brisbane, a shopping centre, Government agencies and many of the industries generally expected in much larger centres. All townships within the region support a vigorous sporting and social lifestyle with facilities such as museums, art galleries, shopping centres, indoor/outdoor sporting facilities, parks and green spaces, local theatre groups, annual festivals and music venues.

The timber-town of Blackbutt is home to Australia's best and only annual avocado festival. Historical Nanango is considered Queensland's fourth oldest town and has a number of heritage-listed sites including Ringsfield House, the Nanango Court House and the Butter Factory building. Further to the north, 12km from Murgon, is the spectacular Belke-Petersen Dam. Another lake in the region popular for its excellent fishing is Lake Boondooma. Rock wallabies can be seen on local cliffs, particularly around twilight hours. The Garnet gem fields are located just west of Proston.

With our outstanding lifestyle opportunities, the South Burnett is a great place to be.



Map is not intended for navigation purposes.

MAYOR & CEO REPORT



South Burnett Regional Council CEO Mark Pitt and Mayor Kelvin Campbell

MAYOR & CEO REPORT

It gives us great pleasure to introduce the 2017/18 Annual Report.

For the second full reporting year of this term Council continued to focus on how to improve the road network and look at all aspects of the internal organisation. Through natural attrition and in some cases voluntary redundancy this has given an opportunity to concentrate on core Council functions and look at the opportunity for organisational improvement of service delivery for the second half of this term.

Council also developed and adopted the 2018/19 to 2022/23 Corporate Plan over this period. The plan will give strategic direction to Council's operation for the next five-year period and will be the central point of

reference for all of Council's key corporate documents and strategies, including the annual Operational Plan.

It is with great pleasure to advise that Mark Pitt has joined the South Burnett Regional Council and formally commenced in the role of Chief Executive Officer on 2 July 2018. Mark has been overwhelmed by the opportunity and beauty of the region and is looking forward to a long and positive relationship with our community and Council.

We would take this opportunity to acknowledge the previous CEO, Mr Gary Wall. Gary served Kingaroy Shire

B Annual Report 2017/18 South Burnett Regional Council

MAYOR & CEO REPORT

and South Burnett Regional Council for 47 years of which the last four were as the CEO. We wish Gary all the best for his retirement.

We want to acknowledge the many great volunteers who serve our community with a continual line-up of wonderful events practically every week that add benefit and pleasure not just to our residents, but create an economic boost for our region through tourism. To the executive committee of all clubs, groups and associations who drive these events and functions and the vast number of volunteers who support the work load, we simply say thank you. We acknowledge the voluntary efforts of everyone irrespective of whether its for an organised function, sporting event, library, museum, art gallery or visitor information centre. Our community is richer for your contribution.

The outcomes achieved for the South Burnett Regional Council happen through the dedicated effort of the workforce and the commitment of Councillors who work diligently to improve the community in which we live and work. Our commitment is to continue to serve our ratepayers as efficiently and effectively as we are able whilst recognising the financial constraints of not just Council itself but respecting the capacity of our ratepayers also. We are all striving to achieve greater recognition of our wonderful South Burnett and build on its progress.

The Annual Report is a formal mechanism for Council to report on its activities over the past year and contains a range of detailed information about the various programs conducted. The report also details Council's financial position with the audited statements included as part of the overall report as well as a community financial report. Our report is much more than this and demonstrates the strength of our regional area through the window of Council. There is such diversity and opportunity within the region that is in almost impossible to place within one document.

It is with thanks that State and Commonwealth funding is acknowledged. The Financial Assistance Grants (FAGs) is of great assistance to the Council for operational funding, though it is worth noting that the SBRC contribution was again less than the previous year. This is an ongoing issue for the Council and one that we will continue to pursue to ensure our residents are not disadvantaged by the FAGs process. The Works 4 Queensland funding from the State Government has been greatly appreciated and provides much needed assistance across every section of Council. Many projects have been brought forward into the Capital Program for the 2017/18 financial year and the roll out will continue into 2018/19.

The past reporting year has seen the 10th anniversary of the amalgamations that brought the South Burnett Regional Council into existence. Much has changed in this time and over the past 10 years Council has matured into a sustainable organisation with strong future prospects. The road network will be a continued area of focus and the planning microscope will be put on future needs in both water supply and security and waste water needs. Looking forward there is still much we can achieve.



Mayor Keith Campbell, Retiring CEO Gary Wall and Councils Coordinator Executive Services Amanda Liff

Council's CEO Retires after 47 years of Service

In November 1971 and fresh out of school, Gary Wall commenced employment as a pay clerk at the Kingaroy Shire Council. During his 47 years of service, Gary moved through the ranks and achieved appointment as South Burnett Regional Council's Chief Executive Officer in 2015.

From the outset Mr Wall focused on sustainability and improved processes to ensure the Council's resources were used prudently and effectively.

He led efficiency reviews across the organisation as well as external reviews including the Wide Bay Burnett Regional Strategic Financial Review which was undertaken by the Queensland Treasury Commission.

Being a long term resident of Kingaroy, Gary has been involved with and held executive positions within school P&Cs and sporting clubs. He was a board member of SB Care and the South Burnett Community Hospital Foundation Ltd.

Mr Wall said, "It has been both challenging and rewarding working for local Government. I am looking forward to enjoying more time with my family and I hope to continue to contribute to the community."

OUR VISION, VALUES & PRIORITIES

Our vision Individual communities building a strong and vibrant region.

Our values

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

Accountability We accept responsibility for our decisions and actions

Community Building partnerships, supporting communities and delivering quality services

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

Innovation Encouraging an innovative and resourceful workplace and community

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

Vision Our vision is the driving force behind our actions and responsibilities

Excellence striving to deliver excellent environmental, social and economic outcomes



OUR VISION, VALUES & PRIORITIES



Our five strategic priorities

1

Enhancing our Communities
Building vibrant, healthy, supportive and inclusive communities.

2

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

3

Our Environment
A sustainable environment, pro-actively and responsibly managed in partnership with the community for future generations.

4

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

5

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

STRATEGIC HIGHLIGHTS

2017/18

Strategic Priority: Enhancing our Communities

GOALS	ACHIEVEMENTS
An informed and engaged community	<ul style="list-style-type: none"> • Deliver quality communication and engagement to and on behalf of Council
Building vibrant, healthy, supportive and inclusive communities	<ul style="list-style-type: none"> • Deliver library services to the region pursuant to the Queensland State Library agreement
An active, safe and healthy community	<ul style="list-style-type: none"> • 1,478 animal management requests, 133 animal attacks, 13 drumMUSTER requests, 570 overgrown allotments, 8 waste bin hire enquiries, 93 general local law, 38 abandoned vehicles and 16 Illegal parking
Work towards a community being prepared and resilient to natural and man-made disasters	<ul style="list-style-type: none"> • The Local Disaster Management Group (LDMG) met quarterly. The Local Disaster Management Plan was updated and forwarded to Council for endorsement. Associated sub-plans were administered. • Emergency Action Plans (EAP) were reviewed for Stanwell's referable dams. Council's Gordonbrook Dam EAP was reviewed, updated and subsequently forwarded to the State Government for consideration • The Local Disaster Recovery Group (LDRG) met quarterly to advance the respective sub groups in Human and Social Recovery, Environment, Economic and Infrastructure. Council's Business Continuity Plan was drafted, reviewed internally and forwarded to Council for endorsement.

Strategic Priority: Growth and Opportunity

GOALS	ACHIEVEMENTS
Effective advocacy and strategic partnerships	<ul style="list-style-type: none"> • Mayor and CEO attended the WBBROC meetings • SBRC Mayor along with other Wide Bay Mayors took the opportunity to present delegations to various Ministers during a meeting held in Brisbane
Continue to implement the Economic Development Strategy	<ul style="list-style-type: none"> • The 2020 South Burnett Economic Development Strategy was adopted by Council at the Ordinary Meeting held 16 August 2017 and presented to business groups and local residents during the 2017 Roadshow • Business South Burnett brand launched in June 2018 to focus resources and activities relevant to business growth activity
Continue to promote the South Burnett as a premier tourist destination	<ul style="list-style-type: none"> • Facilitated a tourism workshop that attracted over 50 operators 20 July 2017 • Attended Gold Coast, Wide Bay and Sunshine Coast Caravan, Camping and Travel Shows under brand 'South Burnett' • The Visitor Economy Action Plan was presented to Council on 26 September 2017 • Implemented the Visitor Economy Action Plan with changes to promotional and marketing materials reflecting target markets and successful execution of a quarterly industry networking function - South Burnett Unpacked. • Refreshed the South Burnett Touring Guide



Council's funded
\$188,781
in Community Grants
during 2017/18

*Excluding In-Kind Sponsorship



Council's Customer
Service officers answered
28,828
calls during 2017/18



Council generated
17,400m³
of mulch from green
waste disposal



Council registered
4,971
Dogs across the
South Burnett



South Burnett residents
have a median monthly
mortgage repayment of
\$1,159

STRATEGIC HIGHLIGHTS

Strategic Priority: Our Environment

GOALS	ACHIEVEMENTS
Managed and identified public health and environmental issues in accordance with relevant legislation	<ul style="list-style-type: none"> • 41 new food business licence applications, 40 temporary food applications, 66 non-profit temporary food applications and 11 private water samples applications • 85 environmental health customer requests including 16 food, 52 public health and 17 immunisation record enquiries
Our region's environment assets are promoted, protected and enhanced	<ul style="list-style-type: none"> • 127 environmental complaints received • Provided well-planned and maintained open space, parks and rail trails network compliant with asset inspection and maintenance schedule • Developed a draft South Burnett Sport and Recreation Strategy

Strategic Priority: Organisational Excellence

GOALS	ACHIEVEMENTS
Effective financial and business management	<ul style="list-style-type: none"> • Operational Risk Registers and Treatment Plans were developed and reviewed • Fraud and Corruption Prevention Management Framework managed and compliant as at 30 June 2018 • Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2017/18 by 30 June 2018
Ethical, accountable and transparent decision making	<ul style="list-style-type: none"> • Operational Plan 2017/18 quarterly reviews adopted by Council • Delivery of the Annual Report 2016/17 by 30 November 2017
A skilled and sustainable workforce	<ul style="list-style-type: none"> • Human Resource Policy and Procedure reviewed to contribute to the redevelopment of Council's HR Management Plan 2018/19
Quality customer service	<ul style="list-style-type: none"> • Begun development of an organisational customer service standard

Strategic Priority: Service Delivery and Infrastructure

GOALS	ACHIEVEMENTS
Infrastructure that meets the communities needs	<ul style="list-style-type: none"> • Grants, capital works and maintenance programs for 2017/18 delivered on time and within budget by 30 June 2018 • An additional round of State Government funded 'Works for Queensland' projects were added to Council's Works Program resulting in a small number of Capital Projects being carried forward from 2017/18 to 2018/19 • CapEx Budget 2017/18 prepared and adopted by Council within statutory and organisational time-frames • Asset Management Plans, Register and Valuations up to date as of 30 June 2018 • 10 year capital works plan prepared for future budget consideration • Grants, capital works and maintenance program 2017/18 delivered on time and within budget by 30 June 2018 • Developed a scheduled asset maintenance plan for Properties Branch by 30 June 2018 • Plant and Fleet maintenance schedules maintained to optimise utilisation • Quality Management System and ISO9001 certification maintained



COMMUNITY FINANCIAL REPORT



COMMUNITY FINANCIAL REPORT

This is an overview of the key elements of Council's financial performance to assist readers in evaluating Council's financial position without the need to interpret the financial statements.

Statement of Cash Flows

This section provides an overview of the financial reports and the major financial implications for Council and contains the following three principal reports:

- Statement of Cash Flow
- Statement of Comprehensive Income
- Statement of Financial Position

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

This statement only reports on actual cash and shows:

- How much money Council started the financial year with
- Where the incoming money was spent
- How much money we have left at the end of the year

COMMUNITY FINANCIAL REPORT

Council commenced the financial year with \$36,609,387 banked and ended the year with \$39,672,334. Therefore, Council received \$3,062,947 more than was spent. This was primarily due to an advanced payment of the 2018/19 Financial Assistance Grant allocation and a loan drawn down in preparation for the Kingaroy CBD development.

Cash flows for the period are separated into Operating, Investing, and Financing activities:

- Operating activities include rates, user charges, interest grants, employee costs, materials and services, interest and administration
- Investing activities include money Council receives and spends being for assets which are purchased or sold i.e. property, plant and equipment
- Financing activities are cash received if Council takes out new loans or cash paid as repayments against loans

SNAPSHOT

	2018	2017	2016	2015
Opening Cash Balance	36,609,387	30,981,431	46,381,594	51,390,970
Net Cash Flow from Operating Activities	16,681,209	17,691,611	17,239,364	17,246,443
Net Cash Flow from Investing Activities	(13,089,970)	(9,711,992)	(33,141,930)	(30,323,106)
Net Cash Flow from Financing Activities	(528,292)	(2,351,663)	502,403	8,067,287
Closing Cash Balance	39,672,334	36,609,387	30,981,431	46,381,594

Statement of Comprehensive Income

(Refer to Financial Statements on page 133)

This section indicates whether Council made a profit or loss.

Whilst a cash flow statement shows how much money goes in and out of your bank account, the Statement of Comprehensive Income takes into account outstanding revenue and expenditure items relating to the specific financial period, even though it may not be paid until the following period.

These figures are based on accrual accounting principles. For example, all rates issued are included in income even though all rates are yet to be collected. These outstanding amounts would show in the Statement of Financial Position as an amount owed to Council.

Therefore the Statement of Comprehensive Income shows both cash and non-cash transactions including depreciation.



COMMUNITY FINANCIAL REPORT



TOTAL COMPREHENSIVE INCOME

The net result decreased from \$1,944,125 in the 2016/17 financial year to \$924,078 in the 2017/18 financial year. This saw a decrease of \$1,020,047 which is a result of a decrease in total revenue (\$6.36M) combined with a decrease in total expenditure (\$5.34M).

Total expenditure decreasing was mainly due to a decrease in capital expenditure. See 'Note 8: Capital Expenditure' on page 144. This decrease was primarily due to a reduction in the loss on write-off of infrastructure assets in roads and waste water.

COMPREHENSIVE INCOME STATEMENT

	2018	2017	2016	2015
Net Result	924,078	1,944,125	(2,533,648)	12,739,174
Other Comprehensive Income	100,712	59,842,264	17,047,963	34,917,597
Total Comprehensive Income	1,024,790	61,786,389	14,514,315	47,656,771

OPERATING INCOME – WHERE THE MONEY CAME FROM

Rates and utility charges are Council's main source of income making up 70% of recurrent revenue. Other sources such as recoverable works, government grants and subsidies and fees and charges are important sources that assist in funding the future growth of our region.

SNAPSHOT

	2018	2017	2016	2015
Revenue (R)	64,533,549	67,446,571	62,194,471	68,579,120
Expenses (E)	(64,927,089)	(64,479,198)	(59,914,320)	(58,189,757)
Operating Result – Profit/(Loss) (R-E)	(393,540)	2,967,373	2,280,151	10,389,363

OPERATING EXPENSES – WHERE THE MONEY WAS SPENT

Council provides a wide range of services to the community. This work is primarily undertaken by Council staff and private contractors where required. Wherever possible, local suppliers and contractors are utilised ensuring the money flows back into our community. Council's three largest expenditure categories are employee costs, materials and services and depreciation. Council expenditure is monitored through a rigorous budget process to ensure value for money for the South Burnett community.

This year saw an operating result deficit of (\$393,540). Whilst there was a decrease in employee benefits, finance costs and material and services, due to the large value capitalised an increase in depreciation was recognised increasing overall expenditure for the year.

COMMUNITY FINANCIAL REPORT

Statement of Financial Position

(Refer to 'Financial Statements' on page 133)

The previous two statements indicate the activity that has happened for a 12 month period. The Statement of Financial Position shows Council's net accumulated financial worth at the end of each financial year.

The Statement of Financial Position is broken down into three areas:

- What Council owns (Assets)
- What Council owes (Liabilities)
- What Council is worth in dollar terms (Equity)

Equity is calculated by deducting the total amount of liability from the total value of Council's assets.

ASSETS – WHAT OUR COMMUNITY OWNS

The major components of our assets include:

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

Property, plant and equipment accounts for 94.2% of Council's assets. This is a significant investment for the community and requires astute management to ensure the level of service provided by these assets are maintained. As at 30 June 2018, Council held total assets worth \$999,502,757. For a breakdown of these assets refer to 'Note 1.2: Property, Plant and Equipment' on page 151 of the Financial Statements.

LIABILITIES – WHAT OUR COMMUNITY OWES

The major components of our liabilities include:

- Payables
- Employee benefits
- Borrowings
- Provisions



Byelke Petersen Dam

COMMUNITY FINANCIAL REPORT



Wondai Visitor Information Centre

SNAPSHOT

	2018	2017	2016	2015
Assets (A)	999,502,757	998,519,232	935,978,151	921,173,299
Liabilities (L)	(66,248,497)	(66,289,761)	(65,535,069)	(65,244,532)
Equity (A-L)	933,254,260	932,229,471	870,443,082	855,928,767

CURRENT RATIO

Current Ratio = Current Assets divided by Current Liabilities

The current ratio measures Council's ability to meet its short-term commitments. A good ratio is considered to be around 1.5:1.

Council's current ratio of 4.2:1 is up from last year which suggests Council is in a sound position to pay all of its current debts when they fall due.

COUNCIL BORROWINGS

Each year Council adopts a Debt Policy that details new borrowings planned for the current financial year and the next nine financial years. The objective in developing a detailed long term borrowing strategy is to facilitate effective borrowings to achieve specific outcomes.

Council borrowed \$2M in 2017/18 for the Kingaroy CBD Development project as identified in the Debt Policy. Loan repayments for the year of \$2,528,292 were paid resulting in a decrease in borrowings of \$528,292.





Cllr Ros Heil, Cllr Daniela Power, Cllr Roz Frithbill, Deputy Mayor Cllr Kathy Duff, Mayor Cllr Keith Campbell, Cllr Terry Fleckhnesser and Cllr Gavin Jones

OUR COUNCIL

Council's Corporate Governance ensures all aspects of our organisation work together to achieve our vision. Our forward thinking leadership and management team drive innovation whilst respecting our regions heritage, rural identity and community values.

Council operates under the *Local Government Act 2009* (the Act) and is elected to provide leadership and governance to the South Burnett region.

The Council has a duty to ensure the system of local Government is accountable, effective, efficient, sustainable and consistent in accordance with the principles.

The local Government principles are:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement

- Good governance of, and by, local Government
- Ethical and legal behaviour of Councillors and local Government employees

THE ELECTED COUNCIL

Local Government elections are held every four years by The Electoral Commission of Queensland, an independent and impartial body set up to run free and democratic elections in Queensland, including local Government elections. The last election for the South Burnett Regional Council was held in March 2016.

ROLE OF COUNCILLORS

The South Burnett region covers an area of 8,397km² and is divided into six divisions with one Councillor elected to represent each division. All voters throughout the region elect the Mayor.

OUR COUNCIL

Our seven elected members represent the community to ensure the governance of the region.

Councillors are responsible for:

- (a) Ensuring the local Government -
 - (i) discharges its responsibilities under this Act
 - (ii) achieves its corporate plan
 - (iii) complies with all laws that apply to local Governments
- (b) providing high quality leadership to the local Government and the community
- (c) Participating in Council meetings, policy development, and decision-making for the benefit of the local Government area
- (d) Being accountable to the community for the local Government's performance

Each Councillor participates in the process of formulating, adopting and reviewing our Corporate and Operational Plans. Councillors meet regularly to make decisions and to discuss local issues.

Councillors focus on the policy directions of the local Government, not the internal day-to-day administration.

The role of Councillors is to make decisions which Council officers can then implement on their behalf.

ROLE OF THE MAYOR

The Mayor has the following extra responsibilities:

- (a) Leading and managing meetings of the local Government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings
- (b) Preparing a budget to present to the local Government
- (c) Leading, managing, and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of the local Government

- (d) Directing the Chief Executive Officer and senior executive employees, in accordance with the local Government's policies
- (e) Conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local Government (including as a member of a committee, for example)
- (f) ensuring that the local Government promptly provides the Minister with the information about the local Government area, or the local Government, that is requested by the Minister
- (g) being a member of each standing committee of the local Government
- (h) Representing the local Government at ceremonial or civic functions

COUNCILLORS REGISTER OF INTEREST EXTRACTS

Pursuant to section 295 of the *Local Government Regulation 2012* (the Regulation), Council has available an extract of each Councillors Register of Interest at the Kingaroy Customer Service Centre or online at www.southburnett.qld.gov.au.

The Register of Interests contains the financial and non-financial particulars mentioned in schedule 5 of the Regulation for an interest held by the Councillor.

REMUNERATION FOR ELECTED REPRESENTATIVES

Remuneration levels for Councillors are set by an independent state Government convened tribunal. Each year, the tribunal undertakes a review of the remuneration levels and publishes a report with their recommendations. Remuneration details for 2017/18 reporting year are on page 30 'Councillor Remuneration'.

COUNCILLORS CODE OF CONDUCT

Council has a strong commitment to open, accountable and ethical Government. The Code of Conduct for Councillors sets our behaviours and



OUR COUNCIL



(top) Kingaroy Town Hall and Council Administration Building (above left) CEO Gary Wall, Cr Kathy Duff, Mayor Keith Campbell and Cr Gavin Jones (above right) Mayor Keith Campbell with CEO Gary Wall

responsibilities for Councillors as required under the the Act. The key ethical principles of the code reflect the unique nature of Councillors' responsibilities within the context of local Government.

The ethics principles are:

- Integrity of local Government
- Primacy of the public interest
- Independence of action
- Appropriate use of information
- Transparency and scrutiny
- Appropriate use of entitlements

The code sets out the statutory, ethical and behavioural obligations by which Councillors must abide. It outlines breaches and penalties under the Act and describes how to make a complaint about a breach of the code.

COUNCILLOR PORTFOLIOS

Each Councillor manages a portfolio. While Councillors have no decision-making authority on their own, they are expected to have a high-level knowledge of their portfolio. Councillors are responsible for chairing their respective portfolio briefings and are the official Council portfolio spokesperson. Councillors have been appointed as portfolio representatives to areas of personal interest and/or experience.

Role of the Chief Executive Officer and Employees

The Chief Executive Officer (CEO) provides leadership to the organisation and is responsible for ensuring Council's local laws, decisions and policies are



OUR COUNCIL

implemented in line with the Act, other relevant legislation and Council's Corporate and Operational Plans. The CEO is also responsible for providing timely, professional advice to Council and managing a professional relationship with the Mayor and Councillors.

EMPLOYEE RESPONSIBILITIES

All employees have the following responsibilities:

- (a) Implementing the policies and priorities of the local Government in a way that promotes:
 - (i) Effective, efficient and economical management of public resources
 - (ii) Excellence in service delivery
 - (iii) Continual improvement
- (b) Carrying out their duties in a way that ensures the local Government:
 - (i) Discharges its responsibilities under this Act
 - (ii) Complies with all laws that apply to local Governments
 - (iii) Achieves its corporate plan
- (c) Providing sound and impartial advice to the local Government
- (d) Carrying out their duties impartially and with integrity, ensuring the employee's personal conduct does not reflect adversely on the reputation of the local Government
- (e) Improving all aspects of the employee's work performance
- (f) Observing all laws relating to their employment
- (g) Observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4
- (h) Complying with a code of conduct under the *Public Sector Ethics Act 1994*

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

The CEO has the following extra responsibilities:

- (a) Managing the local Government in a way that promotes:
 - (i) Effective, efficient and economical management of public resources
 - (ii) Excellence in service delivery
 - (iii) Continual improvement
- (b) Managing the other local Government employees through management practices that:
 - (i) Promote equal employment opportunities
 - (ii) Are responsive to the local Government's policies and priorities
- (c) Establishing and implementing goals and practices in accordance with the policies and priorities of the local Government
- (d) establishing and implementing practices about access and equity to ensure that members of the community have access to:
 - (i) local Government programs
 - (ii) appropriate avenues for reviewing local Government decisions

- (e) the safe custody of:
 - (i) All records about the proceedings, accounts or transactions of the local Government or its committees
 - (ii) All documents owned or held by the local Government
- (f) Complying with requests from Councillors under section 170A of the *Local Government Act 2009*:
 - (i) For advice to assist the Councillor carry out his or her role as a Councillor
 - (ii) For information that the local Government has access to relating to the local Government

Planning & Performance**STRATEGIC PLANNING**

Council is required to adopt a Corporate Plan. This document establishes the guiding framework and identifies the goals, objectives and strategies to be pursued by Council to meet the needs and aspirations of the community. The 2014-18 Corporate Plan is available at www.southburnett.qld.gov.au/corporate-plan. During this year Council developed and adopted the 2018/19 to 2022/23 Corporate Plan (see page 52).

To effectively achieve the vision and strategic direction of Council's Corporate Plan, an Operational Plan is prepared at the beginning of each financial year. The Operational Plan focuses on strategies for achieving our vision over the next 12 months. The Annual Budget is integrated with the Operational Plan detailing planned strategies, goals, activities and priorities for that year.

This corporate framework ensures there is a clear link between community needs and expectations, corporate strategies, direction, priorities, policy, projects and day-to-day operations.

PERFORMANCE MONITORING AND REPORTING

Performance monitoring and reporting are ongoing processes throughout the financial year.

Internal:

An internal framework has been established for internal reporting and accountability. Reports are provided to Council on a monthly and quarterly basis to ensure cost-efficient and effective services are being provided to the community. These reports include progress reports on the implementation of Council's Corporate and Operational plans and financial reporting of budget performance.

External:

The primary tool for external accountability is the annual report. This document is prepared annually to show the community and interested stakeholders how successful Council has been in achieving the strategic goals and objectives outlined in the Corporate Plan. The report contains detailed financial and non-financial information about Council's activities and performance.

OUR COUNCIL

OUR ELECTED REPRESENTATIVES

Local Government elections are held every four years. The last South Burnett Regional Council election was held 21 March 2016. South Burnett Regional Council's local Government area is divided into six divisions with one Councillor elected to represent each division.

By working together the Mayor and Councillors of the South Burnett Regional Council aim to provide the community with good governance by making informed decisions on all aspects of community, environment and economic wellbeing through effective strategic planning.

Councils elected members work with executive management, staff, volunteers and the community to achieve the highest standards of democratic and corporate governance, by providing community leadership.

Listed on the following pages is a summary of our Councillors for this financial year, their history in local government, which portfolio they represent and their appointments to committees.

Cr Keith Campbell

MAYOR

Mayor Campbell was first elected in 2008 to the newly formed South Burnett Regional Council then re-elected in 2012 and elected this current term as Mayor.

Having lived his entire life in the South Burnett, Mayor Campbell has 18 years' experience as a Councillor - nine years with the former Kingaroy Shire Council and nine years with the South Burnett Regional Council. Elected (unopposed) in 2008 to represent Division 4 in the South Burnett, Councillor Campbell subsequently successfully contested the 2012 local Government elections.

"In 2008, I was honoured to have been elected by my fellow Councillors to hold the office of Deputy Mayor, which I held until 2016, at which time I was successfully elected as Mayor of the South Burnett Regional Council," said Mayor Campbell.

Mayor Campbell spent his early life on a farming property in the Benair district and after leaving school developed a career initially in banking and then in agriculture, working as General Manager of the Bean Growers Australia Group of Companies for 40 years.

After retiring from the Bean Growers in 2005, Mayor Campbell wished to continue working with the community through local Government and continues to be heavily involved with community organisations holding many executive positions with various community groups.



"My vision for the South Burnett is to preserve the diversity that individual communities represent by providing adequate essential services (roads, water, sewerage and waste disposal) and to ensure that community assets are adequate for the present and into the future. My goal is to foster growth and development, building the South Burnett's reputation as an enjoyable, liveable region catering for the needs of all residents," he added.

Mayor Campbell is the portfolio representative for Economic Development, Governance and Communications and sits on the following Council committees:

- Audit Committee (Chair)
- Kingaroy Community Police Consultative Committee
- Local Disaster Management Group (Chair)
- Local Disaster Recovery Sub-Group Economic Development (Chair)
- Reconciliation Action Plan Committee
- South Burnett Directions (Chair)
- Traffic Advisory Committee
- Wide Bay Burnett Regional Organisation of Councils
- Wide Bay Burnett Regional Road Transport Group

OUR ELECTED REPRESENTATIVES



Cr Kathy Duff

DEPUTY MAYOR / DIVISION 5

Kathy Duff was first elected in 2008, re-elected in 2012 and elected unopposed this term and appointed as Deputy Mayor.

Cr Duff represents Division 5 which includes the localities of Abbeywood, Barill, Boondooma, Bye, Chelmsford, Cobbs Hill, Crownthorpe, Ficks Crossing, Glenrock, Greenview, Hivesville, Kawi Kawi, Keysland, Kiroba, Leafdale, Manyung, Marshlands, Merlwood, Moffardale, Mondure, Moondooner, Murgon, Oakdale, Okeden, Proston, Redgate, Silverleaf, Speedwell, Stalworth, Stonelands, Sunny Nook, Tablelands, Wigton, Windera, Wondai and Woodroodan.

Cr Duff lives on the family property Di Di Station that was selected in 1916 by her grandfather John Patrick Duff who also served as a Councillor. Cr Duff runs her own cattle grazing and timber business and has a strong interest in the equine industry and pursuing a hobby as a silversmith. Cr Duff is involved in numerous community organisations and in 2007 was named Queensland Country Life All-Rounder of the Year.

Cr Duff said, "I am honoured to have been elected as Deputy Mayor by my fellow Councillors and elected unopposed by the Division 5 community to serve this third term in Council. I see an opportunity to promote tourism, attract new industry and business, coordinate regional events and lobby for funding with a united voice. I am also very keen to ensure that rural communities and outlying areas get a strong voice."

Cr Duff is the portfolio representative for Natural Resource Management, Parks and Indigenous Affairs and sits on the following Council committees:

- Australia Day Judging Panel
- Boondooma Homestead Management Advisory Committee
- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group Environment (Chair)
- Murgon Sports Association
- Reconciliation Action Plan Committee
- South Burnett PCYC Steering Committee
- Tick and Saleyards Committee
- Wide Bay Burnett Regional Organisation of Councils
- Wide Bay Burnett Regional Road Transport Group



Cr Roz Frohloff

DIVISION 1

Cr Roz Frohloff was first elected in March 2016.

Cr Frohloff represents Division 1 which includes the localities of Barker Creek Flat, Boobie, Bullcamp, Corndale, Glen Devon, Hodgeleigh, Johnstown, Kunibon, Nanango, East Nanango, Runnymede, Sandy Ridges, Warlecamp and Wyalla.

Cr Frohloff is a born and bred Kingaroy girl and is the youngest daughter of Les and Thelma Pedersen. Raised on a property at Dangore Mountain, 45 minutes out of Kingaroy, Cr Frohloff moved to Nanango in 1988, where she now calls home.

Cr Frohloff married Lindsay, a local Yarraman man in 1991. Their family includes three children, Hayley, Nick and Courtney.

Cr Frohloff joined the Queensland Ambulance Service in 1999 as an honorary member and was subsequently appointed as a full-time paramedic, which has seen Cr Frohloff travel all over the South Burnett.

Cr Frohloff said, "I have always had a passion for politics and I saw the opportunity to serve the community as a Councillor as a chance to make a difference. I have always looked after the South Burnett community when they have been sick or injured and now as a Councillor, I have the opportunity to look after the community through the strategic direction of Council. I am proud to call South Burnett home and believe it has a lot to offer."

Cr Frohloff is the portfolio representative for Water, Waste Water, Waste Management, Spots and Recreation and sits on the following Council committees:

- Australia Day Judging Panel
- Barker Barambah Irrigators Advisory Committee
- Local Disaster Management Group (Deputy Chair)
- Local Disaster Recovery Group (Chair)
- South Burnett PCYC Steering Committee
- Wide Bay Burnett Regional Sport & Recreation Advisory Committee

OUR COUNCIL



Cr Gavin 'Spud' Jones

DIVISION 2

First elected in March 2016, Cr Jones represents Division 2 which includes the localities of Benarkin, Blackbutt, Brooklands, Bunya Mountains, Ellesmere, Maidenwell, Neumgna, Nukku, Pimpimbudgee, South East Nanango, South Nanango, Taromed, Tarong, Teelah and Wengenville.

Cr Jones' family are from the South Burnett and his grandfather was a Councillor for the former Nanango Shire Council for 21 years.

Starting out his career as an apprentice motor mechanic, Cr Jones went on to work with EnergeX for ten years followed by leasing the Maidenwell Hotel in 2006 and taking ownership in 2008.

Cr Jones said, "I served as President of the Maidenwell Community Group which gave me the urge to run as Councillor as I had been dealing with the Council firsthand for a few years. As part of my election campaign I vowed to fight for Division 2 and the issues of the rate payers which I will continue to do during my term of office. If anyone in Division 2 or the wider South Burnett region has an issue, I am more than willing to take the cause to Council until we get a resolution."

Cr Jones has concentrated his efforts into working with the Infrastructure Department, particularly the Roads and Drainage branch, to review and plan new strategies which are now being implemented.

Cr Jones said, "I am very comfortable and confident with the new strategies being employed by the Roads and Drainage branch and there will be dramatic improvement with the South Burnett roads network over the next 18 months."

Cr Jones is the portfolio representative for Roads and Drainage and sits on the following Council committees:

- Blackbutt Pool Committee
- Local Disaster Recovery Sub-Group Infrastructure (Chair)
- Traffic Advisory Committee



Cr Danita Potter

DIVISION 3

First elected in March 2016, Cr Potter represents Division 3 which includes the localities of Boobie, Coolabunia, Goodger, Inverlaw, Kingaroy and Taabinga.

Cr Potter said, "I am working hard for Division 3 and the entire South Burnett to make our community even better than it already is."

"Our regional art scene is evolving and becoming a very exciting space to be in. Arts Queensland has funded an arts support liaison officer from Central Queensland University to help facilitate art projects in the region."

"And our tourism strategy is continuing to gain momentum. The strategy's focus on regional food from paddock to plate, as well as the introduction of tourism industry networking opportunities, will continue to drive visitors to the South Burnett and encourage the entire community."

"I will continue to petition State and Federal Government to support our community," she added.

"I have had the pleasure to actively work with and participate in a broad cross section of community groups with the intention of making the South Burnett a happier, healthier, prosperous and more attractive region to live and visit," she added.

Cr Potter is the portfolio representative for Community, Arts, Tourism and Health Services and sits on the following Council and community committees:

- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group: Human and Social (Chair)
- Mayor's Community Benefit Fund Management Advisory Committee
- Reconciliation Action Plan Committee
- Regional Arts Development Fund Management Advisory Committee
- South Burnett Community Consultative Committee
- South Burnett Community Network Committee

OUR ELECTED REPRESENTATIVES



Cr Terry Fleischfresser

DIVISION 4

First elected March 2016, Cr Fleischfresser represents Division 4 which includes the localities of Memerambi and Kingaroy.

Born in Kingaroy, he undertook his early education in Kingaroy then subsequently furthered his education by completing business studies in Brisbane. Cr Fleischfresser returned to the Kingaroy community in 1979 and is married with two children and five grandchildren.

Cr Fleischfresser has conducted businesses for over 40 years and served as a Councillor on the former Kingaroy Shire Council for eight years.

Cr Fleischfresser has had an extensive career with community organisations including:

- 2002-08 South Burnett Private Hospital Board (Founding Board Member)
- 2000-11 South Burnett Health Council Board
- 2000-12 South Burnett Jobmatch Disability Employment Services Board
- 2004-16 Health Workforce Queensland Board,
- 2012-16 Darling Downs Health & Hospital Service Board
- Member of the Australian Institute of Company Directors

Cr Fleischfresser said, "I have a strong affiliation with serving the South Burnett community as I have been a member of the Kingaroy Lions Club for 37 years and a patron of the Civilian Widows Association for five years. My interests are community involvement, politics, cooking, art, sport, gardening and music. I am dedicated to serving the South Burnett community as Division 4 Councillor and believe I can make a positive change for our community."

Cr Fleischfresser is the portfolio representative for Property and Planning and sits on the following Council committees:

- Australia Day Judging Panel
- Community Grants Program Assessment Panel
- Kingaroy Community Police Consultative Committee
- Local Disaster Recovery Sub-Group: Infrastructure
- Traffic Advisory Committee



Cr Ros Heit

DIVISION 6

First elected in 2013 and re-elected this term, Cr Heit represents Division 6 which includes the localities of Alice Creek, Ballogie, Benair, Boondooma, Boyneside, Brigooda, Chahpingah, Charlestown, Corndale, Crawford, Dangore, Dulong, Fairdale, Gordonbrook, Greenview, Haly Creek, Inverlaw, Ironpot, Keyland, Kingaroy, Kumbia, Mannum, Melrose, Memerambi, MP Creek, Mt McTuen, Tingooda, Warle Grove, Wilkesdale, Wondai and Woodroolin.

Cr Heit and her husband Kerry have lived at Woodroolin for over 30 years raising their family. Cr Heit is well qualified and brings a wealth of farming, community and business management experience to Council and the South Burnett. Cr Heit takes the privilege and responsibility of being a local Councillor very seriously and has completed a Diploma in Local Government (Elected Members) to build her knowledge and skills to be the best Councillor she can be.

Cr Heit said, "As the Councillor for Division 6, the largest geographical division, I travel thousands of kilometres across my division making it a priority to regularly meet with the community to discuss their concerns, issues and opportunities. I am mindful of the necessity to ensure that the interests of all residents are represented. I recognise that there are unique challenges within my division, especially maintaining the extensive unsealed road network."

Cr Heit promotes the South Burnett as a great place to live and is passionate about developing the area whilst maintaining the long-term sustainability of its environment, the viability of rural industries and the friendliness of country living.

Cr Heit is the portfolio representative for Finance, Information, Communication Technology and Human Resources and sits on the following Council committees:

- Audit Committee
- Boondooma Homestead Management Advisory Committee
- Burnett Inland Economic Development Organisation
- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group: Economic Development
- Mayor's Community Benefit Fund Management Advisory Committee (Chair)



Councillors with Mark Jamieson (second from right), President of the Local Government Association of Queensland (LGAQ)

COUNCIL DECISIONS

As shown below, 2017/18 was a busy year for the elected members and Council staff with 298 resolutions recorded.

COUNCIL MEETINGS AND MINUTES

General Meetings of Council are held on the third Wednesday of every month unless otherwise advised. Unconfirmed minutes are available for inspection no later than ten days after each meeting and copies of confirmed minutes are available for purchase at applicable photocopying charges. Council minutes may also be accessed at www.southburnett.qld.gov.au.

COUNCILLOR MEETING ATTENDANCE

Pursuant to section 186(c) of the Regulation, a total of 12 Ordinary Council Meetings and three Special Meetings were held during the period July of 2017 to June 2018. Meeting attendance by Councillors for the reporting period is as follows is shown in the table below.

COUNCILLOR ATTENDANCE 2017/18

Meeting Date	19/07/2017	2/08/2017	16/08/2017	20/09/2017	11/10/2017	26/10/2017	15/11/2017	13/12/2017	17/01/2018	21/02/2018	21/03/2018	18/04/2018	16/05/2018	13/06/2018	25/06/2018
Cr Keith Campbell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Kathy Duff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Ros Heir	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Rob Frohloff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Gavin Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Danita Porter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Terry Fleischfresser	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

■ - Special Meeting

FORMAL COUNCIL RESOLUTIONS 2017/18

Meeting Type	Date	Decisions
General Meeting	19/07/2017	25
Special Meeting	2/08/2017	3
General Meeting	16/08/2017	24
General Meeting	20/09/2017	16
General Meeting	11/10/2017	26
Special Meeting	26/10/2017	2
General Meeting	15/11/2017	28
General Meeting	13/12/2017	21
General Meeting	17/01/2018	18
General Meeting	21/02/2018	27
General Meeting	21/03/2018	20
General Meeting	18/04/2018	17
General Meeting	16/05/2018	23
General Meeting	13/06/2018	21
Budget Meeting	25/06/2018	27
Total		298



COUNCILLOR CONDUCT COMPLAINTS

Pursuant to section 186(f) of the Regulation, the following complaints relating to Councillors were reported in 2017/18:

(a) the total number of following the financial year - 2

(i) orders and recommendations made under section 180(2) or (4) of the Act - 1

(ii) orders made under section 181 of the Act - 1

(b) each of the following during the financial year:

Section 180 of the Act

Cr Roz Frohloff - counselled about the misconduct having engaged in inappropriate conversations about the ongoing tender process for the Council lease on a facility, prior to the Council's decision being made.

Section 181 of the Act

Cr Gavin Jones - participation in mediation with a fellow Councillor to whom Cr Jones made a comment which was found to be inappropriate conduct.

Complaint Details	Total
Total number of complaints about the conduct or performance of councillors for which no further action was taken under section 176C(2) of the Act	5
Total number of complaints referred to the department's chief executive under section 176C(3)(a)(i) of the Act	0
Total number of complaints referred to the mayor under section 176C(3)(a)(ii) or (b)(i) of the Act	1
Total number of complaints referred to the department's chief executive under section 176C(4)(a) of the Act	1
Total number of complaints assessed by the chief executive officer as being about corrupt conduct under the Crime and Corruption Act	0
Total number of complaints heard by a regional conduct review panel	1
Total number of complaints heard by the tribunal	0
Total number of complaints to which section 176C(6) of the Act applied	0

OUR COUNCIL**COUNCILLOR REMUNERATION**

Remuneration levels for Councillors are set by an independent state Government convened tribunal. Each year, the Councillor Remuneration and Discipline Tribunal undertakes a review of the remuneration levels and publishes a report with their recommendations.

Previous arrangements requiring Councils to formally adopt the remuneration schedule no longer apply. Section 247 of the Regulation requires Councils to pay each member as per the schedule unless, by resolution within 90 days of the gazettal of the schedule, they decide to adopt a lesser amount.

In accordance with section 247 of the Regulation, Council pays the following remuneration rates based on the *Councillor Remuneration and Discipline Tribunal 2015 Report*:

- Mayor - the rate payable of \$122,631
- Deputy Mayor - the rate payable of \$76,644
- Councillor - the rate payable of \$65,147

Pursuant to section 186(a) of the Regulation, the Councillor remuneration and superannuation contributions for 2017/18 are outlined in the table below:

Name	Position	Payment Amount	MV Payment Amount	Total
Keith Campbell	Mayor	\$125,036.75	-	\$125,036.75
Kathy Duff	Deputy Mayor	\$78,147.57	\$10,400.00	\$88,547.57
Ros Heit	Councillor	\$66,424.96	\$10,400.00	\$76,824.96
Roz Frohloff	Councillor	\$66,424.96	\$7,280.00	\$73,704.96
Gavin Jones	Councillor	\$66,424.96	\$7,280.00	\$73,704.96
Danita Potter	Councillor	\$66,424.96	\$4,784.00	\$71,208.96
Terry Fleischfresser	Councillor	\$66,424.96	\$4,160.00	\$70,584.96
Total		\$535,309.12	\$44,304.00	\$579,613.12

COUNCILLOR EXPENSES

Council is required under section 250 of the Regulation to adopt a Councillor Expenses Reimbursement Policy to provide for the payment of reasonable expenses incurred by Councillors for discharging their duties and responsibilities

as Councillors and the provision of facilities to the Councillors for this purpose.

Pursuant to section 186(b) of the Regulation, the Councillor expenses incurred during the year are outlined in the following table:

July 2017 - June 2018	Cr Campbell	Cr Frohloff	Cr Jones	Cr Potter	Cr Fleishfresser	Cr Duff	Cr Heit
Telephone	\$1,569.00	\$1,113.00	\$1,807.00	\$1,807.00	\$327.00	\$2,519.00	\$1,395.00
Vehicle and fuel	\$18,579.97	\$7,000.00	\$7,000.00	\$7,000.00	\$4,000.00	\$10,000.00	\$10,000.00
Accommodation, meals and incidentals	\$6,671.66	\$639.00	\$868.00	\$868.00	\$2,234.00	\$4.00	\$862.00
Hospitality	\$1,576.00	-	-	-	-	\$234.00	\$49.00
Training/ conferences	\$6,538.00	\$2,600.00	\$1,909.00	\$1,909.00	\$4,653.00	\$570.00	-
Travel	-	-	-	-	-	-	-
Other: general operating expenses, postage, printing and stationary	\$758.00	\$162.00	\$121.00	\$121.00	\$112.00	\$157.00	\$197.00

OUR COUNCIL

**COUNCILLOR DISCRETIONARY FUNDS**

Pursuant to section 189 of the Regulation, Council must report on expenditure from Councillor discretionary funds. Councillors were allocated discretionary funds for the 2017/18 financial year as per the adjacent table.

Refer to 'Councillor Discretionary Fund Allocations' on page 128 for the full details of each Council.

Name	Amount
Mayor Cr Keith Campbell	\$8,000.00
Cr Roz Frohloff	\$4,000.00
Cr Gavin Jones	\$4,000.00
Cr Danita Potter	\$4,000.00
Cr Terry Fleischfresser	\$4,000.00
Deputy Mayor Cr Kathy Duff	\$4,000.00
Cr Ros Heit	\$4,000.00

COUNCILLOR PROFESSIONAL DEVELOPMENT

Conference/Training	Date	Who attended
National Energy Summit	12 - 13 July 2017	Mayor Campbell, Cr Fleischfresser
LGAQ Annual Conference	16 - 18 October 2017	Cr Fleischfresser
DestinationQ	10 November 2017	Mayor Campbell
Local Government & Public Sector Building Maintenance & Facility Management Conference	20 - 21 November 2017	Cr Fleischfresser
LGAQ Elected Member Diploma 1. Understanding Local Government 2. Councillor Roles & Responsibilities 3. Strategic Planning	14 - 16 February 2018	Cr Frohloff, Cr Potter
LGAQ Financial Summit	8 - 9 May 2018	Mayor Campbell, Cr Heit
LGAQ Civic Leaders	10 - 11 May 2018	Mayor Campbell
Elected Members Update	6 June 2018	Mayor Campbell, Cr Frohloff, Cr Jones, Cr Potter, Cr Fleischfresser, Cr Duff, Cr Heit
Belcarra Legislation Workshop	8 June 2018	Mayor Campbell
ALGA National General Assembly Conference	17 - 20 June 2018	Mayor Campbell, Cr Jones, Cr Fleischfresser
Elected Members Team Development Workshop	21 June 2018	Mayor Campbell, Cr Frohloff, Cr Jones, Cr Potter, Cr Fleischfresser, Cr Duff, Cr Heit

OUR COUNCIL**POLICIES UPDATED DURING 2017/18**

Branch	Position	Policy Name	Corporate/ Operational	Adopted Date/Sign off Date	Review Date
Infrastructure	GM Infrastructure	Infrastructure Quality Policy	Administrative	14 November 2017	December 2019
ICT	Manager ICT	Mobile Telephone Policy	Administrative	14 November 2017	1 September 2018
Social & Corporate Performance	Manager Social & Corporate Performance	Acceptable Request Guidelines	Corporate	15 November 2017	November 2019
Corporate Counsel	Manager Social & Corporate Performance	Conduct of Council & Committee Meetings Policy	Corporate	15 November 2017	November 2019
Social & Corporate Performance	Senior Governance Officer	Advertising Spending Policy	Corporate	13 December 2017	June 2019
Social & Corporate Performance	Senior Governance Officer	Local Law Making Policy	Corporate	13 December 2017	November 2019
HR	Manager Human Resources	Anti-Discrimination & Equal Employment Opportunity (EEO)	Administrative	1 February 2018	Council reserves the right to vary, replace or terminate this policy from time to time
Corporate Counsel	Manager Social & Corporate Performance	Gifts & Benefits Policy	Corporate	21 February 2018	November 2019
Social & Corporate Performance	Manager Social & Corporate Performance	Risk Management Committee Terms of Reference	Corporate	21 February 2018	December 2019
Social & Corporate Performance	Manager Social & Corporate Performance	Risk Management Policy	Corporate	21 February 2018	December 2019
Finance	GM Finance	Revenue Policy 2018/19	Corporate	21 February 2018	1 May 2019
Social & Corporate Performance	Senior Governance Officer	Public Interest Disclosure Policy	Corporate	21 March 2018	November 2019
ICT	Manager ICT	Remote Piloted Aircraft - Drone Policy	Administrative	24 April 2018	1 September 2019
Social & Corporate Performance	Manager Social & Corporate Performance	Community Grants Program Policy	Corporate	16 May 2018	May 2021
Social & Corporate Performance	Senior Governance Officer	Councillor Code of Conduct Policy	Corporate	13 June 2018	June 2019
Social & Corporate Performance	Manager Social & Corporate Performance	Media Relations Policy	Corporate	13 June 2018	June 2020
Executive Services	CEO	Expenses Reimbursement Policy for Councillors	Corporate	13 June 2018	April 2020
Social & Corporate Performance	Manager Social & Corporate Performance	Portfolio Representative Policy	Corporate	13 June 2018	June 2020
Finance	Manager Finance	Debt Policy 2018/19	Corporate	25 June 2018	1 May 2019
Finance	Manager Finance	Investment Policy 2018/19	Corporate	25 June 2018	1 May 2019



OUR ORGANISATION



OUR ORGANISATION



OUR ORGANISATION

Council plays a pivotal role within our local community by providing and maintaining essential infrastructure and quality services. Roads, bridges, footpaths, water and sewerage networks, refuse collections, parks, open spaces, libraries as well as community and sporting facilities - these and other vital services, are fundamental to the provision of a quality lifestyle in the South Burnett.

Council proactively and responsibly manages both the region's built and natural environments to achieve a sustainable future for our community. Council delivers this through a diverse range of environmental awareness programs, natural resource management, environmental protection activities and sustainable development.

We actively contribute to a stable and sustainable regional economy by undertaking services that support and promote local business, employment, economic investment and development.

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

The Council is the governing body who appoints a Chief Executive Officer (CEO). The CEO has

responsibility for the day-to-day management of operations in accordance with the strategic priorities and plans of Council. Three General Managers together with the CEO form the Senior Executive Team (SET) and lead the organisation's administration.

The SET meet on a weekly basis to decide on strategic and policy issues and to oversee the operations of Council. A monthly meeting is set to examine and consider forthcoming council meeting agendas. Members of the SET attend all Council meetings and provide Council with information and advice to enable Council to make informed decisions on strategic and policy matters. The SET is supported by managers and staff who are responsible for effecting policies and directions set by the Council.

The Senior Management Team (SMT) includes the SET and all branch managers. The SMT is characterised by a diverse skill set with gender, age and geographical diversity all contributing to the strength of the team underpinning the directions of Council.

OUR ORGANISATION



OUR ORGANISATION

EXECUTIVE SERVICES

Executive Services provide human resource management, workplace health and safety, industrial relations, economic development and tourism marketing services to assist in the overall effectiveness, productivity and performance of Council.

GARY WALL
Chief Executive Officer



GREG LEWIS
Manager Human Resources



CRAIG TUNLEY
Senior Economic Development Officer

EXECUTIVE SERVICES

- Corporate Event Management
- Council Meetings and Workshops (agendas and minutes)
- Councillor Support
- External Grants Coordination
- Policy Register
- Regional Bodies Engagement
- Wide Bay Burnett Regional Organisation of Councils

HUMAN RESOURCES

- Learning and Development
- Payroll Functions
- Performance Management
- Recruitment and Selection
- Workplace Health and Safety
- Workplace Relations

ECONOMIC DEVELOPMENT

- Art Gallery Associations
- Boondooma Homestead Management Advisory Committee
- Economic Development
- Museum Associations
- Regional Economic Development Advisory Committee (REDAC)
- South Burnett Community Hospital Foundation Ltd
- South Burnett Directions Advisory Board
- Tourism Development and Marketing
- Visitor Information Centres

EXECUTIVE SERVICES



(top left) Mayor Campbell and Joan Adams at the Mayor's Christmas Charity Luncheon (top right) Fudada High School students visiting Council (above) Freedom of Entry in Kingaroy

Executive Services Branch

MEETING AGENDAS AND WORKSHOPS

The Executive Services branch are responsible for the coordination of Council meetings and strategic workshops including the preparation of agendas, recording minutes and forwarding various action requests. In excess of 90 Council meetings, strategic workshops, Senior Executive Team and Senior Management Team meetings were organised during 2017/18 by the Executive Service branch.

CORPORATE EVENT COORDINATION

The Executive Services Branch successfully coordinated the following corporate events throughout the 2017/18 financial year:

- Australia Day Awards and ceremony

- Citizenship ceremonies
- ANZAC Day
- Mayor's Breakfast
- Mayor's Christmas Charity Luncheon
- Christmas Lights competition

A significant amount of work goes into the planning, preparation and coordination of these events and the success of these events was due to the hard work and diligence of the Executive Services branch.

Executive Services also assists with the coordination of Councillors, the Chief Executive Officer and members of Council's Senior Management Team's attendance at events throughout the South Burnett region and beyond.

OUR ORGANISATION

HUMAN RESOURCES

Council offers flexible employment arrangements including full time, part time, casual and fixed term. This flexibility provides benefits for not only the community but also our employees.

As at 30 June 2018 Council employed a total of 318* staff (excluding seven elected representatives). This figure includes senior management, 12 trainees/apprentices and five Works for Queensland staff and is spread across the following departments:

- 99 Corporate Services
- 24 Executive Services
- 54 Finance
- 141 Infrastructure

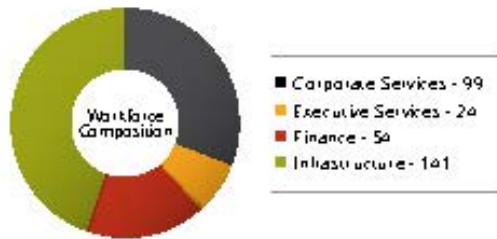
During the reporting period, Council's established workforce comprised of a total of 286.42 full-time equivalent staff (FTE) with 266 FTEs and 20.42 part-time and casual FTEs. These figures do not include elected representatives, trainees/apprentices or Works for Queensland employees.

Part-time employees are incorporated into a number of work areas of Council's business. Council considers part-time work arrangements based on the requirements of the business, work/life balance and the standardised requirements of the *Industrial Relations Act 2016*, particularly the *Queensland Employment Standards*.

FTE allows part-time employees' working hours to be stipulated against staff working full-time hours. The standard figure is 1.0, which refers to a full-time employee. The figure 0.5 refers to an employee who works half the full-time hours. FTE allows Council to standardise salaries by showing what the equivalent wages/salary would be of a part-time employee if they were working full time.

*14 Works for Queensland staff included in total headcount but excluded from full-time equivalent staff, not actual staff numbers.





Workforce Statistics

STAFF TURNOVER

Council had a turnover rate of 2.2% and advertised 69 external and internal positions during the reporting period.

LEARNING AND DEVELOPMENT

Learning and development spending for the period was \$107,486.

WORKFORCE COMPOSITION BY GENDER

Councils 2017/18 workforce was composed of 210 males and 108 females equating to a ratio of 66:34. This is a decrease of women participating in the Councils workforce since the 2016/17 year when the workforce was composed of 227 males and 121 females which equated to a male to female ratio of 65:35.

WORKFORCE BY GENERATION

Councils workforce comprises a broad generational demographic with ages ranging from 17 to 70. The adjacent table illustrates the total number of staff per generation and the tables below highlight the length of service and gender for the reporting period.



Career Day Stand

GENERATION BREAKDOWN OF COUNCIL WORKFORCE

Generation	No of Employees	Percentage
Gen Z (1995 - 2009)	23	7.24%
Gen Y (1981 - 1994)	61	19.18%
Gen X (1964 - 1980)	137	43.08%
Baby Boomer (1946 - 1963)	97	30.50%
Total	318	100%

LENGTH OF SERVICE BY AGE AND GENDER

MALE		Length of Service							
Generation	> 1y	1-5yrs	5-10yrs	10-20yrs	20-30yrs	30-40yrs	< 40rs		
Gen Z (1995 - 2009)	3	5	0	0	0	0	0	8	
Gen Y (1981 - 1994)	6	13	9	8	0	0	0	36	
Gen X (1964 - 1980)	5	19	23	23	11	5	0	86	
Baby Boomer (1946 - 1963)	6	10	20	23	9	10	2	80	
Total	20	47	52	54	20	15	2	210	

FEMALE		Length of Service							
Generation	> 1y	1-5yrs	5-10yrs	10-20yrs	20-30yrs	30-40yrs	< 40rs		
Gen Z (1995 - 2009)	8	7	0	0	0	0	0	15	
Gen Y (1981 - 1994)	3	8	7	7	0	0	0	25	
Gen X (1964 - 1980)	3	10	12	18	7	1	0	51	
Baby Boomer (1946 - 1963)	1	2	6	3	3	2	0	17	
Total	15	27	25	28	10	3	0	108	

OUR ORGANISATION



WORKPLACE HEALTH & SAFETY

Council is committed to providing a safe and healthy work environment for workers including employees, contractors, labour hire employees, work experience students, volunteers and visitors to Council premises and worksites.

Council's workplace health and safety obligations are achieved by adopting and promoting the provisions of the *Work Health and Safety Act 2011* and its associated regulation, codes and standards, together with significant importance placed in the areas of hazard and risk management and injury prevention strategies.

Council regards its workplace health and safety responsibilities with the utmost importance and as such, resources are available for Council to comply with relevant legislation and to implement its safety management system.

To achieve a safe and healthy work environment, commitment and co-operation from all Council's employees, contractors and visitors is essential.

Key programs and events throughout the year:

ENFORCEABLE UNDERTAKING

On the 26 June 2015, Council entered into an Enforceable Undertaking with Workplace Health and Safety Queensland as a result of an incident causing serious injuries to a worker of a private company at the Kingaroy Waste Disposal facility on 20 May 2013.

Council has now fulfilled all 26 deliverables of the Enforceable Undertaking and the matter is

now finalised with Workplace Health and Safety Queensland.

Over the course of the Enforceable Undertaking, Council brought about positive safety reform and delivered benefits to workers, industry and the community, including:

- Upgrading, maintaining and submitting to third party auditing of an acceptable safety Management System
- Installing reversing cameras and proximity sensors on high risk mobile plant, other mobile plant and vehicles
- Conducting a workplace health and safety awareness program for commercial users of our waste disposal facilities
- Sponsoring a recognition award for the highest achieving undergraduate student studying Occupational Health and Safety Science at the University of Queensland for three consecutive years
- Providing an annual vocational internship for a student studying Occupational Health and Safety Science at the University of Queensland over three years

Council will continue to maintain and improve our safety system and the safety of all workers.

Council sincerely regrets that this incident occurred and is genuinely committed to the health and safety of all workers in our workplace.

EXECUTIVE SERVICES

EXTERNAL WORKPLACE HEALTH AND SAFETY AUDIT

During 2017/18 Council had two third-party audits. These audits assessed Council's Safety Management System and were conducted against the full criteria of the National Self-Insurer OHS Management System Audit Tool (Version 3). The first of these audits was conducted in September 2017, with the second audit occurring in May 2018. The audits identified:

Strengths:

- Demonstrated awareness of and commitment by senior management to safety principles and obligations
- General safety awareness by workers is excellent, with positive attitude displayed by all those interviewed and good understanding of relevant safety processes and procedures. Compliance with the procedures in the field was observed to be very good, such as conduct of daily toolbox meetings, signing on to Safe Working Method Statements etc
- Maintenance of Council assets, infrastructure, plant and equipment is of high standard
- Availability of all significant current documents via the Intranet site
- Update of key documents has commenced
- Development of Registers and schedules to continue progress of planned improvements
- Delivery of Safety Risk Management training for staff

Opportunities for Improvement:

- Storage to clearly identify current WHS information, with all old documentation and information to be clearly archived
- Set objectives and targets, for each level of Council, so that current strategy/controls or management plans can be evaluated for effectiveness (this is required to achieve audit scores of 3.0 or better)
- Continue with scheduled document review program
- Chemical Management – review every site to ensure at least compliance of listing all chemicals on a register and having current Safety Data Sheets available
- Consideration could be given to providing assistance in those areas identified in previous audits that do not seem to have progressed
- Commence the internal audit program as per schedule

Audit scores for the last four audits are tabled below:

AUDIT SCORES

Area	Sep 2015	Sep 2016	Sep 2017	May 2018
Compliances	16	21	21	24
Partial Compliances	8	8	6	4
Non Compliances	6	1	2	0
Element 3 Score	61.63%	61.63%	70.2%	70.6%

Minimum benchmark score required is 70%.

WHS TRAINING AND STAFF INDUCTION

Training continues to underpin Council's safety initiatives with the majority of employees undertaking WHS training through the year. Training is facilitated by external professionals and qualified internal staff. Council WHS training included:

- Asbestos Awareness
- Safety Risk Management
- First Aid and CPR
- Electrical Safety Observer
- Implement Traffic Management (full course and refresher)
- Playground Safety Inspections
- Working at Heights
- Reversing and Load Restraint Information Sessions
- New staff WHS Induction

HAZARD INSPECTIONS

The proactive inspection of Council facilities under the Hazard Management program has seen a total of 99 hazard inspections completed during 2017/18. These inspections identified items that require action to eliminate or reduce any potential future incident. During these inspections 304 actions were identified, with 264 (or 86%) of these actions closed. The other 40 (or 14%) of actions are in progress. Inspected facilities include:

- Administration Offices
- Libraries
- Visitor Information Centres
- Public Halls
- Swimming Pools
- Works Depots
- Workshops and Stores
- Water and Wastewater Treatment Plants
- Waste Facilities

HEALTHY WORKERS - HEALTHY LIVES PROGRAM

This program focuses on healthy eating, fitness, mental health awareness and skin cancer checks. One aspect of the program is the 'Stepathlon' initiative. This initiative encourages fitness and healthy eating by participation in a virtual 75 day race around the world. Participating staff entered their daily steps and tracked their progress across the globe. Participants increased their physical fitness, eating habits and mental health.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All Council employees and their immediate family who experience work-related, personal or health problems have access to the EAP program. The program supports employees and their immediate family in times of stress, illness or need and aims to reduce the risk of injury and poor work performance.

OUR ORGANISATION

ZERO HARM INITIATIVE

Councils Zero Harm Initiative requires continuous improvement to achieve zero work-related injuries. Employees are encouraged to take personal responsibility and are involved in setting and complying with standards and improvement initiatives, whilst being supported and trained by Council to maintain a safe working environment.

Council employees who go above and beyond to maintain a safe working environment are awarded 'Zero Harm Super Hero' status. Council developed a logo to recognise the effort of work groups or individuals.

Zero Harm Leadership Handbooks

In early 2017 Council developed a *Zero Harm Leadership Handbook* for the provision of WHS information to supervisors and staff. The handbook outlines mandatory WHS actions and information including:

- Young workers in the workplace
- Vehicle towing arrangements
- Verification of current competency
- Several safe work instructions
- Take 5 discussion topics
- Emergency safety

The handbooks are issued monthly to field supervisors and on a three monthly basis to office supervisors. The rate of completion of these handbooks for 2017/18 is:

- Field Staff - 79%
- Office Staff - 52.2%

Workplace Incidents and Injuries

Council recorded a total 175 recordable incidents for the 2017/18 year which is an increase of 60 recordable incidents on the previous year. These recordable incidents occurred across a range of situations including, but not limited to, injuries, property damage, plant damage, near misses, report only, high potential events and safety procedural breaches.

INJURIES AND PLANT DAMAGE

Injuries and Plant damage accounted for 63% of all reported incidents, with plant damage making up 40% of all incidents reported.

A total of 41 injuries ranging from bruising and cuts to fractures were reported during 2017/18.

Of the 41 reported injuries only six (or 14.6%) resulted in Lost Time Injuries (LTIs) during 2017/18 with a total of 89 days lost due to these injuries. Councils injury rates held steady this year after trending down over the previous nine years. Improvements in safety culture, reporting and actioning have all played a big part in the downward trend.

LOST TIME INJURY FREQUENCY RATE (LTIFR)

This is the rate of how many injuries would occur over 1,000,000 hours worked. South Burnett Regional Council performed very well by finishing the year with a duration and lost time injury frequency rate (LTIFR) lower than the LGW Scheme average and the average for Councils of a similar size.





Feature Film *Danger Close* was filmed at Wooroolin

ECONOMIC DEVELOPMENT

In the time-frame since the adoption of the *2020 South Burnett Regional Economic Development Strategy* and its associated headline goals, progress is being realised.

Council adopted the *2020 South Burnett Economic Development Strategy* at its Ordinary Meeting of 16 August 2017. Comprising of three parts: Business Growth, Investment and Innovation and Visitor Economy, the two page document incorporates a clear direction and concise messages:

- 30 new patents (Investment and Innovation)
- 300% increase in visitor expenditure (Visitor Economy)
- 3,000 new jobs (Business Growth)

While information pertaining to patents is not yet available for the current financial year, the benchmark for the previous years is 0. With increased exposure for business through initiatives such as Future Food Brisbane and ideas generated through networking facilitated by South Burnett Unpacked and the region's business representative groups, it is our expectation that this benchmark will be moved upwards through the course of 2018/19 as further energy is exercised in investment and innovation actions.

Visitor expenditure has improved according to Tourism Research Australia (TRA), with the three year rolling average for the period ended June 2016

increasing by \$12M to \$94M. This remains wellshort of the benchmark goal of \$328M yet still equates to an increase of 87 jobs and \$9.42M GRP (economic modelling multiplier is established by Tourism & Travel Foundation). National Visitor Survey (TRA) results for Southern Queensland Country to Year ending March 2018 conclude an overall visitor expenditure increase of 3.5%.

Jobs have been created over the past year through the implementation of major investment projects and local businesses investing in their own future. While anecdotally these activities account for over 750 jobs, the region's labour force, to the end of the March 2018 quarter, has seen a decrease of 109 in the past 12 months (Small Area Labour Market, smoothed LGA series to March QTR 2018). Unemployment in the region reflects the positive investment activity, decreasing by 0.4% to 8.7%.

HEADLINE GOALS PROGRESS

- 30 new patents - 0 (June 2016)
- \$328M visitor expenditure - \$94M (June 2016)
- 16,823 labour force - 13,886 (March 2018)

OUR ORGANISATION

Investment and Innovation

SOUTH BURNETT DIRECTIONS

The first meeting of South Burnett Directions was held in October 2017 to review economic development. Discussion about the role and future of South Burnett Directions led to a review of processes in developing the *2020 South Burnett Economic Development Strategy*. Outcomes from the workshop, held in conjunction with Council in March 2017, were reviewed by South Burnett Directions in order to guide implementation of the *2020 South Burnett Economic Development Strategy* and to identify priority projects for 2018 and beyond. South Burnett Directions meets monthly.

SWICKERS EXPORT BONING ROOM OFFICIAL OPENING

The aftermath of the Swickers fire in November 2016 was almost a distant memory when the redeveloped Export Boning Room and associated facilities were officially opened along with the Sod Turning Ceremony for further investment in abattoir facilities. Swickers is at the forefront of regional investment activity, leveraging State Government assistance through the jobs and Regional Growth Fund to not only recover from the fire but expand capacity and jobs. More than \$160M will be invested on site by the time the new abattoir is completed in 2019. Hundreds of people turned up to the event on 24 January 2018 to celebrate Swickers' recovery and next steps. Swickers is the largest employer in the South Burnett region.

COOPERS GAP WIND FARM

The honourable Cameron Dick, Minister for State Development, Manufacturing, Infrastructure and Planning, officially commenced construction activity

at the Sod Turning for the Coopers Gap Wind Farm. Over 100 people including Wind Farm representatives from AGL, Carcon and GE attended the significant event held at the Cooranga North Hall. Straddling the local Government border between South Burnett and Western Downs, the Coopers Gap Wind Farm will be Australia's largest wind farm upon completion, establishing up to 200 jobs through construction and approximately 20 jobs in operations.

REGIONAL JOBS AND INVESTMENT PROGRAM

The Regional Jobs & Investment Program is an Australian Government funded program focused on job creation. The program is specific to geographic regions, with Wide Bay Burnett receiving an allocation of \$20M. South Burnett Regional Council informed development of three project applications, from which two Economic Impact Assessments were generated. These assessments indicate that should these projects be successful in their bid for funding and are completed as per the project plans, the projects will generate over 70 jobs and increase regional GRP by over 0.5%.

MEETING OF BUSINESS GROUPS

The South Burnett Directions office hosted a meeting of representatives of business groups across the region to discuss ongoing collaboration. Representatives from Kingaroy Chamber of Commerce and Industry, Nanango Tourism and Development Association and Burnett Inland Economic Development Organisation attended the meeting which allowed the groups to compare notes, share experiences and discuss the implementation of the *2020 South Burnett Economic Development Strategy* with Council's Economic Development staff.





WBBROC WATER FOR ECONOMIC DEVELOPMENT

Steve Brown, WBBROC, spoke to a small group of persons interested in water for economic development on 27 November 2017. The meeting heard about the work being undertaken by WBBROC and a time line for documentation of a report. Steve suggested that it was worthwhile for interested parties to come together to discuss water for economic development and that it made sense for all parties upstream of Paradise Dam to work together.

DISASTER RECOVERY EXERCISE

Economic Development participated in Council's first Disaster Recovery exercise, developing a broader understanding of the role of the Economic Recovery Sub Group, how the different sub groups work together and the importance in documenting appropriate Disaster Recovery planning. The Economic Recovery Sub Group established an Economic Recovery

Plan through 2018. Formulation of the Economic Recovery Plan was informed by actions undertaken by the Economic Recovery Sub Group as a result of the storms which cause widespread damage over the Christmas and new year period.

ADVANCED MANUFACTURING

Mayor Keith Campbell and local business leaders toured the Kingaroy TAFE South West Manufacturing facility. The tour provided an overview of TAFE's training programs and a demonstration of its state-of-the-art equipment. The afternoon promoted TAFE's capability to local manufacturing businesses and discussed training pathways and outcomes.

DANGER CLOSE FILMING AT WOOROLIN

'Danger Close' is a feature film about the Battle of Long Tan starring Travis Fimmel as Major Harry Smith. Filming commenced at Woorolin in May 2018. Cast and crew extended their footprint beyond Woorolin

OUR ORGANISATION



Kingaroy Visitor Information Centre



Blackbutt Avocado Festival

generating increased spend and publicity for a range of businesses across the region. Filming was completed on a tight schedule between 14 and 25 May with cast and crew working six days a week. All reports from businesses in the region have been positive, with turnover during the filming increased and the attitude of the cast and crew exceptional.

Regional Partnerships

NORTH BURNETT REGIONAL COUNCIL

Craig Tunley, Councils Senior Economic Development Officer, met with North Burnett Regional Councils Economic Development Manager Melanie Lavelle-Maloney in Proston to discuss current projects, tourism, strategic planning and cross border synergies. The meeting was the first since both started their roles in 2017 and has paved the way for further cross-border collaboration.

WIDE BAY BURNETT REGIONAL ORGANISATION OF COUNCILS (WBBROC)

A range of stakeholders attended a meeting with Steve Brown, WBBROC, held in Kingaroy in June 2018 to discuss water. The meeting identified that South Burnett water users are some of the most efficient in the state. A range of actions were proposed for further water solutions however costs and further investigations need to be assessed.

Visitor Economy

REGIONAL FLAVOURS (15-16 JULY 2017)

Regional Flavours 2017 was held at South Bank Parklands in Brisbane and was attended by over 85,000 people keen to experience regional wine and produce. The South Burnett had a strong presence

with a destination hub hosting Clovelly Estate, Kingsley Grove Estate, Crane Wines, Bunya Red Farm, Taste South Burnett, The Peanut Van, Chinchilli, Edenvale Milling and the Discover South Burnett pop-up food stall selling the popular South Burnett Sticky Pork Belly Wrap. The event was an ideal platform to connect with would-be visitors to encouraging the step from tasting, trying and talking to in-region stays.

GOLD COAST MID-YEAR CARAVAN AND CAMPING EXPO (28-30 JULY 2017)

Discover South Burnett was offered a stand at this event at no cost. The event saw 13,155 attendees and 37,000 event guides distributed. There were presentations of South Burnett wine by Bernie Cooper and Jason Kinsella as well as presentations about local dams and fishing by Corey Goldie from Dam Management and fishing ambassador Matthew Langford. In August 2017, a volunteer from the Kingaroy Visitor Information Centre reported that a couple from the Gold Coast engaged with South Burnett at the expo and it was the prompt for their visit to region.

BLACKBUTT AVOCADO FESTIVAL (9 SEPTEMBER 2017)

Council hosted a pop-up Visitor Information Centre stand and distributed 5,000 avocado stress items to promote Discover South Burnett. Over 200 info-bags were also handed out during the event.

SOUTH BURNETT RAIL TRAIL LAUNCH (1 OCTOBER 2017)

The South Burnett Rail Trail was launched with activities along the entire length of the trail. The event featured Penny Farthings, Ron Grant's walk and Cr Gavin Jones' fundraising ride.

Business Growth



BUSINESS SOUTH BURNETT

LAUNCH OF BUSINESS SOUTH BURNETT

After the conclusion of a month focusing on small business and the activity of Queensland Small Business Week, Economic Development launched their business growth action plan under a new brand to keep the momentum going.

To continue this momentum and focus activity and resources, Economic Development introduced 'Business South Burnett'. Changes were most evident in social media channels, business focussed events, internet based information and business growth marketing, changing to the new brand from the South Burnett Directions.

The existing South Burnett Directions Board and associated brand will continue to lead and represent regional economic development. South Burnett Directions will work more closely with Council, primary employers and high value business to enable and encourage innovation and investment attraction across the South Burnett in line with the 2020 South Burnett Economic Development Strategy.

Business South Burnett is South Burnett Regional Councils brand for business growth, linking to the South Burnett Economic Development Strategy. It is about people in business, generating employment one job at a time, and growing the pie, not the piece.

Vision Statement: In 2025, the South Burnett is a region rich in growing businesses, collectively creating new opportunities for employment and regional economic growth.

Actions

- Expose business to opportunities for learning
- Create programs supporting business development
- Deliver new information relevant to business
- Collaboration with business groups
- Share positive South Burnett stories
- Celebrate high achieving businesses
- Define pathways for business growth and market readiness



SOUTH BURNETT BUSINESS BUILDERS

BIEDO, the University of Southern Queensland and Business South Burnett have been working together to deliver the South Burnett Business Builders Program. The program has been funded through the Australian Government's Building Better Regions Fund, following a successful application through BIEDO.

The project team work closely with 15 South Burnett small businesses to assist in building their capacity and providing links to support their business.

The program will also see the development of a database of business-related resources and the making of a South Burnett wide business network.

This project provides great opportunity to gain insights into the business culture of the region by hearing directly from the business owners themselves on challenges and opportunities experienced across the South Burnett business community.

The South Burnett Business Builders program includes case studies of businesses within the region, growing a network of like-minded owners and operators to connect and share their experiences with each other.

Workshops and information sessions on topics of interest to the network are defined and facilitated throughout the program.

To celebrate Small Business Week, a Digital Workshop was held at Ringsfield in Nanango. Advance Queensland facilitated the workshop to 21 South Burnett business owners.

Following feedback received at this workshop, the program will host a social media specific workshop, facilitated by local businesses in the new financial year.

South Burnett Business Builders is a collaborative project supported by the Federal Government's BBRF program, Business South Burnett, USQ's Institute for Resilient Regions, AGL Energy and BIEDO.



Digital workshop – Ringsfield Nanango



The South Burnett Business Builders project team with program participants Lawless Beel Co.

OUR ORGANISATION



FUTURE FOOD

South Burnett Food producers were exposed to JD.com and Coles 'Meet the Buyer' events through Future Food Brisbane, with Economic Development extending its Regional Flavours support through this business development program. Kingsley Grove Estate also attended an intensive 'Market Ready Incubator' with Bentleys through Future Food Brisbane.

'We attended the JD.Com meet the buyer session and it was well worth the experience. It gave us some great food for thought and helped us identify the further steps required to break into that type of export market.
Nigel & John – The Sauce Man

'South Burnett Regional Council offered Kingsley Grove Estate the opportunity to attend the Future Food Market Ready Incubator program as regional food/beverage producers ready to upscale our business. This three day intensive course programmed by Bentleys gave practical knowledge that was able to be used in our business both in the short and longer terms. The course allowed us to work on our business as opposed to in our business. Topics covered strategic planning, collaboration, budgeting, funding, growth, price strategy and talent acquisition, just to name a few.

The mentoring included after the program is very helpful. The team at Bentleys are very eager to assist us improve our business to the point where we can upscale successfully. We are now working on a new budget and forecast, updating goals and vision following insights gained by being a part of this great program.

This is a must course. A great inspiration!
Jo Berry – Kingsley Grove

BUSINESS FRIENDLY

Following the launch of Business South Burnett, Economic Development introduced a 'Business Friendly' program. The 'Business Friendly' program is a framework for reporting activity associated with doing business in the regional economy, within the key elements of Local Buy, Local Employment and Local Investment.

Economic Development encourage all businesses in the South Burnett region to adopt this reporting framework and, in doing so, build confidence in the regional economy through the positive stories shared.

Business South Burnett will further define the framework and the activity being undertaken by Council through the Quarterly Activity Report and social media channels using #businessfriendly. Upcoming initiatives include:

- Rollout of leading edge tool enabling local suppliers better access to pre-qualified supplier lists.
- Develop an Economic Recovery Action Plan through engagement of relevant Government departments, business representative groups and other stakeholders in Disaster Recovery activity
- Identify online business support tools through Business South Burnett and business representative groups
- Complete a 2017/18 Council spend analysis to provide better insights to how Council can improve procurement practice
- Promote opportunity for pre-lodgement meetings with Councils planning team
- Encourage establishment of new marketing cooperatives based around small towns, main streets or industry clusters
- Establish a regional business event, loosely based on the success of South Burnett Unpacked (tourism focused quarterly networking functions)
- Support opportunities for skill development within regional economy

CORPORATE SERVICES

CORPORATE SERVICES

Corporate Services supports sustainable living in the South Burnett through the administration of local laws, building services, strategic land use and planning, recreation and environmental planning, maintenance, programs, animal management, corporate administration and governance.

Peter O'May
General Manager Corporate Services



Carolyn Knudsen
Manager Social and Corporate Performance



Craig Patch
Manager Environment and Waste



Greg Griffiths
Manager Natural Resource Management and Parks



Chris Du Plessis
Manager Planning and Land Management

Corporate Services ensure sound governance and quality customer service and the provision of community services including arts and culture, library services, sports and recreation and grants and donations.

CORPORATE SERVICES

- Indigenous Affairs
- Libraries

SOCIAL & CORPORATE PERFORMANCE

- Community Engagement
- Community Grants Program
- Complaints Management Process
- Corporate Brand
- Corporate Communications
- Corporate Governance
- Corporate Risk Management

- Customer Contact
- Internal Audit
- Operational Planning & Performance

ENVIRONMENT & WASTE

- Animal Management
- Environmental Protection
- Health Services
- Landfills and Transfer Stations
- Local Laws Policing
- Nuisance Control
- Waste Collection

NRM & PARKS

- Aerodrome Operations
- Boondooma Tourist Park
- Cemetery Management
- Coolabunia Saleyard
- Ficks Crossing
- Natural Resources

- Parks and Gardens
- Public Conveniences
- Rail Trail
- Recreational Reserves
- Sports Development
- Sporting Grants
- Stock Routes
- Straying Livestock
- Tick Facilities
- Weeds and Pest Management
- Yallakool Tourist Park

PLANNING & LAND MANAGEMENT

- Building Assessment
- Building Compliance / Inspection Development Assessment
- Planning Compliance / Inspection
- Plumbing Assessment
- Plumbing Compliance / Inspection
- Strategic Land Use Planning

OUR ORGANISATION



(left) Mayor Keith Campbell, SunPark Managing Director and CEO Prol Robert van Borneveld and Cameron Dick MP at the opening of Switek's new Baking Room which was rebuilt on the site of the old facility that was destroyed by fire in November 2016 (right) The up the black dog mental health breakfast.

SOCIAL & CORPORATE PERFORMANCE

Council's Social and Corporate Performance branch supports Council to achieve sound governance and risk management, implement appropriate organisational controls, provide quality customer frontline services, deliver corporate communications and the Community Grants Program.

Key programs and events throughout the year:

RISK MANAGEMENT

Council embraces a positive culture towards the corporate risk management functions as prescribed by both the *Local Government Act 2009* and *Local Government Regulation 2012*. Risk Management is a process to identify, assess, manage and control potential events that will have an impact on the achievement of Council's objectives.

CORPORATE RISK APPETITE

It is good management practice for Council to develop a corporate risk appetite statement to assist in the determination of the types and amount of risk Council is prepared to accept to achieve in our Corporate and Annual Operational Plans.

Council embraced the multifaceted process to develop the risk appetite statement. Council formally adopted the corporate risk appetite statement on 16 November 2017 as part of the Risk Register Matrix.

Council manages low and moderate risks by routine procedures within existing resources with sign-off by the Chief Executive Officer and manages extreme and high risks by immediate/prioritised corrective action with sign-off by the Chief Executive Officer and the Audit Advisory Committee. All risks are reviewed on a six-monthly basis.

FRAUD AND CORRUPTION PREVENTION MANAGEMENT

Council is committed to acting in the best interest of the community and upholding the principles of honesty, integrity and transparency.

Council operates as an organisation in which ethical conduct is expected, encouraged and supported with zero tolerance for corrupt conduct, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.

Council has developed and implemented a *Fraud and Corruption Prevention Management Plan 2016-2019*

CORPORATE SERVICES

which sets out the actions and responsibilities for the organisation. This plan is reviewed and updated by the Fraud and Corruption Prevention Management Steering Group with quarterly updates provided to the Audit Advisory Committee.

Council identified that there was a need for an overarching framework to encompass organisational strategies, plans, policies and procedures. In April the Fraud and Corruption Risk Management Framework was implemented. The complaints management process was also formalised.

The Manager of the Social and Corporate Performance branch is the Fraud and Corruption Prevention Management Coordinator, reporting directly to the CEO on all matters relating to fraud and corruption.

ADMINISTRATIVE ACTION COMPLAINTS

Council's Administrative Action Complaints process was instituted to ensure that, to the greatest practicable extent, related complaints are dealt with fairly, promptly, professionally, in confidence (in so far as possible) and in a manner respectful to the complainant.

Council treats complaints of this nature seriously and has implemented a policy and procedure with Council's endorsement. As per the policy, a complainant may lodge a complaint via written, electronic or verbal means.

Details of the number of Administrative Action Complaints processed during 2017/18 are available at 'Administrative Action Complaints' on page 122.

INFORMATION PRIVACY AND RIGHT TO INFORMATION

Under Queensland's *Right to Information Act 2009* and *Information Privacy Act 2009*, members of the

community are able to apply for access to documents held by Council (subject to statutory exemptions).

These Acts allow members of the community to apply for and make amendments to documents concerning their personal affairs, where it is believed the information is incomplete, out-of-date, inaccurate or misleading.

The Corporate Performance section receives and processes all Council's Right to Information and Information Privacy requests.

Details of the number of Right to Information and Information Privacy requests processed during 2017/18 are available at 'Right to Information (RTI)' on page 122.

MEDIA COMMUNICATIONS

Council is committed to ensuring meaningful community engagement as demonstrated by the variety of ways in which Council makes contact with the community.

Council regularly provides information to over 40 media contacts linked to a variety of mediums such as radio, television, online and print. During 2017/18, Council engaged with media by providing media releases and alerts, quotes, interviews and information relating to areas of both general operations and strategic planning. For example Corporate Performance provided:

- 126 Media releases
- 683 Facebook social media posts with a combined reach of 2,433,485

In addition, the Mayor conducts weekly interviews with local radio stations and regular interviews with regional radio and commercial television. Councillors also make themselves available for radio interviews and media coverage regarding their respective portfolios.



Ci Ros Fingleton, Ci Gavin Jones, Deputy Mayor Kathy Duff, Mayor Keith Campbell, Ci Ros Heik, Ci Danika Power and Ci Terry Fleibhessers supporting WOW Day (wear orange Wednesday) to support SES Volunteers

OUR ORGANISATION

COMMUNICATION COMMUNITY SURVEY

Council recognises the value in periodically surveying the community to ensure it not only understands how best to provide information, but also to determine how the community prefers to provide feedback on plans, strategies and decisions of Council.

To ascertain this information Council released a short community survey in April 2017. The survey results assisted Council in improving community engagement and communication processes and allowed for consideration of where and how best to disperse the budget allocation for advertising in 2017/18.

CUSTOMER CONTACT

Council is committed to ensuring quality customer service as demonstrated by the variety of ways in which Council makes contact with the community and equally in which the community makes contact with Council.

During 2017/18, customer contact staff across the offices of Blackbutt, Nanango, Kingaroy, Wondai and Murgon received 30,100 calls to Council's main number. Customer contact furthermore issued 22,409 receipts to customers over the counters.

Customer requests are an important element of Council's day-to-day operations with 15,268 customer requests and applications processed during 2017/18.

Council's Customer Contact Centres are open five days a week as Council continues to maintain a physical presence across the region recognising the importance of continuing face-to-face customer service options for our community.

COMMUNITY HALLS

Council provides community halls across the South Burnett receiving bookings for Blackbutt, Kingaroy, Maidenwell, Murgon, Nanango, Proston and Wondai. During 2017/18, customer contact processed 1,212 bookings as follows (see table over page):

Social and Corporate Performance's challenges & highlights of 2017/18

CHALLENGES

Communication:

- In 2015/16, Council introduced a centralised approach to communications which was supported through the communications officer, the senior liaison officer and the S&CP manager. During 2016/17 the communications officer position was dissolved to create a high demand position in the governance section and the senior liaison officer position was dissolved creating a special projects position in the economic development section.
- From that time, Council decentralised communications where the onus was on the departments to generate communication activities supported by the S&CP administration officer and the manager. Social media, media releases, advertising and media engagement was primarily supported by these two positions within the competing demands of the branch.
- In 2017/18, Council recognised that corporate communications needed to be improved and more realistically resourced. A part-time governance officer position was dissolved creating the way for a communications officer to be appointed 2 July 2018.

HIGHLIGHTS

Corporate Plan 2018/19 to 2022/23

- Council is legislatively required under section 165 of the *Local Government Regulation 2012* to prepare a 5-year corporate plan every 5 financial years. The Local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year covered by the plan.

- A project schedule was developed and approved by the CEO. The Council and Senior Management Team (SMT) were briefed on the schedule in August 2017. A workshop was held in October 2017 with Councillors and the SMT to scope the draft Corporate Plan 2018/19 to 2022/23. Prior to the workshop, an environmental scan of Council's strategies and plans was undertaken as well as a sample survey of the community. From the workshop a draft plan was developed and circulated to Councillors and the SMT. An internal steering group was formed with four Councillors and five staff representatives to consider internal feedback and revise the draft. The revised draft plan was circulated to Councillors and the SMT for further input. Face-to-face information sessions were scheduled for February 2018 with date claimers communicated via social media, the Mayor's portfolio reports and radio during December 2017 and January 2018.
- Council adopted the draft Corporate Plan 2018/19 to 2022/23 at the ordinary meeting in January and subsequently provided the draft plan to the community for consultation during February 2018. Council provided a variety of platforms on which the community could view the draft plan and provide feedback.
- The Internal Steering Group considered the feedback and recommended changes to the draft plan.
- The final draft plan was presented to Council at the Portfolio briefing in March for review and discussion. It was also provided to the Senior Management Team for consideration.
- The Corporate Plan 2018/19 to 2022/23 was adopted by Council at the Ordinary General Meeting on Wednesday 21st of March and came into effect 1 July 2018.

CORPORATE SERVICES

HALL BOOKINGS

Location	Number Processed 2016/17	Number Processed 2017/18
Kingaroy	530	526
Nanango	215	165
Wondai	233	123
Proston	90	117
Murgon	106	106
Maidenwell	38	46
Blackbutt	n/a	39

Storm Recovery BBQs

Council engaged the assistance of the Burnett Inland Economic Development Organisation (BIEDO) to conduct two recovery BBQs targeting those directly impacted by the 2017 Boxing Day storm along with those who supported the storm recovery process in any way. This was one of the number of ways Council showed their support to community members affected by the storm.

KUMBIA MEMORIAL HALL, SUNDAY 25 FEBRUARY

The speakers were Damien O'Sullivan - Department of Agriculture and Fisheries (DAF), John Day - Burnett Mary Regional Group (BMRG), Cindy Godden - Queensland Rural and Industry Development Authority (QRIDA) and Belinda Clair - Rural Financial Counselling Services Southern Queensland.

Agencies who attended were Growcom, Burnett Catchment Care Association, Sr Christine Henry - Downs and West Community Support, Agforce Qld, Queensland Country Women's Association (QCWA) and South Burnett Regional Council.

Afternoon tea was provided by the QCWA and an evening BBQ was provided by Kumbia Kindergarten.

Kumbia outcomes:

- 75 attendees and take-home bags distributed
- 23 feedback forms completed, 20 of those indicated they were impacted by the storms. (Considering couples would most likely have only submitted one feedback form, it was a good outcome to have insights from 20 storm-affected landholders. This information was collated and provided to the Human and Social Recovery Committee which is coordinated by the Corporate and Social Performance Branch.
- Media in attendance - South Burnett Times, southburnett.com.au
- Native plants distributed as attendees left (in return for feedback forms) - this was very popular.

MONDURE HALL, SUNDAY 4 MARCH

The speakers were Damien O'Sullivan (DAF), John Day (BMRG), Cindy Godden (QRIDA) and Belinda Clair (Rural Financial Counselling Service SQ).

Agencies who attended were Burnett Catchment Care Association, Sr Christine Henry (Downs and West Community Support), Agforce Qld, QCWA, Murgon Local Ambulance Committee (LAC) and South Burnett Regional Council. Afternoon tea was provided by QCWA and evening BBQ provided by Wheatlands State School P&C Association.

Mondure outcomes:

- 87 attendees
- 40 take-home bags distributed
- Native plants distributed as attendees left (in return for feedback forms) - this was again very popular.



(left) Deputy Mayor Kathy Dull, Neville Radcker and Erik Ford at the Storm Recovery BBQ at Kumbia (right) Storm Recovery BBQ at Mondure



OUR ORGANISATION

Community Grants Program

Council facilitates and supports community development through effective implementation and delivery of the Community Grants Program.

Council commenced the review of Council's community service obligations in December 2016 with a view to strengthening and revitalising this provision. During the review, Council determined to combine all grant programs under one program so that the process would be easier for community groups to understand and access in a fair and equitable way.

Council took a proactive communication approach whereby past recipients of Council funding were contacted to explain how the new grant program would work and how to access the funding commencing 2017/18. As part of the 2017/18 budget preparations, Council determined the amount of funding to be made available under the Community Grants Program as this funding is important to assist our community organisations, who in the majority of cases double or triple the value of this support in the delivery of their programs, activities and events.

Through the provision of community grants, Council is committed to investing in initiatives and partnerships that align with Council's corporate priorities and encourage individuals and groups to make a positive and ongoing contribution to the region.

South Burnett Orchid Show



IN JULY 2017 THE COMMUNITY GRANTS PROGRAM INCLUDED THE FOLLOWING CATEGORIES:

- Community Event Sponsorship
- Community Regionally Significant Events Sponsorship
- Community Hall Public Liability Insurance Grant
- Councillor Discretionary Fund
- Elite Performance Youth Grant
- Healthy Communities Sponsorship
- In-kind Sponsorship
- Mayor's Community Benefit Fund
- Project/Program One-off Sponsorship
- Regional Arts Development Fund

Having been in place for 10 months, the categories and administrative processes were reviewed and revised to fine-tune the program.

IN MAY 2018 COUNCIL ADOPTED THESE REVISED CATEGORIES:

- Community Event Sponsorship
- Community Hall Insurance Grant
- Councillor Discretionary Fund
- Elite Performance Youth Grant
- Healthy Communities Sponsorship
- In-kind Sponsorship
- Project/Program One-off Sponsorship
- Regional Arts Development Fund
- School Students Award



OUR ORGANISATION

Audit Advisory Committee

Councils Audit Advisory Committee operates in accordance with the *Local Government Act 2009* (the Act), the *Local Government Regulation 2012* (the Regulation) and the Councils Audit Advisory Committee Policy and Audit Advisory Committee Terms of Reference.

The main purpose of the Committee is to provide advisory services to Council and the CEO on the effective performance of its responsibilities in the areas of internal and external audit, governance, internal control, compliance and risk management.

THE AUDIT ADVISORY COMMITTEE'S PRIMARY DUTIES ARE:

- Oversee the internal audit and risk management functions of Council
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments

- Monitor and review the integrity of financial reports
- Assess and evaluate the Internal Audit Plan to ensure that material business risks to Councils financial and operational environment are identified and addressed
- Promote transparency, integrity and ethical conduct
- The Audit Advisory Committee provides advice directly to Council and is composed of three voting members. At 30 June 2018 the Audit Committee membership comprised: Mayor Keith Campbell, Cr Ros Heir and Ms Melissa Schreffel (Independent Member).

The CEO, General Manager Finance, General Manager Infrastructure, General Manager Corporate Services, Manager Finance, Manager Social and Corporate Performance, Internal Auditor, representatives of Queensland Audit Office and the appointed external auditors Klynveld Peat Marwick Goerdeler (KPMG) attend committee meetings as standing invitees.



CORPORATE SERVICES

Internal Audit

As required by the Act, Council maintained an efficient and effective internal audit function during 2017/18. Internal Audit operationally reports through and is managed by the Social and Corporate Performance branch.

Internal Audit adds value to Council by providing an independent, objective assurance and advisory service to improve its operations. It assists Council in achieving its goals and objectives by implementing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

INDEPENDENCE AND OBJECTIVITY

Independence and objectivity are exercised in the conduct of internal audit work. Internal audit engagements are performed with an unbiased and impartial attitude.



The Internal Audit function has no managerial authority over the operational activities of Council except those related to the management of the internal audit activities and is positioned within Council to ensure its ability to deliver independent, objective and competent assurance and advisory service across Council operations.

AUTHORITY AND ACCESS

Internal Audit has direct and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work.

AUDIT APPROACH AND REPORTING

A risk based internal audit approach was continued through 2017/18. The three year Internal Audit Plan and the Annual Internal Audit Plan are based on identified strategic and operational risks. The 2018/19 to 2020/21 plan was developed and authorised by the CEO having been reviewed by the Audit Advisory Committee and Senior Staff. Internal Audit Reports that indicate audit findings and recommendations, management response, responsibility for implementation and implementation date are provided to the Audit Advisory Committee on a quarterly basis.

Internal Audits Conducted

- **Telephone and Mobile Expenditure**
Evaluation of processes over control and management of telephone/mobile expenditure considering the period of February 2016 to January 2017.
- **Assessment of processes and controls over preferred and pre-qualified supplier arrangements**
The audit assessed and reviewed the control environment/activities considering procurement transactions over the two year term Pre-Qualified and Preferred Supplier Arrangement commencing January 2016.
- **Councillor Expenses**
The audit reviewed the compliance with the Expenses Reimbursement Policy for Councillors, procedures and relevant legislation, and controls around the process considering transactions during the period from January 2017 to December 2017.

The table shown below lists the number of meetings held and reports reviewed during the 2017/18 financial year.

Audit Advisory Committee Activities	2017/18
Number of meetings held	4
Internal Audit Reports reviewed	3
External Audit Report reviewed	1

OUR ORGANISATION

LIBRARIES

During the 2017/18 financial year South Burnett Libraries continued to provide the community with a range of services and programs aimed to create opportunities for recreation, culture, information and lifelong learning.



(top left) Oral reading storytime (top right) Information talks
(above left and right) School Holiday fun at the libraries

CORPORATE SERVICES



Fun Palace



National Simultaneous Story Time

MURGON LIBRARY REJUVENATION

The Murgon Library was given a major makeover to facilitate the installation of new Workplace Health and Safety compliant shelving. An open layout and reshuffle of the existing collections resulted in the creation of a welcoming space that is able to accommodate a variety of library programs and activities, including First 5 Forever rhyme time sessions, information talks and groups that meet at the library.

Key programs and events throughout the year:

Family Literacy Programming

FIRST 5 FOREVER

South Burnett Libraries entered the fourth year of the State Government funded First 5 Forever initiative, which focuses on improving outcomes for all Queensland children aged 0-5 years by supporting confidence around communication and learning through simple, everyday experiences. During the year, the library service aimed to strengthen partnerships already developed within the local community, with special story time sessions held in

conjunction with Bushkids, the Kingaroy Dental Clinic and South Burnett CTC.

As a snapshot, highlights of South Burnett Libraries' First 5 Forever program include:

- Notification from the State Library of Queensland that the First 5 Forever funding is to be on-going.
- An increase in rhyme time and story time sessions delivered at the Blackbutt and Wondai libraries.
- A 27% increase in Story Time programming from the 2016/17 financial year to the 2017/18 financial year, with 138 sessions delivered throughout the region attracting 3,390 attendees.
- A 21% increase in Rhyme Time attendance from the 2016/17 financial year to the 2017/18 financial year, with 166 rhyme time sessions delivered throughout the region attracting 1,752 attendees.

CHILD HEALTH AND LIBRARIES

The partnership between Child Health and South Burnett Libraries continued with the introduction of weekly drop-in clinics at the Murgon and Wondai libraries. These clinics were already established at the Blackbutt and Nanango Libraries with fantastic attendance. In addition to this, staff from the Kingaroy library continued to facilitate First 5 Forever outreach sessions at the Child Health Clinic. These visits aim to

OUR ORGANISATION

introduce new parents to the programs and services provided by their local library.

FUN PALACE

On Saturday 7 October 2017 the Kingaroy Library once again became a 'Fun Palace', a place to celebrate art, science, learning, play and adventure! Fun Palace is a global community event, with Fun Palaces happening all over the world on the same weekend. Some of the activities included a special story time session featuring Cr Danira Potter as a guest storyteller, Spanish lessons for kids, customized hero masks, Lego robot programming and window decorating. The morning's fun all culminated in The Fun-Olympics, a series of sporty events held in the library foyer. In total, this event attracted over 400 attendees, with many commenting how much fun the morning had been.

Young People's Programming

SCHOOL HOLIDAY ACTIVITIES

Once again South Burnett Libraries delivered a series of fun and interactive school holiday programs for our young community members. In total, over 565 children attended these sessions, which included making a DIY fidget spinner and creating a Commonwealth Games torch to commemorate the games being held at the Gold Coast.

NATIONAL SIMULTANEOUS STORY TIME

National Simultaneous Story Time is an important annual campaign as part of Library and Information Week. It is a colourful, vibrant and fun event that promotes the value of reading and literacy. This year children from the South Burnett visited their local library and a special 'pop up story time' at Kingaroy's Under 8s Day at Memorial Park, to share the story of 'Hickory Dickory Dash' written by Tony Wilson and

illustrated by Laura Wood. Across the region a total of 205 children and adults took part in this event.

CHILDREN'S BOOK WEEK

The 19th to the 25th of August marked one of the most exciting weeks in the library community, Book Week! To celebrate, South Burnett Libraries hosted a series of special dress-up story time sessions in the Kingaroy, Nanango, Murgon and Wondai libraries. Those in attendance included 'Thing 1 and Thing 2', 'Harry Potter' and 'Wally' from the 'Where's Wally' series. In total, 173 people enjoyed these fun and interactive events held to celebrate and encourage the joy of reading.

KID'S CORNER

Launching in January 2018, the Kingaroy Library's after school program 'Kid's Corner' proved to be very successful amongst children aged 7-12, with each weekly session booked out in advance. This program was introduced in order to provide a welcoming space for primary school aged children to interact with one another, whilst enjoying activities suited to their age group. Along with playing a video game with friends on the library's giant screen, participants also play board games and make a craft to take home.

Digital Literacy Programming

TECH SAVVY SENIORS AND TECH HELP SESSIONS

Based on the success of South Burnett Libraries' Tech Savvy Seniors program, the Kingaroy Library introduced tech-help classes designed to offer individual technological and digital assistance to the community. These sessions are booked as needed, with various topics covered including how to download apps, how to save documents and how to navigate Microsoft Word and Excel.



Kid's Corner



School Holiday Activities



The Kingaroy Library's Spanish Lessons

KINGAROY LIBRARY FAMILY HISTORY WORKSHOPS

Workshops for Family History were conducted at the Kingaroy Library on the first Monday of each month, with skilled guidance provided on all aspects of genealogy. Both beginners and those more advanced were catered for, with participants given the opportunity to share their own knowledge and experience.

AUTHOR AND INFORMATION TALKS

South Burnett libraries hosted a variety of author talks during the 2017/18 financial year. Local author Sharon Pearson successfully launched her new book, whilst Tim Borthwick recited poetry from his book dedicated to life in the Australian outback. Information talks also proved popular amongst the community, and one of the most well attended sessions hosted by Council discussed the topic of aging and the issues surrounding power of attorney.

LIBRARIES AS COMMUNITY HUBS

The Kingaroy Library's Spanish lessons have been running successfully for the past two years. To celebrate this, the group held a birthday party, with the 13 attendees showcasing their learning with an afternoon of Spanish conversation along with lots of laughter! In addition to these classes, regular cards, mah-jong, scrabble and social groups use the libraries as a facility in which to meet, have a game and a chat.

Libraries' challenges & highlights of 2017/18

CHALLENGES

- South Burnett libraries faced the challenge of rotating stock between each of the six branches. As with previous years, library staff worked through each of the collections to ensure that old, dated or unread items were de-selected to make way for more current resources purchased with the State Library of Queensland's Public Libraries Grant.

HIGHLIGHTS

- During the 2017/18 financial year 173,608 people visited South Burnett Libraries
- 145,147 items were loaned
- 1,296 new members were welcomed to the library service
- A total of 8,116 resources were added to the collection through the Public Libraries Grant of \$1,65,733 provided by State Library of Queensland
- 1,187 programs and events were hosted with 10,115 attendees
- A total of 12,924 hours of computer time was used on the 17 Public Access PCs across the region
- 9,687 hours of Wi-Fi was used by the community across the six libraries

OUR ORGANISATION



ENVIRONMENT & WASTE

During 2017/18 Council’s Environment and Waste team continued working with the community to reduce the impact of waste on the environment, as well as landfill management, combating illegal dumping and littering and animal and pest management.

Animal Management

RSPCA DESEXING INITIATIVE

South Burnett Regional Council partnered with the RSPCA for the desexing initiative ‘Operation Wanted’. Operation Wanted commenced in June 2017 and continued until 31 August 2017. During the campaign, dog and cat owners received a 20% discount for desexing their animals.

HOUSE TO HOUSE DOG REGISTRATION INSPECTIONS

Council undertook an extensive dog registration inspection program during 2017/18. A significant number of unregistered dogs were found and subsequently registered. Fines were issued to persons who did not register their dog by the required deadline. Council is tasked with superintending dog registration requirements on behalf of the State Government under the *Animal Management (Cats and Dogs) Act 2008*. It is considerably cheaper to register a dog, even entire dogs, than it is to receive a fine for not registering your dog.

Laws, Permits & Licensing

LOCAL LAW ENFORCEMENT

Council received 39 new footpath permit applications. There were 499 overgrown allotment notices and 38 abandoned vehicles requests were raised.

ANIMAL MANAGEMENT ENFORCEMENT

There were 1,478 animal management requests submitted to Council in 2017/18. Of these 133 were animal attack related. There were 644 animals impounded and 681 new dog registrations.

LICENSING APPLICATIONS

Council received 41 Food Business Licence applications during the financial year. There were also 40 Commercial and 66 Non-Profit Temporary Food Applications processed for various events held throughout the South Burnett during 2017/18.

Mosquito Control

CSIRO PROJECT

In a further attempt to protect residents from mosquito borne diseases, SBRC partnered with CSIRO (Federal Government) and the Wide Bay Regional Organisation of Councils (WBBROC) on a new *Aedes aegypti* project. This project seeks to understand the connectivity of *Aedes aegypti* populations along the major transport corridors into south-east Queensland.

The initiative carried out DNA typing of the particular *Aedes aegypti* mosquito presently being found in the area in order to establish where these mosquitoes have originated from, to uncover if they have been imported from overseas or have migrated from north Queensland.

The results of this project may form part of a federal grant application which will assist in the eradication of *Aedes aegypti* mosquitoes in the Wide Bay Burnett region. Mosquito origin is crucial for developing a targeted eradication program. It is important to control the *Aedes aegypti* mosquito locally in order to reduce the risk of imported Dengue fever and Zika virus outbreaks.

LOCAL SURVEILLANCE AND TREATMENT

Council continues to monitor *Aedes aegypti* mosquito breeding within the region by working closely with Queensland Health and treating where necessary. Residents were encouraged to assist the control of this mosquito, particularly around their own homes, by:

- Emptying containers (e.g. pot plant bases, tins, tyres, jars, toys, bird baths, fish ponds and ornamental ponds) that could hold water
- Ensuring pond water is emptied and cleaned to eliminate mosquito breeding areas
- Removing leaves and other debris from roof gutters
- Affixing screens to rainwater tanks and any water wells with wire gauze that is no coarser than 1mm
- Chlorinating swimming pools and operating the pool pump regularly

MOSQUITO CONTROL TRAINING COURSE

Council loaned the expertise of one of its environmental health officers, who is recognised in relation to mosquito control within local government,

to present at the Environmental Health Australia (EHA) Queensland's *Introduction to Mosquito Management* course. This course was attended by a number of other local government staff who learnt how to monitor, identify, carry out house-to-house investigations and what treatment options are available as well as where mosquito breeding is found.

Waste & Landfills

STORM EVENTS

Storms in December 2017 and January/February 2018 resulted in significant increases in waste volumes at Councils waste facilities. This increase is seasonal and a direct result of the severe storms.

Unfortunately, coinciding with this increase in waste, a skip bin waste collection vehicle encountered major mechanical problems and was taken off the road for five weeks. The existing waste services staff were operating on split shifts and working extra hours in an attempt to meet the demand on Councils waste facilities.

WIDE BAY REGIONAL ORGANISATION OF COUNCILS (WBBROC) WASTE STRATEGY

The WBBROC Waste Strategy feasibility study into the merits of a potential waste disposal facility within the WBBROC region was completed during 2017/18. In general terms, the feasibility study revealed there was merit to a number of Councils considering a joint venture waste disposal facility within the Wide Bay.

A significant number of further areas for investigation were identified before a firm decision could be made to move forward with this proposal. Individual Councils are now presently working on areas that were identified as requiring further investigation and research.

CAPPING CLOSED LEGACY LANDFILLS

During 2017/18 Council continued to progress capping of its various old closed legacy landfill sites.

GROUND WATER MONITORING OF LEGACY LANDFILLS

This financial year saw the establishment of bores at a number of Councils legacy landfills for the monitoring of ground water in accordance with Councils Environmental Authorities.



South Burnett Regional Councils *Aedes aegypti* mosquito control project

OUR ORGANISATION



(top left) ZIEH delegate Corbett, Chibenge and Megan Nikan Councils Senior Environmental Health Officer
 (top right) Council Landfillsite (above left) Councils new Roll On Roll Off Truck
 (above right) Griffith University students on a field trip with Council

The following legacy landfill locations of Hivesville, Brigodda, Durong, Clayna, Chahpingah, Burrandowan, Bodie, Memerambi, Kingaroy Sanitary depot and the Wondai Sanitary Depot were included in this particular round of ground water bore construction.

NEW ROLL ON ROLL OFF (RORO) REPLACEMENT TRUCK

Councils Waste Services trucks drive many kilometres transporting transfer station skip bins to landfills for disposal. This takes a toll and this financial year waste services took possession of the latest truck to replace its ageing predecessor. The new truck has the capability of hitching up a trailer in order to transport another skip bin, which will provide the department with greater efficiencies.

WASTE COLLECTION CONTRACT

Councils waste collection contractor, J Richards, continued to comply with Key Performance Indicators (KPIs) established in the Waste Collection Contract. J Richards met the criteria for only a limited number of missed bins (less than 1 per 1,000 services), delivering new bins within the specified time period, repairing and/or replacing damaged bins within the prescribed time-frame and minimising contractor specific servicing complaints. A total of 71 5,234 eligible waste wheelie bins were serviced in the 2017/18 financial year.

MULCHING OF GREEN WASTE

Council continued to stockpile green waste at the Kingaroy and Nanango Waste facilities and mulched it to produce green waste mulch that is available to the



CORPORATE SERVICES

public for free. Approximately 17,000m³ of mulch was produced at the Kingaroy Waste Facility, while 3,500m³ was created at the Nanango Waste Facility.

The quality of the mulch product is directly related to how clean the green waste is that is deposited at the waste facilities. It is essential that only grass clippings, tree and shrub prunings, branches, small trunks are placed in the green waste stockpile. If the quality of green waste mulch improves, Council may be able to consider composting this material and creating an even higher value added product.

All other timber waste such as cupboards, pallets, particle board, mdf board and treated timber should be placed over in the timber waste stockpile.

SURVEY OF COUNCIL'S LANDFILLS BY DRONE

This is the second year that Council has had its mandatory survey of its four landfills undertaken by a drone. Drone surveys provide a range of solutions and cost savings.

Work Experience and Professional Exchange

GRIFFITH UNIVERSITY STUDENT FIELD TRIP

Council hosted final year Environmental Health students from Griffith University on their 2018 field trip to regional Queensland. This field trip broadened understanding of Environmental Health issues impacting regional areas and gave students an insight into a rural lifestyle. Council saw this as an opportunity to provide valuable input into the next generation of environmental health practitioners.

GRIFFITH UNIVERSITY THIRD YEAR WORK EXPERIENCE

Council hosted Corrine Curtis for a week in November 2017. Corrine shadowed environmental health staff in their various functions as part a practicum required for her training. Council received a tangible return with Corrine developing a number of much needed factsheets on public health related topics.

UNIVERSITY OF QUEENSLAND OCCUPATIONAL HEALTH AND SAFETY STUDENT WORK PLACEMENT

Council's Waste Service and Workplace Health and Safety departments hosted an Occupational Health and Safety Student from the University of Queensland as part of the university's Student Work Placement Program and the Council's Enforceable Undertaking. This placement provided a number of valuable learning experiences for the student and the opportunity for Council to have its safety policies, procedures and systems reviewed.

HOSTING AN INTERNATIONAL ENVIRONMENTAL HEALTH OFFICER (EHO)

Environmental Health Australia (QLD) Inc participated in the International Federation of Environmental Health (IFEH) Twinning Program. Twinning is the exchange of environmental health (EH) professionals,

for a period of time, where a sharing of expertise and learning opportunities is facilitated.

There is an agreement between the 37 IFEH member countries where interested candidates from two member organisations can swap staff to experience environmental health situations in another country. This year the exchange program was with the Zambian Institute of Environmental Health (ZIEH). Five Zambian environmental health officers visited Australia and New Zealand to participate in the IFEH World Congress and to gain experience working with environmental health officers across Australia.

Given Council's proactive approach in a number of regional and state public health matters, Council was approached directly by EHA (QLD) Inc to host a ZIEH delegate for a week in April 2018. One of Council's EHOs billeted the delegate during their time with the Council. Council's EHOs exposed the ZIEH delegate, Comfort Chisenge, to a variety of first world Waste Management, Environmental Health, Public Health and Water Treatment experiences during her stay.

Environment and Waste's challenges & highlights of 2017/18

CHALLENGES

- Maintaining a sufficient number of skilled and experienced staff to be able to maintain an appropriate level of service
- Continuing with the long term planning for the region's future waste disposal needs
- Dealing with state licensing enquiries, due to limited resources within the Waste section
- Resource demands in dealing with large numbers of unregistered dogs found during the dog registration house-to-house program
- Dealing with illegal dumping of waste
- Complaint Management
- Establishing Council's *Waste Management Local Law No. 6* because of the State Government's sunset provisions to its waste legislation
- Understanding the State's Container Refund Scheme framework
- Coming to terms with the introduction of another State Waste Levy
- High volumes of animal management customer requests

HIGHLIGHTS

- Finalising the Council's Enforceable Undertaking
- Having over 99.9% of all 240L wheelie bins collected on their scheduled day of service



NATURAL RESOURCE MANAGEMENT

Council's Natural Resource Management team facilitates vegetation management, threatened species, roadside burning and clearing and stock route management in our region. Here are some highlights from the past year.

Pest Management

WEED TREATMENT

Pest Management contractors treated a total of 290 hectares of environmental and restricted weeds on roads and reserves across the region this year, which is the equivalent of 720km of dual roadway from Kingaroy to Emerald. Authorised officers inspected a total of 405 properties for restricted weeds and provided 139 landholders with information about their impacts, control options and biosecurity obligation.

Trailer mounted quick spray units, splatter guns and tree spears were borrowed by 60 landholders to treat weeds such aslantana, Groundsel, Mother of Millions, Tree Pear, Giant Rats Tail Grass and Parthenium. This service enabled landholders to carry out 1,641 hours of additional weed control and coordinate treatment efforts between Council land and private property.

PEST ANIMAL MANAGEMENT SERVICES

Two coordinated baiting programs were held in September 2017 and May 2018 to assist landholders to manage the impacts of wild dogs and feral pigs. Council's pest animal officer distributed baiting products to 108 landholders across the region. Council received 437 scalps through the wild dog bounty program.

Council's pest animal officer released rabbits infected with the RDHV calicivirus to reduce rabbit populations at Taabinga, Inverlaw, Boobie, Pimpimbudgee, Wengenville and Wattle Grove.

CABOMBA SURVEILLANCE AND TREATMENT PROGRAM

An outbreak of Cabomba, an invasive water weed not previously known in our region, was found in Wheelbarrow Creek in February 2017. All NRM and pest management resources were utilised to undertake 97 property inspections to determine the extent of the outbreak and to treat locations where it was found. To date, no new outbreaks have been found and it appears the rapid response to the initial report has succeeded in containing the outbreak.

RARE AND THREATENED SPECIES

Over the last decade stormwater run-off from the Mt Jones plateau has increased as a result of land clearing and the introduction of hard surfaces associated with the Summit View residential development. Downstream, this has resulted in the formation of a series of erosion gullies along the 1.5km unformed section of Tessmanns Road North.

Erosion, loss of top soil and sedimentation had the potential to impact upon a critically endangered tree species *Phebalium distans* and its associated

ecosystems within the Tessimanns Road North corridor. As one of the largest known populations of this tree in the world (307 plants) this particular population is of significant genetic importance for the sustainability of this species.

Council engaged the help of Conservation Volunteers Australia to carry out erosion control and revegetation works on the unformed section of Tessimanns Road North in Kingaroy. A total of 225 tonnes of rock was moved manually over a period of four months to fill a series of wire baskets and mattresses designed to slow the velocity of storm water run-off and rehabilitate the erosion gullies that were at risk of impacting upon the *Phellodendron* and its supporting habitat.



Livestock Services

COOLABUNIA SALEYARD

A total of 8,875 head of cattle were sold at the Coolabunia Saleyards this year. Saleyard Officers performed 12,825 tick inspections and dipped 20,536 cattle. Capital works included the replacement of two loading ramps and the installation of a new stove in the canteen.

In June 2017, Council resolved to call for interested parties to tender for a long term lease of the Coolabunia Saleyards and South Burnett Clearing Facilities. In January, Council awarded the tender to AAM Investment Group. Lease negotiations have commenced and are ongoing.



WANDERING ANIMALS

Council's Stock Route Officer attended 51 wandering livestock callouts including to 47 head of cattle, eight goats, five horses, two sheep and one pig across the region. 16 animals were impounded.



OUR ORGANISATION



Boondooma Dam

**SPORT AND RECREATION
INFRASTRUCTURE PLAN**

A draft Sport and Recreation Infrastructure Plan has been prepared by Ross Planning with community workshops being completed in the following towns: Blackbutt, Nanango, Murgon, Proston, Kingaroy and Wondai with varying attendance. School visits (Principal chat and 'playshop/workshop' with students) were completed. Community and club surveys closed on the 30 November with 195 community responses and 37 club responses received. Facility audit inspections have also been completed.

A workshop was held on 1 November 2017 on key issues from consultation and facility inspections with Councillors focussed on strategic direction and policy. A draft plan was completed with a Councillor workshop held on 12 April 2018 regarding the findings prior to release for further public consultation.

The *Draft Sport and Recreation Infrastructure and Strategic Plan* was made available for community feedback from 30 April until 25 May 2018. One-on-one meeting opportunities to talk through the draft plan were held on the 20- 22 May 2018 in Kingaroy, Nanango, Murgon, Wondai, Blackbutt and Proston. Feedback that has been received is being compiled for consideration with the plan to be finalised in the 2018/19 financial year.

**BJELKE-PETERSEN DAM AND
LAKE BOONDOOMA**

Council farewelled the managers of the tourist dams and appointed an Interim Manager to Yallakool Tourist Park. Lake Boondooma continued business as usual. South Burnett Regional Council staff and management ensured a smooth transition to minimise any impact on visitors.

Council continued to promote the dams (2 Dams, 1 Destination) to ensure both facilities remained as premier tourist destinations and throughout the year, both dams hosted various fishing events, drawing large crowds during the period.

Works were completed at Boondooma Dam on upgrades to cabins and general maintenance of the kiosk building and manager's residence. Drainage work was also undertaken to protect the road and campground assets as well as upgrades to the pathway and steps to the cabins.

TOURIST DAMS OCCUPANCY FIGURES

Venue	Occupants	Avg. Length of Stay
Bjelke Petersen Dam	9,760	2.5 days
Boondooma Dam	14,514	3.4 days

CORPORATE SERVICES



(top)Wondai Cemetery (above) Kingaroy Airport emergency exercise

SOUTH BURNETT AIRPORTS

Weekly safety inspections at Kingaroy and Wondai airports have been conducted in accordance with Civil Aviation Safety Authority (CASA) requirements. There have been no safety incidents reported or observed in this quarter.

CASA undertook their biannual surveillance audit of Kingaroy Airport on 21 and 22 February 2018 with five recommendations to be undertaken as a result. These recommendations have now been completed and finalised. The emergency exercise was conducted at Kingaroy which simulated a crashed aircraft. There were excellent attendances from Queensland Police, Fire Brigade, Ambulance service, State Emergency Services and volunteer actors as crash patients.

Nanango Airfield is currently closed while work is being carried out to ensure safety of the users. This is primarily in providing appropriate Take Off Distance Available (TODA) difficulty accessing neighbouring properties to trim trees is hindering Council's ability to resolve this issue and ensure the runways are within the maximum allowable longitudinal slope.

CEMETERIES 2017/18

Cemetery	Burial	Placement of Ashes
Blackbutt	5	4
Boodie	1	0
Kumbia	2	1
Memerambi	2	4
Murgon	27	3
Nanango	37	3
Proston	4	2
Taabinga	53	9
Tingobara	0	0
Wheatlands	0	0
Wondai	26	6

OUR ORGANISATION

PLANNING & DEVELOPMENT

During 2017/18 Council’s Planning and Development team facilitated continued growth and prosperity within the South Burnett region by delivery of well-planned and quality development.

The objective of planning and land management is to ensure the South Burnett Regional Council is well designed, efficient and facilitates growth yet also preserves the character and natural environment of the area. This function includes activities and services related to city, neighbourhood and regional planning and management of development approvals.

Council adopted the new *South Burnett Regional Council Planning Scheme* in October 2017. This modern

planning scheme replaced four individual planning schemes for the region thereby streamlining planning and development processes.

The new planning scheme is a vital tool for Council to promote, enable and facilitate economic development across the region. The first amendment to this planning scheme was to align it with the requirements of the *Planning Act 2016*, which was adopted in February 2018.

BUILDING STATISTICS

	2014	2015	2016	2017	2018
Applications (Council)	188	234	252	297	196
Applications (Private Certifier)	315	237	238	232	182
Searches (Building)	312	309	379	351	270





Muirgon Streetscape

Planning & Development Applications for 2017/18

PLUMBING APPLICATIONS

The Plumbing Services team assessed a total of 177 applications consisting of:

- 39 Class 1 and 10 (dwellings and sheds) sewer ed sites
- 104 Class 1 and 10 (dwellings and sheds) non-sewer ed sites
- 22 Class 2 - 9 (commercial buildings) sewer ed sites
- 12 Class 2- 9 (commercial buildings) non-sewer ed sites

NOTIFIABLE WORK INSPECTIONS

Notifiable work laws enable licensed plumbers to undertake certain work and provide a notice (Form 4) to the Queensland Building and Construction Commission (QBCC) rather than complete the permit and inspection process through Council. A total of 329 Form 4 (Notifiable Work) applications were lodged with the QBCC by plumbers operating in the region. Council plumbing inspectors audited 33 of the sites or 7% of the work.

BUILDING STATISTICS

Since 2014, building activity within the region has been steadily increasing. Data from the Australia Bureau of Statistics (ABS) for Queensland confirms this trend with a 16% increase in building activity over the period compared to the prior 12 months.

The Building Services team has been working hard to increase its market share of the certification business within the region. This has been demonstrated in the recent monthly building statistics with the team increasing its market share to over 50%.

Demonstrating the retail confidence in the region's economy, multi-national brand Bunnings had an application approved to develop new retail stores in

Kingaroy. The SunPork Group announced a \$60M greenfield expansion to Kingaroy Bacon Factory. Construction of this 4700m² project consists of a complete slaughter floor, freezer, chillers, amenities and official rooms, commenced in the first half of 2018 and will take about twelve months to complete.

PLANNING APPLICATIONS

	2017	2018
Material change of use	11	15
Reconfiguration (subdivisions)	12	19
Operational work	4	8
Approving plan of subdivision	6	11
Exemption certificates	-	1
Superseded planning scheme requests	-	2
Planning searches	59	25

Local Government Infrastructure Plan (LGIP)

Under changes made to the *Sustainable Planning Act 2009* in mid-2014, a local Government that wishes to levy charges or impose conditions about trunk infrastructure must include a compliant LGIP in their planning scheme that has been prepared in accordance with Statutory guidelines. The LGIP identifies trunk infrastructure necessary to service urban development in a coordinated and cost effective manner. During the latter half of the year Council drafted an LGIP that included the desired standard of services and schedule of works model to identify the delivery of trunk infrastructure to support development in the Region. The draft LGIP will be forwarded to the state Government for a State Interest check before releasing the draft LGIP for public comment in the first half of next year.

OUR ORGANISATION

INDIGENOUS AFFAIRS

The General Manager of Corporate Services oversees and maintains a small budget allocated to support or sponsor initiatives relating to Indigenous Affairs.

Co-Kathy Duff, Portfolio holder for Indigenous Affairs, actively works with the Cherbourg Aboriginal Shire Council to support joint initiatives such as South Burnett and Cherbourg on Show Weekend, NAIDOC week celebrations and

other regional events. Council regularly meets with Councillors and senior management from Cherbourg Aboriginal Shire Council to collaborate on issues affecting both local Governments and respective communities.



(top left) Cr Gavin Jones, Cr Kathy Duff and Cherbourg Mayor Arnold Murray at Sharing Our Culture Reconciliation event in Blackbutt
(top right) Cr Kathy Duff and Darling Downs Health Services staff at Naidoc celebrations (above left) Reconciliation Fun Run May 2018
(above right) Naidoc Celebrations in Kingaroy

FINANCE DEPARTMENT

The Finance Department deliver a range of internal support and services direct to the community including financial services, information and communication technology and property management.



LESTER SCHUMACHER
General Manager Finance



CELINA BRANCH
Acting Manager Finance



ANTHONY BILLS
Manager ICT



LEANNE PETERSEN
Manager Property

BUSINESS SYSTEMS & ERDMS

- Business Systems (TechOne)
- Records Management
- Security System Administration

FINANCE

- Accounts Payable
- Accounts Receivable
- Asset Management
- Budget Monitoring
- Budget Preparation
- Cash Management
- Contract Compliance
- Finance Registers
- Financial Compliance
- Financial Planning
- Financial Reporting
- Insurance
- Preferred Suppliers
- Pre-qualified Suppliers
- Rates / Revenue

- Stores
- Taxation
- TRUST ACCOUNTS

INFORMATION AND COMMUNICATION TECHNOLOGY

- Computer Hardware
- GIS System Administration
- Internet Operating Systems
- Intranet Operating Systems
- Network Systems
- Operating Software
- Telecommunications
- Technology

PLANT AND FLEET

- Council Workshops
- Plant and Fleet Management

PROPERTY

- Land Management (Sales)
- Leases and Licences

Building Maintenance

- Administration Buildings
- Aerodrome Buildings
- Art Gallery Facilities
- Boondooma Homestead Facility
- Heritage Buildings
- Library Facilities
- Museum Facilities
- PCYC Facility
- Private Hospital Facility
- Ringsfield House Facility
- Showground Facilities
- Sportground Facilities

Facility Operations

- Caravan Parks
- Commercial Housing
- Commercial Shops
- Community Housing
- Depots
- Halls
- Swimming Pools

OUR ORGANISATION



FINANCE DEPARTMENT

Each year as part of the annual budget process Council produces a Long-Term Financial Forecast. This forecast is not only a requirement for Council to produce pursuant to the *Local Government Regulation 2012* - it is an essential forward 'financial plan' for the organisation.

The period of the forecast is ten years, that is, the year in review plus the next nine financial years. Council uses this forecast to guide forward rating decisions and financing of capital projects including reviewing the bottom line. For each of the ten year estimates of the current financial year the bottom line is showing operating surpluses - this is a strong result for the South Burnett.

Financial Sustainability

These following points are the specific considerations of a Long-Term Forecast for each year during the period of the forecast:

- Income of the local government
- Expenditure of the local government
- The value of assets, liabilities and equity of the local government

- Considering long-term financial forecasts before planning new borrowings
- Reviewing long-term financial forecasts annually

The relevant measures of financial sustainability as follows are also produced as part of the adoption of the budget and as described in the financial management (sustainability) guideline:

- Asset sustainability ratio
- Net financial liabilities ratio
- Operating surplus ratio

These ratios are an indicator of ongoing financial sustainability. All Council Sustainability Ratios are within the tolerance limits through the 10 year forecast for the financial year 2017/18 except the Asset Sustainability Ratio in 2024/25 and 2025/26. These results are slightly outside the parameters and will be reviewed into forward budgets. Not only are the

FINANCE

ratios calculated and disclosed with the annual budget they are produced quarterly as part of a rolling budget review during the year. Other indicators of financial health are produced monthly as a snapshot guide for the key decision-makers.

Given the uncertainty of future Government funding, Council makes strategic sustainability decisions around the level of own source revenue. Own source revenue is that which Council can determine: rates and charges and fees and charges. For the financial year in review the own source revenue was estimated at 83.17% which is good result. While this is a desirable position, Council's dilemma is balancing the organisation's ongoing financial sustainability with the economic capacity of the region.

Council undertakes rate modelling during each budget year to determine future rating implications and to build in the costs of, and potential funding sources for major capital projects identified in the forward works program.

Council has an eye on maintaining surplus budgets into future years which augers well for the sustainability of the Region.

Asset Management

While the *Local Government Regulation 2012* requires local governments to develop long term asset management plans, these plans are an integral part of day-to-day operations for the ongoing maintenance and renewal of Council's assets. To put this in perspective, at 30 June Council held \$942K of assets across all asset classes including Roads and Drainage, Water and Waste Water, Land and Buildings, Parks and Waste Disposal Facilities.

To assist with the management of these assets an external consultant has been engaged to support Council in redeveloping its asset management plans. That project has commenced and is currently due for completion in 2020.

Significant work has been undertaken for the Road and Drainage Asset Class during the year to improve Council's understanding of the asset condition, determining the future investment strategy and the redevelopment of the asset management plan.

Council will also invest \$300,000 in undertaking a condition assessment of all Property Assets - Land and Buildings, Parks and Waste Disposal Facilities. This project is funded as follows:

- State Local Government Grants and Subsidies Scheme Grant - \$180,000
- Own funds - \$120,000

Similar to the Road and Drainage Asset Class the expected outcome of this project is to improve Council's understanding of the asset condition, determining the future investment strategy and the redevelopment of the asset management plan.

Annual valuations are undertaken as follows:

- All assets are inspected on a three year basis at least
- All assets are subject to a desktop review where no inspection is carried out during the year

Because of the above projects, Council undertook a desktop review of the asset registers this year to determine the appropriateness of condition rating, unit rates and useful life assumptions as well componentisation of assets for short and long-term values. All of these elements are used to estimate depreciation.

The ongoing development of the Strategic Asset Management (SAM) system continued during the 2017/18 financial year. This will be the predictive tool used to model forward capital and maintenance expenditure levels. Those outputs will assist in making the long term financial forecast a more robust document.

Business Continuity and Recovery

Work around the Business Continuity and Recovery Plan turned to implementation during the year. The need for a Plan was identified during an external audit, but again, it is good practice for Council to have an emergency plan in place and to be a realistic organisational response to a significant event and one which would impact on Council's service delivery.

Key resilience activities were identified and are listed in the table below. These activities have been funded within the Capital Budget.

KEY RESILIENCE ACTIVITIES

Resilience Activity identified in the Plan	Progress on Implementation of the Activity
A new software based phone system	Skype for Business installed and operational
Improve the Information Technology backup system at another Council facility or utilise available Cloud based solutions if possible	In house back up system installed with final equipment purchase during 2018/19
Install backup power sources at the key offsite communication sites for Council's Information Technology (IT) Network	Backup gensets installed
Document Council's existing IT Network Service Delivery Strategy along with existing and proposed intrusion controls	To be finalised
Implement an alternate records facility within the region and to utilise the services of a third party to store long-term/permanent records offsite	Records relocated to a Facility in Toowoomba

OUR ORGANISATION



Plant and Fleet

Council invested in excess of \$2M in the Fleet Replacement and Renewal Program during the year to maintain a fit for purpose fleet of plant and equipment to support our on ground service delivery.

Replacement	Quantity
Sedans	2
Utilities	11
Density Gauge Soil Laboratory	1
Welder	1
Mowers	4
Light Truck	1
Heavy Trailer	1
Heavy Trucks	3
Roller	1

New Fleet Items Purchased as Fit for Purpose	Quantity
Sedans	1
Light Trailer	3
Roll On Roll Off Truck & Trailer	1
Tooling Machine	1
Genset 65 KVA	1

Record Systems

Records staff capture and manage incoming correspondence to Council and maintain best practice recordkeeping throughout Council's operations. The team comply with legislative requirements relevant to the *Public Records Act 2002* to ensure appropriate and accurate retention and disposal of Council's records.

During the 2017/18 financial year records staff lodged 13,300 pieces of incoming correspondence into Council's electronic recordkeeping system, comprising 6,978 pieces of hard copy correspondence and 6,322 emails.

Finance Department's challenges & highlights of 2017/18

CHALLENGES

- Compiling current asset condition data.
- Funding the forward capital renewal projects.

HIGHLIGHTS

- Unqualified audit for the 2016/17 financial year with that audit completed during the year in review.
- Debt recovery processes increased to improve cash flow and to ensure that there is equity in rate payments across the Region.
- Annual Operating and Capital Budgets adopted by Council within the set milestones.
- Implementation of the Business Continuity Plan continues with the installation Skype for Business and the purchase and install of back-up hardware in the Nanango Office to ensure that there is no loss of data, minimal staff downtime and continued customer service. Other key assets have been improved to facilitate staff relocation if a disaster response is required.
- External consultant engaged to assist Council in reviewing and renewing the Asset Management Plans over three years.
- \$180k of State Government funding obtained to undertake a condition assessment of all property assets. Council contribution is \$120k.
- Financial reports presented to Council each month.
- Automated fleet maintenance system being developed to assist with on time maintenance and delivery of parts for Council's fleet.
- Key resilience activities identified in the Business Continuity Plan largely implemented.

INFORMATION TECHNOLOGY

Information Technology have unveiled some exciting projects for the year 2017/18.

SKYPE FOR BUSINESS - CUSTOMER CONTACT CALL CENTRE SOFTWARE

Council has migrated its telephony services to the Skype for Business platform, de-commissioning a nine year old Samsung based PABX. The Skype for Business solution enhances the video and audio capabilities of Council and extends conferencing options to external parties.

Council's customer contact staff have also benefited from the change of technology and have improved efficiency in handling the high volume of call traffic received from the public. The solution directly addresses public telephone requests and enables accurate call transfer to the relevant office to answer the community's queries more precisely, directly and efficiently.

KINGAROY TOWN COMMON HALL – DISASTER RESILIENCE

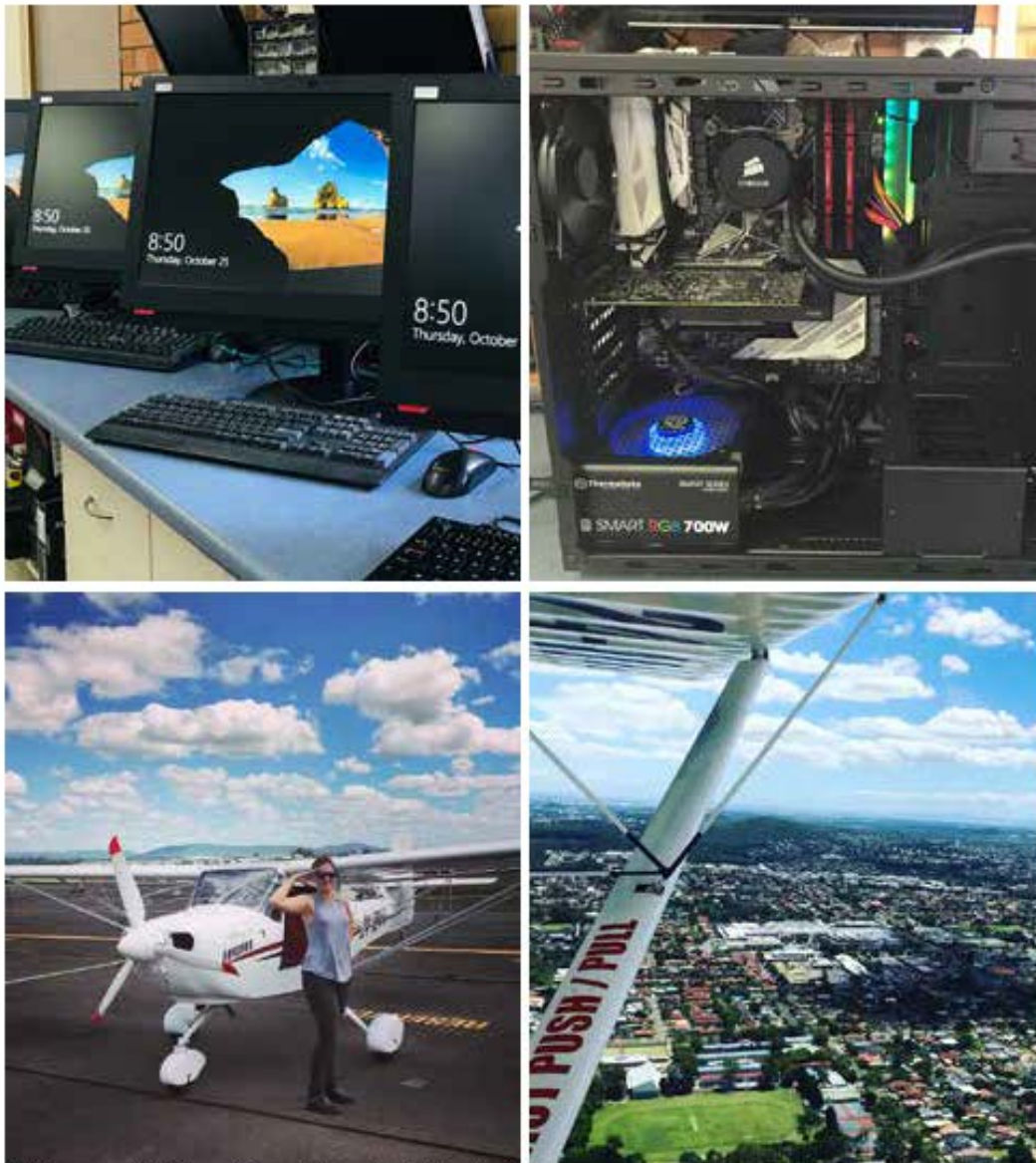
As part of Council's business continuity plan, the Kingaroy Town Common Hall has been determined a suitable location that Council could continue to operate its business activities in the event of a disaster. The bandwidth to the site has increased with new point-to-point radio technology enabling the facility to accommodate an increase volume of staff. The facilities electrical switchboard upgrade enables Council to connect an external power source (generator).

MERAKI WI-FI ACCESS POINTS - WIRELESS INTERNET CONNECTIVITY

Council has upgraded its Wi-Fi access points to the Cisco Meraki solution. This change increases Wi-Fi coverage and provides better data output for a larger volume of connected devices at the Council offices, libraries and Visitor Information Centres. Council is awaiting the NBN rollout to improve its internet services across the region.



OUR ORGANISATION



(top) Custom built PCs (above) Remote Piloted Aircraft (Drone) training

REMOTE PILOTED AIRCRAFT (DRONE) TRAINING

Two council staff members successfully completed their RePL (Remote Pilot License) recently. After attending an extensive training course and completing their assessment, they became qualified to fly RPAs (Remote piloted aircrafts) in a professional capacity. The last day of training even included the flight of a light manned aircraft.

One of these staff members completed an additional assessment piece from CASA (Civil Aviation Safety Authority) and issued a ReOC (Operator certificate). This role has taken on the responsibility of the South Burnett Regional Councils Chief Remote pilot.

Council now use this accreditation and drone capability to conduct flights throughout the shire collecting asset data and conducting building condition assessments.

The quality of the footage acquired by the drone is high-resolution 4k imagery, which accurately identify defects without the costs associated with elevated work platforms and the safety requirements of anchor points and harness work for rooftop inspections.

Development continues on the wide variety of drone use with intent to improve business processes and improve the overall efficiency of the many different functions of Council.

PROPERTY

During 2017/18 Council's Property branch completed a range of building asset renewals, upgrades and routine maintenance projects.

1913 KINGAROY COUNCIL CHAMBERS

The 1913 Kingaroy Council Chambers is part of the Kingaroy Information Art and Heritage Precinct and is used by local community groups received a new verandah during the last financial year through *Works for Queensland Round 2*. The works included removal of the old verandah and installing and painting a new verandah. Work was carried out by local contractors and completed over a period of a month.

KINGAROY HERITAGE MUSEUM

The roof and air conditioner at the museum suffered storm damage and under *Works for Queensland Round 2*, both were replaced. Staff and volunteers from the Kingaroy Visitor Information Centre (VIC) and Heritage Museum relocated historical collections to allow for the work to take place. With minimal impact to the day-to-day operations of the museum new air conditioning system and roofing including insulation, was installed. Works was completed in time for the museum to celebrate the 30th anniversary of EXPO 88.

SOUTH BURNETT TIMBER INDUSTRY MUSEUM AND WONDAL VISITOR INFORMATION CENTRE

The Wondai Woodcrafters Workshop which is part of the South Burnett Timber Industry Museum and Wondai VIC had their wooden buildings stained during the last financial year. The entire Woodcrafters Workshop was completed and part of the Timber Museum/VIC was done. Both buildings look fantastic with a new stain.

WONDAL HERITAGE MUSEUM

Due to increased visitor numbers, it was a workplace health and safety requirement for the outside displays at Wondai Heritage Museum to be surrounded by fencing. Council completed this requirement during the financial year.

RINGSFIELD HOUSE

In 2017/18 Council secured new commercial tenants for Ringsfield House. Beau Smith and Nathan Hendy took up the lease and have setup a café which is open seven days and offers diners morning tea, lunch and afternoon tea. They promote Ringsfield to the wedding market and have done a number of catering events onsite and offsite.

Council still does the maintenance of the gardens and grounds at Ringsfield. Tasks include mowing, weeding and tending to the rose gardens.

Another change to Ringsfield in the last 12 months was the addition of Nanango Tourism Development Association Inc. (NaTDA) who moved into the old school building. There was some maintenance work to be done prior to the move which included the replacement of window seals, installation of handrails and painting. Council's IT branch also fitted out the building with telecommunication cables to allow NaTDA to have phone and internet access. NaTDA is using the old school building to continue their history research on Nanango and the South Burnett region.

Workers installing the new roof at Kingaroy Heritage Museum



OUR ORGANISATION



Pictured: (Top) Councils Brighthaven Units, (Above) South Burnett Timber Industry Museum, (Right) Ringsleb House

BOONDOOMA HOMESTEAD

Boondooma Homestead received maintenance as part of a *Works for Queensland Round 2*. The Mud Hut was repaired and the kitchen and caretakers house/office received new flooring and a fresh coat of paint. It was a welcome refresh for the homestead who were busy preparing for Scots in the Bush.

SOUTH BURNETT SWIMMING POOLS

South Burnett Aquatic Centre received new starter blocks for the 25m pool and new lane ropes. A set of plastic roll-up curtains were installed along the southern and western sides of the facility to improve ventilation and air circulation to reduce humidity during warmer months.

The Kingaroy Learn to Swim pool received repair work to the external shell and a fresh coat of non-slip paint under Councils Capex program. This pool is a highly used facility for children to learn how to swim.

Wondai Pool had the change rooms re-roofed through the *Works for Queensland grant program*. Kingaroy and Murgon pools had their sand filtration systems replaced under Councils Capex program. The new filtration systems improve water quality and water treatment processes.

COUNCIL RENTAL PROPERTIES

Councils Brighthaven Units received a major upgrade under the *Works for Queensland grant program*. Works included the construction of new pergola structures at the front entrance to each of the 10 units, timber railing and plastic roll up blinds.

It was also good to see that during the financial year, Councils rental properties were mostly fully tenanted. Councils rental properties include two houses in Nanango, three houses in Murgon and three sets of units (Drayton 12 units, Brighthaven 10 units and Appin Street 12 units).

INFRASTRUCTURE

INFRASTRUCTURE DEPARTMENT

Delivering and maintaining critical infrastructure and services supporting the current and future needs of the South Burnett.



AARON MEEHAN
General Manager Infrastructure



JAMES D'ARCY
Manager Infrastructure Planning



KEVIN SEARLE
Manager Works



ALLEN CHRISTENSEN
Acting Manager Water and Wastewater

INFRASTRUCTURE

- Disaster Management
- State Emergency Services

INFRASTRUCTURE PLANNING

- Design Services and Infrastructure Planning
- Infrastructure Charges
- Quality Assurance
- Road Naming
- Soil Laboratory
- Street Lighting
- Traffic Assessments

WORKS

- Bridges
- Cycle ways
- Drainage
- Flood Mitigation
- Footpaths
- Road Mowing and Slashing
- Roads
- Streetscapes
- Traffic Facilities

WATER AND WASTEWATER

- Bulk Water Storage and Supply
- Bulk Water Treatment
- Water Service Delivery
- Waste Water Service Delivery
- Waste Water Treatment

OUR ORGANISATION



WORKS

The Works branch, within the Infrastructure department, are responsible for the management of capital and maintenance work for all Council's roads - sealed and unsealed, bridges, car parks, drainage and footpaths.

Works have 97 skilled staff working across such fields as administration, technical support, supervision, plant operation and general labouring.

Road construction and maintenance continues to be a high priority for Council with a total expenditure of \$20.895M for the financial year with a budgeted investment in roads and associated infrastructure of:

- Maintenance – Road Maintenance \$5.750M
- Construction – Roads, drainage, footpaths and bridges \$12.557M

PERFORMANCE

100% expenditure.

CONSTRUCTION

Council receives a significant amount of funding from the federal and state Government through external funding programs including:

- Roads to Recovery (RTR)
- Traffic Infrastructure Development Scheme (TIDS)
- Works for Queensland (W4Q)
- Blackspot Funding
- Cycle Network

Additional capital works projects are funded through Council's own revenue.

Roads, drainage, construction, and rehabilitation works commenced or completed during the year included:

BLACKSPOT FUNDING

Projects	Description
D'Aguilar Highway – Coolabunia Road and Mary Street	Intersection Upgrade
Bunya Highway – Taylors and Meiers Road	Intersection Upgrade
D'Aguilar Highway – Rogers Drive and Industrial Avenue	Construction of new roundabout

REGIONAL FOOTPATH & CYCLEWAY PROGRAM

Projects	Description
Alford Street, Kingaroy – Shared Cycle Path	Memorial Park to First Avenue
Drayton Street, Nanango – Shared Cycle Path	Chester Street to Cairns Street
Cairns Street, Nanango – Shared Cycle Path	Drayton Street to Elk Street
Gore Street, Murgon – Shared Cycle Path	Stephens Street to Dutton Street
Kingaroy Rail Corridor – Shared Cycle Path	Youngman Street to Somerset Street



(top left) Gravel Resurfacing at Bullock Runnymede Road, Bullock (top right) New footpath at Rodney Street, Proston (above left) D'Aguilar Highway, Coolabunia Intersection Upgrade, Coolabunia Road and Mary Street.



WORKS FOR QUEENSLAND (W4Q)

Projects	Description
Kingaroy Town Hall laneway	Resurfacing
Silverleaf Road, Silverleaf	Pavement Rehabilitation
Crumpton Drive, Blackbutt	Pavement Rehabilitation
Mt Stanley Road, East Nanango	Shoulder Resheeting
Runnymede Road, Runnymede	Shoulder Resheeting
Ellesmere Road, Haly Creek	Shoulder Resheeting
Ironpot Road, Ironpot	Gravel Resheeting
Stonelands Road, Stonelands	Pipe Replacement
My Street, Kingaroy	Construction of new Footpath
Fitzroy Street, Nanango	Construction of new Footpath
King Street, Nanango	Construction of new Footpath
Coulson Street, Blackbutt	Construction of new Footpath
Scott Street, Wondai	Construction of new Footpath
Parker Road, Ellesmere	Drainage Works
Manr Street, Kingaroy	Drainage Works
Williams Road, Benarkin North	Drainage Works
Mt Stanley Road, East Nanango	Drainage Works
Ironpot Road, Ironpot	Drainage Works
Mustons Road, Haly Creek	Drainage Works
Boonenne Road, Goodger	Drainage Works
Coverty Road, Ballogie	Drainage Works
TH Burns Road, Coverty	Drainage Works
Alice Creek Road, Alice Creek	Gravel Resheet
Wesslings Road, Murgon	Gravel Resheet
Bullcamp Runnymede Road, Bullcamp	Gravel Resheet
Farrers Road, Mondure	Gravel Resheet
Haly Creek Road, Goodger	Gravel Resheet
Kumbia Back Road, Benair	Gravel Resheet
Maidenwell Upper Yarraman Road, Maidenwell	Gravel Resheet
Redvale Road, Boobie	Gravel Resheet
Weens Road, Kingaroy	Gravel Resheet
Wicks Road, Gordonbrook	Gravel Resheet
Haly Street, Kingaroy	Construction of new Footpath



WORKS FOR QUEENSLAND (W4Q) *(continued)*

Projects	Description
Haly Street, Wondai	Construction of new Footpath
Hart Street, Blackbutt	Construction of new Footpath
Home Street, Nanango	Construction of new Footpath
Murgon Footpath	Construction of new Footpath
Rodney Street, Proston	Construction of new Footpath

TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS)

Projects	Description
Kumbia Road	Wide and Seal
Memerambi Barkers Creek Road	Bitumen Sealing
TIDS Reseals	Reseal various Roads in the region
Kumbia State School	Construct Children's Crossing and Footpath
Taabinga State School	Children's Crossing
Wondai State School	Construct Footpath

ROADS TO RECOVERY (RTR)

Projects	Description
Franks Road, Blackbutt	Wide and Seal
Kiroba Road, Kiroba	Pavement Rehabilitation
Mr Stanley Road, East Nanango	Pavement Rehabilitation
Wattlecamp Road, Wattlecamp	Wide and Overlay
Corndale Road, Memerambi	Pavement Rehabilitation
Old Rifle Range Road, Nanango	Pavement Rehabilitation
Ellesmere Road, Ellesmere	Reseal
Peterson Drive, Coolabunia	Reseal
Runnymede Road, Runnymede	Reseal
Corndale Road, Corndale	Reseal
Malar Road, Boobie	Reseal
Robin & Lee Road, Boobie	Reseal
Fitzroy Street, Nanango	Reseal
Red Tank Road, Ironport	Reseal
Wattlegrove Road, Kumbia	Reseal
Brazier Road, Kingaroy	Reseal

OUR ORGANISATION**OTHER WORKS**

Projects	Description
Unsealed Road Gravel Resheering	Gravel Resheering – various locations
Murphy Road Crawford	Sealing
Cross Road Culverts Renewals	Various locations
Replacement of Gully Pits	Various locations

RESEAL PROJECTS

Projects			
Bensons Street	Franklins Road	Kearney Street	South Street
Brimmy Court	Gabbee Street	Logans Street	Stone lands Road
Burtons Road, Boobie	Gallahger Street	Luck Road	Stronges Road
Burtons Road, Murgon	Gayndah Hivesville Road	McLucas Road	Susan Close
Church Street	Goessling Street	Minmore Road	Thompson Road
Coronation Drive	Gwen Street	Oakdean Road	Thompson Road
David Place	Hodges Road	Oakview Road	Ushers Road
Deep Creek Road	Hospital Terrace	Pauline Street	Veritz Road
Duke Street	Johnstons Road	Retschlag Street	Wickham Street
East Street	Jonelle Street	Runnymede Estate Road	Wieden Street
East Nanango Grindstone Rd	Julie Street	Sandy Ridges Road	Wilson Street
Elizabeth Street	Kearneys Road	Scots Lane	

Department of Transport and Main Roads

Council continues to deliver its Routine Maintenance Performance Contract (RMPC) to Department of Transport and Main Roads (DTMR). This year's contract totaled \$1,725,474 inclusive of reseat preparation and gravel resheering. Council completed 100% of this year's contract.

DEPARTMENT OF MAIN ROADS & TRANSPORT PROJECTS

Projects	Description
Main Roads Reseal Preparations and Maintenance	Various State Controlled Roads
Kingaroy Burrandowan Road	Gravel Resheering



Kingaroy Burrandowan Road Gravel Resheering.



INFRASTRUCTURE PLANNING

The Infrastructure Planning branch delivers design services, asset management and infrastructure planning.

Project Highlights 2017/18

D'AGUILAR HIGHWAY/ROGERS DRIVE INTERSECTION

The project budget of \$1.87M was fully funded by the Department of Transport and Main Roads Targeted Road Safety Program to improve motorist safety at this intersection.

The intersection was modelled using industry software resulting in a roundabout being chosen over traffic lights, mainly due to the amount of turning traffic into Rogers Drive to access the industrial precinct. It should result in better flowing and safer traffic movements within this area.

Funding of the intersection reconstruction was granted following Council's application to the Federally Funded Black Spot program. Council's application identified a number of safety incidents at the intersection resulting in numerous near misses and crashes, with five reported crashes within the last year, mainly due to failing to give way. These crashes resulted in moderate injuries.

The design required relocation and undergrounding of power lines and provision of a water service to the roundabout island for irrigation of landscaping plants. The centre island also contains attractive landscaping elements such as rock pitching with local rock and concrete coloured to South Burnett themes. When complete, it will also contain trees, shrubs and ground cover plants.

This roundabout will form an impressive entry statement into Kingaroy. Drivers will be met with a large 'Kingaroy' sign and left in no doubt about where they are.

Interesting facts:

- An average of over 4,500 vehicles per day use the D'Aguliar Highway with 1,500 vehicles per day turning into Rogers Drive
- The roundabout is designed to carry up to 6,777 vehicles per day including 13% heavy vehicles
- The route along D'Aguliar Highway to and from Industrial Ave will be used by over-size vehicles
- Ergon infrastructure had to be relocated and removed
- The central island has a diameter of 36m
- 730m of concrete kerbing was installed
- 232m³ concrete was used, delivered by more than 50 concrete trucks.
- Over 2,000m³ gravel was laid
- Over 2,500m of line marking is required
- 575 tonnes of asphalt will be laid
- 560m of underground lighting conduit installed
- Over 500m of underground electrical wire installed
- 12 new energy saving LED lights will be installed
- On completion will be one of the largest, if not the largest, roundabout in the South Burnett

OUR ORGANISATION



(above left and right) Concept drawings for the Kingaroy Town Revitalisation Project

KINGAROY TOWN REVITALISATION PROJECT

Planning has commenced on the Kingaroy Town Revitalisation project. This project aims to enhance the visual amenity of the Kingaroy CBD to give it a strong identity, including:

- Creating more places for the community to come together and socialise, reinforcing community strengths and values, in particular a core town civic precinct extension
- Increasing opportunities for tourism
- Enhancing opportunities for commerce, development and partnerships
- Increasing road safety and efficiency within the CBD
- Rationalising and increasing efficiency of CBD parking

Objectives:

This project encompasses the Kingaroy CBD and includes Haly Street, George Street, the Rail Corridor, Kingaroy Street, Alford Street, Short Street, Markwell Street, Youngman Street and Glendon Street.

This project will review elements including open space within the CBD, roads, kerb and channel, footpaths, landscaping, pedestrian crossings, pram ramps, car parking, traffic movements, road medians, road furniture, signage, lighting and park furniture.

It is proposed that the Kingaroy CBD will be a safer, more inviting and visually rewarding place for business to be conducted while allowing residents and visitors to enjoy what is on offer in the Kingaroy CBD.

Design:

South Burnett Regional Council commissioned JFP Urban Consultants Pty Ltd to commence the civil and landscape design for the Kingaroy Town Revitalisation

Project. JFP Urban Consultants have been involved in previous projects in the South Burnett including the Nanango Streetscape and the South Burnett Rail Trail.

Consultation:

A series of consultation workshops have been undertaken in early 2018 along with workshops with the steering committee and key stakeholders.

Funding:

Council lodged a grant application for \$2M under Round 2 of the *Building Better Regions Fund Infrastructure Project Stream* towards the Kingaroy Town Revitalisation Project and Council have budgeted approximately \$3M towards the project. Council were unfortunately unsuccessful with their application for further funding but are still developing the project for future funding opportunities as they become available.

COOPERS GAP WIND FARM

Council sought an Infrastructure Agreement with Catcon for road infrastructure associated with the Coopers Gap Windfarm. The agreement includes a \$6.7M reconstruction and upgrade of Niagara Road with 13km of the road to be constructed to 6m wide with a 4m seal between the Bunya Highway and Jarail Road. During the construction phase of the windfarm, the road will be overlaid and resheeted to an unsealed road standard with the final reconstruction and seal to be undertaken upon the completion of the project.

The Infrastructure Planning Branch is currently project managing the consultancy for the design of Niagara Road in alignment with the agreement, to overcome the deficiencies hindering access by the over-sized and over-mass vehicles that will be delivering the components for the Windfarm.

INFRASTRUCTURE

Administrative impact:

This project has had a significant impact on departmental staff resources, including the Infrastructure Planning branch and Works branch. Tasks have included:

- Development, review and negotiation of an Infrastructure Agreement over several months requiring review and approval of technical documents associated with applications for Permits for Works on Roads, related to the safety of existing structures and the maintenance impacts on all Council roads required for the delivery of components and materials
- Review and approval of NHVR Permits for the over-size, over-mass component delivery vehicles
- Engagement of a full time project manager

Interesting facts:

- Upon completion Coopers Gap will be one of Australia's largest wind farms.
- The wind farm will have capacity to power over 260,000 average Australian homes and will reduce CO2 emissions by approximately 1,180,000 tonnes annually, which is the equivalent of taking 340,000 cars off the road
- This is an \$800M project
- Each wind turbine will be 180m tall, with a 113m tower and three 67m long blades
- There will be 123 wind turbines plus meteorological masts
- There will be two capacities of turbine – 3.6MW and 3.8MW
- 500m³ concrete will be required for each footing
- 90km of internal access tracks will be required

(below) Construction is underway at Coopers Gap Wind Farm



OUR ORGANISATION

Assessments Conducted

TRAFFIC ASSESSMENTS

Activity	Number
Street Lighting Investigations	7
Project Planning Investigations	15
Speed Review	7

MATERIALS LABORATORY

Our Materials Laboratory maintains a NATA Accreditation and in addition to undertaking testing for Council, the Materials Laboratory provided services to 41 clients including:

- Meandu Mine (new dam, wash plant reconstruction)
- Willey (Swickers project)
- RoadTek Bundaberg (Darr Creek, Dulong - Mundubbera Rd rehabilitation works)
- RoadTek Maryborough (rehabilitation work in various locations in the South Burnett)
- Comdain Infrastructure (Cherbourg new Wastewater Treatment Plant)
- Newlands (Niagara Road, Bunya Highway intersection upgrade)
- QPS (ground anchors Boondooma Dam)

The laboratory carried out over 4,000 tests in total. Approximately 70% of the Materials Laboratory work is from private clients.

The laboratory's number one focus is to provide a quality service to its internal and external clients.

QUALITY MANAGEMENT SYSTEM

The Infrastructure Department maintains a quality management system which is compliant to the Australian Standard AS/NZ ISO 9001:2015 Quality Management Systems. The scope of this accreditation is for the Design – Maintenance and Construction of the South Burnett road network which is audited by an external agency every six months to verify compliance to the standard. These audits consist of sampling the activities related to the standard within Infrastructure and the services provided by the other departments in Council.

We have just recently been audited by Compliance Australia which has recommended continuation of certification to ISO9001:2015.

ROAD ASSESSMENT AND ASSET DATA

In December 2017 Council embarked on an Unsealed Road Condition Assessment Program utilising consulting asset engineers - Shepherd Services' Road Asset Condition Assessment System (RACAS). The RACAS system combines high resolution imagery and GPS data to capture various indicators of road condition including roughness (IRI), defects, gravel and subgrade coverage as well as road widths, lengths and points of interest.

The Asset Management team decided this was a great opportunity to also utilise the data captured to verify and improve the road asset data and to build high quality electronic mapping. Council has now collected baseline data for the entire sealed and unsealed road network which is being utilised for renewal modelling and maintenance programming.

This project will assist Council's ongoing financial sustainability in allowing effective delivery of maintenance and future capital projects.

Virtual RACAS software



INFRASTRUCTURE



(top left) Water stand pipes upgrade/replacement. (top right) Houghton Street sewer pump station. (Below) new pumps at Retschlag Street.

WATER & WASTEWATER

The Water and Wastewater branch of the Infrastructure department are responsible for the management of 17 Water and Wastewater Plants with an operational budget of \$10.4M.

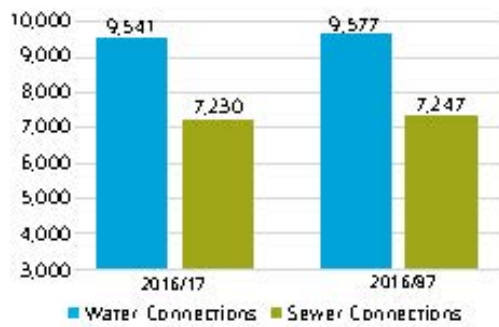
Council supply 1,859ML of water annually and treat 1,119ML of wastewater. Significant investment into the regions water and wastewater networks has continued during the 2017/18 reporting period.

SOME OF THE MAJOR PROJECTS UNDERTAKEN HAVE INCLUDED:

- Sewer Pump Station upgrade in Houghton Street Murgon due to the asset having passed its usable life
- Water Stand Pipes upgrade/replacement at Nanango, Blackbutt and Benarkin. Due to ongoing vandalism of the coin operate system, a credit card system was installed
- 630mm poly main from Mount Woodroffe (ongoing) upgrade to cater for future demand
- Water Main replacement in Deakin Crescent, Nanango due to age and break history
- Water Pump Station upgrade in Retschlag Street Murgon

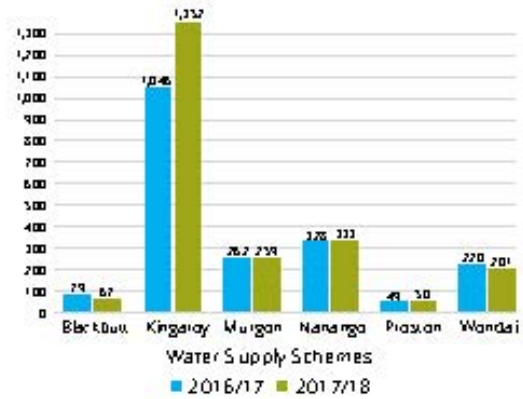
OUR ORGANISATION

CONNECTIONS



Council has 9,577 Water Connections and 7,247 Sewer Connections (an increase on previous years)

TOTAL POTABLE WATER PRODUCED



WATER MAIN REPLACEMENTS

Street	Town	Type	Length	Reason
Deakin Crescent	Nanango	Asbestos pipe replaced with 100mm MPVC	400 metres replaced	Replaced due to age and break history
McCord Street	Wondai	Asbestos pipe replaced with 100mm MPVC	240 metres replaced	Replaced due to age and break history
Leitch Street	Murgon	Asbestos pipe replaced with 100mm MPVC	356 metres replaced	Replaced due to age and break history



Deakin Crescent, Nanango water main replacement

INFRASTRUCTURE



(above) Kingaroy Waste Water Treatment Plant



WATER AND WASTEWATER LABORATORY

After completing the laboratory setup the focus has now shifted to the Proof of Performance and System Development phase.

This includes:

- Commissioning
- Documentation development
- Test result validations
- Internal Water and Waste Water quality monitoring
- Data accumulation
- Internal quality projects



Work in these areas has commenced with a view to future National Association of Testing Authorities, Australia (NATA) accreditation for laboratory testing. Gaining accreditation will enable the Laboratory to provide services of financial, logistical and quality benefits to both the South Burnett Regional Council and the community.

OUR ORGANISATION



'Deeper Water' South Burnett Local Disaster Recovery Group (LDRG) Exercise

DISASTER MANAGEMENT

There was one disaster event that activated the Local Disaster Management Group (LDMG) in the South Burnett during the 2017/18 financial year and under the *Disaster Management Act 2003 and Regulation 2014*, Council was the lead agent in the region for the management of and recovery from a local disaster - these events are outlined below.

THE LDMG CONTINUED WITH PREPAREDNESS AND PREVENTION FUNCTIONS AS FOLLOWS:

- On-going review and updating of the LDMG Plan (and sub-plans)
- On-going review of the Local Disaster Recovery Plan
- Hosted LDMG Meetings in September 2017 and March and June 2018
- Implemented LDMG Recovery sub-groups to encompass all sections of the community and include human-social infrastructure, environment and economic - these groups will meet quarterly.

Participation in Get Ready Week 2017/18 including the following activities:

- Resilient Community Workshops with Queensland Fire and Emergency Service to assist local support agencies to prepare their continuity plans outlining who needs to deliver a service during an event.
- Skills for Psychological Recovery Training was also provided where support agencies learned valuable skills and resources to build resilience and skills

to support recovery following on from natural disasters and traumatic events.

- Ongoing skill maintenance and training of additional resources to operate in the Local Disaster Coordination Centre (LDCC) including training in the Guardian, Local Government Queensland's Disaster Management system.

Participated in a series of disaster related networks, workshops and training events including:

- Disaster Management Conference held in Gympie in August 2017
- Disaster Recovery Training exercise held in December 2017 (see over page for further details)
- Warnings and Alerts Training run by Emergency Management Queensland
- Flood Warning Gauge Network run by the Bureau of Meteorology

INFRASTRUCTURE

'DEEPER WATER' SOUTH BURNETT LOCAL DISASTER RECOVERY GROUP (LDRG) EXERCISE

On 5 December 2017 an exercise was undertaken providing the opportunity for LDRG members to practice the transition from the response phase of a disaster to the recovery phase.

Exercise 'Deeper Water' was undertaken so that skills could be developed with the transition between the management and coordination of disaster events from Disaster Operations to Disaster Recovery.

The key tasks included conducting impact assessments and developing recovery action plans by all recovery functions.

The exercise was a developmental exercise for participants, creating an opportunity to practice the implementation of the Local Disaster Recovery Plan to identify and document priorities and actions.

WATTLECAMP FIRE

A fire started at approximately 12.15pm on Wednesday 30 August 2017 at Wattlecamp. Wattlecamp is a rural residential acreage community with over 200 properties and the ramifications of the fire had the potential to devastate the area.

At approximately 2.30pm the Local Disaster Management Group were activated to assist Queensland Fire & Emergency Services in their management and to coordinate a response to the fire. Seventy-five personnel were on site assisting at the incident including QFES, QPS, QAS, SES, private contractors and South Burnett Regional Council resources including a grader and water tanker.

A road closure was put in place along Memerambi Barkers Creek Road from the intersections of Wattlecamp Road and Birch Road as the fire had crossed the road. This road remained closed until the

The Wattlecamp Fire



OUR ORGANISATION

following day due to concerns of trees which were burnt and susceptible to falling on the road.

The fire impacted approximately 350 hectares of land. Fortunately, the tremendous effort from QFES, Rural Fire Brigades and SES prevented the loss of any properties and no stock was lost.

Peter Roberts from Queensland Fire and Emergency Services thanked the Local Disaster Management Group for their support during the event and commended the residents of Wattlecamp for having already prepared their properties which prevented the fire from spreading beyond the local area.

STATE EMERGENCY SERVICES (SES)

Wondai SES was nominated for the North Coast Regions 2017 Regional Group of the Year award.

Queensland Fire and Emergency Services Commissioner Katarina Carroll said the SES Week (October 7-15) awards provided an opportunity to recognise the outstanding contribution of staff and volunteers.

"In times of crisis, the State turns to its more than 6000 SES members," Ms Carroll said.

"These volunteers selflessly donate their time and energy to assist their communities and SES Week is our chance to thank them for their wonderful service and dedication."

The Wondai SES Group took home the Regional Group of the Year Award for breathing life back into the group that dwindled to 6 members only a year ago. The group now has 14 members ready to respond to incidents and support their local community when called upon.

"It is through the passion and commitment of these outstanding individuals that the Wondai SES Group exists today stronger than ever," SES North Coast Regional Manager Merrick Ilett said.

"The fact these members have been able to restore Wondai SES Group is a credit to their enthusiasm and motivation to serve their community.

"Their hard work exemplifies and upholds the ideals of SES and I am pleased to see their efforts rewarded with the Regional Group of the Year Award."

Activity	Hours
Equipment maintenance and management	566.50
Facility maintenance and management	338.25
Fund raising	250.25
Group exercises	15.50
Joint emergency service exercises	18.00
Meetings and conferences	667.50
Member management	4.50
Peer support	24.00
Public education	651.50
Recruitment	30.00
Training administration	32.00
Training courses	2070.50
Transport operations	11.25
Unit / group administration	937.00
Unit / group training	4417.40

Operation	Hours
Assist other agencies	1275.00
Incident management	177.75
Search	86.50
Storm damage	1099.75
Traffic management	417.50
Sand bagging	40.75
Food handling	1.75
Welfare	56.75
Communications	9.00
Reconnaissance	19.50
Working at heights	82.75

2017/18 EVENTS



The official opening of the South Burnett Rail Trail

2017/18 EVENTS



Palaszczuk Government delivers jobs for South Burnett

15 SEPTEMBER 2017

The Palaszczuk Government continued to deliver jobs and economy-boosting infrastructure for the South Burnett region announcing the next range of projects through the \$400M Works for Queensland program. Deputy Premier and Minister for Infrastructure Jackie Trad, during a visit to Kingaroy, said the region will receive a \$4.385M investment for community infrastructure.

Pictured: Deputy Premier Jackie Trad and Mayor Keith Campbell





Blackbutt and District Tourism and Heritage Association Inc. - South Burnett Community Organisation Winners

Australia Day Awards

25 JANUARY 2018

These awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our region. The award categories that have been chosen give our individual communities equal opportunity to nominate those who have made special contributions to their local community.

The official awards ceremony was held on the eve of Australia Day, Thursday 25 January 2018 at the Murgon Town Hall.

Each year Council also helps to organise and fund various Australia Day events across the Region.

2018 AUSTRALIA DAY AWARDS WINNERS:

- Jason Ford - South Burnett Citizen of the Year
- Timothy De Caluwe - South Burnett Young Citizen of the Year
- Blackbutt and District Tourism and Heritage Association Inc. - South Burnett Community Organisation
- Laura Hobdell - South Burnett Lifetime Achievement
- Rhonda Trivett - South Burnett Volunteer of the Year
- Max Conlon - South Burnett Cultural Award
- Benjamin Chimes - South Burnett Cultural Award (Junior)
- Darryl Bridges - South Burnett Sportsperson of the Year
- Paige O'Connor - South Burnett Junior Sportsperson of the Year
- Len Hams - South Burnett Sportsperson (Coach/ Official or Administrator)
- Ray & Lola McNamara - Local Achiever Award - Nanango
- Margaret Carrick - Local Achiever Award - Blackbutt/Berakin
- Susan Dowdleit-Reiger - Local Achiever Award - Kingaroy
- Adam Entwistle - Local Achiever Award - Kumba
- Stephen Copas - Local Achiever Award - Woodpollin/Memerambi
- Winston Burrows - Local Achiever Award - Wondai/Tingora
- Spike Butler - Local Achiever Award - Proston/Hivesville
- Scott Prendergast - Local Achiever Award - Murgon



JASON FORD
South Burnett Citizen of the Year

2017/18 EVENTS

Australia Day Award Winners



PAIGE O'CONNOR
South Burnett Junior Sportsperson of the Year



BENJAMIN CHIMES
South Burnett Junior Cultural Award Winner



LAURA HOBDELL
South Burnett Lifetime Achievement Winner



MARGARET CARRICK
Local Achiever Award Winner – Blackbutt/Benarkin



SPIKE BUTLER
Local Achiever Award – Proston/Hivesville



SUSAN DOWIDEIT-REIGER
Local Achiever Award - Kingaroy

Australia Day Award Winners



SCOTT PRENDERGAST
Local Achiever Award Winner – Murgon



RAY & LOLA MCNAMARA
Local Achiever Award Winners- Nanango



WINSTON BURROWS
Local Achiever Award Winner – Wondai/Tingora



STEPHEN COPAS
Local Achiever Award Winner- Woodroolin/Memrambi



TIMOTHY DE CALUWE
South Burnett Young Citizen of the Year



RHONDA TRIVETT
South Burnett Volunteer of the Year

2017/18 EVENTS

The Defence Force were granted Freedom of Entry into Kingaroy

8 JULY 2017

Council granted the Defence Force School of Signals – Electronic Warfare Wing personnel from Borneo Barracks, Cabarah the right and privilege to pass through Kingaroy.

After marching through the streets and being “challenged” by the Queensland Police Service, the Defence Force personnel took part in a historic ceremony that signified a mutual respect and trust between the town and the armed forces.



ANZAC Day across the South Burnett

25 APRIL 2018

Council sponsored ANZAC Day ceremonies across the South Burnett with representation from Mayor Keith Campbell, Councillors and Senior Staff in attendance at the majority of ceremonies. Ceremonies were held at the following locations:

- Blackbutt
- Boondooma
- Burya Mountains
- Cherbourg
- Hivesville
- Kingaroy
- Kumbia
- Maidenwell
- Murgon
- Nanango
- Proston
- Wondai
- Woodrobin
- Yarraman



Kingaroy's iconic Rotunda got a facelift

6 DECEMBER 2017

Council was successful in obtaining funding from the Queensland Anzac Centenary Lasting Legacies grants program to restore the Memorial Rotunda in Memorial Park.

Mayor Keith Campbell together with special guest Stewart Cameron CSC, Councillors and members of the Kingaroy-Memambri RSL Sub-Branch attended the official opening of the restoration works.

Official opening of the new Nanango SES building

14 DECEMBER 2017

Together with special guest Stewart Cameron CSC, Councillors and members of the Kingaroy-Memambri RSL Sub-Branch attended the official opening of the restoration works.



2017/18 EVENTS



Christmas Charity Lunch Raises \$5,600

8 DECEMBER 2017

The South Burnett Mayor's Community Christmas Lunch has been hailed a success. \$5,600 was raised for local charities, and a new singing star was possibly unearthed.

The lunch, held at Kingaroy Town Hall, attracted about 160 diners who each paid \$25 a head as well as digging deep for tickets in a multi-draw raffle.

All proceeds raised were turned into food vouchers and distributed to South Burnett families by local charities.



Christmas lights competition

DECEMBER 2017

There was a magnificent display of Christmas lights in Nanango during the annual South Burnett Christmas Lights Competition. The winners of the annual Hancock Prospecting Christmas Lights competition were announced at the December 2017 South Burnett Regional Council meeting.

Kath Kennedy from 40 Amaroo Drive in Wondai won the first prize (a trip to the value of \$15K) and David and Linda Marskell from 14 Cowie Drive in Kingaroy were awarded the runner-up prize.



2017/18 EVENTS



Construction commenced on the Coopers Gap Wind Farm

7 FEBRUARY 2018

Western Downs mayor Paul McVeigh, Kyle Daylight from the Barunggam people, Energy Minister Anthony Lynham and South Burnett Mayor Keith Campbell joined forces to turn the first sods on the \$850 million Coopers Gap Wind Farm



2017/18 EVENTS



Lady Bjelke-Petersen farewelled at her State Funeral in Kingaroy

JANUARY 4 2018

Family and friends came together to pay tribute and say their final farewells to Lady Flo. Lady Bjelke-Petersen was described as 'a champion for rural women, 'her own person' and part of a formidable political pairing'.

Current and former politicians were among the large crowd of mourners who packed into the Town Hall and took shelter from the heat under marquees erected outside. The list of dignitaries was headed by Group Captain Simon Sauer AM CSC, Honorary Aide-de-Camp representing the Governor-General.

More recognisable to the crowd watching as the official cars pulled up were Prime Minister Malcolm Turnbull, Deputy Prime Minister Barnaby Joyce, Queensland Premier Anastacia Palaszczuk and Pauline Hanson.



Premier Anastacia Palaszczuk



Prime Minister Malcolm Turnbull



A police motorcycle heads the funeral cortege away from the town hall



Mental Health Breakfast

OCTOBER 2017

Tie Up The Black Dog co-founder Mary Woods was in Kingaroy as a guest of the South Burnett Regional Council for a community breakfast to acknowledge Queensland Mental Health Week. The event was organised by BIEDO, and Kingaroy Lions members manned a barbecue outside the library to supply guests with a light breakfast. Council supports good mental health and improving community access to mental health services.



Relay for Life

7 OCTOBER 2017

The South Burnett fundraiser for the Cancer Council of Queensland was once again supported by Council through the Community Grants Program as well as with Council staff fundraising and participating in the event. Council's team were in the spirit of this year's 'Disco' theme wearing psychedelic wigs as an accessory to the SBRC uniform.

The 'Pink Life Sellers' from the South Burnett Regional Council

2017/18 EVENTS



South Burnett Engineers Win

OCTOBER 2017

At the Institute of Public Works Engineering Australasia, Queensland (IPWEAQ) Excellence Awards held in Townsville, two of the South Burnett Regional Councils Engineers were awarded for Public Works service.

Councils Senior Engineer Frank Scheele was awarded the President's Award and General Manager for Infrastructure Aaron Meehan took the award for Young Engineer.

The awards recognise councils and individuals who have demonstrated best practice and innovation in public works projects across Queensland.

Frank was awarded for his leadership of the recent review of the Queensland Urban Drainage Manual (QUDM). QUDM assists council engineers and stormwater designers in the planning, design and management of urban stormwater drainage systems. It addresses the technical, legal, regulatory and environmental aspects of effective drainage systems to achieve best practice within Queensland communities.

Aaron was recognised and awarded Young Engineer in recognition of his work whilst working at Western Downs Regional Council. He had successfully delivered Western Downs Regional Councils largest works programs for flood damage and resource works and implemented a reorganisation strategy to manage an economic downturn, and deliver a future fit Works Department to align within their level of service expectations and budget.

Pictured (Top) Aaron Meehan, General Manager for Infrastructure (left) Frank Scheele, Senior Engineer

Megan Nilon awarded Highly Commended Environmental Health Professional of the Year

NOVEMBER 2017

Megan implemented a mosquito surveillance and control program in the South Burnett area which achieved great outcomes. At the EHA (Qld) Inc Excellence awards, she was recognised for her outstanding commitment and contribution to the profession.



2017/18 EVENTS



Council Road Shows

SEPTEMBER 2017

Council held roadshows across the region to report on what they had achieved in the 12 months since the 2016 elections, and to tell residents about some new approaches the Council was adopting to road repairs, council contracting and economic development.

The Roadshows concluded with a question and answer session where Council answered questions from the community.

Pictured: Councilor Kisty Board, Jules Entwisle (BLED) and Catherine Woodham (Kumbia OCWA) at South Burnett Regional Council Kumbia Roadshow meeting.

The Blackbutt Memorial Hall was officially reopened

10 OCTOBER 2017

The Blackbutt Memorial Hall was officially reopened with a ribbon cutting ceremony, followed by a three-hour Gala Concert led by the Blackbutt Singers. Last year the hall was moved from its former location in Coulson Street to a new site in Bowman Road to make way for a supermarket.

A new bitumen car park, landscaping and lighting was installed outside the Blackbutt Memorial Hall over the past to get it ready for the official reopening.



2017/18 EVENTS

Citizenship Ceremonies

The Mayor is authorised under the authority of the Minister for Immigration and Border Protection, The Honourable Peter Dutton MP to preside over Citizenship ceremonies in the South Burnett Region. It has been a busy year with quite a few South Burnett residents becoming Australian Citizens, the Mayor has officiated 27 ceremonies over the last financial year.



Fudooka School Kids Visit

AUGUST 2017

Mayor Keith Campbell welcomed a group of students visiting from Japan's Fudooka Senior High School.





BlazeAid brought hope to farmers

JANUARY 2018

Following the 2017 Boxing Day storms that ripped through a narrow corridor with such violent devastation, Council's Acting Mayor, Cr Kathy Duff enlisted the help of BlazeAid to come and offer assistance to South Burnett farmers and residents to clean up their properties.

Within a week of receiving Cr Duff's call, BlazeAid had a small group of volunteers camped at Murgon's PCYC all ready and willing to help where needed. The group grew to a total of 31 registered volunteers with an average age of 67 years! This small army worked on 36 farms and cleared 46 km of fences with a total work value of \$70,000.

Deputy Mayor Cr Kathy Duff, BlazeAid Coordinator Brian Carr, Food Coordinator Joan Adams and Murgon Business and Development Assoc. Inc President, Lea Geraghty



(L to R) Kingaroy Group Leader of the Australian Breastfeeding Association, Sarah Akten and daughter Claire, Cr Daniela Power, Kingaroy Librarian, Danielle Mengel and Australian Breastfeeding Association member Jessa Phillips and daughter Ella.

Australian Breastfeeding Association presented five copies of 'Breastfeeding... Naturally' to the library.

MARCH 2018

The book is a helpful guide to breastfeeding and is produced by the Australian Breastfeeding Association. Copies of the book are available at all South Burnett libraries and provides mothers with a practical guide to navigate parenting and breastfeeding.

2017/18 EVENTS



The South Burnett welcomes the Queen's Baton in the lead up to Gold Coast 2018 Commonwealth Games.

27 MARCH 2018

All eyes were on Kingaroy as the Queen's Baton passed through on its journey towards the Gold Coast 2018 Commonwealth Games Opening Ceremony.





The opening of the South Burnett Rail Trail

OCTOBER 3 2017

The South Burnett section of the Rail Trail from Kingaroy to Murgon has provided a boost for tourism and recreational space for our local residents. The opening celebrations drew large crowds eager to be part of the event followed by celebrations held in each major town along the route.



Craig and Carmen Campbell had come over from Highfields to run the trail



Dean Chesverson, logo designer Aston Clampik, Cr Daniela Pavesi, Mayor Kelvin Campbell and Deputy Mayor Kathy Duffin O'Neill Square in Kingaroy



Daryl Van Coonen from the Queensland Penny Farthing and Historical Cycle Club hit the nail in Kingaroy

2017/18 EVENTS

RAAF C-27 Aircraft landed at Kingaroy Airport

OCTOBER 2017

Kingaroy State High School students and members of the public had an opportunity to inspect a C-27 aircraft- the first of its kind to land at Kingaroy Airport.

(right) Council's Michael Hunter checked out the cockpit canopy.

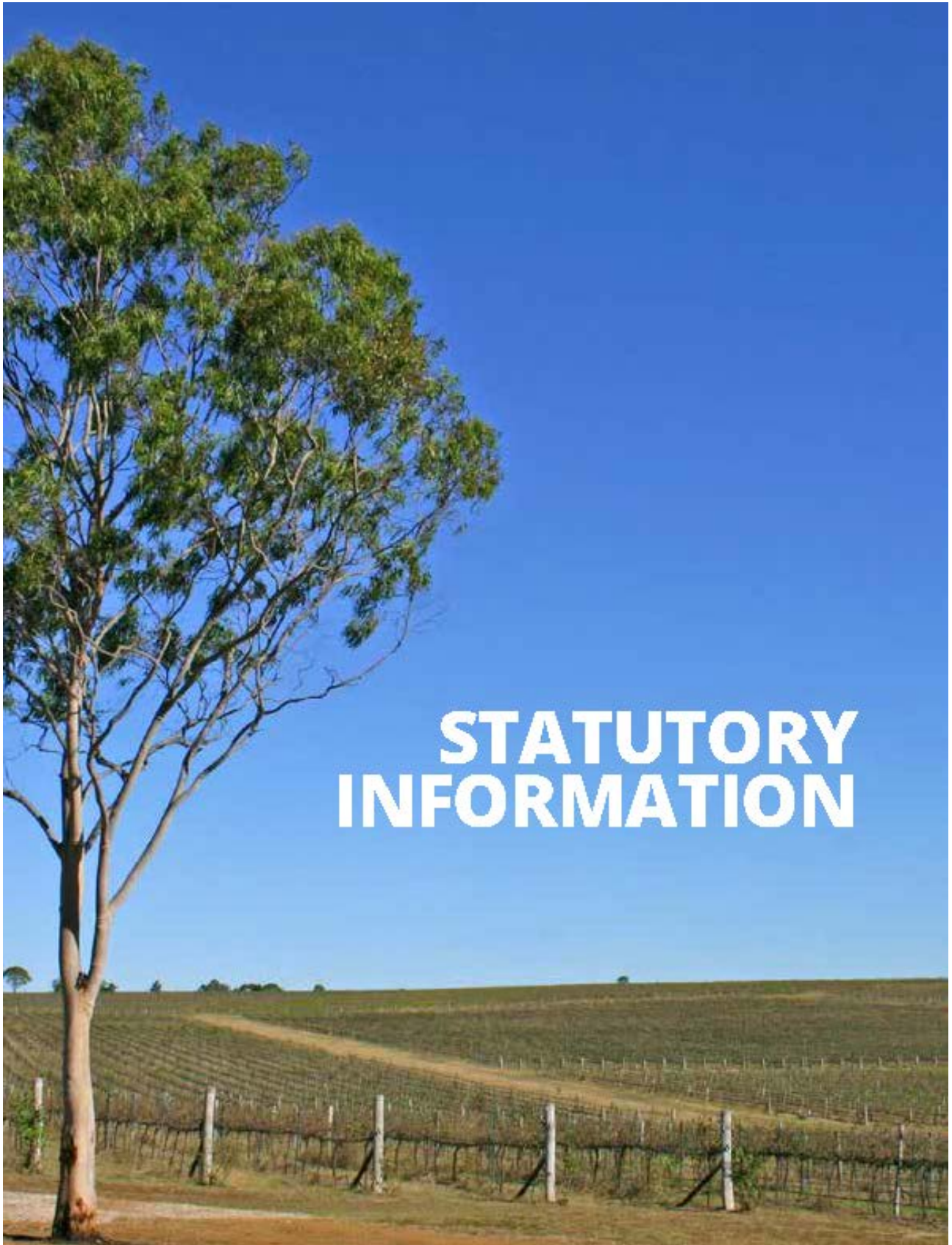
(Below) Members of the public climbed in and around the C-27 Spartan's life while it was on the ground in Kingaroy.



New Sculpture for Town Hall Forecourt

MAY 2018

Nanango artist Ina Paterson and son Liam Hair won a \$2,000 art prize for their work 'Postcards From The South Burnett'. The sculpture now stands at the main entrance to the Kingaroy Town Hall Forecourt and comprises of region icons including peanut bushes, corn, wheat, Bunya nuts as well as a map of the South Burnett showing its major towns.



STATUTORY INFORMATION

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STATUTORY INFORMATION

In line with Council's ongoing commitment to accountability and transparency and in accordance with the *Local Government Act 2009* (the Act) and Section 190(1)(d)(ii) of the *Local Government Regulation 2012* (the Regulation) details of Council levies and charges are presented below.

This section also details organisational information regarding staff policies and other information considered of interest in an Annual Report. All special and separate levies and charges listed apply for the 2017/18 financial year.

Rates and Charge

SEPARATE CHARGE - ENVIRONMENTAL LEVY

That in accordance with Section 92(5) of the *Local Government Act 2009* and Chapter 4 Part 8 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Councils Revenue Statement, Council make and levy a Separate Charge - Environmental Levy of \$29.00 for the year ended 30 June to be levied equally on all rateable properties within the Council area for the purpose of funding projects specifically for the protection of the environment as follows:

- To design and implement natural resource management strategies or plans at a local or regional scale
- To implement on ground works for the enhancement and protection of areas identified as having significant environmental values within the South Burnett Region such as reserves, waterways, flora and fauna habitats, remnant vegetation, cultural or heritage significant sites, etc
- To design and implement renewable energy initiatives to address climate change issues
- To address salinity and water quality issues in the South Burnett Region
- To address declining remnant vegetation issues in the South Burnett Region
- To research control measures, carry out field trials and eradication works for environmental weeds identified in Council's Pest Management Plan
- To deliver Natural Resource Management training to Council staff and community organisations
- To develop education and awareness materials relevant to Natural Resource Management and Sustainable communities within the region

- To purchase land for conservation purposes
- The time for implementing the overall plan is 1 year commencing 1 July 2017 and ending 30 June
- The estimated cost of implementing the overall plan in 2017/18 is \$510,000

This levy generated total revenue of \$505,965.40 (including interest of \$2,344.69 for the 2017/18 financial year).

PROGRAMS

Program	Expenditure
Management	\$153,053.84
Biodiversity Program	\$220,344.91
• Firebreaks and Prescribed Burning Activities	
• Declared & Environmental Weed Control	
Rare & Threatened Species	\$128,160.44
• Tessmanns Road North	
Riparian Areas	\$18,801.29
• Water Weeds	
Environmental Partnership Programs	\$89.26
• Landcare & Landholder Assistance	
Strategic Planning	\$17,429.04
• Regional Fire Management & Biosecurity Planning	
Mapping & Surveys	\$17,684.00
• Mapping, Licences & software	
Total	\$555,562.78

\$51,724 was taken from the 2016/17 carry forward balance of \$264,575 to fund the 2017/18 program, resulting in a carry forward balance of \$212,851 as at 30 June .



SPECIAL CHARGE - RURAL FIRE LEVY

That in accordance with Section 92(3) of the *Local Government Act 2009* and Chapter 4 Part 6 of the *Local Government Regulation 2012* and section 128A of the *Fire and Emergency Services Act 1990*:

- Council will make and levy a special charge of \$25 on all rateable land within the region, other than rateable land that is liable to pay an urban fire district levy (pursuant to section 107 of the *Fire and Emergency Services Act 1990*)
- Council apply the revenue raised to fund the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the South Burnett Region
- Council adopt the overall plan for the Rural Fire Levy is as follows:
 - (a) The rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to section 107 of the *Fire and Emergency Services Act 1990*)
 - (b) The service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the region
 - (c) The time for implementing the overall plan is 1 year commencing 1 July 2017 and ending 30 June
 - (d) The estimated cost of implementing the overall plan is \$220,000

STATUTORY INFORMATION

RURAL FIRE LEVY ALLOCATION

Area	Allocation	Paid
Ballogie	\$6,000	\$6,165.71
Booie Rise	\$4,750	\$4,881.17
Brooklands	\$4,000	\$4,110.46
Bullcamp	\$2,000	\$2,055.24
Bunya Mountains	\$2,580	\$2,651.25
Cloyne	\$9,000	\$9,248.54
East Nanango	\$9,000	\$9,248.54
Glencoe	\$35,000	\$35,966.57
Gordonbrook	\$13,640	\$14,016.69
Ironport	\$2,000	\$2,055.24
Kunibon Hodgeleigh	\$2,000	\$2,055.24
Maidenwell District	\$12,710	\$13,061.01
Malar Booie	\$8,800	\$9,043.03
McEuen	\$7,500	\$7,707.13
Mondure District	\$3,000	\$3,082.85
Sandy Ridges	\$11,923	\$12,252.26
South Nanango	\$13,750	\$14,129.69
Stuart River	\$5,000	\$5,138.08
Tablelands	\$20,000	\$20,552.29
Taromeo	\$20,000	\$20,552.29
Warrle Grove	\$2,500	\$2,569.04
Warrlecamp	\$5,000	\$5,138.08
Sub - total	\$200,153	\$205,680.40
Reserve Funds	\$18,647	\$19,162.08 held
Grand Total	\$218,800	\$205,680.40

This charge generated revenue of \$216,542.83 (\$216,973.46 with interest) Council distributes the actual amount of funds received (rate payments) to brigades three times during the year.

SEPARATE CHARGE - WASTE MANAGEMENT LEVY

That pursuant to Section 92(5) of the *Local Government Act 2009* and Chapter 4 Part 8 of the *Local Government Regulation 2012*:

- Council makes a separate charge of \$128 per rate assessment for the 2017/18 financial year to be levied equally on all rateable assessments
- Council name the separate charge, the Waste Management Levy and use the funds to provide a service, facility or activity identified as:
 - (a) Providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis
 - (b) Meeting public expectations in matters of disposal of refuse that affect public health and visual amenity of the area
 - (c) Rehabilitation of closed Waste Disposalsites

The levy generated a total revenue of \$2,229,331.27 in the 2017/18 reporting period.

STATUTORY INFORMATION**SEPARATE CHARGE -
COMMUNITY RESCUE AND EVACUATION LEVY**

That in accordance with Section 92 (5) of the *Local Government Act 2009* and Chapter 4 Part 8 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council's Revenue Statement, Council make and levy a Separate Charge - Community Rescue and Evacuation Levy of \$4 per annum for the year ended 30 June, to be levied equally on all rateable properties within the Council area for the purpose of sponsoring the airborne emergency rescue and evacuation transport providers that service the South Burnett Region.

The levy generated a total revenue of \$70,355.39 in the 2017/18 reporting period.

**SEPARATE CHARGE -
ROAD INFRASTRUCTURE LEVY**

That in accordance with Section 92(5) of the *Local Government Act 2009* and Chapter 4 Part 8 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council's Revenue Statement, Council make and levy a Separate Charge – Road Infrastructure Levy of \$200 for the year ended 30 June to be levied equally on all rateable properties within the Council area to defray part of the cost of maintaining and upgrading its road network including associated infrastructure such as:

- Kerb and channelling
- Road signage and line marking
- Footpaths and bikeways
- Bridges and culverts
- Causeways and floodway's
- Drainage

The levy generated a total revenue of \$3,123,545.42 in the 2017/18 reporting period.

**CONCESSIONS ON VARIOUS SPECIAL SEPARATE
AND UTILITY CHARGES**

That in accordance with Section 93 of the *Local Government Act 2009* and the provisions of Chapter 4 Part 10 of the *Local Government Regulation 2012*, Council grants a concession off various rates and charges for the financial period ending 30 June as identified hereunder:

Land Owned by a Religious Entity:

- (a) Aged Care Facilities
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy

Land Owned by a Community Entity:

- (a) Queensland Country Women Associations
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges

- (b) Scout Associations, Girl Guides Associations and Blue Light Organisations
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges

- (c) Kindergarten, Child Care, Endeavour, Senior Citizen and other Welfare Facilities
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges

Land Used for Showgrounds or Horseracing:

- (a) Showgrounds
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of 75% of cost of water access, sewerage and waste collection charges provided to showground's facility. Services provided to commercial activities such as caravan parks, sub-leases or recreational facilities are not exempt
- (b) Race Grounds
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges

Land Used for Charitable Purposes:

- (a) Aged Care Facilities – Non Religious
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
- (b) Charitable Organisations
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy

Land Used for Other Community Purposes:

- (a) Community Owned Halls
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
- (b) Museums, Theatres (Identified in table)
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (c) Sporting Groups and Associations (Identified in table)
 - Concession of Environmental Levy, Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy
 - Concession of Water Access and Sewerage Charges

STATUTORY INFORMATION

CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES

The Council has determined that where ratepayers or residents require the use of a Haemodialysis machine for health reasons, then Council will grant a remission of water consumption charges.

That, in accordance with Chapter 4 Part 10 of the *Local Government Regulation 2012*, Council allows an annual concession of 190kl on the water usage to any patient who qualifies for and operates a home Haemodialysis machine supplied by Queensland Health.

WAIVING MINIMUM GENERAL RATES

Council has determined that some classes of properties should be exempt from the minimum general rate. Generally, these properties are small parcels of land used for a pump site or small parcels of land worked in conjunction with other properties held in the same ownership.

That in accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, Council grants an exemption from the requirement to pay the Minimum General Rate for properties identified hereunder:

- (a) Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only
- (b) Properties that are small parcels of land worked in conjunction with properties held in the same ownership

Remuneration**COUNCILLOR'S REMUNERATION**

In accordance with Section 247 of the Regulation Council pays the following remuneration based on the *Local Government Remuneration and Discipline Tribunal Report (2016)* gazetted on 8 December 2016 and that the rates be effective from 1 July 2017 as follows:

- **Mayor** - the rate payable of \$125,084
- **Deputy Mayor** - the rate payable of \$78,177
- **Councillor** - the rate payable of \$66,450

Previous arrangements requiring Councils to formally adopt the remuneration schedule no longer apply. Section 247 of the Regulation requires Councils to pay each member as per the schedule unless, by resolution within 90 days of the gazetted of the schedule, they decide to adopt a lesser amount.

For an overview of the tribunal's remuneration determination and its review of local government categories visit www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html

EXPENSES REIMBURSEMENT POLICY FOR COUNCILLORS

(Adopted 15 March 2017)

Policy Statement

This policy ensures that Council's reimbursement of expenses incurred by Councillors and facilities provided to Councillors is consistent with the local

government principles and financial sustainability criteria as defined in the *Local Government Act 2009* (LGA2009). The local government principles are:

- transparent and effective processes, and decision-making in the public interest
- sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement
- good governance of, and by, local government
- ethical and legal behaviour of councillors and local government employees

Furthermore, additional principles that underpin this policy are:

Public Interest

The use of public monies in the public interest by responsible budgeting and accounting.

Fair and Reasonable

Fair and reasonable allocation of Council resources in the form of allowances, facilities and other benefits, to enable all Councillors to conduct the duties of their office.

Transparent

Transparent decision-making by the public disclosure of policy and resolutions.

Accountability

Accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

Scope

This policy applies to the Mayor, Deputy Mayor and Councillors of South Burnett Regional Council.

This policy does not provide for Councillor Remuneration. Councillor Remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

Policy Objectives

The purpose of this policy is to provide for the proper control of the reimbursement of reasonable expenses incurred, or to be incurred by Councillors in discharging their duties and responsibilities.

The policy covers:

- the reimbursement to Councillors of legitimate expenses incurred
- the facilities to be provided to Councillors

Background and/or Principles

Pursuant to section 250 of the *Local Government Regulation 2012* (LGR2012) Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

STATUTORY INFORMATION**General Information**

The Regulation legislates that Council must maintain a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The Expenses Reimbursement Policy for Councillors must be consistent with the five (5) local government principles under section 4(2) of the Act and meet the financial sustainability criteria under section 104 of Act.

The Regulation legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

Payment of Expenses

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer (CEO). Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate expenses incurred for Council business must submit the appropriate form detailing the relevant expense within one month of the expense being incurred or invoiced.

Professional Development

Council will pay for/reimburse expenses incurred for:

- mandatory professional development
- discretionary professional development deemed essential for the Councillor's role and approved by Council

Corporate Uniform

Council will make available a professional Corporate Uniform pack (one blouse/shirt, one skirt/trouser and one jacket).

Legal Assistance and Insurance Cover

Council shall pay all approved costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic duties. The provision of legal assistance/ payment of legal costs shall be provided subject to prior approval being granted by the CEO by Council Resolution. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the Act, Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/ or workers' compensation, international and domestic travel insurance.

Travel as required to represent Council

Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council
- the activity/event and travel have been endorsed by resolution of Council

Councillors are to travel via the most direct route, using the most economical and efficient mode of

transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.

NOTE: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

Travel bookings

All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

Travel transfer costs

All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, e.g. trains, taxis, road tolls, buses and ferry fares. Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals

Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost
- the meal was not provided within the registration costs of the approved activity/event; or during a funded flight

The following limits are considered to be reasonable for reimbursement by Council.

- Breakfast - \$25.00 inc GST
- Lunch - \$25.00 inc GST
- Dinner - \$70.00 inc GST

Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

Hospitality

Council may reimburse the Mayor up to \$2,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500.00 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, a Councillor or the Mayor, will be required to complete the relevant form to identify why the hospitality occurred and who attended.

STATUTORY INFORMATION

Responsibility

Councillors accept full responsibility for the accuracy of each claim. Failure to comply with this policy, falsifying claims or the misuse of facilities may represent official misconduct and be referred to the Crime and Corruption Commission.

Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Private use of Council owned facilities

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices. Councillors will be provided facilities as detailed below which have been based on the principle that no private benefit is to be gained from the facilities provided.

Administrative tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role.

Administrative tools include:

- office space and meeting rooms
- computer including internet access and wireless remote where appropriate
- stationery
- access to photocopiers, printers, and facsimile machines
- publications
- use of Council landline telephones and internet in Council offices

Administration support will be provided to the Mayor with limited administration support provided to Councillors with approval from the CEO.

Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

Name Badge and Safety equipment for Councillors

Council will provide Councillors with one name badge and one identification card. Councillors will have access to the necessary safety equipment for use on official business when needed. (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Workplace Health and Safety policy and procedures while at any workplace.

Use of Council vehicles on Council business

Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO.

Private Use of Mayor's Council Vehicle

The Mayor will be provided with a Council vehicle with full private use.

Telecommunication needs - mobile devices

Mobile telecommunication devices owned by Council will be provided to each Councillor for official Council business.

Contribution to Councillor's telephone costs

Council will contribute a maximum amount of \$2,000.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$2,000.00 is used Council will issue an invoice for any balance outstanding. Reimbursement above \$2,000.00 may be approved subject to the CEO's approval.

Contribution to Mayor's telephone costs

Council will contribute a maximum amount of \$3,000.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$3,000.00 is used Council will issue an invoice for any balance outstanding.

Vehicle Fuel and Operation costs

A weekly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:

- Division Four - \$80.00
- Division Three - \$92.00
- Division One and Two - \$140.00
- Division Five and Six - \$200.00
- Car parking amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

Limit

Council may by resolution reduce or limit benefits receivable under this policy.

Definitions

To assist in interpretation, the following definitions shall apply:

Council business

Shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

Councillors

Shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

STATUTORY INFORMATION**Expenses**

Shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Facilities

Shall mean the facilities deemed necessary to assist Councillors in their role.

Legislative Reference

Local Government Act 2009 (the Act)

Local Government Regulation 2012 (the Regulation)

Related Policies/Procedures

Councillor Code of Conduct

Next Review

April 2019

COUNCIL MEETINGS AND MINUTES

General Meetings of Council are held on the third Wednesday of every month unless otherwise advertised.

Unconfirmed minutes are available for inspection no later than 10 days after each meeting and copies of confirmed minutes are available for purchase at applicable photocopying charges.

Council minutes may also be accessed via Council's website www.southburnett.qld.gov.au.

EXECUTIVE REMUNERATION

Pursuant to Section 201 of the Act, Council is required to report remuneration packages payable to the Chief Executive Officer and senior executive employees in bands. Senior executive employees are employees that report directly to the Chief Executive Officer and are considered to be in a senior position e.g. General Managers.

The total remuneration packages payable in 2017/18 to senior management = \$1,233,433.

S201 REMUNERATION PAID TO SENIOR EXECUTIVE EMPLOYEES & CEO

Salary Band	Number of Employees
\$200,000 - \$299,000	3
\$300,000+	1

Travel**OVERSEAS TRAVEL**

Pursuant to section 188 of the Regulation, overseas travel made by a Councillor or local government official must be reported. No overseas travel was undertaken by a Councillor or local government employee in official capacity during the 2017/18 financial year.

COUNCILLOR'S STATEMENT OF INTEREST EXTRACTS

Pursuant to Section 295(b) of the Regulation, the Councillor's Register of Interests is available on Council's website in a consolidated form and full

copies are open for inspection at the Kingaroy Customer Contact Centre, Glendon Street, Kingaroy.

Tenders, Entities, Land & Reserves**CHANGES TO TENDERS**

Pursuant to Section 190(1)(d) of the Regulation, no invitations were extended to change tenders under Section 228(7) of the Regulation during the reporting period.

CONTROLLED ENTITIES

Council has one local government owned controlled entity during the reporting period, being the South Burnett Community Hospital Foundation Ltd.

LAND AND RESERVES

Council has control of:

- Land under infrastructure - 3,704km roads (includes 690km of main roads)
- Reserve land that are reserves under the *Land Act 1994* - 250 hectares.

This land does not have a value for the Council's financial statements.

Complaints & RTI Requests**ADMINISTRATIVE ACTION COMPLAINTS**

Council has implemented a complaints management process to assist to quickly and effectively deal with complaints received by the organisation. Council aims to resolve all complaints as quickly as possible. The circumstances vary considerably between complaints, so it is not possible to guarantee a set timeframe for all complaints. Complaints about simple matters not requiring a formal investigation are usually capable of being addressed within a few days. More serious and complex matters can take considerably longer.

Pursuant to Section 187 of the Regulation Council reports that 33 complaints were received through this process during the 2017/18 financial year and the investigations were assigned to a senior officer to resolve the issues as quickly as possible in accordance with statutory timeframes. There were two complaints carried forward from the 2016/17 financial year.

Customers who are not satisfied that the complaint has been resolved are able to lodge a request with the Chief Executive Officer for an internal review. During 2017/18 there was one application for internal review indicating that most customers were satisfied with the investigation undertaken at the time. Three complaints were referred back to Council by the Queensland Ombudsman as the complaint had not been through Council's complaint management process.

RIGHT TO INFORMATION (RTI)

In 2017/18 Council's Governance branch dealt with 14 applications under this process (13 Right to Information and one Information Privacy).

One application received in the 2015/16 financial year was also finalised during the 2016/17 financial year.

STATUTORY INFORMATION

Applicants who are not satisfied with the response provided by Council are able to have matters referred for consideration by the Information Commissioner. During 2017/18 there were two applications for internal review indicating that most applicants were satisfied with the approach taken by the Governance section in processing requests for information – both internal reviews were successfully finalised. Council has received one request for external review which is currently ongoing and Council is awaiting further advice from the Office of the Information Commissioner.

COMMERCIAL BUSINESS UNITS

Pursuant to Section 27 of the Regulation, Council did not operate any commercial business units during the reporting period.

BENEFICIAL ENTERPRISES

Pursuant to Section 41 of the Act, nil beneficial enterprises of the local government were conducted during the financial year.

SIGNIFICANT BUSINESS ACTIVITIES

Section 45 of the Act requires Council to identify significant business activities during the 2017/18 financial year. Council determines that those activities listed in the table below are the Business Activities requiring identification in accordance with the Act.

Refer to Significant Business Activities table below.

Council determines that those Business Activities listed in the table are categorised as Other Business Activities in accordance with the Act and the Regulation.

Council resolved not to apply the Code of Competitive Conduct to any business activity in 2017/18 in accordance with the Act section 47(7) and the Regulation.

COUNCIL REGISTERS

Section 190 (1(f)) of the Regulation requires Council to report 'a list of the registers kept by the local government'. The registers include:

- Register of Interests of Councillors, CEO and senior executive employees (chapter 8, part 5 *Local Government Regulation 2012*)
- Delegations (s260 *Local Government Act 2009*)
- Local Laws (s31 *Local Government Act 2009*)
- Roads Map (s74 *Local Government Act 2009*)
- Dog Registry (s177 *Animal Management (Cats and Dogs) Act 2008*)
- Burials (s79 *Land Act 1994*)
- Cost Recovery Fees (s98 *Local Government Act 2009*)
- Contact by Lobbyists (s49 *Integrity Act 2009*)
- Environmental Authorities (s540 (1)(a)(i) of the *Environmental Protection Act 1994*)
- Assets (s104(5)(b)(ii) of the *Local Government Act 2009*)
- Local Heritage Register (s113 of the *Queensland Heritage Act 1992*)
- Register of Testable Backflow Prevention Devices (s 38 of *Standard Plumbing & Drainage Regulation 2003*)
- Register of details of onsite sewerage and grey water use facilities for which Council has given a compliance certificate (s143A of *Plumbing and Drainage Act 2002*)
- Registers in accordance with Schedule 22 of the *Planning Regulation 2017*
- Register of Enterprise Operational Risks
- Register of Enterprise Corporate Risks

Financials**GENERAL PURPOSE FINANCIAL STATEMENT, AUDITOR-GENERAL'S AUDIT REPORT AND COMMUNITY FINANCIAL REPORT**

Pursuant to Sections 179 of the Regulation, Council prepares a Community Financial Report which is included on page 14 of this Annual Report. The report is intended to simplify complex financial information, making it easier to understand Council's income statement, balance sheet and cash flow statement which are prepared in accordance with legislation.

Council's Financial Statements including the Auditor-General's Audit Reports commence on page 133.

SIGNIFICANT BUSINESS ACTIVITIES

Business Activities	Operating Cost	Threshold (\$19 to LGR 2012)
Water and Sewerage Combined Business Activities		
Waste and Wastewater	\$9,790,540	
Waste	\$3,835,651	
Total	\$13,626,191	\$13,960,000
Other Business Activities		
Caravan and Tourst Parks	\$1,201,901	
Cemeteries	\$429,817	
Shops	\$16,450	
Community Housing	\$24,312	
Saleyards	\$239,216	
Airport	\$322,835	
Plant	\$3,825,186	
Total	\$6,059,717	\$9,350,000

STATUTORY INFORMATION**Community Grants****GRANTS TO COMMUNITY ORGANISATIONS**

Pursuant to section 189(a) of the Act, Council must report a summary of expenditure on grants to community organisations. Council expended a total of \$157,200.50 on Community Grants for the 2017/18 financial year.

COMMUNITY EVENTS SPONSORSHIP

Organisation	Event	Amount Funded
Round 1		
Kingaroy District Ministries	2017 Community Christmas Carols	\$500.00
Kumbia Race Club Committee	Melbourne Cup Race Meet	\$1,000.00
Murgon Business & Develop Assoc	Rail Trail Opening	\$3,000.00
Murgon Show Society	Children's Entertainment	\$500.00
Nanango Race Club	Race Day Transport	\$2,400.00
Nanango Stamp club	24th Annual Stamp Fair	\$500.00
Nanango SHS	Annual Awards Night	\$500.00
Nanango Wesleyan Methodist Church	Community Christmas Carols and Hangi	\$1,500.00
Proston & District Lions Club	Proston Community Carnival	\$500.00
Proston State School	Year 10 Graduation	\$250.00
Relay for Life Organising Committee	Relay for Life 2017	\$2,680.00
South Burnett Karate Assoc	Kickboxing National Selections	\$1,200.00
South Burnett Orchid Society	Orchid Show	\$500.00
South Burnett Peace of Mind	White Dove Dinner Dance	\$3,000.00
South Burnett Reserve Forces Committee	Reserve Forces Day	\$500.00
St Mary's Catholic College	Awards Presentation	\$500.00
Wondai State School	Presentation Morning	\$250.00
Wondai & District Town Band	Band Operational Costs	\$827.81
Yarraman State School	Awards Presentation	\$200.00
Round 2		
Bjelke-Petersen Dam Fish Management Committee Inc	Bjelke-Petersen Dam and Inland Fishing Competition	\$2,750.00
Kingaroy BaconFest	Kingaroy BaconFest 2018	\$3,000.00
Kingaroy State High School P&C	The Goodfellas Project	\$3,000.00
Murgon Business & Development Association Inc	Rail Trail Festival 2018	\$3,000.00
Murgon Hospital Aux	Guest Speaker for Health Expo 2018	\$3,000.00
Rotary Club of Murgon	Murgon Country Music Muster 2018	\$3,000.00
Nanango RSL Sub-branch	Remembrance Day - 100 Years	\$2,840.00
Nanango Show Society	Nanango Show	\$1,500.00
QRRWN	QRRWN 2018 Annual Conference Kingaroy Welcome Function	\$3,000.00
South Burnett Car Club	Show Shine and Swap Meet	\$600.00
South Burnett Endurance Riders	Endurance Horse Ride	\$1,000.00
South Burnett Karate Association	Kingaroy Cup - ISKA Mat Sports	\$1,500.00
South Burnett Mountain Bike Club	Mountain Bike Coaching Clinics	\$2,600.00
Tanduringie State School P&C	Bull Ride	\$3,000.00
Team RSPCA	Million Paws Walk	\$810.00

STATUTORY INFORMATION

COMMUNITY REGIONALLY SIGNIFICANT

Organisation	Event	Amount Funded
Round 1		
Wondai Art Gallery	Wondai Country Festival & Wondai Country Running Festival	\$10,000.00
Round 2		
Bloomin Beautiful Blackbutt Festival Inc	Bloomin Beautiful Blackbutt Avocado Festival	\$10,000.00

HALLS - PUBLIC LIABILITY INSURANCE

Hall	Amount Funded
Round 1	
Durong Community Hall	\$951.74
Farmers Hall Inverlaw	\$1,000.00
Ironpot Hall Association	\$1,000.00
Kumbia & District Memorial School of the Arts	\$1,000.00
Mondure Hall Committee	\$1,000.00
Tableland Hall Committee	\$1,000.00
Wooroolin Hall Committee	\$1,000.00
Round 2	
Ironpot Hall Association	\$1,000.00
Kumbia & District Memorial School of the Arts	\$1,000.00

ELITE PERFORMANCE

Name	Event	Amount Funded
Paige O'Connor	Australian Cross Country Championships	\$500.00
Luke Beutel	National Youth Championships	\$500.00
Nicholas Reidy	WMO World Championships	\$1,000.00
Richard Bridges	National School Boys Cross Country	\$500.00
Darryl Bridges	National School Boys Cross Country	\$500.00
Eithany Gates Hubber (Wahab)	ISKA World Cup in Sydney	\$200.00
Isaac Thompson	ISKA World Cup in Sydney	\$200.00
Jordyn Douglass	ISKA World Cup in Sydney	\$200.00
Kyle Josai	ISKA World Cup in Sydney	\$200.00
Mark Tomlinson	ISKA World Cup in Sydney	\$200.00
Noah Thompson	ISKA World Cup in Sydney	\$200.00
Ruby Thompson	ISKA World Cup in Sydney	\$200.00
Russell Tomlinson	ISKA World Cup in Sydney	\$200.00
Thomas Hardy	ISKA World Cup in Sydney	\$200.00
Zak Hartman	ISKA World Cup in Sydney	\$200.00
Jakeb Dugdell	2017 BMZ UCI World Championships	\$1,000.00
Jayde Novak	PCAQ Nationals	\$500.00
Hannah Lee	Brazil Futsal Tour	\$1,000.00
Bree Pogany	Australian Junior Championships	\$500.00
Jericho Pogany	Australian Junior Championships	\$500.00
Abbey May Kapernick	Australian Junior Championships	\$500.00
Ellie Nicholson	Karate National Titles	\$500.00

STATUTORY INFORMATION**IN-KIND SPONSORSHIP**

Organisation	Project	In-Kind Services
South Burnett Suicide Prevention working group	Winter Warmers	100 chairs delivered and picked up
Wondai Garden Expo	September Garden Expo	100 chairs
Nanango Funfest (mardi gras)	Mardi Gras	10 wheelie bins, open & clean toilets, open gates, unlock lights and power to stage
Relay for Life Captains Dinner Committee	Captains Dinner	Set up, clean up of Town Hall and skip bin
Murgon Rotary	Skate Park Opening	Chairs delivered and set up
Wondai Senior Citizens Club	Seniors Week Day 2017	Set up of tables and chairs in Wondai Town Hall
Nanango Netball Association	Central Burnett Challenge Netball Carnival	8-10 wheelie bins delivered, supply of chairs, wheelie Bins and gazebo
Wondai AP&I Society	Wondai 100th Show	Supply of mesh, wheelie bins and toilet clean
Wondai Junior Rugby League	Grand Final	Bins and toilet clean
Barambah Bowhunters & Field Archers Assoc Inc	ABA State Final	10 wheelie and 2 skip bin
Blackbutt Singers Inc	Gala Regional Concert - Blackbutt Hall	60 chairs
Rotary Club of Murgon	Murgon Music Muster	10 wheelie bins, emptied Monday, Wednesday, Friday
Proston Car Rally Club Inc	Rally Car Race	12 wheelie bins
Kingaroy Christmas Carnival Committee	Kingaroy Christmas Carnival	Implementation of TMP, chairs, signage
Wondai AP&I Society	Wondai Christmas Eve Fair	Implementation of TMP, chairs, signage
Murgon Business & Development Assoc	Murgon Christmas Carnival	Implementation of TMP and wheelie bins
Wondai Baptist Church	Wondai Baptist Church Combined Church Services	50 chairs
Maidenwell Community Group	Lifeflight Fundraiser	1 marquee
Proston Car Rally Club Inc	January Rally	10 wheelie bins delivered and collected
Wondai Garden Expo	April Expo	Skips and chairs
Proston Show Society	2018 Show	Bins
Wine & Food in the Park	2018 Event	3 skip bins and wheelie bins
Wooroolin Lions Club	The Swamp Show and Shine	6 wheelie bins and 24 plastic chairs delivered
South Burnett Motors and Motion	Wondai Street Sprints	Orange mesh and 200 steel posts
Kumbia & District Charity Campdraft Association	2018 Kumbia Charity Campdraft	2 marquees, 30 chairs, 1 skip bin, 30 wheelie bins
Nanango Sporting Association	Power Up, Show, Shine & Swap Meet	1 marquee
Proston Golden Spurs Campdraft Inc	Proston Golden Spurs Campdraft	10 wheelie bins
South Burnett Rugby League	Zone 5 U10/U35kgs Football Carnival	1 27m ³ skip bin delivered, collected and emptied, 30 wheelie bins delivered, 100 chairs collected
Rotary Club of Kingaroy	RYDA 2018	Supply and erect road signage and barricades as per TMP
Wondai Hospital Auxiliary	Hospital Fete	Deliver and pick up 60 Chairs
South Burnett Suicide Prevention working group	Winter Warmers 2018x	50 chairs, 3 wheelie bins and 1 lifeguard unit
Nanango Netball Association	Wide Bay Regional Netball Carnival	supply and delivery of 10 wheelie bins
Leisure Riders	Tingoorra Rally	supply and delivery of 10 wheelie bins

STATUTORY INFORMATION

PROJECT PROGRAM ONE-OFF

Name	One-off	Amount Funded
Round 1		
Angel Knitters & Crocheters	Teddies & Owls for Local Community	\$500.00
Coolinda Craft Group	Quilts for Cancer Patients & Kingaroy Nursery	\$500.00
Kingaroy Scout Group	Provision of Electricity	\$3,000.00
Kumbia & District Charity Campdraft Association	Internal Barrier for Arena	\$3,000.00
Proston Golden Spurs Campdraft	Ron Wall School (First Aid)	\$1,000.00
SB Care Incorporated	Upgrade Project - Air Conditioning	\$3,000.00
South Burnett Community Orchestra	SBCO Remembrance Dinner Concert	\$500.00
South Burnett Junior Motorcycle Club	Purchase of Bore Pump	\$3,000.00
The South Burnett Pantry	Purchase of Bain Marie	\$2,500.00
Queensland Dairy & Heritage Museum	Insurance	\$1,000.00
Round 2		
Blackbutt District Tourism & Heritage Association Inc	Air-Conditioning for Blackbutt Hall	\$3,000.00
Jumping Arms Art Inc.	Book Leaves - Never Leaf them Alone	\$2,840.00
Kingaroy & District Vintage Machinery Club	Clubhouse Alterations	\$3,000.00
Kingaroy Junior Football Club	First Aid Equipment	\$1,504.95
Kumbia Kindergarten	Boxing Day Storm Recovery	\$2,969.00
Kumbia Tennis Association	Boxing Day Storm Fix Up	\$2,650.00
Mondure Hall Committee	Kitchen Upgrade	\$3,000.00
Murgon Men's Shed	Restoration of Land Rover	\$3,000.00
Nanango Lions Club	Replace Shade Sail	\$3,000.00
Proston Golden spurs Campdraft	Panel Purchase	\$2,000.00
Proston Lions Club	Outdoor Community Labyrinth	\$3,000.00
South Burnett Peace of Mind	Liability Insurance	\$425.00
Wondai & District Tennis Association	Equipment	\$363.00
Wondai AP&ISociety	Grandstand Refurbishment	\$3,000.00
Wondai & District Town Band	Insurance	\$900.00



Photo courtesy of South Burnett Council

STATUTORY INFORMATION**REGIONAL ARTS DEVELOPMENT FUND (RADF)**

Recipient	Purpose	Amount Funded
Round 1		
South Burnett CTC	Kingaroy Skate Park Revamp	\$2,000.00
Nanango Arts Alliance	Pretty Pretty Glass	\$1,600.00
South Burnett Community Orchestra	String & Percussion Jazz Workshops	\$2,660.00
Round 2		
South Burnett Musical Comedy Society	Skills in design, construction and implementation of theatrical arts	\$3,369.00
Blackbutt Art Gallery	2 Day Dichroic Glass Workshop	\$1,560.00

COUNCILLOR DISCRETIONARY FUND ALLOCATIONS

The Council determined that for the 2017/18 financial year each Councillor shall have a budget allocation for Councillor Discretionary Funds - the total amount allocated for the 2017/18 financial year was \$32,000. Discretionary funds are funds available for allocation by a Councillor to community purposes, or to capital works that are for community purposes or meeting requests for financial assistance from community organisations for a community purpose. Pursuant to Section 189(b) *Local Government Act 2009*, Council must report on expenditure from Councillor discretionary funds. Council expended a total of \$31,581 in Councillor Discretionary Funds during the 2017/18 financial year with the breakdown as follows:



Photo courtesy of South Burnett Regional Council

MAYOR

Organisation	Project	Amount
Burr Arts Gallery	Wine and cheese night	\$300.00
Relay for Life Captains Dinner	Hall hire	\$200.00
Breast & Prostate Cancer Association of Queensland Inc	Donation towards Blackbutt Charity Golf Day	\$250.00
Maide well Community Group Inc.	Donation towards the Life Flight fundraiser	\$450.00
Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40 th Anniversary luncheon	\$500.00
Nanango Tourism and Development Association (NATDA)	Art Competition prize money donation	\$250.00
Kingaroy State High School P&C	SBRC Cultural Bursary and SBRC Leadership Bursary	\$500.00
Kingaroy Concerned Citizens Group	Donation to hire Town Common Hall for Annual General Meeting	\$150.00
Kingaroy Kindergarten Association Inc	Donation towards repairs to old building	\$500.00
National Council of Women of Queensland Inc (NCWQ)	NCWQ Bursary	\$1,000.00
Boondooma Dam Fish Stocking & Management Association Inc.	Donation towards future stocking of fish fingerlings and prizes at Boondooma Dam Fishing Competition	\$300.00
South Burnett Woodcrafters Inc	Donation towards delivery of mulch to new Clubhouse site at old Q-Rail Depot	\$150.00
Endeavour Foundation	Sponsorship of car 35 the Flying Peanut in the Great Endeavour Rally	\$250.00



STATUTORY INFORMATION

MAYOR

Organisation	Project	Amount
Kingaroy Senior Citizens Club	Donation towards Senior Citizens Day	\$300.00
SB Mountain Bike Club	Donation towards a counter to record usage on the bike trails	\$858.00
Nanango State High School P&C	Donation towards sending 8 female students to the QRRRVN Women's Conference	\$500.00
Crow FM	Captrains Dinner 2018	\$150.00
SB Saints Football Club	Lights for junior football games on Friday nights	\$165.00
SE Qld Special Childrens Christmas Carnival	Donation towards the Special Childrens Christmas Party	\$272.33
Sistas in Sync	Donation towards restoring dignity and hope in a sexualised culture forum	\$500.00
Wondai Hospital Auxiliary Inc	Donation towards items for the comfort of residents at Forest View Retirement Aged Care Facility	\$100.00
Scout Association of Australia Queensland Branch 1st Kingaroy Troop Group Committee	Donation towards the purchase of materials to allow the Scouts to build racking for their water craft	\$200.00
Agricultural Shows of the South Burnett	2018 Sub Chamber Finals Dinner	\$154.00

DIVISION 1

Organisation	Project	Amount
Nanango Sporting Association Inc.	For two directional signs (\$350 each excl GST)	\$700.00
Nanango Indoor Bowls Club	Donation towards hall hire at the Nanango Cultural Centre	\$242.00
South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250.00
Boots'n Bulldust Inc.	Donation towards Christmas with Friends Function	\$500.00
Nanango Wesley Methodist Church	Donation to assist with renewal of food licence	\$288.00
Nanango Indoor Bowls Club	Donation towards hall hire at the Nanango Cultural Centre	\$250.00
Nanango Senior Citizens	Donation towards hall hire at the Nanango Cultural Centre	\$250.00
Boobie Hall & Recreation Reserve Assoc	New Committee Funding	\$500.00
Nanango Wesleyan Methodist Church	Assistance towards repairs to church Toyota hiace	\$250.00
Crow FM	Captrains Dinner 2018	\$150.00
SB Saints Football Club	Lights for junior football games on Friday nights	\$165.00
Agricultural Shows of the South Burnett	2018 Sub Chamber Finals Dinner	\$346.00

STATUTORY INFORMATION**DIVISION 2**

Organisation	Project	Amount
Bloomin Beautiful Blackbutt Avocado Festival	Donation towards kids activities throughout Bloomin' Beautiful Blackbutt Avocado Festival	\$500.00
Benarkin State School P&C Association	Donation towards costs associated with holding Benarkin Car Rally	\$350.00
Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250.00
Helping Hands Blackbutt	Donation towards food items and food vouchers	\$500.00
Blackbutt Benarkin Lions Club	Donation towards 17th Annual Community Christmas Festival Free Over 60's Lunch	\$300.00
Blackbutt & District Tourism & Heritage Association Inc.	Donation towards ticket printing costs for Blackbutt Gala Event	\$100.00
Butt Arts Gallery Inc	Donation towards entertainment and purchase of cheese platters at Wine & Cheese Night	\$300.00
Brisbane Valley Heritage Trails Inc	Donation towards Easter raffle fundraiser	\$300.00
Blackbutt Benarkin Garden Club	Orchid & Foliage Show	\$100.00
Helping Hands Blackbutt	Assistance towards pharmacy bills for clients	\$100.00
Blackbutt District Community Organisation	Assistance for set up of water	\$400.00
Blackbutt Show Society	Contribution towards 2018 Blackbutt Show	\$300.00
Barambah Bowhunters & Field Archers Association	Donation towards food, beverages and other supplies for the annual Traditional Archery Shoot in May 2018	\$500.00

DIVISION 3

Organisation	Project	Amount
South Burnett Sing Australia	Donation towards promotional banner and songbooks	\$589.00
Karma's Place	Donation towards Wheelbarrow raffle donation	\$200.00
Kingaroy RSPCA	Donation towards movie night fundraiser	\$400.00
South Burnett Suicide Prevention Working Group	Donation towards RU OK Day breakfast	\$350.00
Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon	\$250.00
Rural and Remote Mental Health (SB Partners in Recovery)	Donation towards purchase of five children's books	\$75.00
South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250.00
Kingaroy Arts Team	Donation towards Kingaroy Christmas Carnival Art Competition	\$300.00
SB Peace of Mind Association Incorporated	Donation towards supplies for Mental Health Arts Program	\$215.65
Kingaroy Blue Light Association	Donation towards hall hire for blue light discos	\$500.00
Kingaroy Senior Citizens Club	Donation towards Kingaroy town hall hire for Seniors Week	\$200.00
Kingaroy-Memerambi Sub-Branch Inc	Donation towards Anzac Day Service Breakfast event	\$670.00

STATUTORY INFORMATION

DIVISION 4

Organisation	Project	Amount
Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon	\$250.00
Coolinda Craft Group	Donation to cover 2018-19 Insurance	\$434.65
Crow FM	Captains Dinner 2018	\$150.00
Kingaroy Lions Club	Refurbish Lions tourist signs at the Lions Park Kingaroy	\$886.37
Kingaroy State School P&C	Assist with purchase of drones as part of Kingaroy State School STEM program	\$500.00
St Mary's Catholic College P&F	Assist in sending the netball team to Townsville	\$500.00
St John's Lutheran School P&F	Donation towards playground equipment	\$500.00
SB Saints Football Club	Lights for junior football games on Friday nights	\$170.00
Taabinga State School P&C	Donation towards expanding their early childhood and engagement network	\$500.00

DIVISION 5

Organisation	Project	Amount
Murgon Judo Club Inc	Murgon Hall Hire	\$150.00
Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250.00
Murgon State High School P&C	Sponsorship for MSHS awards night	\$250.00
Burnett Inland Economic Development Organisation (BIEDO)	Donation towards transportation to SafeWorth Month Event	\$154.00
South Burnett Women	Donation towards International Women's Day 2018 Road Art Exhibition Award	\$250.00
Proston PA & H Society Inc	Build a wall around the sink in the catering area at Boondooma Dam	\$323.64
Crow FM	Donation towards 2018 Captains Dinner collecting on behalf SB Relay for Life	\$150.00
Proston Men's Shed	Donation towards purchase of lockable community notice board for Proston CBD	\$450.00
SB Care	Donation towards 2018 Seniors Week Day	\$250.00
Proston State School P&C	Donation towards year 6 Canberra Trip	\$892.36
Lions Club of Murgon	Donation towards Lions club of Murgon Family Fun Day	\$495.00
Orana Aged Care	Donation towards signage for Orana	\$385.00



STATUTORY INFORMATION



DIVISION 6

Organisation	Project	Amount
Wondai Senior Citizens	Donation towards Wondai Town Hall Hire for Senior Citizens Day 17 August 2017	\$150.00
Proston QCWA	Donation towards Wondai Hall Hire for 'Shed the Light' fundraiser	\$22.00
Nanango Tourism and Development Association (NATDA)	Art Competition prize money donation	\$250.00
QCWA Woodroolin Branch	Donation towards catering for International Women's Day in Woodroolin	\$150.00
South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250.00
Covert Creek Community Development and Social Club Inc	Donation towards prizes being supplied at Proston Regatta in the Park	\$250.00
South Burnett Relay for Life (Cancer Council Queensland)	Donation towards costs associated with securing guest speaker for Relay for Life Launch	\$500.00
SB Care	Donation towards Senior Citizens Day	\$250.00
Kumbia Kindergarten	Donation towards Family Fun Cricket Day	\$250.00
South Burnett Mountain Bike Club	Donation towards the purchase of 1 x Tracker Counts	\$600.00
Crow FM	Captains Dinner	\$150.00
Wondai QCWA	Donation towards purchase of 2 x signs for the entrance of Wondai	\$180.00
Wondai Town Band	Donation towards purchase of 2 x signs for the entrances of Wondai	\$180.00
Lions Club of Woodroolin	Donation towards purchase of paint for relocation of the Woodroolin Railway Station Project	\$618.00
Kumbia Tai Chi CA- Kumbia Race Club	Donation towards purchase of equipment	\$200.00

2017 **FINANCIAL** 2018 **STATEMENTS**

For the Year Ended 30 June 2018



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Statement of Comprehensive Income

For the Year Ended 30 June 2018

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
INCOME					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	3(a)	45,352,293	44,255,995	45,352,293	44,255,995
Fees and Charges		4,453,925	4,292,575	4,453,925	4,292,575
Rental Income		546,924	535,772	456,662	476,525
Interest Received		1,060,381	1,081,168	1,059,900	1,080,903
Sales of Contract and Recoverable Works		4,317,122	5,174,726	4,317,122	5,174,726
Other Income		661,053	747,486	661,053	747,486
Grants, Subsidies, Contributions and Donations	4(a)	8,235,039	11,681,843	8,232,594	11,418,361
		64,626,737	67,769,565	64,533,549	67,446,571
Capital Revenue					
Grants, Subsidies, Contributions and Donations	4(b)	8,017,166	11,863,078	8,017,166	11,463,078
Total Revenue		72,643,903	79,632,643	72,550,714	78,909,649
EXPENSES					
Recurrent Expenses					
Employee Benefits	5	(22,642,641)	(23,381,683)	(22,632,037)	(23,381,683)
Materials and Services	6	(23,583,173)	(23,869,144)	(23,491,010)	(23,725,924)
Finance Costs	7	(2,407,685)	(2,657,976)	(2,407,682)	(2,657,930)
Depreciation and Amortisation	12, 13	(16,435,696)	(14,727,930)	(16,396,359)	(14,713,661)
		(65,069,195)	(64,636,733)	(64,927,089)	(64,479,198)
Capital Expenditure					
	8	(6,699,548)	(12,486,326)	(6,699,548)	(12,486,326)
Total Expenditure		(71,768,742)	(77,123,059)	(71,626,636)	(76,965,524)
Net Result		875,161	2,509,584	924,078	1,944,125
Other Comprehensive Income Items that will not be Reclassified to Net Result					
Increase/(Decrease) in Asset Revaluation Surplus	17	100,711	59,842,264	100,711	59,842,264
Total Other Comprehensive Income for the Year		100,711	59,842,264	100,711	59,842,264
Total Comprehensive Income for the Year		975,872	62,351,848	1,024,790	61,786,389

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

2017/2018 **FINANCIAL STATEMENTS****Statement of
Financial Position**

For the Year Ended 30 June 2018

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
CURRENT ASSETS					
Cash and Cash Equivalents	9	39,886,009	36,844,055	39,672,334	36,609,387
Receivables	10	6,851,969	6,171,651	6,833,457	6,155,905
Inventories	11	1,066,178	1,103,354	1,066,178	1,103,354
Total Current Assets		47,804,156	44,119,060	47,571,969	43,868,646
NON-CURRENT ASSETS					
Receivables	10	1,887,990	2,223,751	1,887,990	2,223,751
Property, Plant and Equipment	12	941,723,216	944,155,827	941,382,193	943,775,467
Intangible Assets	13	8,660,605	8,651,368	8,660,605	8,651,368
Total Non-Current Assets		952,271,812	955,030,946	951,930,789	954,650,586
Total Assets		1,000,075,967	999,150,006	999,502,757	998,519,232
CURRENT LIABILITIES					
Payables	14	3,502,081	4,044,666	3,502,081	4,036,019
Borrowings	15	2,623,849	3,975,066	2,623,849	3,975,066
Provisions	16	3,298,205	3,512,680	3,298,205	3,512,680
Unearned Revenue		1,777,273	127,440	1,777,273	127,440
Total Current Liabilities		11,201,408	11,659,852	11,201,408	11,651,205
NON-CURRENT LIABILITIES					
Borrowings	15	39,427,740	38,604,815	39,427,740	38,604,815
Provisions	16	13,574,023	13,814,990	13,574,023	13,814,990
Unearned Revenue		2,045,326	2,218,751	2,045,326	2,218,751
Total Non-Current Liabilities		55,047,089	54,638,556	55,047,089	54,638,556
Total Liabilities		66,248,497	66,298,408	66,248,497	66,289,761
Net Community Assets		933,827,471	932,851,598	933,254,261	932,229,471
COMMUNITY EQUITY					
Asset Revaluation Surplus	17	507,774,104	507,673,393	507,774,104	507,673,393
Retained Surplus/(Deficiency)		426,053,366	425,178,205	425,480,156	424,556,078
Total Community Equity		933,827,471	932,851,598	933,254,261	932,229,471

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Statement of Changes in Equity

For the Year Ended 30 June 2018

	Note	Asset Revaluation Surplus	Retained Surplus	Total
		17 \$	\$	\$
CONSOLIDATED				
Balance as at 1 July 2017		507,673,393	425,178,205	932,851,598
Net Operating Surplus		-	875,161	875,161
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		100,711	-	100,711
Total Comprehensive Income for the Year		100,711	875,161	975,872
Balance as at 30 June 2018		507,774,104	426,053,366	933,827,470
Balance as at 1 July 2016				
Net Operating Surplus		-	2,509,584	2,509,584
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		59,842,264	-	59,842,264
Total Comprehensive Income for the Year		59,842,264	2,509,584	62,351,848
Balance as at 30 June 2017		507,673,393	425,178,205	932,851,598

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

	Note	Asset Revaluation Surplus	Retained Surplus	Total
		17 \$	\$	\$
COUNCIL				
Balance as at 1 July 2017		507,673,393	424,556,078	932,229,471
Net Operating Surplus		-	924,078	924,078
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		100,711	-	100,711
Total Comprehensive Income for the Year		100,711	924,078	1,024,790
Balance as at 30 June 2018		507,774,104	425,480,156	933,254,261
Balance as at 1 July 2016				
Net Operating Surplus		-	1,944,125	1,944,125
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		59,842,264	-	59,842,264
Total Comprehensive Income for the Year		59,842,264	1,944,125	61,786,389
Balance as at 30 June 2017		507,673,393	424,556,078	932,229,471

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

2017/2018 **FINANCIAL STATEMENTS****Statement of Cash Flows**

For the Year Ended 30 June 2018

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from Customers		60,134,149	58,999,879	60,043,887	58,999,879
Payments to Suppliers and Employees		(51,187,770)	(52,328,829)	(51,073,592)	(52,189,047)
		8,946,379	6,671,050	8,970,295	6,810,832
Interest Received		1,060,381	1,081,168	1,059,900	1,080,903
Rental Income		456,662	535,772	456,662	476,525
Non Capital Grants and Contributions		8,223,221	11,681,843	8,220,776	11,418,361
Borrowing Costs		(2,026,427)	(2,095,056)	(2,026,424)	(2,095,010)
Net Cash Inflow (Outflow) from Operating Activities	22	16,660,216	17,874,777	16,681,209	17,691,611
CASH FLOWS FROM INVESTING ACTIVITIES					
Payments for Property, Plant and Equipment		(21,190,893)	(21,827,719)	(21,190,893)	(21,435,545)
Payments for Intangible Assets		(312,698)	(271,439)	(312,698)	(271,439)
Advances/(Repayments) of Loans and Advances		1,667	3,795	1,667	3,795
Proceeds from Sale of Property, Plant and Equipment		394,788	528,119	394,788	528,119
Grant, Subsidies, Contributions and Donations		8,017,166	11,863,078	8,017,166	11,463,078
Net Cash Inflow (Outflow) from Investing Activities		(13,089,970)	(9,704,166)	(13,089,970)	(9,711,992)
CASH FLOWS FROM FINANCING ACTIVITIES					
Proceeds from Borrowings		2,000,000	-	2,000,000	-
Repayments from Borrowings		(2,528,292)	(2,351,663)	(2,528,292)	(2,351,663)
Net Cash Inflow (Outflow) from Financing Activities		(528,292)	(2,351,663)	(528,292)	(2,351,663)
Net Increase (Decrease) in Cash and Cash Equivalents Held		3,041,954	5,818,948	3,062,947	5,627,956
Cash and Cash Equivalents at the Beginning of Financial Year		36,844,055	31,025,107	36,609,387	30,981,431
Cash and Cash Equivalents at End of Financial Year	9	39,886,009	36,844,055	39,672,334	36,609,387

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Notes to the Financial Statements

For the Year Ended 30 June 2018

1. SIGNIFICANT ACCOUNTING POLICIES

1.A Basis of Preparation

These general purpose financial statements are for the period 1 July 2017 to 30 June 2018 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for financial assets and liabilities, and certain classes of property, plant and equipment which are measured at fair value.

Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

The Council uses the Australian dollar as its functional currency and its presentation currency.

1.B Basis of Consolidation

Council and its controlled entities together form the economic entity which is referred to in these financial statements as the consolidated entity. The financial statements of controlled entities are included in the consolidated financial statements where material by size or nature, from the date when control commences until the date when control ceases.

Transactions between Council and entities controlled by Council have been eliminated when prepared consolidated accounts. In addition, the accounting policies of controlled entities have been adjusted on consolidation where necessary, to ensure the financial report of the consolidated entity is prepared using accounting policies that are consistent with those of the Council.

Council has only one controlled entity, being South Burnett Community Hospital Foundation Limited (the "Foundation"). The Foundation was consolidated into Council's financial statements for the first time in the 2017 financial year as it was not previously considered to be material.

1.C Constitution

The South Burnett Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

1.D Adoption of New and Revised Accounting Standards

This year Council has applied AASB 2016-2 *Amendments to Australian Accounting Standards – disclosure Initiative: Amendments to AASB 107* for the first time. As a result, Council has disclosed more information to explain

changes in liabilities arising from financing activities ('debt reconciliation'). This information is presented in note 23.

South Burnett Regional Council has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

At the date of authorisation of the financial report, the following new accounting standards with a future application date have been identified as those which may potentially have a material impact on Council's finance report in the period of initial application:

AASB 9 Financial Instruments

AASB 9, which replaces AASB 139 Financial Instruments: Recognition and Measurement, is effective for reporting periods beginning on or after 1 January 2018 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets and financial liabilities. The standard introduces a new impairment model that requires impairment provisions to be based on expected credit losses, rather than incurred credit losses. Based on assessments to date, Council expects a small increase to impairment losses however the standard is not expected to have a material impact overall.

AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities and AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities.

AASB 15 is effective for financial years beginning on or after 1 January 2019 and will replace AASB 118 Revenue, AASB 111 Construction Contracts, as well as a number of Interpretations. It contains a comprehensive and robust framework for the recognition, measurement and disclosure of revenue from contracts with customers.

Council is still reviewing the way that income is measured and recognised to identify whether there will be any material impact arising from these standards, however have identified the following as main sources of income, and believes there will be no material change for Council with the introduction of this standard:

- Grants and Contracts - Works for Queensland – funding is available for use immediately on receipt. 60% is paid in advance, 30% on reaching the 60% milestone and 10% on the final acquittal; Main Roads Contracts – Funding paid retrospectively; Local Government Grants & Subsidies Scheme – funds received in advance can be utilised at time of receipt.
- Other Revenue - Planning and Development Applications; Developers Contributions; Animal Registrations; Venue Hire.

AASB 16 Leases

AASB 16, effective for reporting periods beginning on or after 1 January 2019, will replace AASB 117 *Leases* and introduces a single lessee accounting model that will require a lessee to recognize right-of-use assets and lease liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. Right-of-use assets are initially measured at their cost and lease liabilities are initially measured on a present value basis. Subsequent to initial recognition:

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

- Right-of-use assets are accounted for on a similar basis to non-financial assets, whereby the right-of-use asset is accounted for in accordance with a cost model unless the underlying asset is accounted for on a revaluation basis.
- Lease liabilities are accounted for on a similar basis as other financial liabilities, whereby interest expenses are recognised in respect of the liability and the carrying amount of the liability is reduced to reflect lease payments made.

Council anticipates that the adoption of AASB 16 will not have an impact on Council's accounting for its operating leases, as Council does not currently have finance or operating leases in place.

All other new and amended Australian Accounting Standards and Interpretations which were issued at the date of authorisation of the financial report, but have future commencement dates, are not likely to have a material impact on the financial statements.

1.E Critical Accounting Judgments and Key Sources of Estimation Uncertainty

In the application of Council's accounting policies, management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgments, estimates and assumptions that have a potential significant effect have been outlined in the following financial statement notes:

- Valuation and Depreciation of Property, Plant and Equipment – Note 12
- Provisions – Note 16
- Contingences – Note 19
- Impairment of Water Allocation Assets – Note 13

1.F Financial Assets and Financial Liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

South Burnett Regional Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial Assets

Cash and Cash Equivalents

Receivables – measured at amortised cost

Financial Liabilities

Payables – measured at amortised cost

Borrowings – measured at amortised cost

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

1.G National Competition Policy

Council has resolved not to apply the code of competitive conduct to any of its prescribed activities.

1.H Rounding and Comparatives

The financial statements have been rounded to the nearest \$1.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

1.I Taxation

Income of local government and public authorities is exempt from income tax except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the Australian Taxation Office (ATO) or payable to the ATO is shown as an asset or liability respectively.

Council pays payroll tax to the Queensland Government on certain activities.

2. ANALYSIS OF RESULTS BY FUNCTION**2.A Statement of Compliance**

The activities relating to the Council's components reported on in Note 2.B are as follows:

Organisational Excellence

The objective of organisational excellence is for Council to deliver effective financial and business management which is ethical, accountable and transparent in its decision-making, whilst informing and engaging the community. This function includes activities and services relating to risk management, strategic and operational planning which includes both financial and human resources, information services and corporate governance. The Mayor, Councillors and Chief Executive Officer are included in this function.

Enhancing Our Communities

The goal of enhancing our communities is to ensure South Burnett Regional Council assists in the facilitation of building healthy, vibrant, supportive and inclusive communities. This function includes activities and services related to social and corporate performance, sports and recreational development, libraries, halls, arts and culture, public health, pools and disaster management.

Growth and Opportunity

The objective of this function is to provide the region with growth and opportunities through innovative planning mechanisms which both preserves and enhances our region, and tourism to promote a strong and sustainable regional economy. This function includes activities and services related to tourism, planning and land management and economic development.

Our Environment

The goal of this function is a strong and sustainable environment, proactively and responsibly managed in partnership with the community for future generations. This function includes activities relating to the region's environment and waste management, rural services and parks.

Infrastructure

This functions objective is the provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles. Activities and services included in this function relate to infrastructure that meets our communities needs including roads, water and sewerage and quality customer service.

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

2.B Analysis of Results by Function

Year Ended 30 June 2018	Gross Program Income				Total Income	Gross Program Expenses			Net Result from Recurrent Operations	Net Results	Assets
	Recurrent	Other	Grants	Capital		Recurrent	Capital	Total Expenses			
2018	\$	\$	\$	\$	2018	2018	2018	2018	2018	2018	

FUNCTIONS

Organisational Excellence	7,289,397	24,890,166	3,795,049	-	35,974,612	6,527,242	7,094,335	13,621,577	25,652,321	22,353,035	80,749,449
Enhancing Our Community	846,954	340,898	-	-	1,187,851	1,750,993	-	1,750,993	(563,142)	(563,142)	6,693,313
Growth and Opportunity	33,397	2,910,654	230,000	-	3,174,051	4,739,385	-	4,739,385	(1,795,334)	(1,565,334)	29,253,451
Our Environment	4,318	5,784,562	139,636	-	5,928,516	9,501,506	(1,489)	9,500,017	(3,712,626)	(3,571,501)	12,156,118
Infrastructure	58,528	22,374,675	3,852,481	-	26,285,684	42,407,962	(393,299)	42,014,664	(19,974,760)	(15,728,980)	870,650,427
Total Council	8,232,594	56,300,955	8,017,166	-	72,550,714	64,927,089	6,699,548	71,626,636	(393,540)	924,078	999,502,757
Controlled Entity Net of Eliminations	2,445	90,744	-	-	93,189	142,106	-	142,106	(48,918)	(48,918)	573,210
Total Consolidated	8,235,039	56,391,698	8,017,166	-	72,643,903	65,069,195	6,699,548	71,768,742	(442,457)	875,161	1,000,075,967

Year Ended 30 June 2017

Year Ended 30 June 2017	Gross Program Income				Total Income	Gross Program Expenses			Net Result from Recurrent Operations	Net Results	Assets
	Recurrent	Other	Grants	Capital		Recurrent	Capital	Total Expenses			
2017	\$	\$	\$	\$	2017	2017	2017	2017	2017	2017	

FUNCTIONS

Organisational Excellence	10,914,950	24,193,992	2,491,774	-	37,600,716	7,679,101	13,013,392	20,692,493	27,429,841	16,908,223	210,088,445
Enhancing Our Community	54,459	307,055	-	-	361,514	2,312,884	-	2,312,884	(1,951,370)	(1,951,370)	37,644,175
Growth and Opportunity	82,431	2,304,565	718,182	-	3,105,178	3,910,445	-	3,910,445	(1,523,449)	(805,267)	1,098,371
Our Environment	307,697	5,756,882	52,364	-	6,116,943	9,367,189	(8,280)	9,358,909	(3,302,610)	(3,241,966)	48,328,331
Infrastructure	58,824	23,465,716	8,200,758	-	31,725,298	41,209,579	(518,786)	40,690,793	(17,685,039)	(8,965,495)	701,359,910
Total Council	11,418,361	56,028,210	11,463,078	-	78,909,649	64,479,198	12,486,326	76,965,524	2,967,373	1,944,125	998,519,232
Controlled Entity Net of Eliminations	263,482	59,512	400,000	-	722,994	157,535	-	157,535	165,459	565,459	630,774
Total Consolidated	11,681,843	56,087,722	11,863,078	-	79,632,643	64,636,733	12,486,326	77,123,059	3,132,832	2,509,584	999,150,006

2017/2018 **FINANCIAL STATEMENTS**

Notes to the Financial Statements For the Year Ended 30 June 2018

3. REVENUE ANALYSIS

Note	Consolidated		Council	
	2018 \$	2017 \$	2018 \$	2017 \$
(a) Rates, Levies and Charges				
Rates are recognised as revenue at the start of the rating period.				
General Rates	25,541,098	24,936,460	25,541,098	24,936,459
Separate Rates	6,457,522	6,475,254	6,457,522	6,475,254
Water	6,236,115	6,020,936	6,236,115	6,020,936
Water Consumption, Rental and Sundries	3,259,495	3,095,329	3,259,495	3,095,329
Sewerage	5,827,690	5,663,014	5,827,690	5,663,014
Waste Management	2,251,784	2,182,616	2,251,784	2,182,616
Total Rates and Utility Charge Revenue	49,573,704	48,373,609	49,573,704	48,373,609
Less: Discounts	(3,439,808)	(3,338,972)	(3,439,808)	(3,338,972)
Less: Pensioner Remissions	(781,603)	(778,642)	(781,603)	(778,642)
	45,352,293	44,255,995	45,352,293	44,255,995

Fees and charges are recognised upon unconditional entitlement to the funds. Generally, this is upon lodgment of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

4. GRANTS, SUBSIDIES, AND CONTRIBUTIONS AND DONATIONS

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes 'on maintenance' and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds are recognised as non-current assets. Those below the thresholds are recorded as expenses.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement is fulfilled. Council does not currently have any reciprocal grants.

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment into new assets.

(a) Recurrent

General Purpose Grants	6,705,082	10,337,450	6,705,082	10,337,450
State Government Subsidies and Grants	1,344,252	661,472	1,344,252	661,472
Donations	36,945	283,705	34,500	20,223
Commonwealth Government Subsidies and Grants	61,228	356,021	61,228	356,021
Contributions	-	39,932	-	39,932
NDRRA Funding	87,532	3,263	87,532	3,263
	8,235,039	11,681,843	8,232,594	11,418,361

(b) Capital

State Government Subsidies and Grants	5,666,322	8,201,762	5,666,322	8,201,762
Contributions	-	175,000	-	175,000
Donations	-	400,000	-	-
Commonwealth Government Subsidies and Grants	2,350,844	3,086,316	2,350,844	3,086,316
	8,017,166	11,863,078	8,017,166	11,463,078

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

5. EMPLOYEE BENEFITS

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Total Staff Wages and Salaries		19,465,017	19,546,308	19,454,413	19,546,308
Councillors' Remuneration		706,382	680,292	706,382	680,292
Annual, Sick and Long Service Leave Entitlements		2,754,869	3,043,943	2,754,869	3,043,943
Superannuation	20	2,440,921	2,470,982	2,440,921	2,470,982
		25,367,189	25,741,525	25,356,586	25,741,525
Other Employee Related Expenses		587,510	634,144	587,510	634,144
		25,954,699	26,375,669	25,944,095	26,375,669
Less: Capitalised Employee Expenses		(3,312,058)	(2,993,986)	(3,312,058)	(2,993,986)
		22,642,641	23,381,683	22,632,037	23,381,683

Councillor remuneration represents salary, superannuation contributions and other allowances paid in relation to the carrying out of their duties.

	2018	2017	2018	2017
Total Council Employees at the Reporting Date:				
Elected Members	7	7	7	7
Staff Members	303	310	303	310
Total Full Time Equivalent Employees	310	317	310	317

6. MATERIALS AND SERVICES

Advertising and Marketing	326,455	309,303	325,004	309,158
Administration Supplies and Consumables	216,108	217,500	216,108	217,500
Audit of Annual Financial Statements by the Auditor-General of Queensland	116,675	173,627	114,425	173,627
Communications and IT	1,212,219	1,159,425	1,211,453	1,159,425
Consultants	1,131,224	615,187	1,131,224	615,187
Contractors	8,832,008	9,075,186	8,818,201	9,074,343
Donations Paid	535,654	552,277	535,654	552,277
Repairs and Maintenance	5,034,558	5,878,237	5,012,384	5,771,571
Rentals and Licences	180,027	162,486	179,704	162,486
Subscriptions and Registrations	34,917	298,072	34,917	298,072
Travel	33,033	39,904	31,929	39,904
Power	2,423,744	2,298,175	2,373,457	2,262,175
Other Materials and Services	3,506,551	3,089,765	3,506,551	3,090,199
	23,583,173	23,869,144	23,491,010	23,725,924

7. FINANCE COSTS

Finance Costs Charged by the Queensland Treasury Corporation	1,903,844	2,013,916	1,903,844	2,013,916
Bank Charges	75,867	81,140	75,864	81,094
Doubtful Debts	46,717	-	46,717	-
Quarry Rehabilitation	106,565	577,209	106,565	577,209
Refuse Restoration	274,693	(14,289)	274,693	(14,289)
	2,407,685	2,657,976	2,407,682	2,657,930

2017/2018 **FINANCIAL STATEMENTS**

Notes to the Financial Statements For the Year Ended 30 June 2018

8. CAPITAL EXPENDITURE

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Gain/(Loss) on Disposal of Plant and Equipment					
Proceeds on Disposal		317,543	364,483	317,543	364,483
Less: Book Value of Assets Disposal		(562,867)	(215,292)	(562,867)	(215,292)
		(245,325)	149,191	(245,325)	149,191
Gain/(Loss) on Disposal of Land					
Proceeds on Disposal		77,245	163,636	77,245	163,636
Less: Book Value of Assets Disposal		(301,748)	(86,000)	(301,748)	(86,000)
		(224,503)	77,636	(224,503)	77,636
Loss on Write-Off of Infrastructure and Building Assets		(6,229,720)	(12,713,153)	(6,229,720)	(12,713,153)
Total Capital Expenditure		(6,699,548)	(12,486,326)	(6,699,548)	(12,486,326)

9. CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes cash on hand, all cash and cheques received but not banked at year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash at Bank and On Hand	11,027,269	664,411	10,813,594	429,743
Deposits at Call	28,858,740	36,179,644	28,858,740	36,179,644
Balance per Statement of Cash Flows	39,886,009	36,844,055	39,672,334	36,609,387

Councils cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Unspent Government Grants and Subsidies	4,206,016	5,096,039	4,206,016	5,096,039
Unspent Developer Contributions	4,566,833	4,566,833	4,566,833	4,566,833
Unspent Loan Monies	3,489,588	4,888,583	3,489,588	4,888,583
Internally Imposed Expenditure Restrictions at the Reporting Date:	10,640,484		10,640,484	
Future Capital Works	1,326,645	8,387,059	1,326,645	8,387,059
Future Recurrent Expenditure	-	1,289,400	-	1,289,400
Total Unspent Restricted Cash	24,229,566	24,227,914	24,229,566	24,227,914

Cash and cash deposits are held with the National Australia Bank, Commonwealth Bank of Australia and Queensland Treasury Corporation in, deposits at call and business cheque accounts. No term deposits were outstanding at 30 June 2018.

The previously mentioned banking institutions currently have a short and long term credit rating of:

Banking Institution	Short Term	Long Term
QTC	A-1+	AA+
CBA	A-1+	AA+
NAB	A-1+	AA-

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

10. RECEIVABLES

Receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price net of applicable discounts. Amounts owing are unsecured and settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs.

Any known bad debts as at 30 June 2018 are yet to be reported to Council in will be written off in the 2018/2019 financial year.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivable.

Loans and advances are recognised in the same way as other receivables. Terms are usually a maximum of five years with interest charged at commercial rates or where paid in full within 12 months is interest free. Security is not normally obtained.

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Current					
Rateable Revenue and Utility Charges		4,894,599	4,305,169	4,894,599	4,305,169
Other Debtors		1,485,627	1,130,848	1,467,849	1,125,388
Less: Provision for Impairment of Receivables		(62,320)	(15,603)	(62,320)	(15,603)
GST Recoverable		4,855	288,037	4,121	277,751
Loans and Advances to Community Organisations		417	-	417	-
Prepayments		528,790	463,200	528,790	463,200
		6,851,969	6,171,651	6,833,457	6,155,905
Non-Current					
Rateable Revenue and Utility Charges		1,885,074	2,218,751	1,885,074	2,218,751
Loans and Advances to Community Organisations		2,917	5,000	2,917	5,000
		1,887,990	2,223,751	1,887,990	2,223,751

Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtor's receivable.

Loans relate to advances made to various sporting bodies. These loans arise from time to time and are subject to negotiated interest rates. The credit risk on these loans is considered low.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area, because the area is largely food manufacturing, as well as a large concentration in the mining and agricultural sectors.

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

Not Past Due	1,916,663	2,816,868	1,928,035	2,806,583
Past Due 31-60 Days	913,203	100,573	909,402	95,112
Past Due 61-90 Days	83,329	47,517	79,201	47,517
More than 90 Days	5,360,294	4,982,847	5,338,339	4,982,847
Impairment	(62,320)	(15,603)	(62,320)	(15,603)
Total	8,211,169	7,932,202	8,192,657	7,916,456

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

11. INVENTORIES

Stores, raw materials and water held for resale are valued at the lower of cost or net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of average cost.

Inventories held for distribution are:

- Goods to be supplied at no or nominal, charge, and
- Goods to be used for the provision of services at no or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Inventories Held for Sale					
Land Held for Sale		74,508	74,508	74,508	74,508
		74,508	74,508	74,508	74,508
Inventories Held for Distribution					
Quarry and Road Materials		-	33,682	-	33,682
Plant and Equipment Stores		991,670	995,164	991,670	995,164
		991,670	1,028,846	991,670	1,028,846
Total Inventories		1,066,178	1,103,354	1,066,178	1,103,354

2017/2018 **FINANCIAL STATEMENTS**

Notes to the Financial Statements For the Year Ended 30 June 2018

12. PROPERTY, PLANT AND EQUIPMENT

Consolidated - 30 June 2018

Basis of Measurement	Note	Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
		Fair Value \$	Fair Value \$	Cost \$	Fair Value \$	Fair Value \$	Fair Value \$	Cost \$	\$

ASSET VALUES

Opening Gross Value as at 1 July 2017		44,886,439	148,543,856	31,453,460	598,979,905	160,662,605	116,379,296	30,463,556	1,131,369,117
Minor correction to opening balance		(2,267)	4,215	(1,597,930)	(14,922)	(12,445)	(39,971)	-	(1,663,320)
Additions		-	-	-	-	-	-	21,190,893	21,190,893
Disposals		(940,645)	(912,238)	(2,147,355)	(5,727,709)	(654,094)	(1,133,869)	-	(11,515,910)
Revaluation Adjustment to Asset Revaluation Surplus		497,645	-	-	-	-	-	-	497,645
Transfers from Work In Progress		-	4,235,188	1,866,443	17,197,753	11,862,383	2,176,795	(37,338,563)	-
Transfers Between Classes		-	482,818	-	(153,635)	(31,326)	(297,857)	-	-
Closing Gross Value as at 30 June 2018		44,441,172	152,353,838	29,574,618	610,281,393	171,827,123	117,084,394	14,315,886	1,139,878,425

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2017		-	30,174,527	18,391,989	62,182,038	47,814,852	28,649,884	-	187,213,290
Minor correction to opening balance		-	(8,066)	(1,263,750)	4,802	260	368	-	(1,266,387)
Depreciation Provided in Period		-	2,233,918	2,360,141	7,485,533	2,224,424	1,828,219	-	16,132,235
Depreciation on Disposals		-	(311,382)	(1,747,990)	(1,227,631)	(265,002)	(371,925)	-	(3,923,930)
Accumulated Depreciation as at 30 June 2018		-	32,088,997	17,740,390	68,444,742	49,774,533	30,106,546	-	198,155,208

Consolidated Book Value as at 30 June 2018

Range of Estimated Useful Life in Years	Not Depreciated	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	20 - 120	Not Depreciated	Total
Additions Comprise:		\$	\$	\$	\$	\$	\$	\$	\$
Renewals		-	-	-	-	-	-	10,685,561	10,685,561
Other Additions		-	-	-	-	-	-	10,505,332	10,505,332
Total Additions		-	-	-	-	-	-	21,190,893	21,190,893

2017/2018 **FINANCIAL STATEMENTS**

Notes to the Financial Statements For the Year Ended 30 June 2018

Council - 30 June 2018	Note	Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
Basis of Measurement									
ASSET VALUES									
		44,886,439	148,543,856	31,055,179	598,979,903	160,662,603	116,379,295	30,463,560	1,130,970,836
	Opening Gross Value as at 1 July 2017	(2,267)	4,215	(1,597,930)	(14,922)	(12,445)	(39,971)	-	(1,663,321)
	Minor correction to opening balance	-	-	-	-	-	-	21,190,893	21,190,893
	Additions	(940,645)	(912,238)	(2,147,355)	(5,727,709)	(654,094)	(1,133,869)	-	(11,515,910)
	Disposals	497,645	-	-	-	-	-	-	497,645
	Revaluation Adjustment to Asset Revaluation Surplus	-	-	-	-	-	-	-	-
	Transfers from Work in Progress	-	4,235,188	1,866,443	17,197,753	11,862,383	2,176,795	(37,338,563)	-
	Transfers Between Classes	-	482,818	-	(153,635)	(31,326)	(297,857)	-	-
	Closing Gross Value as at 30 June 2018	44,441,172	152,353,839	29,176,337	610,281,391	171,827,122	117,084,392	14,315,890	1,139,480,143
Accumulated Depreciation and Impairment									
	Opening Balance as at 1 July 2017	-	30,174,527	18,374,067	62,182,038	47,814,852	28,649,884	-	187,195,369
	Minor correction to opening balance	-	(8,066)	(1,263,750)	4,802	260	368	-	(1,266,386)
	Depreciation Provided in Period	-	2,233,918	2,320,804	7,485,533	2,224,424	1,828,219	-	16,092,898
	Depreciation on Disposals	-	(311,382)	(1,747,990)	(1,227,631)	(265,002)	(371,925)	-	(3,923,930)
	Accumulated Depreciation as at 30 June 2018	-	32,088,996	17,683,131	68,444,742	49,774,534	30,106,547	-	198,097,950
Consolidated Book Value as at 30 June 2018									
	Range of Estimated Useful Life in Years	44,441,172	120,264,842	11,493,206	541,836,649	122,052,587	86,977,845	14,315,890	941,382,193
		Not Depreciated	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	
Additions Comprise:									
		\$	\$	\$	\$	\$	\$	\$	\$
	Renewals	-	-	-	-	-	-	10,685,561	10,685,561
	Other Additions	-	-	-	-	-	-	10,505,332	10,505,332
	Total Additions	-	-	-	-	-	-	21,190,893	21,190,893

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

Consolidated - 30 June 2017		Note	Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
Basis of Measurement			Fair Value \$	Fair Value \$	Cost \$	Fair Value \$	Fair Value \$	Fair Value \$	Cost \$	\$
ASSET VALUES										
Opening Gross Value as at 1 July 2016			43,324,200	140,462,336	30,506,397	536,544,154	157,849,965	96,225,978	52,932,634	1,057,845,664
Additions			1,300,082	-	392,174	-	-	-	21,435,545	23,127,801
Disposals			(86,000)	(388,309)	(2,154,463)	(9,979,846)	(19,914)	(6,627,600)	750,000	(18,506,132)
Revaluation Adjustment to Asset Revaluation Surplus			141,986	4,651,401	-	58,136,533	2,544,159	3,427,705	-	68,901,784
Transfers from Work in Progress			-	4,024,599	2,709,352	14,279,064	288,395	23,353,213	(44,654,623)	-
Transfers Between Classes			206,171	(206,171)	-	-	-	-	-	-
Closing Gross Value as at 30 June 2017			44,886,439	148,543,856	31,453,460	598,979,905	160,662,605	116,379,296	30,463,556	1,131,369,117
Accumulated Depreciation and Impairment										
Opening Balance as at 1 July 2016			-	29,289,621	18,126,737	63,864,238	33,912,948	24,007,142	-	169,200,686
Depreciation Provided in Period			-	2,153,184	2,204,422	6,757,730	1,987,217	1,342,218	-	14,444,771
Depreciation on Disposals			-	(37,446)	(1,939,170)	(1,536,470)	(4,479)	(1,974,122)	-	(5,491,687)
Revaluation Adjustment to Asset Revaluation Surplus			-	(1,230,832)	-	(6,903,460)	11,919,166	5,274,646	-	9,059,520
Accumulated Depreciation as at 30 June 2017			-	30,174,527	18,391,989	62,182,038	47,814,852	28,649,884	-	187,213,290
Consolidated Book Value as at 30 June 2017										
Range of Estimated Useful Life in Years			44,886,439	118,369,329	13,061,471	536,797,867	112,847,753	87,729,412	30,463,556	944,155,827
Additions Comprise:			Not Depreciated	40 - 100	3 - 20	5 - 100	20 - 80	20 - 60	Not Depreciated	-
Renewals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Additions			1,300,082	-	392,174	-	-	-	12,995,574	12,995,574
Total Additions			1,300,082	-	392,174	-	-	-	8,439,971	10,132,227
			1,300,082	-	392,174	-	-	-	21,435,545	23,127,801

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Notes to the Financial Statements For the Year Ended 30 June 2018

Council - 30 June 2017	Note	Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
Basis of Measurement									
ASSET VALUES									
		43,324,200	140,462,336	30,500,290	536,544,154	157,849,965	96,225,978	52,932,634	1,057,839,557
	Opening Gross Value as at 1 July 2016	1,300,082	-	-	-	-	-	21,435,545	22,735,627
	Additions	(86,000)	(388,309)	(2,154,463)	(9,979,846)	(19,914)	(6,627,600)	750,000	(18,506,132)
	Disposals	141,986	4,651,401	-	58,136,533	2,544,159	3,427,705	-	68,901,784
	Revaluation Adjustment to Asset Revaluation Surplus	-	-	-	14,279,064	288,395	23,353,213	(44,654,623)	-
	Transfers from Work in Progress	206,171	(206,171)	-	-	-	-	-	-
	Transfers Between Classes	-	-	-	-	-	-	-	-
	Closing Gross Value as at 30 June 2017	44,886,439	148,543,856	31,055,179	598,979,905	160,662,605	116,379,296	30,463,556	1,130,970,836
Accumulated Depreciation and Impairment									
	Opening Balance as at 1 July 2016	-	29,289,621	18,123,084	63,864,238	33,912,948	24,007,142	-	169,197,033
	Depreciation Provided in Period	-	2,153,184	2,190,154	6,757,730	1,987,217	1,342,218	-	14,430,503
	Depreciation on Disposals	-	(37,446)	(1,939,170)	(1,536,470)	(4,479)	(1,974,122)	-	(5,491,687)
	Revaluation Adjustment to Asset Revaluation Surplus	-	(1,230,832)	-	(6,903,460)	11,919,166	5,274,646	-	9,059,520
	Accumulated Depreciation as at 30 June 2017	-	30,174,527	18,374,068	62,182,038	47,814,852	28,649,884	-	187,195,369
Consolidated Book Value as at 30 June 2017									
	Range of Estimated Useful Life in Years	44,886,439	118,369,329	12,681,111	536,797,867	112,847,753	87,729,412	30,463,556	943,775,467
	Not Depreciated	Not Depreciated	40 - 100	3 - 20	5 - 100	20 - 80	20 - 60	Not Depreciated	-
Additions Comprise:									
		\$	\$	\$	\$	\$	\$	\$	\$
	Renewals	-	-	-	-	-	-	12,995,574	12,995,574
	Other Additions	1,300,082	-	-	-	-	-	8,439,971	9,740,053
	Total Additions	1,300,082	-	-	-	-	-	21,435,545	22,735,627

2017/2018 **FINANCIAL STATEMENTS**

Notes to the Financial Statements For the Year Ended 30 June 2018

12. PROPERTY, PLANT AND EQUIPMENT**12.A Recognition**

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment and infrastructure assets and buildings with a total value of less than \$5,000 (excluding IT assets which are capitalised above \$1,500) are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

The classes of property, plant and equipment recognised by the Council are:

- Land and Improvements
- Other Plant and Equipment
- Waste Water
- Buildings
- Roads, Drainage and Bridge Network
- Work in Progress
- Water

Acquisitions of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees, engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Capital and Operating Expenditure

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Capital Work in Progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

12.B Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition or for construction includes direct labour and materials and an appropriate proportion of overheads plus freight in, architect's fees and engineering design fees and all other establishment costs where appropriate.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value.

12.C Depreciation

Land is not depreciated as it has an unlimited useful life. Formation/Earthworks in relation to infrastructure is not depreciated. Depreciation on other property, plant and equipment is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value (typically considered to be nil), progressively over its estimated useful life to the Council.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

In accordance with the depreciation requirements of AASB 116, "complex assets" are componentised into short-life and long-life components based on planned asset management strategies and are depreciated separately.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments are performed as part of the annual valuation process for assets at each reporting date.

12.D Impairment of Non-Current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually.

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

12.E Valuation**(i) Valuations Processes**

Council's valuation policies are set by Council and regularly reviewed taking into consideration an analysis of movements in fair value and other relevant information.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified Engineers and valuers to determine the fair value for each class of property, plant and equipment assets at approximately once every three years. This process involves the valuer physically sighting Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal and external engineers to assess for material differences in the assumptions for useful life, remaining lives and costs with all infrastructure assets. The results of which are considered in combination with suitable indexes from the Australian Bureau Statistics.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

To provide an indication about the reliability of the inputs used in determining fair values, Council classifies assets which are measured at fair value into the three levels prescribed under AASB 13: Fair Value Measurements, as follows:

Level 1: Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2: Fair value based on inputs that are directly or indirectly observable for the asset or liability.

Level 3: Fair value based on unobservable inputs for the asset and liability.

There were no transfers between levels during the year.

(ii) Valuation Techniques Used to Derive Fair Values

The table below summarises the level of detail applied in determining the value of Council's assets as at 30 June 2018.

Asset Category	Valuation Effective 30 June 2018	Performed By	Effective Date of Last Comprehensive Valuation	Performed By
Land	Desktop	Shepherd Services Pty Ltd	30-Jun-2016	APV Valuers and Asset Management
Buildings	Desktop	Shepherd Services Pty Ltd	30-Jun-2016	APV Valuers and Asset Management
Roads, Drainage and Bridge Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management
Water Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management
Sewerage Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management

Land (Level 3)

Level 3 valuation inputs were used to value land held in freehold title (investment and non-investment) as well as land used for special purposes which is restricted in use under current zoning rules. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square meter.

Buildings (Level 2 and 3)

The desktop review assessed for material differences in the assumptions for useful life, remaining lives and costs. The results of which are considered in combination with suitable indexes from the Australian Bureau Statistics.

Where there is a market for Council building assets, fair value has been derived from the sales prices of comparable properties.

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset of similar type and service.

The gross current values have been derived from reference to market data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors. (Rawlinson's Australian Construction Handbook).

Where a depth in market can be identified we have assessed the fair value of an asset, as the best estimate of price

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Notes to the Financial Statements For the Year Ended 30 June 2018

reasonably obtained in the market at the date of valuation.

Where there is no depth of market, the net current value of a building asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset.

The accumulated depreciation has been carried out on a component level by conducting a condition assessment on each of the various components within each building.

Buildings	2018 \$	2017 \$
Residential/Commercial (Level 2)	1,063,612	1,073,000
Specialised Buildings (Level 3)	81,133,207	104,171,902
Total	82,196,819	105,244,902

Water, Wastewater and Road, Drainage and Bridge Network Asset Classes (Level 3)

The valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced such as earthworks.

The accumulated depreciation cost was determined by an assessment of the age from either its construction date or by a condition assessment where an asset was close to the end of its life or where no reliable construction data information was available. The age in days is then times by the daily depreciation amount to determine the accumulated depreciation amount.

Condition assessments used the following table to determine the remaining life of an asset.

Condition Rating	Description	% Asset Remaining (Based on Delivery of Future Economic Benefit)
0	Brand New	100
1	Excellent (only normal maintenance required)	95
2	Good (minor defects only/minor maintenance required up to 25%)	75
3	Average (significant maintenance required 50%)	50
4	Poor (requires replacement within next 1-2 years)	20
5	Asset Failure (requires immediate replacement)	5

Remaining Life (Condition) = Useful Life x % Asset Remaining.

The sensitivity of level 3 inputs to change is unlikely due to the fact that these assets are public assets and their observable inputs will not change.

Dimensional changes and normal annual cost increases to unobservable inputs like plant, labour and material costs would change the fair value of assets, these changes are factored into the valuation inputs used at the 30th of June 2018. Below is a summary of unobservable inputs.

Significant Unobservable Inputs	Range of Inputs
Number of Plant and Labour Hours	hours/m ² or linear metre
Material Usage Quantities	varies depending upon the type of material
Material Costs	varies depending upon the type of material
Condition	1-5
Remaining Useful Life	1-120

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Notes to the Financial Statements For the Year Ended 30 June 2018

13. INTANGIBLE ASSETS

Intangible assets with a cost or other value exceeding \$5,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

The water allocation assets are considered to have an indefinite useful life. The assets were tested for impairment at 30 June 2018, by comparing the carrying value of the water distribution network cash-generating unit (incorporating the tangible water infrastructure and the intangible allocation assets) against the net present value of forecast future cash flows to be generated over the maximum replacement lifecycle of network assets. While Council does not operate the water distribution network to generate a profit, Council does set rates for water access and distribution with the view to recovering the costs of maintaining the distribution network. Key assumptions employed in this analysis included net first year recurrent cash flows of \$4.557m, annual cash flow growth of 3.95% and a discount rate of 5.21%. The results of the impairment assessment performed indicated that the water allocation assets were not impaired as at 30 June 2018.

Costs associated with the purchase and development of Council's business system, has been capitalised and is being amortised on a straight-line basis over the period of expected benefit to Council, being 10 years.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where appropriate.

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Water Allocation					
Closing Gross Carrying Value		6,234,639	6,234,639	6,234,639	6,234,639
Computer Software					
Opening Gross Carrying Value		2,416,730	2,428,450	2,416,730	2,428,450
Additions		312,697	271,439	312,697	271,439
Amortisation		(303,461)	(283,160)	(303,461)	(283,160)
Closing Gross Carrying Value		2,425,966	2,416,730	2,425,966	2,416,730
Total Intangible Assets		8,660,605	8,651,368	8,660,605	8,651,368

14. PAYABLES

Creditors are recognised upon receipt of invoice, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual and long service leave in respect of services provided by the employees up to the reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current liability.

Current

Creditors and Accruals		1,306,293	1,705,508	1,306,293	1,696,861
Annual Leave		2,072,494	2,214,973	2,072,494	2,214,973
Other Entitlements		123,294	124,185	123,294	124,185
		3,502,081	4,044,666	3,502,081	4,036,019

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Notes to the Financial Statements For the Year Ended 30 June 2018

15. BORROWINGS

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Current					
Loans - Queensland Treasury Corporation		2,623,849	3,975,066	2,623,849	3,975,066
Non-Current					
Loans - Queensland Treasury Corporation		39,427,740	38,604,815	39,427,740	38,604,815
Loans - Queensland Treasury Corporation					
Opening Balance at Beginning of Financial Year		42,579,881	44,931,544	42,579,881	44,931,544
Loans Raised		2,000,000	-	2,000,000	-
Principal Repayments		(2,528,292)	(2,351,663)	(2,528,292)	(2,351,663)
Book Value at End of Financial Year		42,051,589	42,579,881	42,051,589	42,579,881

The QTC loan market value at the reporting date was \$45,360,924 representing the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made to these accounts.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government.

No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 September 2022 to 15 September 2037.

South Burnett Regional Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows.

Council's borrowings with QTC are fixed rate loans, as such Council is not subject to any material level of interest rate risk on borrowings with QTC.

There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made annually in advance.

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Notes to the Financial Statements For the Year Ended 30 June 2018

16. PROVISIONS**Long Service Leave**

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employees remaining in Council's employment or other associated employment which would result in Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to the Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12-month, long service leave is classified as a current liability. Otherwise it is classified as non-current.

Waste Restoration

The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to the Queensland Treasury Corporation Debt Pool rate with a date corresponding to the anticipated date of the restoration.

The provision represents the present value of the anticipated future costs associated with the closure of 27 old and operating refuse disposal sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires the use of assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates.

These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse disposal sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 2037 and that the restoration on the various sites will occur progressively after closing.

Note	Consolidated		Council	
	2018 \$	2017 \$	2018 \$	2017 \$
Current				
Long Service Leave	3,224,597	3,444,628	3,224,597	3,444,628
Other	73,608	68,052	73,608	68,052
	3,298,205	3,512,680	3,298,205	3,512,680
Non-Current				
Quarry Rehabilitation	832,016	981,391	832,016	981,391
Refuse Restoration	12,220,299	12,163,360	12,220,299	12,163,360
Long Service Leave	521,709	670,239	521,709	670,239
	13,574,023	13,814,990	13,574,023	13,814,990

*Details of Movements in Provisions***Refuse Restoration**

Initial Recognition	12,163,360	10,361,111	12,163,360	10,361,111
Increase/(Decrease) in Estimate of Future Cost	61,573	449,966	61,573	449,966
Increase/(Decrease) Due to Change in Discount Rate	(279,327)	775,074	(279,327)	775,074
Increase Due to Unwinding of Discount	274,693	577,209	274,693	577,209
Balance at End of Financial Year	12,220,299	12,163,360	12,220,299	12,163,360

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Notes to the Financial Statements For the Year Ended 30 June 2018

17. ASSET REVALUATION SURPLUS

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of asset is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus, unless the asset disposed is the last remaining asset in its particular asset category.

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
The Closing Balance of the Asset Revaluation Surplus Comprises the following Asset Categories:					
Land and Improvements		15,539,735	15,044,356	15,539,735	15,044,356
Buildings		59,257,645	59,240,130	59,257,645	59,240,130
Road, Drainage and Bridge Network		319,520,515	319,545,471	319,520,515	319,545,471
Water		56,565,057	58,655,538	56,565,057	58,655,538
Sewerage		57,225,333	55,187,898	57,225,333	55,187,898
		507,774,104	507,673,393	507,774,104	507,673,393

18. COMMITMENTS FOR EXPENDITURE**Contractual Commitments**

Contractual Commitments at End of Financial Year, but Not Recognised in the Financial Statements are as follows:

Garbage Collection Contract	5,332,832	6,529,999	5,332,832	6,529,999
Security	118,349	48,098	118,349	48,098
Cleaning Contractors	918,791	263,717	918,791	263,717
	6,369,972	6,841,814	6,369,972	6,841,814

19. CONTINGENT LIABILITIES

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The South Burnett Regional Council is a member of the Local Government Mutual Liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2017 the financial statements of LGM Queensland reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government WorkCare

The South Burnett Regional Council is a member of the Queensland Local Government Worker's Compensation Self-Insurance Scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self-insurance licence be cancelled and there were insufficient funds to cover outstanding liabilities. Only the government's worker's compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$403,828 for 30 June 2018.

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Notes to the Financial Statements For the Year Ended 30 June 2018

20. SUPERANNUATION

Council contributes to the LGIAsuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIAsuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIAsuper is unable to account for its proportionate share of the defined obligation, plan assets and costs. Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically South Burnett Regional Council can be liable to the scheme for a portion of another local governments' obligation should that local government be unable to meet them. However, the risk of this occurring is extremely low and in accordance with the LGIAsuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2015. The actuary indicated that "At the valuation date of 1 July 2015, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

Another actuarial investigation is being conducted as at 1 July 2018. At the time of signing these financial statements this investigation is still in progress.

The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advice of the actuary, are:

Investment Risk – The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary Growth Risk – The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

There are currently 63 entities contributing to the scheme and any changes in contribution rates would apply equally to all 63 entities. South Burnett Regional Council made less than 4% of the total contributions to the plan in the 2017-18 financial year.

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Superannuation Contributions made to the Regional Defined Benefits Fund		261,052	261,052	301,763	301,763
Other Superannuation Contributions for Employees		2,179,869	2,179,869	2,169,219	2,169,219
The Amount of Superannuation Contributions Paid by Council to the Scheme in this period for the Benefit of Employees was:		2,440,921	2,470,982	2,440,921	2,470,982
		2019 \$		2019 \$	
Contributions Council Expects to make to the Regional Defined Benefits Fund for 2018/2019		156,078		156,078	

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Notes to the Financial Statements For the Year Ended 30 June 2018

21. TRUST FUNDS

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Trust Funds Held for Outside Parties					
Security Deposits		721,225	722,372	721,225	722,372

Trust Funds are monies collected or held on behalf of other individuals and/or entities yet to be paid out to or on behalf of those individuals and/or entities. The South Burnett Regional Council performs only a custodial role in respect of these monies. As these funds cannot be used by Council, they are not brought to account in these financial statements.

22. RECONCILIATION OF RESULT FROM ORDINARY ACTIVITIES TO NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES

	Note	Consolidated		Council	
		2018 \$	2017 \$	2018 \$	2017 \$
Net Result		875,160	2,509,584	924,078	1,944,125
Non-Cash Items:					
Depreciation and Amortisation		16,435,696	14,727,931	16,396,359	14,713,663
Unwinding of Discount - Restoration Provisions		381,258	562,920	381,258	562,920
Bad Debt Expense		46,717	14,044	46,717	14,044
Investing and Development Activities:					
Net (Profit)/Loss on Disposal of Non-Current Assets		6,699,548	12,486,326	6,699,548	12,486,326
Capital Grants and Contributions		(8,017,166)	(11,863,078)	(8,017,166)	(11,463,078)
		(1,317,618)	623,248	(1,317,618)	1,023,248
Changes in Operating Assets and Liabilities:					
(Increase)/Decrease in Receivables		(405,048)	(1,836,545)	(390,176)	(1,835,332)
(Increase)/Decrease in Inventory		37,176	25,590	37,176	25,590
Increase/(Decrease) in Payables		(530,478)	(1,113,532)	(533,938)	(1,118,184)
Increase/(Decrease) in Other Provisions		(339,055)	15,346	(339,055)	15,346
Increase/(Decrease) in Other Liabilities		1,476,408	2,346,191	1,476,408	2,346,191
		239,003	(562,950)	250,415	(566,389)
Net Cash Inflow from Operating Activities		16,660,216	17,874,777	16,681,209	17,691,611

23. RECONCILIATION OF LIABILITIES ARISING FROM FINANCE ACTIVITIES

	Note	as at 30 June 2017	Cash Flows	as at 30 June 2018
Loans	15	42,579,881	(528,292)	42,051,589
		42,579,881	(528,292)	42,051,589

24. EVENTS AFTER THE REPORTING PERIOD

There are no material adjusting events after the balance date.

2017/2018 FINANCIAL STATEMENTS

Notes to the Financial Statements For the Year Ended 30 June 2018

25. TRANSACTIONS WITH RELATED PARTIES**(a) Subsidiaries**

The following transactions occurred with subsidiaries:

Council leases the Lady Bjelke-Petersen hospital building facilities to the South Burnett Community Hospital Foundation Limited for a nominal fee. All funding support given to the Foundation was agreed to by the Council for the 2017-2018 financial year.

(b) Transactions with Key Management Personnel (KMP)

KMP include the Mayor, Councillors, council's Chief Executive Officer, some executive management personnel and Directors of South Burnett Community Hospital Foundation. The Directors of South Burnett Community Hospital Foundation receive no remuneration for their services. The compensation paid to KMP for 2017/18 comprises:

	2018 \$	2017 \$
Short-Term Employee Benefits	1,515,662	1,334,002
Post-Employment Benefits	221,970	218,191
Long-Term Benefits	9,154	9,407
Termination Benefits	34,890	-
Total	1,781,676	1,561,600

Detailed remuneration disclosures are provided in the annual report.

(a) Transactions with Other Related Parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are disclosed below:

Details of Transaction	Additional Information	2018 \$	2017 \$
Employee expenses for close family members of Key Management Personnel	25 c(i)	322,116	227,788

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

The council employs 310 staff of which only 4 are close family members of key management personnel.

(a) Loans and Guarantees to/from Related Parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(b) Transactions with Related Parties that Have Not Been Disclosed

Most of the entities and people that are related parties of Council live and operate within the South Burnett Regional Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of Rates
- Normal use of Council's Sport and Recreational Facilities
- Dog Registration
- Normal Fees and Charges

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

Whilst there are other businesses identified in the Related Parties Notifications, transactions with those entities have been dealt with in accordance with Council's procurement policies and procedures.



South Burnett Regional Council

Management Certificate

For the Year Ended 30 June 2018

These general purpose financial statements have been prepared pursuant to Sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation we certify that:

- (i) The prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) The general purpose financial statements present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

Mayor
Cr Keith Campbell

04.10.2018

Date

Chief Executive Officer
Mr Mark Pitt

04-10-2018

Date

2017/2018 **FINANCIAL STATEMENTS**

INDEPENDENT AUDITOR'S REPORT

To the Councillors of South Burnett Regional Council

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of South Burnett Regional Council (the Council) and its controlled entities (the Group).

In my opinion, the financial report:

- a) gives a true and fair view of the Council's and Group's financial position as at 30 June 2018, and of their financial performance and cash flows for the year then ended;
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statements of financial position as at 30 June 2018, the statements of comprehensive income, statements of changes in equity and statements of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the management certificate given by the Mayor and the Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the Council and the Group in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises the information included in the South Burnett Regional Council's annual report for the year ended 30 June 2018, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information was the current year financial sustainability statement and long-term financial sustainability statement.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Council for the financial report

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Council is also responsible for assessing the Council's and Group's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the Council or to otherwise cease operations of the Group.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Council's or the Group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.

2017/2018 **FINANCIAL STATEMENTS**

- Conclude on the appropriateness of the Council's and the Group's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's or the Group's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Council or the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the audit of the Group. I remain solely responsible for my audit opinion.

I communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2018:

- a) I received all the information and explanations I required.
- b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Melissa Read
as delegate of the Auditor-General

15 October 2018

Queensland Audit Office
Brisbane

Current-Year Financial Sustainability Statement

For the Year Ended 30 June 2018

Measures of Financial Sustainability	How the Measure is Calculated	Actual - Council	Target
CONSOLIDATED			
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-0.68%	Between 0% and 10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	66.2%	Greater than 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	28.5%	Not greater than 60%
COUNCIL			
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-0.61%	Between 0% and 10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	66.4%	Greater than 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	29.0%	Not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2018.

2017/2018 **FINANCIAL STATEMENTS**



South Burnett Regional Council

Certificate of Accuracy

For the Year Ended 30 June 2018

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.

Mayor
Cr Keith Campbell

04.10.2018

Date

Chief Executive Officer
Mr Mark Pitt

04-10-2018

Date



INDEPENDENT AUDITOR'S REPORT

To the Councillors of South Burnett Regional Council

Report on the Current Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of South Burnett Regional Council for the year ended 30 June 2018 comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of South Burnett Regional Council for the year ended 30 June 2018 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises the information included in South Burnett Regional Council's annual report for the year ended 30 June 2018, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information was the general purpose financial statements and the long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

2017/2018 **FINANCIAL STATEMENTS**

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the current year financial sustainability statement

The council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The council's responsibility also includes such internal control as the council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in blue ink that reads "Melissa Read".

15 October 2018

Melissa Read
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

2017/2018 **FINANCIAL STATEMENTS****Long-Term Financial Sustainability Statement**

For the Year Ended 30 June 2018

Prepared as at 30 June 2018

Measures of Financial Sustainability	How the Measure is Calculated	Target	Actuals as at 30 June 2018	30 June 2019	30 June 2020	30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027
CONSOLIDATED												
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	-0.68%	1.8%	2.6%	3.2%	3.7%	4.3%	4.3%	5.0%	4.6%	5.2%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	Greater than 90%	66.2%	104.9%	83.1%	71.2%	83.4%	110.1%	100.9%	67.6%	70.3%	103.1%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	Not greater than 60%	28.6%	24.9%	21.7%	14.7%	16.5%	24.9%	25.9%	18.3%	11.6%	13.0%
COUNCIL												
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	-0.61%	1.8%	2.6%	3.2%	3.7%	4.3%	4.3%	5.0%	4.6%	5.2%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	Greater than 90%	66.4%	104.9%	83.1%	71.2%	83.4%	110.1%	100.9%	67.6%	70.3%	103.1%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	Not greater than 60%	29.0%	24.9%	21.7%	14.7%	16.5%	24.9%	25.9%	18.3%	11.6%	13.0%

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs. In summary, we achieved the financial targets, performing strongly in our ability to generate cash from day-to-day operations, meeting all financial commitments in the financial year. This was achieved while maintaining community services and making ongoing investment in community infrastructure.



South Burnett Regional Council

Certificate of Accuracy

**For the Long-Term Financial Sustainability Statement
Prepared as at 30 June 2018**

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

Mayor
Cr Keith Campbell

04.10.2018

Date

Chief Executive Officer
Mr Mark Pitt

04-10-2018

Date



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ACRONYMS

AASB	Australian Accounting Standards Board	NRM	Natural Resource Management
ACW	Australia's Country Way	PCYC	Police Citizens Youth Club
ACH	Arts Culture and Heritage	PIA	Planning Institute of Australia
APV	Adjusted Present Value	QAO	Queensland Audit Office
BIEDO	Burnett Inland Economic Development Organisation	QMS	Quality Management System
BP	Bjelke-Petersen	QRAIL	Queensland Rail
BVRT	Brisbane Valley Rail Trail	QTC	Queensland Treasury Corporation
CASA	Civil Aviation Safety Authority	RADF	Regional Arts Development Fund
CBA	Commonwealth Bank of Australia	REDAC	Regional Economic Development Advisory Committee
CEDA	Community Economic Development Australia	RLCIP	Regional and Local Community Infrastructure Program
CEO	Chief Executive Officer	RMPC	Routine Maintenance Performance Contract
CR	Councillor	RPO	Recovery Point Objective
CTC	(South Burnett) Community Training Centre	RRG	Regional Road Group
DLGP	Department of Local government and Planning	RSVP	Rapid Surveillance for Vector Presence (Mosquito trap)
DTMR	Department of Transport and Main Roads	RTI	Right to Information
EBA	Enterprise Bargaining Agreement	RTO	Recover Time Objective
ECM	Electronic Content Management	RTR	Roads to Recovery
EEO	Equal Employment Opportunity	SBCOS	South Burnett and Cherbourg on Show
EOC	Emergency Operations Centre	SBD	South Burnett Directions
ERM	Enterprise Risk Management	SBHCP	South Burnett Healthy Communities Plan
EVNT	Endangered, Vulnerable and Near Threatened	SBLDMG	South Burnett Local Disaster Management Group
F5F	First 5 Forever Reading Program	SES	State Emergency Service
FTE	Full-time Equivalent Staff Member	SET	Senior Executive Team
GAT	Gravid Aedes (Mosquito) Traps	SMT	Senior Management Team
GPS	Global Positioning Satellite	SOE	Standard Operating Environment
GST	Goods and Services Tax	SQCT	Southern Queensland Country Tourism
HARRY	Helping Access Relevant Resources for You	TGWSBT	Toowoomba Golden West South Burnett Tourism
HCC	Healthy Communities Committee	TIDS	Traffic Infrastructure Development Scheme
ICT	Information and Communications Technology	TSBE	Toowoomba Surat Basin Enterprise
IDAS	Integrated Development Assessment System	USQ	University of Southern Queensland
IPA	Independent Public Accountant	VIC	Visitor Information Centre
JCC	Joint Consultative Committee	WBBROC	Wide Bay Burnett Regional Organisation of Councils
KPI	Key Performance Indicator	WBBRRG	Wide Bay Burnett Regional Road Transport Group
LAC	Local Ambulance Committee	WBC	Westpac Banking Corporation
LLA	Local Level Alliance	WBRP	Wide Bay Regional Plan
LDCC	Local Disaster Coordination Centre	WHS	Workplace Health and Safety
LDMG	Local Disaster Management Group	WHSMS	Workplace Health and Safety Management System
LG	Local Government	WIOA	Water Industry Operators Association
LGA	Local government Act	WMP	Waste Management Plan
LGAQ	Local government Association of Queensland		
LGGSPIS	Local Government Grants and Subsidies Program Infrastructure Subsidy		
MCBF	Mayor's Community Benefit Fund		
NAB	National Australia Bank		
NDRRA	Natural Disaster Relief Recovery Arrangements		



SEND US YOUR FEEDBACK

We want to hear your views on the Annual Report so we can continually improve our reporting.

Your Details:

Name: _____ Organisation: _____

Postal Address: _____

Email: _____

Content:	Excellent	Good	Satisfactory	Poor
How do you rate the usefulness of the information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the degree of detail provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the information be made more useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Structure:	Excellent	Good	Satisfactory	Poor
How do you rate the grouping of information in each section?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the sequencing of the sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could grouping and sequencing be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Style and Design:	Excellent	Good	Satisfactory	Poor
How do you rate the style of writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the clarity of tables and graphs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the style and design be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating of the Report:	Excellent	Good	Satisfactory	Poor
Please provide an overall rating of this report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stakeholder:

Please indicate what stakeholder group you belong to (✓ appropriate category):

- | | |
|---|--|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Local government |
| <input type="checkbox"/> Ratepayer | <input type="checkbox"/> Government Department |
| <input type="checkbox"/> Customer | <input type="checkbox"/> Potential Investor |
| <input type="checkbox"/> Community Organisation | <input type="checkbox"/> Industry Organisation |

Any other suggestions for improvement:

Yes, I'd like to keep up-to-date with Council and join the e-news mailing list

Thank you for your feedback.

Cut this page out, fold, tape up and affix your stamp and post to:

Chief Executive Officer, South Burnett Regional Council
PO Box 336 Kingaroy Qld 4610

AFFIX STICKY TAPE

Attn: Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROO QUEENSLAND 4610





AFFIX
STAMP
HERE





South Burnett Regional Council

PO Box 336, Kingaroy Q 4610
E info@southburnett.qld.gov.au
P 1300 789 279 or 07 41 89 91 00
F 07 4162 4806
www.southburnett.qld.gov.au

 South Burnett Region  @SouthBurnettRC

Customer Service Centres

Blackbutt
69 Hart Street, Blackbutt

Kingaroy
45 Glendon Street, Kingaroy

Murgon
42 Stephens Street West, Murgon

Nanango
48 Drayton Street, Nanango

Wondai
Cnr Scorn and Mackenzie Streets, Wondai

Libraries

Blackbutt Library
69 Hart Street, Blackbutt

Kingaroy - TJ O'Neill Memorial Library
Glendon Street, Kingaroy

Murgon - Dermot Tiernan Memorial Library
243 Stephen Street West, Murgon

Nanango Municipal Library
Drayton Street, Nanango

Proston Public Library
34 Blake Street, Proston

Wondai - Col Morris Library
78 Mackenzie Street, Wondai

Stores and Depots

Kingaroy Depot
Minc Street, Kingaroy

Murgon Depot
Macalister Street, Murgon

Nanango Stores
Dalby Street, Nanango

Proston Depot
46 Odden Road, Proston

Wondai Stores
30 Perdone Street, Wondai

Visitor Information Centres

Blackbutt Visitor Information Centre
Hart Street, Blackbutt

Murgon Visitor Information Centre
Lamb Street, Murgon

Nanango Visitor Information Centre
Henry Street, Nanango

South Burnett Visitor Information Centre
Haly Street, Kingaroy

Wondai Visitor Information Centre
80 Haly Street, Wondai

Recreational Facilities

Boondooma Dam Caravan and Recreation Park
40 Bushcamp Rd, Proston

Yallakool Park on Bjelke-Petersen Dam
Barambah Road, Murgon



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