



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 19 August 2020

**I hereby give notice that an Ordinary Meeting of Council will be held
on:**

Date: Wednesday, 19 August 2020

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 PRAYERS**
- 4 RECOGNITION OF TRADITIONAL OWNERS**
- 5 DECLARATION OF INTEREST**

6 DEPUTATIONS/PETITIONS**6.1 PETITION OBJECTING TO THE UNREASONABLE INCREASE IN WATER CHARGES FROM THE COUNCIL STAND PIPES ACROSS THE REGION**

File Number: PET - 19-08-2020
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Jane Erkens presented a petition objecting to the “unreasonable increase in water charges from the council stand pipes across the region”.

SUMMARY

A petition has been received objecting to the unreasonable increase in water charges from the council stand pipes across the region.

OFFICER'S RECOMMENDATION

That the petition be received and referred to the Chief Executive Officer for consideration and relevant action.

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 15 JULY 2020

File Number: 19-08-2020

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

1. That the Minutes of the Special Council Meeting held on 15 July 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Special Council Meeting held on 15 July 2020



MINUTES

**Special Council Meeting
Wednesday, 15 July 2020**

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MINUTES OF SOUTH BURNETT REGIONAL COUNCIL SPECIAL COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 15 JULY 2020 AT 9.02AM

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 ATTENDANCE

Councillors

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

Council Officers

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PRAYERS / ACKNOWLEDGEMENT OF COUNTRY

A representative of the Barambah Ministers Association, Pastor Glen Von Hoff offered prayers for Council and for the conduct of the Council meeting.

Pastor Max Conlon acknowledged the traditional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

Nil

6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT

6.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2020-21

RESOLUTION 2020/5

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That in accordance with Section 174(1) of the *Local Government Regulation 2012*, Council adopt the South Burnett Regional Council Annual Operational Plan 2020-21.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

ATTENDANCE:

General Manager Aaron Meehan left the meeting at 9.33am
General Manager Aaron Meehan returned to the meeting at 9.41am

6.2 MAYOR'S BUDGET ADDRESS FOR 2020/2021 BUDGET

RESOLUTION 2020/6

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the Mayor's Budget Address for the 2020/2021 Budget be received.

2020-21 Budget – the first step in moving forward together:

Fellow councillors, staff, media and most importantly, the people of the South Burnett, it is with a great sense of responsibility that I table the South Burnett Regional Council's 2020-21 budget. To the people of our region, this is your money, this is your budget, this is your freshly elected council's first strategic initiative in starting the process of re-building our economy and providing you with a brighter future.

At the recent election, you the people made clear your expectations of council, reasonable expectations of better value for money for ratepayers, improved service standards, enhanced facilities for youth, families, the disabled and the elderly as well as a commitment from council to create an environment that encourages investment in our region, promotes economic prosperity and population growth and most importantly, supports the sustainable development of all communities across our rural towns and villages, irrespective of size or location.

I can say with hand on heart, that as your new mayor, I have left no stone unturned in working through the budget line by line and with my fellow councillors, our CEO and staff have made every effort to deliver a budget that provides a responsible and compassionate response to the economic challenges facing the people of our region in these unprecedented times. Having said that, this budget is far from perfect, indeed it is very much a work-in-progress and I acknowledge that we have much more work to do. It is however, an important first step and reflects the priorities outlined in council's Operational Plan for the 2020-21 financial year, priorities that constitute the early stages of creating more prosperous and liveable communities.

It is a \$108 million plan to kick start the process of building a stronger South Burnett through partnerships with higher levels of government and by working together through stronger connection to and better engagement with community.

In delivering this budget, council remains conscious of the financial, social and emotional burden endured by our region's residents through the cumulative impact of the ongoing drought and Covid-19 pandemic.

To the people of the South Burnett, those whose small businesses are suffering, who have had their hours cut or lost their jobs, farmers who are still battling the drought, families who are facing rising costs of living, pensioners and retirees who are struggling to make ends meet, we understand that you are doing it tough and that there is much uncertainty on the horizon.

In response to such, council has been careful to formulate a considered and measured response to supporting the community through these challenging times. A response that provides short-term relief without compromising the ability of council to sustain a sound financial position and asset management strategy for future generations. As such, this budget response includes:

- the first 0% general rate rise in the history of the South Burnett Regional Council, achieved through savings of approximately \$1.4 million to council's proposed operating budget. These savings will be delivered alongside a long overdue pay increase of 2.5% for staff and absorbing an expected CPI increase to the cost of materials and services of around 2%;
- a 0% increase to council controlled fees and charges;

-
- a 0% increase to the commercial wheelie bin charge in support of small business;
 - an amnesty on outstanding debt recovery during the COVID period;
 - miscellaneous case by case deferral or relief of service charges for local not-for-profit community organisations;
 - refunding all prepaid council facility reservations; and
 - a commitment to supporting local small business through reforms to council's procurement policy.

While council will receive no additional income from general rates due to the capping of such, it is important to note that some ratepayers general rates will increase, while others will decrease. This is due to the phased in valuation of their land. Council adopted 3-year valuation averaging as a means of smoothing or phasing in the large land valuation increases caused by the land revaluation undertaken by the Department of Natural Resources Mines & Energy as at 01/07/2019.

As part of council's engagement policy, I will be holding community forums across the region throughout the first week of August to provide further community information on rates and charges.

An **operating budget of \$70 million** will support the delivery of key community services and facilities maintenance programs. Within this \$70 million, **\$28 million has been set aside for asset renewals**, underpinning council's strong commitment to sustainable infrastructure across our extensive road network, water, wastewater, and community buildings and parks and gardens assets. In doing so, council is ensuring existing assets are available for the benefit of future generations.

The current year budget is projected to result in a **\$2.2 million cash surplus, with an overall operating deficit of \$3.6 million** after depreciation. A significant contributing factor is an increase in depreciation of almost \$2 million, largely due to the recent revaluation of building assets.

At 30 June 2021, council's current assets are projected to \$49.2 million dollars, including **\$43 million in cash at bank**. Current liabilities are projected to \$14.8 million.

Total assets are projected to \$951 million, with total liabilities at \$61 million, of which council **borrowings are projected to reduce to \$33.6 million**. Council has adopted a debt policy of no new borrowings for the 2020-21 financial year.

Total community equity is projected to increase to **\$890 million** by 30 June 2021.

As highlighted, this budget position reflects the first stage in the budgetary process. Council will be embarking on a series of further financial reviews during the course of the year with the objective of balancing council's financial position against economic conditions, such will include, but not be limited to:

- a comprehensive study into rating categories to create improved equity in council rates;
- an independent audit of the roads and building assets valuation reports;
- further review of asset management plans as to priorities for buildings and parks & gardens;
- a detailed review of council's motor vehicle fleet; and if necessary,
- a mid-year review of 2020-21 rates and charges in response to Covid-19.

In addition to the operating budget, asset management planning has facilitated the development of a **\$38 million capital investment program** to be shared across all communities, encompassing:

- \$22.5 million on roads, drains and bridges;
- \$5.8 million on buildings, parks & gardens;
- \$3 million on water infrastructure;
- \$3.7 million on sewerage and wastewater infrastructure;
- \$2.3 million on plant;

-
- \$350,000 on waste assets;
 - \$480,000 on information technology systems.

Providing secure and reliable water and sewerage services are a significant responsibility for councils. Our local water and sewerage network is under increasing stress due to ageing infrastructure. Long-term financial forecasts indicate that additional cash reserves will be required to fund significant capital expenditure associated with the replacement and upgrading of essential water and sewerage assets. In order to accumulate the required cash reserves, council has adopted a measured and responsible approach to increasing water and sewerage charges so as to smooth the impact on users over consecutive years.

As such, to provide for sustainable management of these critical assets, water and sewerage user charges will increase as follows for the 2020-21 financial year:

- the water access charge for urban residential users will increase by **2%** from \$611.50 per annum to **\$624 per annum** (an increase of \$12.50 per annum);
- water consumption charges will increase by **2.1% from \$1.54 to \$1.57 (3 cents per kilolitre)** on tier 1 consumption and by 2.1% on tiers 2 and 3 (an annual increase of \$1.56 per annum for a household consuming 52 kilolitres per annum);
- the wastewater (sewerage) charge will increase by **2%** from \$724.70 to **\$739 per annum** (an increase of \$14.30 per annum);

Overall, most urban residential ratepayers will pay an additional \$28.36 per annum for water and sewerage services.

The current water feasibility study funded by the commonwealth governments National Water Infrastructure Development Fund will be crucial to identifying future solutions for water security and will provide a platform upon which council will actively pursue government investment in our region's water infrastructure needs.

Council cannot rely solely upon ratepayers to fund our aged and deteriorating water and waste water network and as such will need to lobby state and federal governments to recognise and support this critical infrastructure for our rural communities.

Council is compelled by state legislation to make provision for future landfill costs. Long-term financial forecasts indicate that additional cash reserves will be required to fund significant capital expenditure associated with future landfill. In order to accumulate the required cash reserves, council has again adopted a measured and responsible approach to increasing waste charges so as to smooth the impact on users over consecutive years.

As such, waste user charges will increase as follows for the 2020-21 financial year:

- the waste management levy will increase by 8% from \$150.50 to **\$162.50 per annum** (an increase of \$12.00 per annum), including a \$2.50 charge to maintain the current opening hours at all tips and to increase the opening hours at the Murgon and Wondai tips to seven half days per week;
- domestic wheelie bin charge will increase by 2% from \$165 to \$168 per annum (an increase of \$3.00 per annum);
- there will be no increase to the commercial wheelie bin charge, remaining at \$243 per annum;

Overall, most urban residential ratepayers will pay an additional \$15.00 per annum for waste collection and disposal services.

The community rescue and evacuation levy will increase from \$4 per annum to \$5 per annum, with all funds going directly to Lifeflight.

The state emergency management levy, also known as the rural fire levy will not increase, remaining at \$130.20 per annum.

This means that most residential ratepayers will have an increase of \$44 a year, or 85 cents a week, with the total change in rates and utility charges of 1.79% compared to rates and utility charges levied in 2019/2020.

Rural ratepayers without water, sewerage and bin collection services are not subject to these charges

Council's maximum \$200 pensioner rebate remains, matched by the \$200 maximum State Government pensioner subsidy.

I will continue to advocate strongly to state and federal governments on behalf of the people of the South Burnett for a more equitable share of funding. Insufficient funding from government for council operations has repeatedly compromised our capacity to deliver essential services and infrastructure and to minimise the burden on ratepayers.

Private sector investment is a key strategic priority for council, our ability to grow our population and provide improved living standards for our people is significantly dependant on long-term job creation. Fostering greater diversity in our regional economy is a key factor in building increased resilience and economic security.

Council will work to engage much more productively with private companies and public sector agencies to foster industry growth across our region in sectors such as agricultural production, food processing, freight distribution, manufacturing, the Arts and tourism.

Mental health issues across the state of Queensland have been further exacerbated by the Covid-19 crisis. I am confident that our region can provide a healthy option for people seeking a more balanced and authentic lifestyle post Covid-19 and as such lead to a renewed period of tree change inspired population growth.

By working together we can position our region to achieve its potential. A potential for enhanced liveability and economic prosperity that is underpinned by our enviable country lifestyle, welcoming communities, an abundance of rich and diverse natural resources, close proximity to burgeoning coastal and urban populations and emerging export hubs, including Toowoomba's Wellcamp Airport.

I wish to acknowledge and thank my fellow councillors, our CEO, Mark Pitt, council staff and in particular our general manager of finance and corporate services, Susan Jarvis and her staff for their concerted efforts in bringing the 2020-21 budget to fruition.

I have a strong sense that the current decade will provide a renewed period of regional prosperity. By uniting as one region comprised of many diverse communities, we will move forward together.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.3 ADOPTION OF THE 2020/2021 BUDGET

RESOLUTION 2020/7

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That pursuant to Sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2020/2021 financial year, incorporating:

1. the statements of financial position;
2. the statements of cash flow;
3. the statements of income and expenditure;

-
4. the statements of changes in equity;
 5. capital budget;
 6. the long-term financial forecast;
 7. the revenue statement;
 8. the revenue policy (adopted by Council resolution on 29 April 2020);
 9. the relevant measures of financial sustainability; and
 10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled, be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.4 BUSINESS ACTIVITIES 2020/2021

RESOLUTION 2020/8

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That in relation to Council's Business activities:

1. Council determines that those activities listed in the Statement of Business Activities (Table 1) contains a list of all the business activities that Council conducted requiring identification in accordance with the *Local Government Act 2009* (Division 2, Section 43) and the *Local Government Regulation 2012*.
2. Council has no significant business activities that meet the threshold set as per Section 19 of the *Local Government Regulation 2012*. Council determines that those Business Activities categorised, as Other Business Activities (Table 2) are those activities that meet the prescribed activity threshold of \$340,000 in accordance with Section 39 of the *Local Government Regulation 2012*.
3. Council resolve not to apply the Code of Competitive Conduct to any business activity in 2020/2021 in accordance with the *Local Government Act 2009* Section 47(7) and the *Local Government Regulation 2012*.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.5 ADOPTION OF THE CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY

RESOLUTION 2020/9

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – *Statutory 006* be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.6 STATEMENT OF ESTIMATED FINANCIAL POSITION TO 30 JUNE 2020

RESOLUTION 2020/10

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That pursuant to Section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the previous financial year (“the Statement of Estimated Financial Position”) be received and its contents noted.

1. Estimated Statement of Comprehensive Income as at 30 June 2020

	Original Budget \$	Amended Budget \$	Expected Position \$
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	49,280,421	48,907,566	49,244,759
Fees and Charges	3,820,174	3,555,053	3,984,358
Rental Income	478,066	484,341	507,597
Interest Received	1,071,653	1,108,153	957,433
Sales Revenue	3,080,551	3,080,551	3,429,761
Other Income	598,202	971,321	1,030,967
Grants, Subsidies, Contributions and Donations	7,756,779	8,180,753	8,634,980
	<u>66,085,846</u>	<u>66,287,739</u>	<u>67,789,854</u>
Capital Revenue			
Donations	4,783,791	8,227,038	8,451,950
Total Income	<u>70,869,637</u>	<u>74,514,776</u>	<u>76,241,804</u>
Expenses			
Recurrent Expenses			
Employee Benefits	23,229,167	23,266,869	23,698,278
Materials and Services	22,916,138	23,954,385	24,934,418
Finance Costs	2,048,815	3,026,558	2,107,413
Depreciation and Amortisation	19,431,676	19,709,315	19,637,075
	<u>67,625,796</u>	<u>69,957,127</u>	<u>70,377,184</u>
Capital Expense	(457,202)	6,055,784	10,773,255
Total Expense	<u>67,168,594</u>	<u>76,012,911</u>	<u>81,150,439</u>
Net Result	<u>3,701,043</u>	<u>(1,498,134)</u>	<u>(4,908,635)</u>
Net Operating Result	<u>(1,539,950)</u>	<u>(3,669,388)</u>	<u>(2,587,330)</u>

2. Estimated Statement of Financial Position as at 30 June 2020

	Original Budget	Amended Budget	Expected Position
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	42,985,357	39,680,317	47,391,068
Trade and Other Receivables	5,024,783	7,103,404	8,222,682
Inventories	966,808	966,809	780,158
Total Current Assets	48,976,949	47,750,530	56,393,908
Non-Current Assets			
Trade and Other Receivables	1,536,684	1,536,684	1,313,915
Property, Plant and Equipment	895,546,932	893,405,031	874,700,536
Right of Use Asset	-	-	1,055,436
Intangible Assets	8,649,939	8,799,677	8,292,967
Total Non-Current Assets	905,733,555	903,741,392	885,362,853
TOTAL ASSETS	954,710,504	951,491,922	941,756,761
Current Liabilities			
Trade and Other Payables	3,694,630	3,805,873	6,643,397
Borrowings	2,747,723	2,747,723	2,877,630
Provisions	1,801,025	2,995,690	3,493,355
Other Liabilities	1,646,868	1,646,868	3,470,013
Total Current Liabilities	9,890,245	11,196,154	16,484,395
Non-Current Liabilities			
Borrowings	32,845,520	32,845,520	33,657,866
Provisions	14,067,167	14,638,227	13,555,136
Other Liabilities	1,633,784	1,633,784	2,150,502
Total Non-Current Liabilities	48,546,471	49,117,531	49,363,504
TOTAL LIABILITIES	58,436,717	60,313,685	65,847,899
NET COMMUNITY ASSETS	896,273,787	891,178,237	875,908,862
Community Equity			
Retained Surplus/(Deficiency)	433,636,855	428,541,306	426,628,272
Asset Revaluation Surplus	462,636,932	462,636,932	449,280,590
TOTAL COMMUNITY EQUITY	896,273,787	891,178,237	875,908,862

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.7 DIFFERENTIAL GENERAL RATES CATEGORIES AND CRITERIA 2020/2021

RESOLUTION 2020/11

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That:

1. Council adopt differential general rates for the year ending 30 June 2021;
2. Pursuant to Section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised, the description of those categories and, in accordance with Sections 81(4) and 81(5) of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as listed in the table below;

3. Council delegates to the Chief Executive Officer the power, in accordance with Sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.

Category	Differential Category
1	Residential – Kingaroy
Description	Identification
All properties in this category are located within the Kingaroy Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 and land use code 72 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
201	Residential – Nanango
Description	Identification
All properties in this category are located within the Nanango Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will, in the main, be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
203	Residential – Blackbutt
Description	Identification
All properties in this category are located within the Blackbutt Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Blackbutt Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
301	Residential – Murgon
Description	Identification
All properties in this category are located within the Murgon Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Murgon Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
401	Residential – Wondai
Description	Identification
All properties in this category are located within the Wondai Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Wondai Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
3	Village
Description	Identification
The property is used for any purpose; and located in any of the following villages: - Benarkin, Brooklands, Cloyna, Coolabunia, Crawford, Dandabah, Hivesville, Kumbia, Maidenwell, Memerambi, Moffatdale, Proston, Taabinga, Tingoorra, Winderera, Wooroolin.	<ol style="list-style-type: none"> 1. All land used for any purpose that is situated in any of the villages located in the South Burnett Regional Council area and is not included in any other category. 2. Villages are defined in "Individual Village" maps series.

Category	Differential Category
910	Rural Residential – Blackbutt
Description	Identification
All properties in this category are situated outside the Blackbutt Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Blackbutt. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Blackbutt and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
920	Rural Residential – Nanango
Description	Identification
All properties in this category are situated outside the Nanango Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Nanango. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Nanango and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
930	Rural Residential – Kingaroy
Description	Identification
All properties in this category are situated outside the Kingaroy Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Kingaroy. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Kingaroy and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
940	Rural Residential – Wondai
Description	Identification
All properties in this category are situated outside the Wondai Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Wondai. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Wondai and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
950	Rural Residential – Murgon
Description	Identification
All properties in this category are situated outside the Murgon Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Murgon. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Murgon and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
960	Rural Residential – Other
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area and are outside any Urban Locality or nearby village localities or other defined Rural Residential Categories but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Other. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Other and is not included in any other category. 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

Category	Differential Category
2	Commercial – Kingaroy
Description	Identification
<p>All properties in this category are located within the Kingaroy Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3. Is not included in any other category. 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

Category	Differential Category
202	Commercial – Nanango
Description	Identification
<p>All properties in this category are located within the Nanango Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 8 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3. Is not included in any other category. 4. Land with land use codes 08, 09, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

Category	Differential Category
204	Commercial – Blackbutt
Description	Identification
<p>All properties in this category are located within the Blackbutt Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Blackbutt Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and

<p>Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>
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Category	Differential Category
302	Commercial – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Murgon Urban locality, where the property is used for a business and commercial purpose; or</p> <p>2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>

Category	Differential Category
402	Commercial – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Wondai Urban locality, where the property is used for a business and commercial purpose; or</p> <p>2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.</p>

Category	Differential Category
9	Drive-In Shopping Centre > 10,000m²
Description	Identification
<p>All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.</p>	<p>Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.</p>

Category	Differential Category
10	Drive-In Shopping Centre 4,001m² to 10,000m²
Description	Identification
<p>All properties in this category are classified as a Drive</p>	<p>Land used as a Drive in Shopping Centre (a retail</p>

in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category	Differential Category
99	Drive-In Shopping Centre 1,500m² to 4,000m²
Description	Identification
All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.	Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category	Differential Category
8	Industrial – Kingaroy
Description	Identification
All properties in this category are located within the Kingaroy Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series. This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the property is used for industrial purposes; or 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and 3. Is not included in any other category. 4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

Category	Differential Category
208	Industrial – Nanango
Description	Identification
All properties in this category are located within the Nanango Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series. This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban Locality, where the property is used for industrial purposes; or 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and 3. Is not included in any other category. 4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

Category	Differential Category
209	Industrial – Blackbutt
Description	Identification
All properties in this category are located within the Blackbutt Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in	<ol style="list-style-type: none"> 1. This category will cover all land within the Blackbutt Urban Locality, where the property is used for industrial purposes; or 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial

<p>“Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>
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Category	Differential Category
308	Industrial – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Murgon Urban locality, where the property is used for industrial purposes; or</p> <p>2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>

Category	Differential Category
408	Industrial – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality or Wondai Industrial Estate and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Wondai Urban locality or Wondai Industrial Estate, where the property is used for industrial purposes; or</p> <p>2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>

Category	Differential Category
211	Extractive C
Description	Identification
<p>All properties in this category are used for extractive industry purposes such as quarries and mining operations with between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.</p>	<p>1. This category will cover all land used for the purpose of extracting resources from the ground, with operations that have between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.</p>

Category	Differential Category
212	Extractive A
Description	Identification
<p>All properties in this category are used for extractive industry purposes and include:</p> <p>(a) Mining leases with no activity;</p> <p>(b) Gravel Pits that operate only sporadically; and</p> <p>(c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or</p>	<p>1. This category will cover all land used for the purpose of extracting resources from the ground and include:</p> <p>(a) Mining leases with no activity;</p> <p>(b) Gravel Pits that operate only sporadically; and</p> <p>(c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or</p>

<p>contractors). Council will be guided by the Department of Natural Resources and Mines land use code 40 when determining the properties that fit into this category.</p>	<p>contractors). 2. Land with land use code 40 or as otherwise identified by the CEO.</p>
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Category	Differential Category
213	Extractive B
Description	Identification
<p>All properties in this category are used for extractive industry purposes, and include:</p> <ul style="list-style-type: none"> (a)Operational Gravel Pits; and (b)Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum. (c)Council will be guided by the Department of Natural Resources and Mines land use code 40 when determining the properties that fit into this category. 	<ul style="list-style-type: none"> 1. This category will cover all land used for the purpose of extracting resources from the ground and include: <ul style="list-style-type: none"> (a)Operational Gravel Pits; and (b)Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum. 2. Land with land use code 40 or as otherwise identified by the CEO.

Category	Differential Category
414	Coal Mine
Description	Identification
<p>All properties in this category are used for the purpose of an Integrated Coal Mining operation with more than 300 workers (employees and/or contractors) and/or production greater than 2 million tonnes per year.</p>	<ul style="list-style-type: none"> 1. This category will cover all land used for the purpose of an Integrated Coal Mining operation, with operations that have greater than 300 workers (employees and/or contractors) and/or extraction volumes of greater than 2 million tonnes per year. <p>A Coal Mine is defined as land that is the subject of a coal mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) or other form of tenure that was used, is used, or intended to be used:</p> <ul style="list-style-type: none"> ▪ as a coal mine (or for purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation); or in conjunction with other land (the subject of a coal mining lease) as part of an integrated coal mining operation. <p>An integrated coal mining operation is defined as land contained in more than one coal mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) or other form of tenure which land was used, is used, or intended to be used in an integrated manner for the purposes of coal mining or purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation.</p>

Category	Differential Category
215	Power Generation
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area and are used for the purpose of electricity generation by way of coal, gas or a combination of both coal and gas fired power station with a total maximum generating capacity greater than 400 megawatts.</p>	<p>As identified by the CEO.</p>

Category	Differential Category
219	Wind Farm <5MW
Description	Identification
<p>All properties in this category are located anywhere</p>	<p>A Wind Farm is defined as land used in whole or in part</p>

<p>within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and</p> <p>(a) the wind turbine(s) are capable of producing output of less than 5MW in any one hour, or</p> <p>(b) if the wind turbine(s) are not connected to the main power grid, are capable of producing up to 5MW of output in any one hour.</p>	<p>to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.</p> <p>As identified by the CEO.</p>
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Category	Differential Category
220	Wind Farm 5MW to <20MW
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and</p> <p>(a) the wind turbine(s) are capable of producing output of at least 5MW, but no more than 20MW in any one hour</p>	<p>A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.</p> <p>As identified by the CEO.</p>

Category	Differential Category
221	Wind Farm 20MW to <50MW
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and</p> <p>(a) the wind turbine(s) are capable of producing output of at least 20MW, but no more than 50MW in any one hour</p>	<p>A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.</p> <p>As identified by the CEO.</p>

Category	Differential Category
222	Wind Farm 50MW to <100MW
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and</p> <p>(a) the wind turbine(s) are capable of producing output of at least 50MW, but no more than 100MW in any one hour</p>	<p>A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.</p> <p>As identified by the CEO.</p>

Category	Differential Category
223	Wind Farm 100MW to <150MW
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose</p>	<p>A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.</p>

is to drive electrical generators and is connected to the mains power grid, and	
(a) the wind turbine(s) are capable of producing output of at least 100MW, but no more than 150MW in any one hour	As identified by the CEO.

Category	Differential Category
224	Wind Farm 150MW to <200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 150MW, but no more than 200MW in any one hour	As identified by the CEO.

Category	Differential Category
225	Wind Farm >=200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 200MW in any one hour	As identified by the CEO.

Category	Differential Category
230	Solar Farm <20MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of up to 20MW.	As identified by the CEO.

Category	Differential Category
231	Solar Farm 20MW to <50MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 20MW, but no more than 50MW.	As identified by the CEO.

Category	Differential Category
232	Solar Farm 50MW to <100MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 50MW, but no	As identified by the CEO.

more than 100MW.

Category	Differential Category
233	Solar Farm 100MW to <150MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 100MW, but no more than 150MW.	As identified by the CEO.

Category	Differential Category
234	Solar Farm 150MW to <200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 150MW, but no more than 200MW.	As identified by the CEO.

Category	Differential Category
235	Solar Farm >=200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 200MW.	As identified by the CEO.

Category	Differential Category
6	Rural
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used for the business of primary production. Council will be guided by the Department of Natural Resources and Mines land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land in the region that is used for the business of primary production, including agricultural, grazing, horticulture, aquaculture and similar purposes; 2. Is not included in any other category; and 3. Properties in this category must qualify for the Department of Natural Resources and Mines primary producers' concession, and are identified by the land use codes below. 4. Land with land use codes 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89 and 93 or as otherwise identified by the CEO.

Category	Differential Category
419	Water – Pumping and Storage
Description	Identification
All properties in this category are used for the purpose of water storage or water pumping. Council will be guided by the Department of Natural Resources and Mines land use code of 95 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for the purpose of water storage or water pumping and not included in any other category. 2. Land with land use code 95 or as otherwise identified by the CEO.

Category	Differential Category
7	Other
Description	Identification
Any land that cannot be included in any other category. As identified by the CEO.	

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.8 DIFFERENTIAL GENERAL RATES 2020/2021

RESOLUTION 2020/12

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 80 of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2021 is as follows:

Category	Category Description	Rate in Dollar
203	Residential Land – Blackbutt	3.08180000
1	Residential Land – Kingaroy	2.40000000
301	Residential Land – Murgon	3.86170000
201	Residential Land – Nanango	3.11470000
401	Residential Land – Wondai	3.00740000
3	Village	1.52070000
910	Rural Residential Land – Blackbutt	2.32330000
930	Rural Residential Land – Kingaroy	1.89480000
950	Rural Residential Land – Murgon	1.83360000
920	Rural Residential Land – Nanango	1.99950000
940	Rural Residential Land – Wondai	1.90310000
960	Rural Residential Land – Other	1.88840000
204	Commercial Land – Blackbutt	2.65180000
2	Commercial Land – Kingaroy	2.81140000
302	Commercial Land – Murgon	5.17270000
202	Commercial Land – Nanango	2.62630000
402	Commercial Land – Wondai	1.83090000
9	Drive-In Shopping Centre >10,000m ²	1.38910000
10	Drive-In Shopping Centre 4,001m ² – 10,000m ²	5.31720000
99	Drive-In Shopping Centre 1,500m ² – 4,000m ²	3.79580000
209	Industrial Land – Blackbutt	3.04460000
8	Industrial Land – Kingaroy	1.94820000
308	Industrial Land – Murgon	3.41720000
208	Industrial Land – Nanango	2.54590000
408	Industrial Land – Wondai	2.39870000
212	Extractive A	1.95290000
213	Extractive B	2.53880000
211	Extractive C	2.50572100

414	Coal Mine	26.92790000
215	Power Generation	22.24030000
219	Wind Farm – <5MW	2.50000000
220	Wind Farm – 5MW to <20MW	2.50000000
221	Wind Farm – 20MW to <50MW	2.37500000
222	Wind Farm – 50MW to <100MW	2.22500000
223	Wind Farm – 100MW to <150MW	2.12500000
224	Wind Farm – 150MW to <200MW	2.00000000
225	Wind Farm – >=200MW	1.87500000
230	Solar Farm – <20MW	25.00000000
231	Solar Farm – 20MW to <50MW	23.75000000
232	Solar Farm – 50MW to <100MW	22.50000000
233	Solar Farm – 100MW to <150MW	21.25000000
234	Solar Farm – 150MW to <200MW	20.00000000
235	Solar Farm – >=200MW	18.75000000
6	Rural Land	1.13690000
419	Water – Pumping and Storage	1.61250000
7	Other Land	1.34460000

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.9 MINIMUM GENERAL RATES 2020/2021

RESOLUTION 2020/13

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That in accordance with Section 94 of the *Local Government Act 2009* and Section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for the year ending 30 June 2021 for each differential general rate category, is as follows:

Category	Category Description	Minimum Rate
203	Residential Land – Blackbutt	\$970
1	Residential Land – Kingaroy	\$970
301	Residential Land – Murgon	\$970
201	Residential Land – Nanango	\$970
401	Residential Land – Wondai	\$970
3	Village	\$970
910	Rural Residential Land – Blackbutt	\$970
930	Rural Residential Land – Kingaroy	\$970
950	Rural Residential Land – Murgon	\$970
920	Rural Residential Land – Nanango	\$970
940	Rural Residential Land – Wondai	\$970
960	Rural Residential Land – Other	\$970
204	Commercial Land – Blackbutt	\$1,202
2	Commercial Land – Kingaroy	\$1,202
302	Commercial Land – Murgon	\$1,202

202	Commercial Land – Nanango	\$1,202
402	Commercial Land – Wondai	\$1,202
9	Drive-In Shopping Centre >10,000m ² floor area	\$67,920
10	Drive-In Shopping Centre 4,000m ² to 10,000m ²	\$27,756
99	Drive-In Shopping Centre 1500m ² to 4,000m ²	\$9,354
209	Industrial Land – Blackbutt	\$1,202
8	Industrial Land – Kingaroy	\$1,202
308	Industrial Land – Murgon	\$1,202
208	Industrial Land – Nanango	\$1,202
408	Industrial Land – Wondai	\$1,202
212	Extractive A	\$970
213	Extractive B	\$7,510
211	Extractive C	\$12,707
414	Coal Mine	\$98,296
215	Power Generation	\$347,370
219	Wind Farm – <5MW	\$7,000
220	Wind Farm – 5MW to <20MW	\$14,000
221	Wind Farm – 20MW to <50MW	\$38,000
222	Wind Farm – 50MW to <100MW	\$65,000
223	Wind Farm – 100MW to <150MW	\$125,000
224	Wind Farm – 150MW to <200MW	\$180,000
225	Wind Farm – >=200MW	\$240,000
230	Solar Farm – <20MW	\$14,000
231	Solar Farm – 20MW to <50MW	\$38,000
232	Solar Farm – 50MW to <100MW	\$65,000
233	Solar Farm – 100MW to <150MW	\$125,000
234	Solar Farm – 150MW to <200MW	\$180,000
235	Solar Farm – >=200MW	\$240,000
6	Rural Land	\$1,070
419	Water – Pumping and Storage	\$970
7	Other Land	\$970

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.10 AVERAGING LAND VALUATIONS 2020/2021

RESOLUTION 2020/14

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That pursuant to Sections 74 and 76 of the *Local Government Regulation 2012* for the purpose of making and levying differential general rates for the 2020/2021 financial year, the rateable value of land is the three (3) year averaged value of land.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.11 SETTING THE LIMIT OF INCREASE IN THE AMOUNT OF GENERAL RATES 2020/2021**RESOLUTION 2020/15**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That pursuant to Section 116 of the *Local Government Regulation 2012*, the Council resolves that the amount of the differential general rate to be levied for the financial year ending 30 June 2021 on the categories of land identified in the table below, be limited to an amount no more than an amount equal to the amount of the general rate levied on the land in the previous financial year, increased by the percentage identified in 'Percentage Increase' of the table below:

Category	Category Description	Percentage Increase
203	Residential Land – Blackbutt	30%
1	Residential Land – Kingaroy	30%
301	Residential Land – Murgon	30%
201	Residential Land – Nanango	30%
401	Residential Land – Wondai	30%
3	Village	30%
910	Rural Residential Land – Blackbutt	30%
930	Rural Residential Land – Kingaroy	30%
950	Rural Residential Land – Murgon	30%
920	Rural Residential Land – Nanango	30%
940	Rural Residential Land – Wondai	30%
960	Rural Residential Land – Other	30%
204	Commercial Land – Blackbutt	30%
2	Commercial Land – Kingaroy	30%
302	Commercial Land – Murgon	30%
202	Commercial Land – Nanango	30%
402	Commercial Land – Wondai	30%
9	Drive-In Shopping Centre >10,000m ² floor area	30%
10	Drive-In Shopping Centre 4,000m ² to 10,000m ²	30%
99	Drive-In Shopping Centre 1500m ² to 4,000m ²	30%
209	Industrial Land – Blackbutt	30%
8	Industrial Land – Kingaroy	30%
308	Industrial Land – Murgon	30%
208	Industrial Land – Nanango	30%
408	Industrial Land – Wondai	30%
212	Extractive A	30%
213	Extractive B	30%
211	Extractive C	30%
414	Coal Mine	30%
215	Power Generation	30%
219	Wind Farm – <5MW	30%
220	Wind Farm – 5MW to <20MW	30%
221	Wind Farm – 20MW to <50MW	30%
222	Wind Farm – 50MW to <100MW	30%
223	Wind Farm – 100MW to <150MW	30%
224	Wind Farm – 150MW to <200MW	30%
225	Wind Farm – >=200MW	30%

230	Solar Farm – <20MW	30%
231	Solar Farm – 20MW to <50MW	30%
232	Solar Farm – 50MW to <100MW	30%
233	Solar Farm – 100MW to <150MW	30%
234	Solar Farm – 150MW to <200MW	30%
235	Solar Farm – >=200MW	30%
6	Rural Land	30%
419	Water – Pumping and Storage	30%
7	Other Land	30%

- (i) for land on which the rate levied for the previous financial year was for a full year the amount of the rate levied for the previous financial year plus 30%.
- (ii) for land on which the rate levied for the previous financial year was for a period less than the full year, the relevant annual amount had the land been levied for the full previous financial year, plus 30%.
- (iii) for land on which the differential rate category has changed, the relevant annual amount for the new differential rate category had that category been levied in the previous financial year, plus 30%.
- (iv) for land on which a new valuation assessment has been issued by the State Valuer General, the relevant annual amount had the land been levied under that valuation assessment for the full previous financial year, plus 30%

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.12 SPECIAL CHARGE - RURAL FIRE BRIGADES 2020/2021

RESOLUTION 2020/16

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012* and Section 128A of the *Fire and Emergency Services Act 1990*:

1. Council make and levy a special charge (to be known as the Rural Fire Levy Special Charge) of \$25 per rateable assessment, on all rateable land within the region to which the overall plan applies, that also attracts a Class E Emergency Management Levy (pursuant to Part 3 of the *Fire and Emergency Services Regulation 2011*) to fund the operations of the rural fire brigades that operate throughout the rural areas of the South Burnett Region.
2. The overall plan for the Rural Fire Levy Special Charge 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 2020 and ending 30 June 2021.
 - (d) the estimated cost of implementing the overall plan is \$217,000.

-
- (a) the level of contribution each brigade receives will be decided by the Local Area Rural Fire Services Committee.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.13 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE WATTLEGROVE ROAD QUARRY 2020/2021

RESOLUTION 2020/17

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012*:

1. Council make and levy a special charge (to be known as the Kingaroy Quarry Supplies - Wattlegrove Road Special Charge) of \$4,116.13 on land described as Lot 459 on FY2482 and situated at 1304 Wattlegrove Road, Wattle Grove to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2020/2021 financial year pursuant to the Revenue Policy 2020/2021 and the Revenue Statement 2020/2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.14 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE TIM DWYER ROAD QUARRY 2020/2021

RESOLUTION 2020/18

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012*:

1. Council does not levy a special charge on the Tim Dwyer Road Quarry situated on land described as Lot 169 on CSH697 or 79 Tim Dwyer Road, East Nanango in the 2020/2021 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan for the 2020/2021 financial year pursuant to the Revenue Policy 2020/2021 and the Revenue Statement 2020/2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

**6.15 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
WILSONS ROAD QUARRY 2020/2021**

RESOLUTION 2020/19

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012*:

1. Council make and levy a special charge (to be known as the Gordonbrook Sand Quarry - Wilsons Road Special Charge) of \$4,812.70 on land described as Lot 49 on BO544 and situated at Wilsons Road, Gordonbrook to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2020/2021 financial year pursuant to the Revenue Policy 2020/2021 and the Revenue Statement 2020/2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

**6.16 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
BURRA BURRI ROAD QUARRY 2020/2021**

RESOLUTION 2020/20

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012*:

1. Council does not levy a special charge on the Burra Burri Road Quarry situated on land described as Lot 67 on BO576 or 1229 Burra Burri Road, Durong in the 2020/2021 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2020/2021 financial year pursuant to the Revenue Policy 2020/2021 and the Revenue Statement 2020/2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

**6.17 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
MANAR ROAD QUARRY 2020/2021**

RESOLUTION 2020/21

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012*:

1. Council does not levy a special charge on the Manar Road Quarry situated on land described as Lot 7 on BO179 or 1551 Manar Road, Boondooma in the 2020/2021 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2020/2021 financial year pursuant to the Revenue Policy 2020/2021 and the Revenue Statement 2020/2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.18 SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION 2020/2021

RESOLUTION 2020/22

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That pursuant to Section 94 of the *Local Government Act 2009* and Section 103 of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Community Rescue and Evacuation Separate Charge"), in the sum of \$5.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of sponsoring the aerial emergency rescue and evacuation transport providers that service the South Burnett Region.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.19 SEPARATE CHARGE - WASTE MANAGEMENT LEVY 2020/2021

RESOLUTION 2020/23

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 103 of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Waste Management Separate Charge"), in the sum of \$162.50 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of:

1. providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis;
2. meeting public expectations in matters of disposal of refuse that affect public health and visual amenity of the area; and
3. rehabilitation of closed Waste Disposal sites.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.20 WASTE MANAGEMENT UTILITY CHARGES 2020/2021

RESOLUTION 2020/24

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That in accordance with Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy waste management utility charges, for the supply of waste management services (including the storage, collection and removal of general waste) on all land and structures to which a waste management service is supplied or, in the case of rateable land which is occupied, made available by Council as follows:

1. Council's Discretion to Levy Waste Management Utility Charges
 - (a) If premises are in an area in which Council conducts or will conduct general waste collection, Council may levy waste management utility charges having regard to:
 - (i) the nature and volume of general waste produced, or to be produced, as a result of the ordinary use or occupation of the premises; and
 - (ii) the number of standard general waste containers supplied to the premises; and
 - (iii) the size and type of each standard general waste container supplied to the premises; and
 - (iv) the nature of the general waste stored, or to be stored, in each standard general waste container, for example, whether the standard general waste container is set aside for the storage of:
 - (1) commercial waste; or
 - (2) domestic waste; or
 - (3) recyclable waste (but excluding green waste); or
 - (4) recyclable waste (but limited to green waste); and
 - (v) how often Council will arrange for the collection of general waste from each standard general waste container supplied to the premises.
 - (b) For the avoidance of doubt, in making a determination about the levying of waste management utility charges for premises, from time to time, Council is not obliged to have regard to:
 - (i) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, 1 or more of the standard general waste containers supplied to the premises for, or on behalf of, Council; or

- (ii) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, 1 or more containers, other than standard general waste containers supplied to the premises for, or on behalf of, Council.
- (c) Council delegates, to the chief executive officer of Council, the power to make a determination about the levying of waste management utility charges for premises having regard to the criteria specified (service category) in section 0 below.

2. Waste Management Utility Charges for the Collection of General Waste

Service Category	Charge per Service
A collection service for the collection of domestic waste from a 240 litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$168.00
An optional collection service for the collection of domestic waste from a 240 litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$168.00
A collection service for the collection of commercial waste from a 240 litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$243.00
An optional collection service for the collection of commercial waste from a 240 litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$243.00
Bunya Mountains waste management utility charge	\$168.00

The Bunya Mountains waste management utility charge is a separate utility charge levied in respect of:

- (a) the complexity and difficulty of waste management service provision for the Bunya Mountains; and
- (b) the collection of domestic waste from domestic premises situated in the Bunya Mountains in circumstances where the domestic waste is deposited in, and collected from, bulk waste containers which are set aside for the collection of domestic waste at the Bunya Mountains.

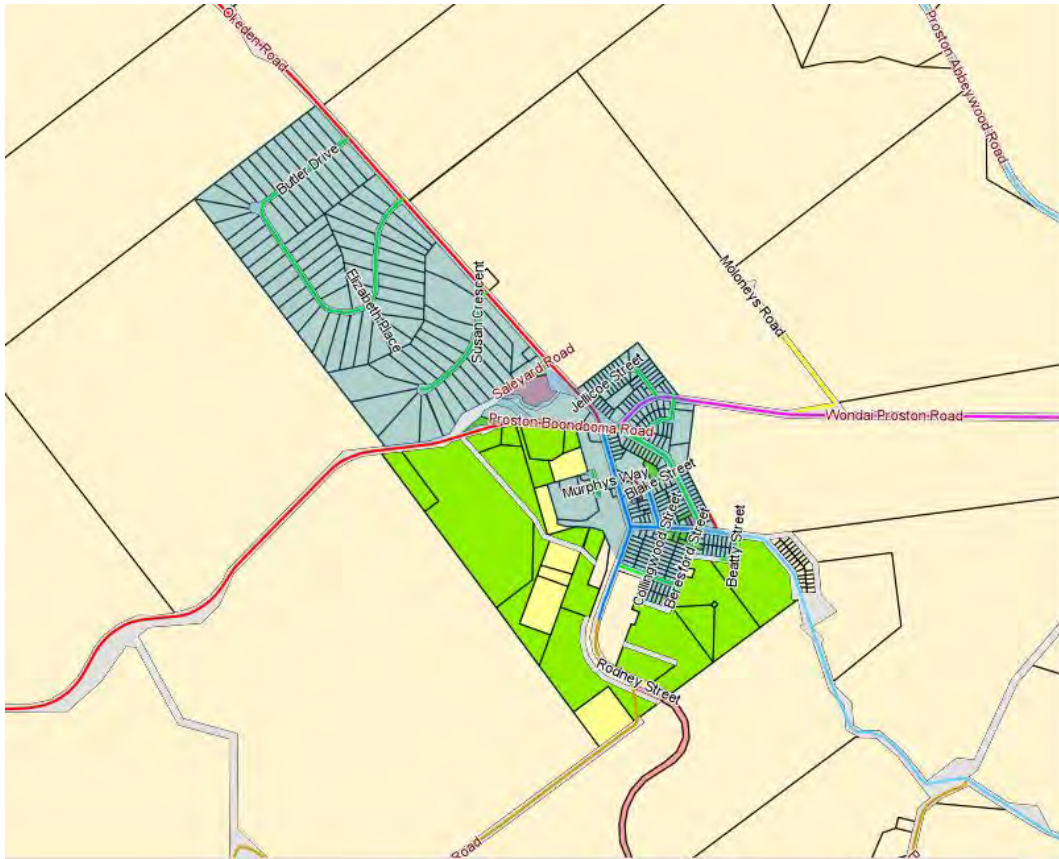
3. Definitions

The following definitions apply:

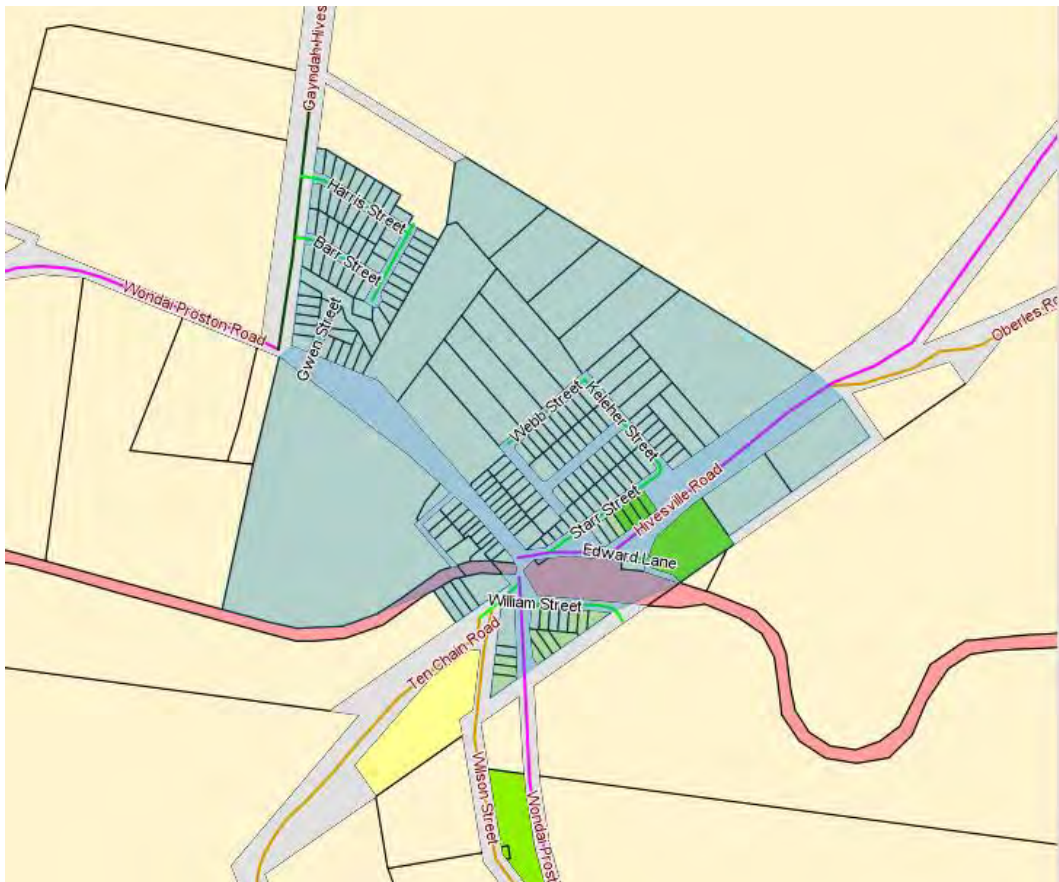
bulk waste container	means a waste container with a capacity of 1m ³ or more.
commercial premises	means any of the following types of premises: (a) a hotel, motel, caravan park, cafe, food store or canteen; (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education; (c) premises where a sport or game is ordinarily played in public; (d) an exhibition ground, show ground or racecourse; (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out; (f) a church, or other building, used as a place of worship, or for religious purposes.
commercial waste	means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.
designated waste collection area	means an area which Council has, by resolution, designated as an area in which Council may conduct general waste or green waste collection. Maps of the designated waste collection areas adopted on 13 June 2018 are attached.
domestic clean-up waste	means non-putrescible, dry and inoffensive waste, other than green waste or recyclable waste, produced as a result of a clean-up of domestic premises.
domestic premises	means any of the following types of premises: (a) a single unit private dwelling; (b) premises containing 2 or more separate flats, apartments or other dwelling units; (c) a boarding house, hostel, lodging house or guest house.
domestic waste	means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.
general waste	means: (a) waste other than regulated waste; and (b) any of the following: (i) commercial waste; (ii) domestic waste; (iii) recyclable waste.
green waste	grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.
interceptor	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
interceptor waste	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
manufacturing process	means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing,

	or wrecking goods for trade, sale or gain or otherwise in connection with a business.
occupier of premises	means the person who has the control or management of the premises.
owner of premises	means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.
premises	includes each of the following: (a) domestic premises; (b) government premises; (c) industrial premises; (d) commercial premises; (e) a building and the land on which a building is situated.
rateable land	see <i>Local Government Act 2009</i> , Section 93(2).
recyclable waste	means clean and inoffensive waste that is declared by Council to be recyclable waste for the local government area of Council.
regulated waste	see the <i>Environmental Protection Regulation 2008</i> .
standard general waste container	means a container of a type approved by Council for storing domestic waste, commercial waste or recyclable waste at premises in the local government area of Council.
waste container	see standard general waste container.
waste	see <i>Environmental Protection Act 1994</i> , Section 13, and includes anything that is specified to be waste under <i>Local Law No. 6 (Waste Management) 2018</i> .

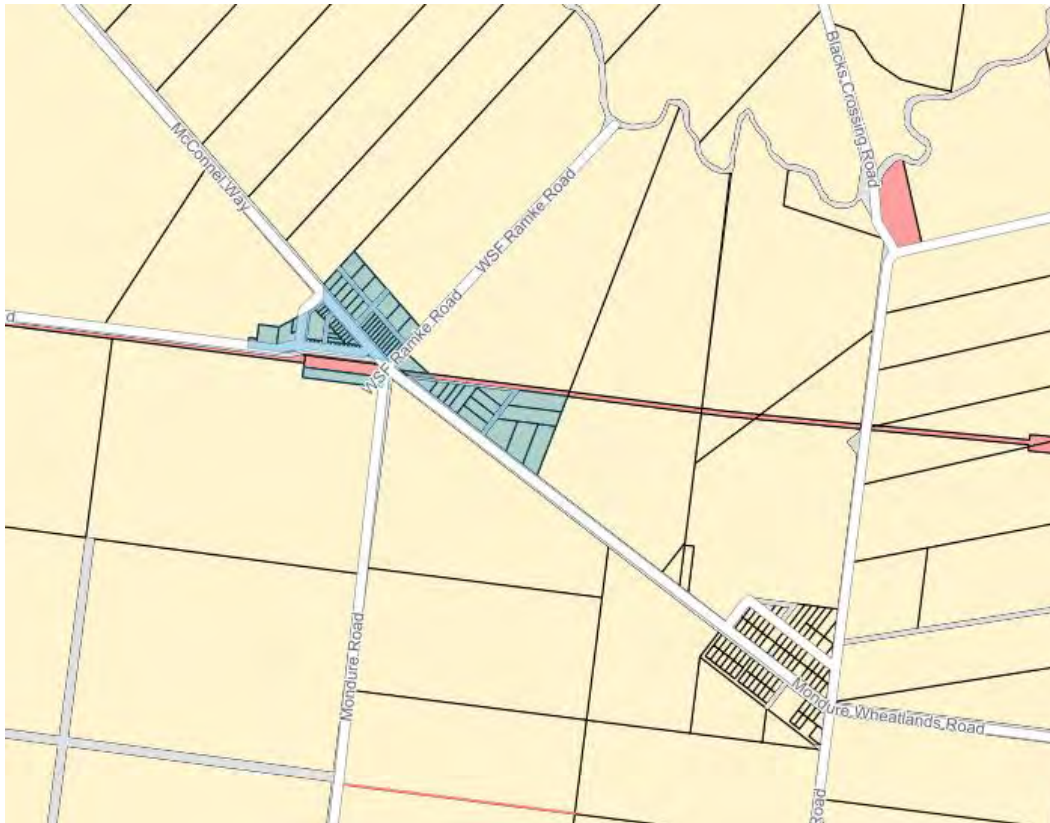
Proston Designated Refuse Service Area



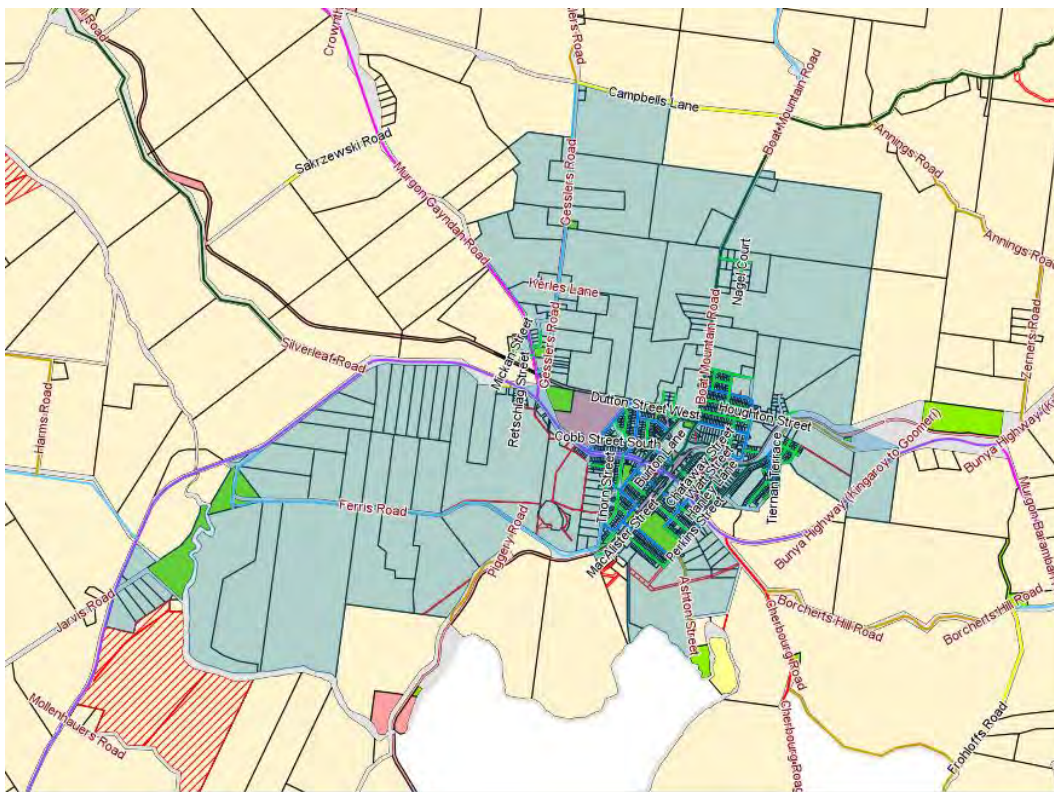
Hivesville Designated Refuse Service Area



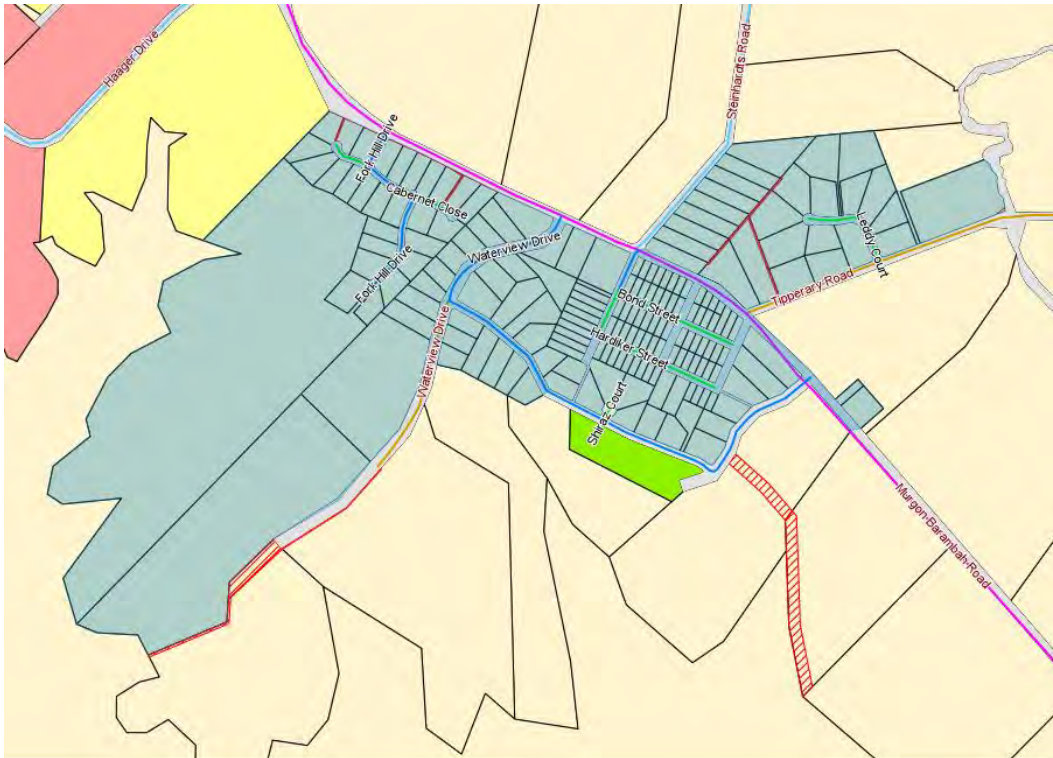
Mondure Designated Refuse Service Area



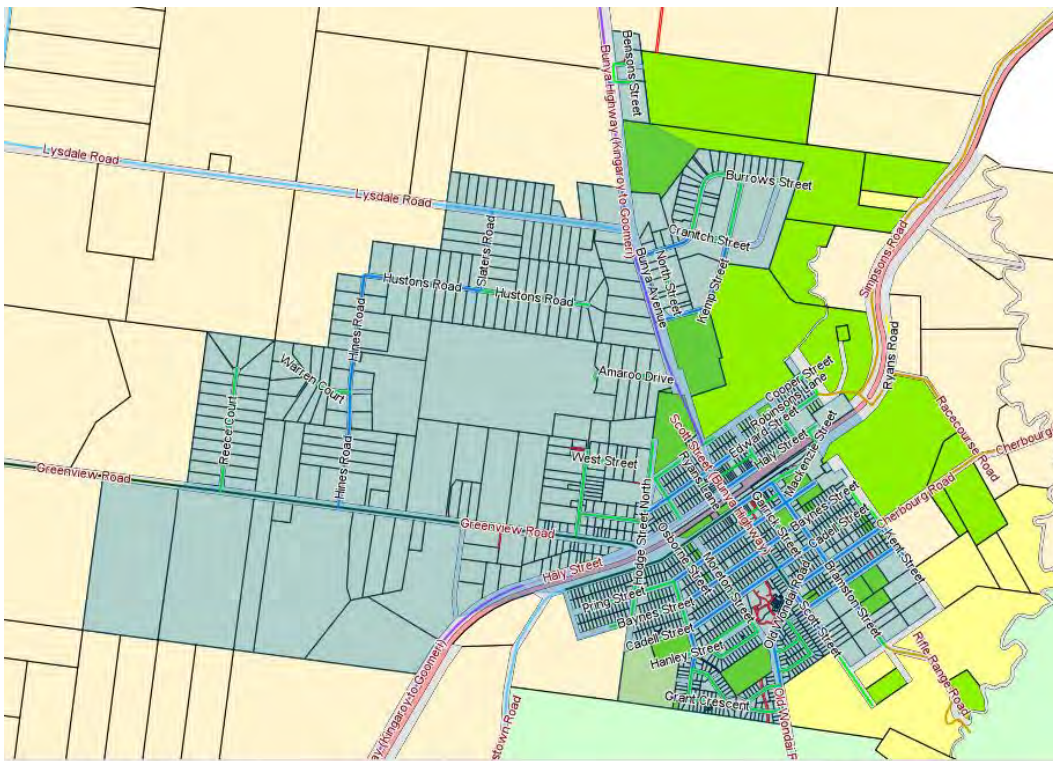
Murgon Designated Refuse Service Area



Moffatdale Designated Refuse Service Area



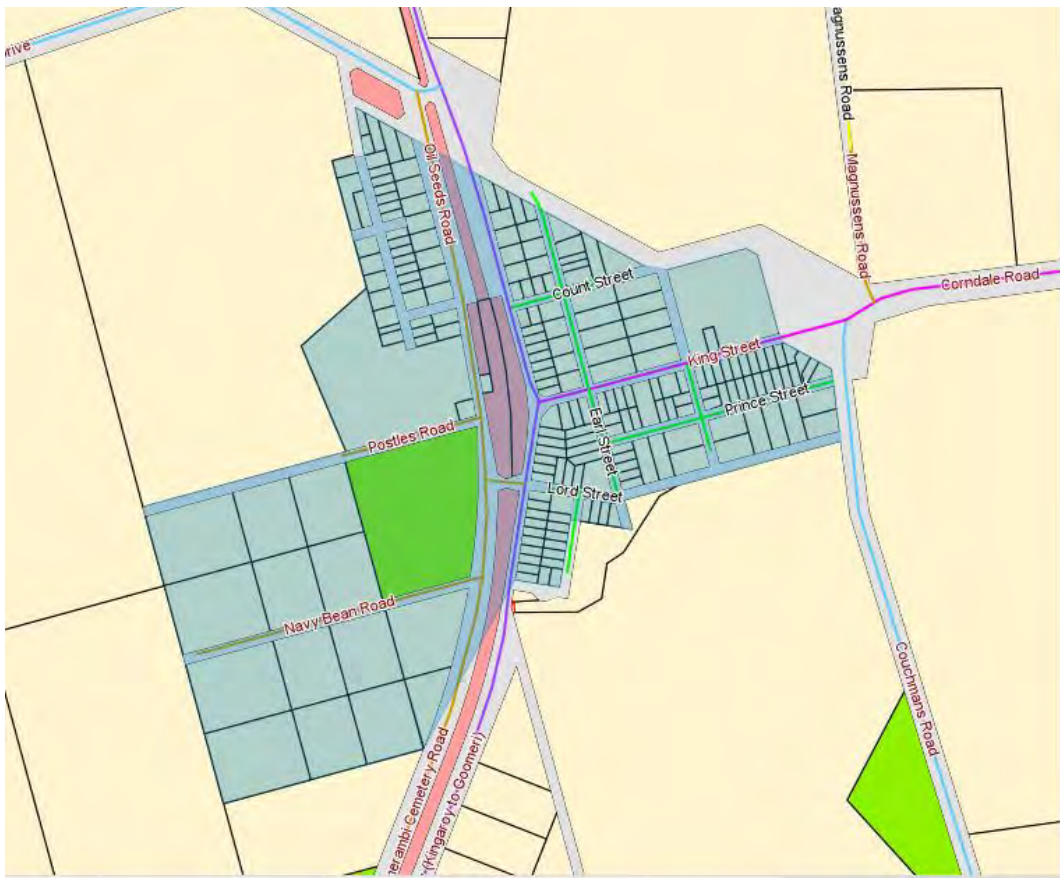
Wondai Designated Refuse Service Area



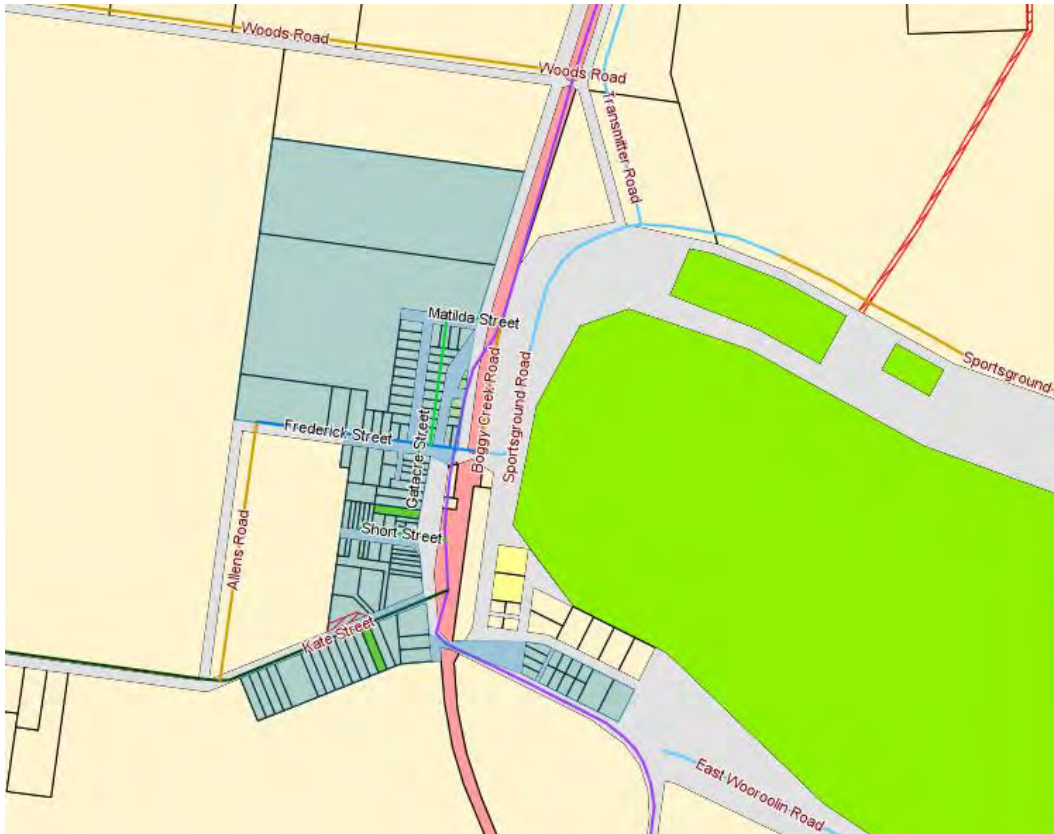
Tingora Designated Refuse Service Area



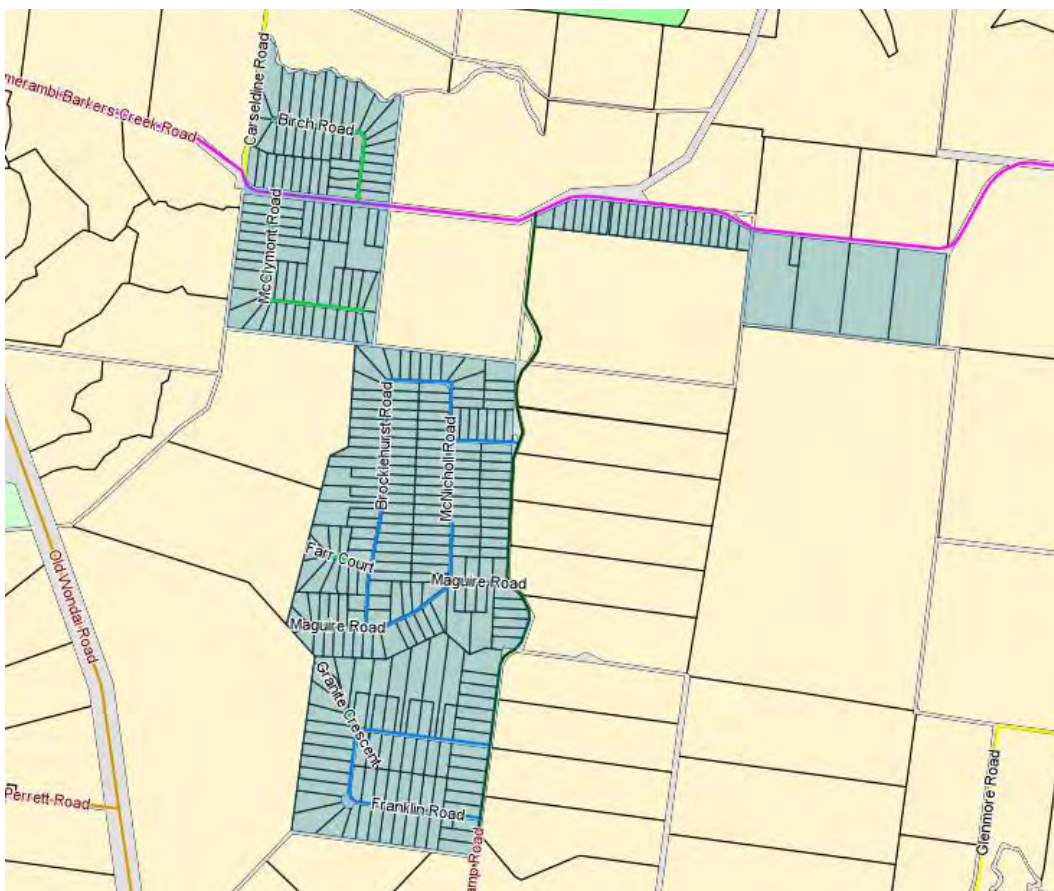
Memerambi Designated Refuse Service Area



Wooroolin Designated Refuse Service Area



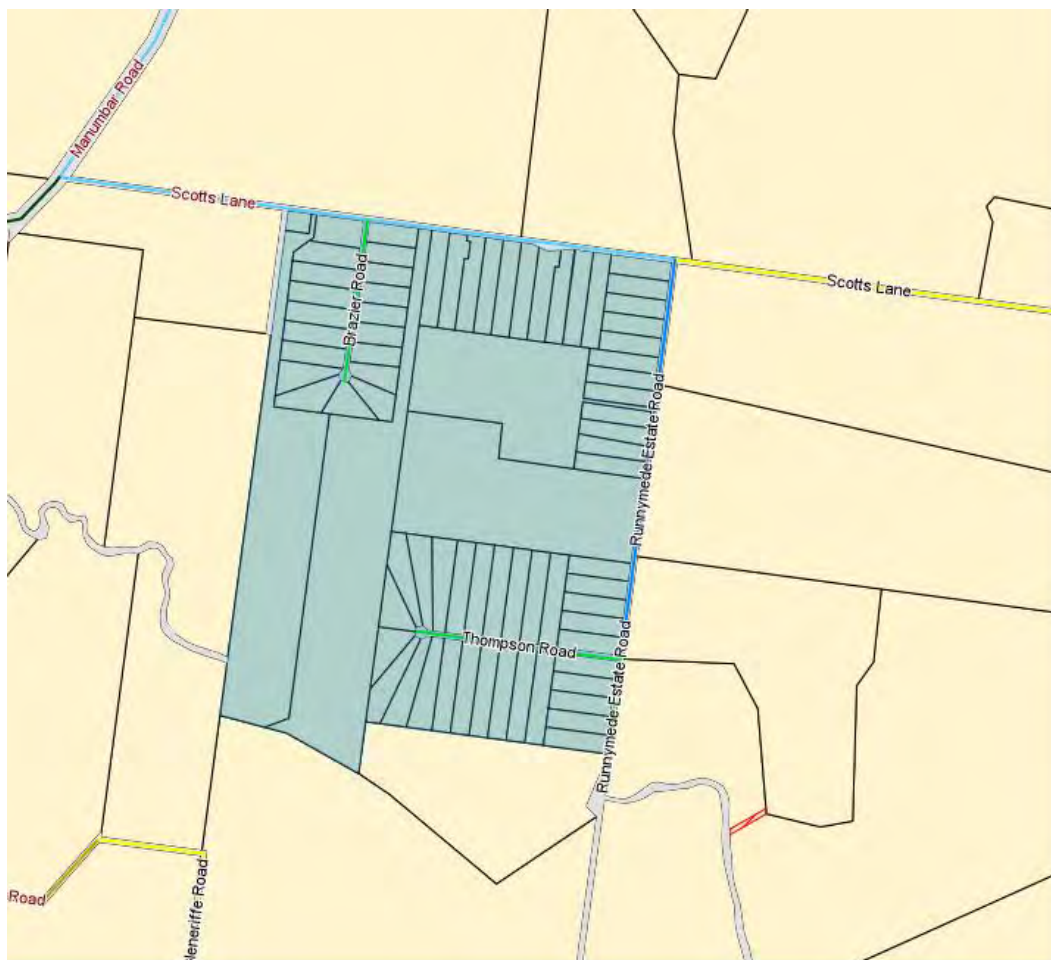
Wattlecamp Designated Refuse Service Area



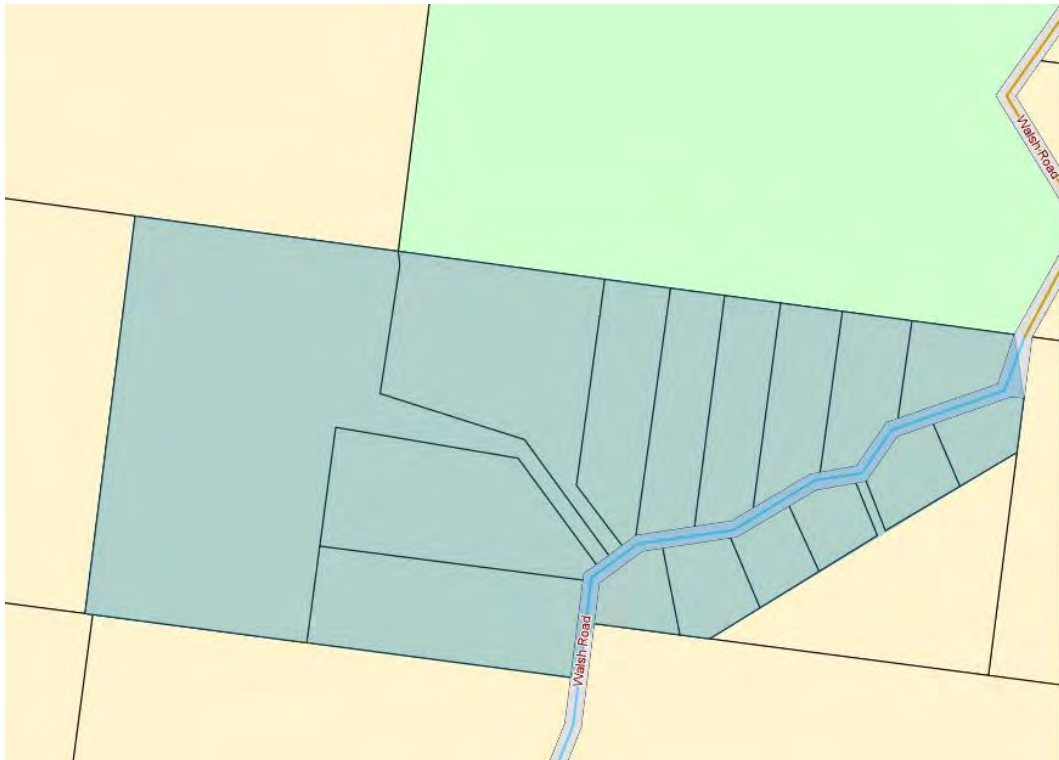
Sandy Ridges Designated Refuse Service Area



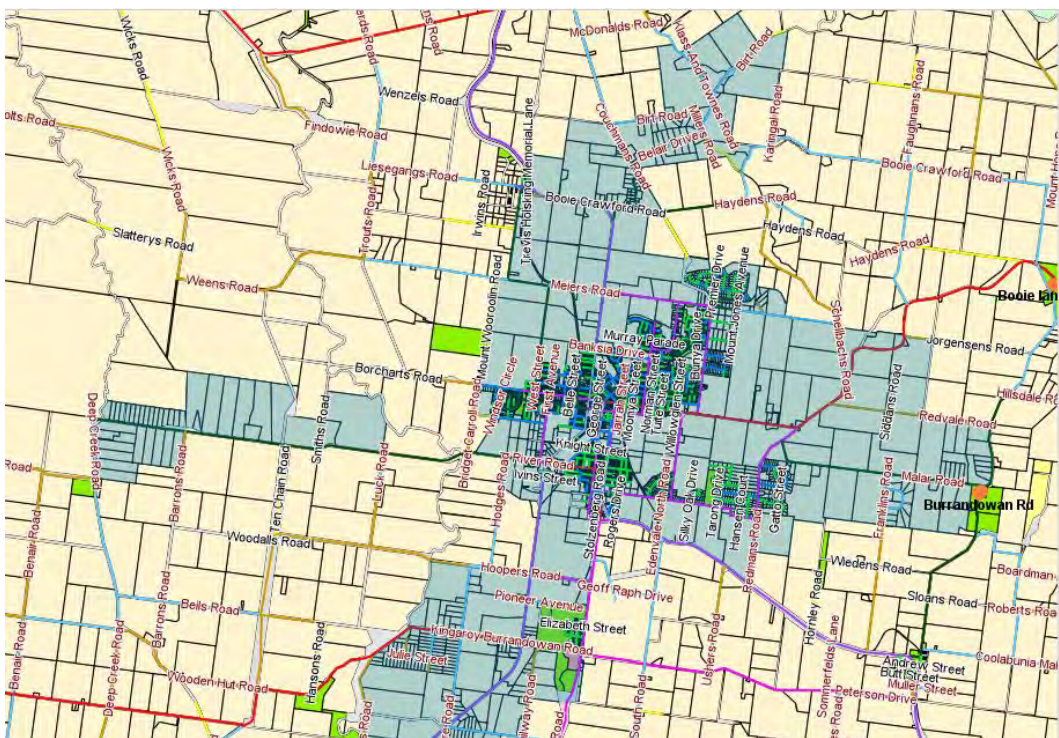
Runnymede North Designated Refuse Service Area



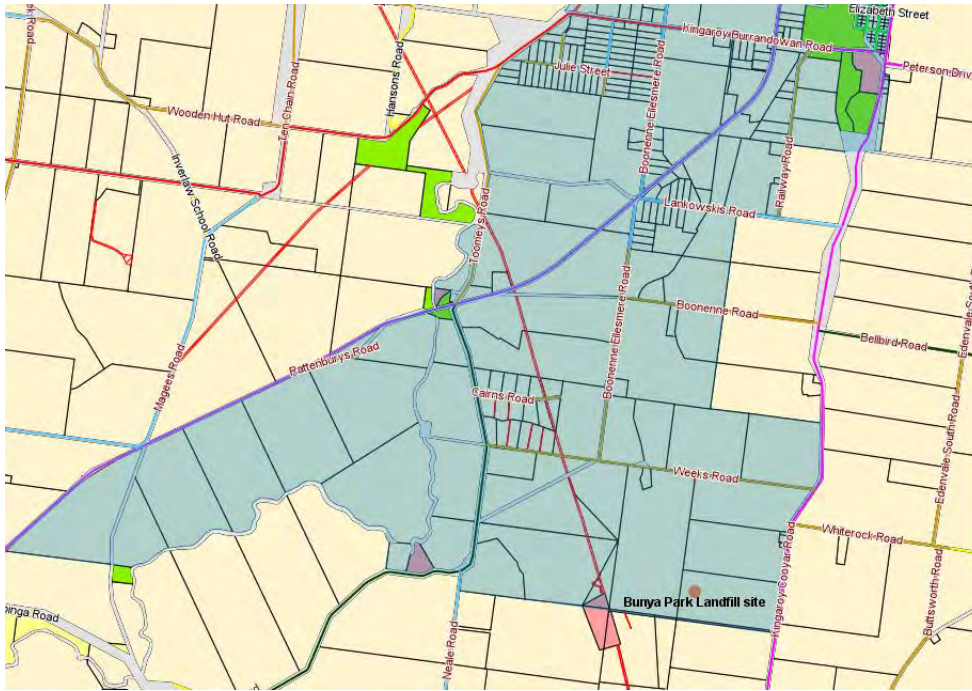
Runnymede South Designated Refuse Service Area



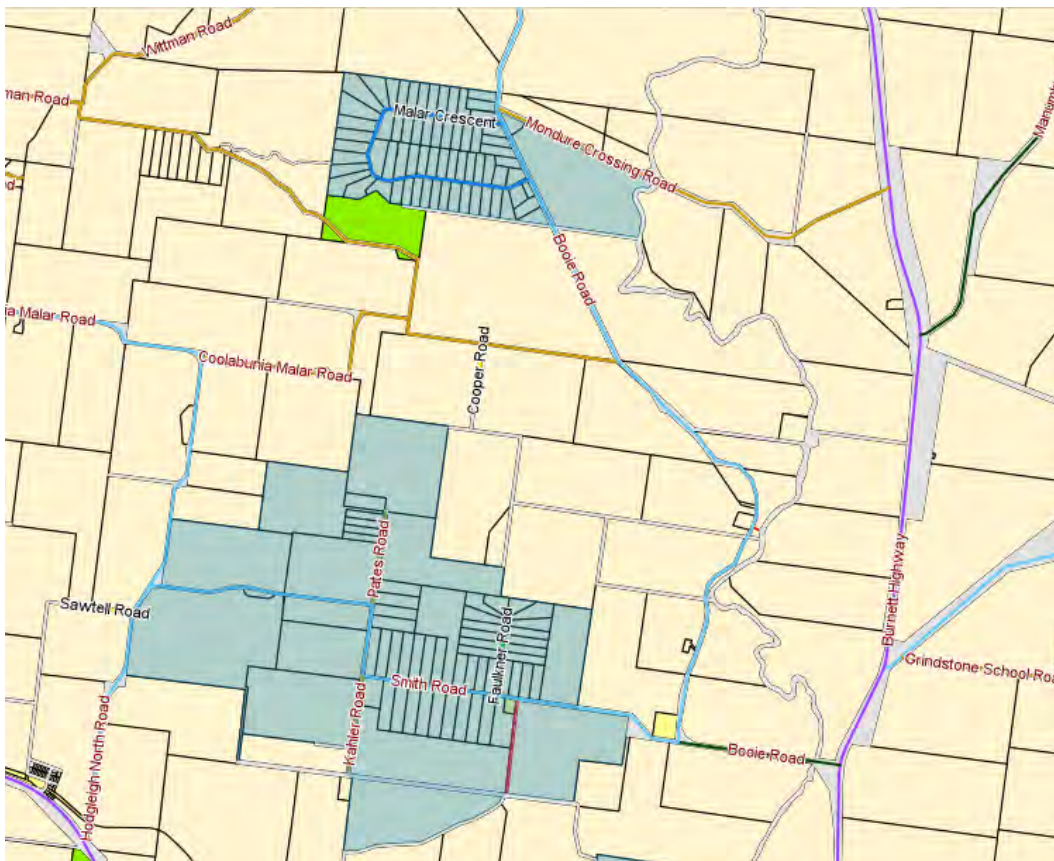
Kingaroy North Designated Refuse Service Area



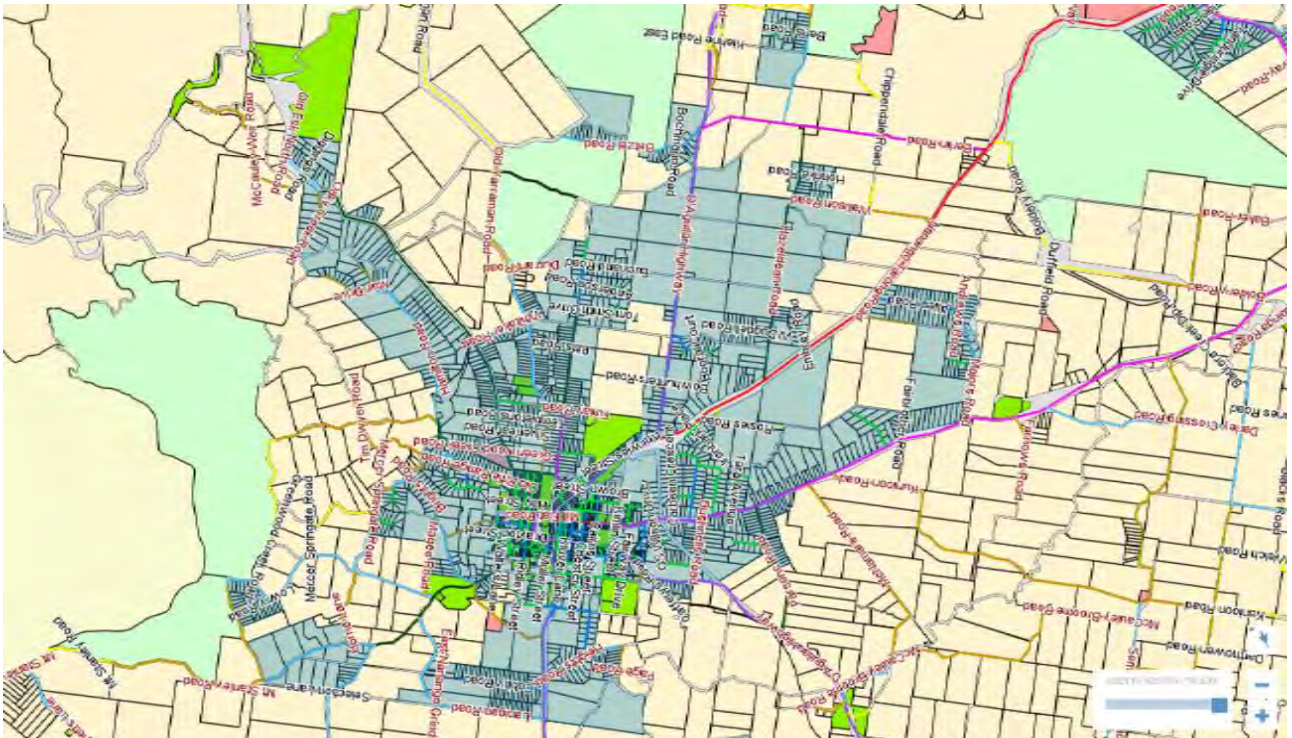
Kingaroy South Designated Refuse Service Area



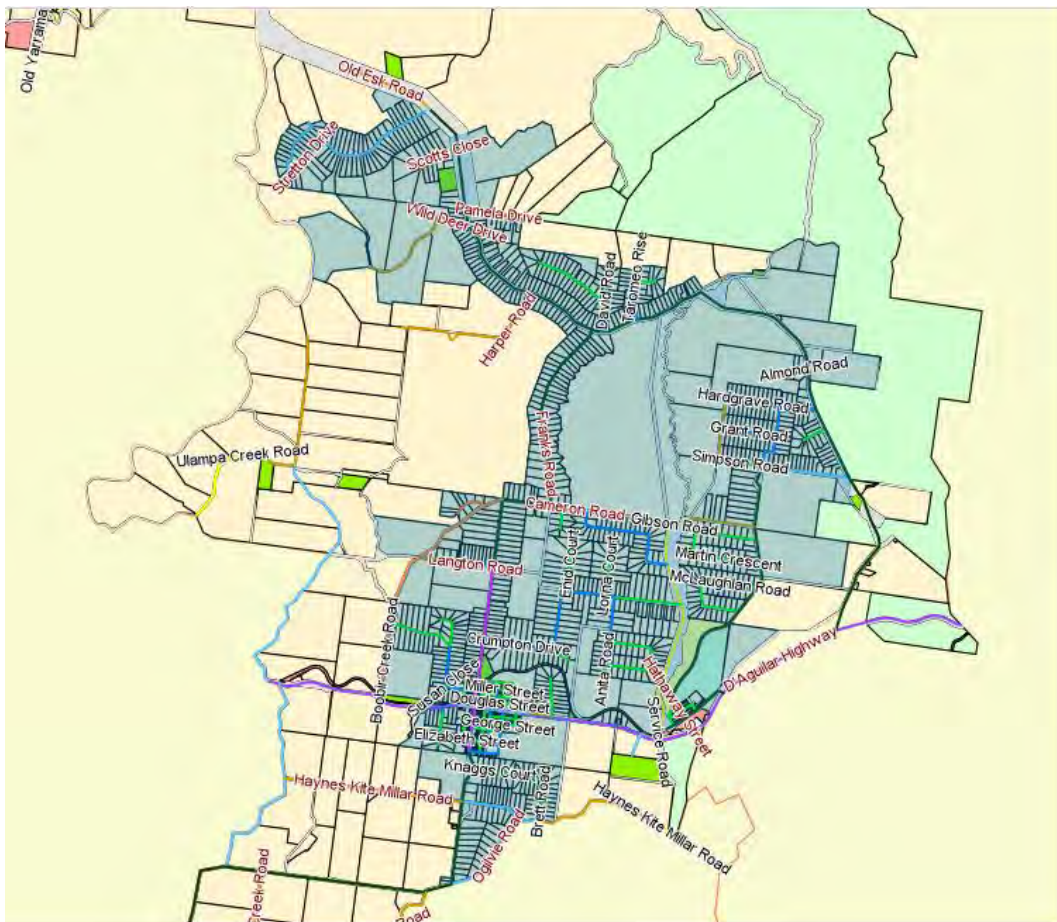
Booie Designated Refuse Service Area



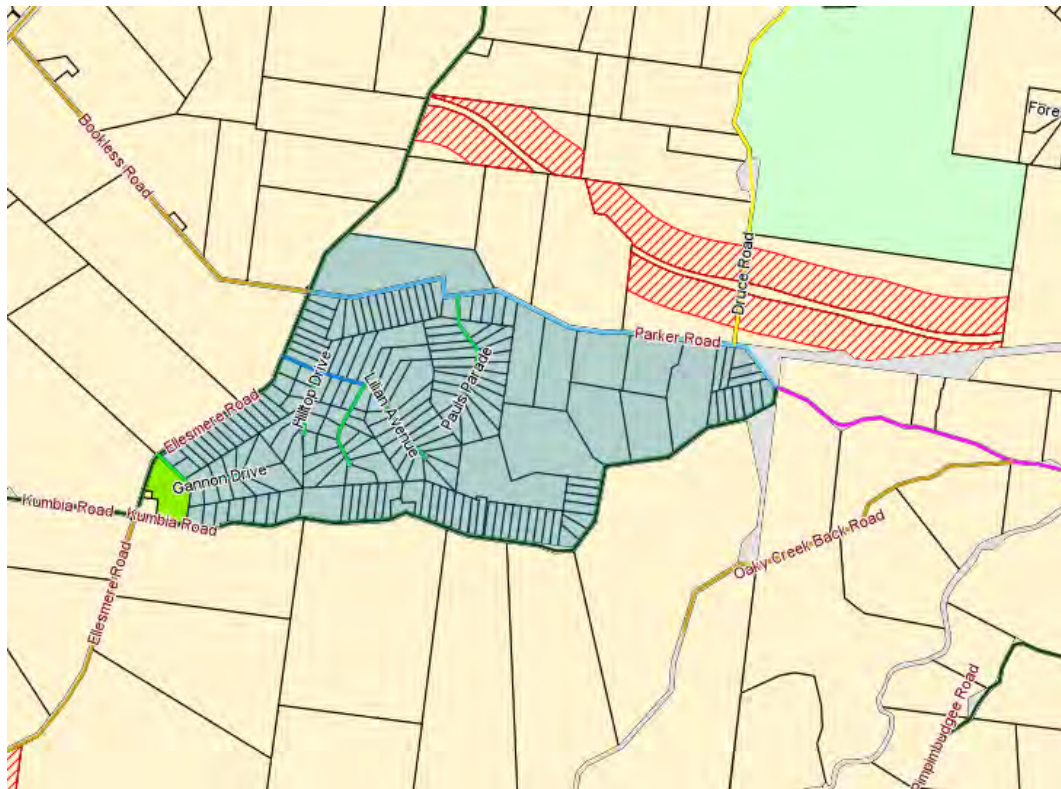
Nanango Designated Refuse Service Area



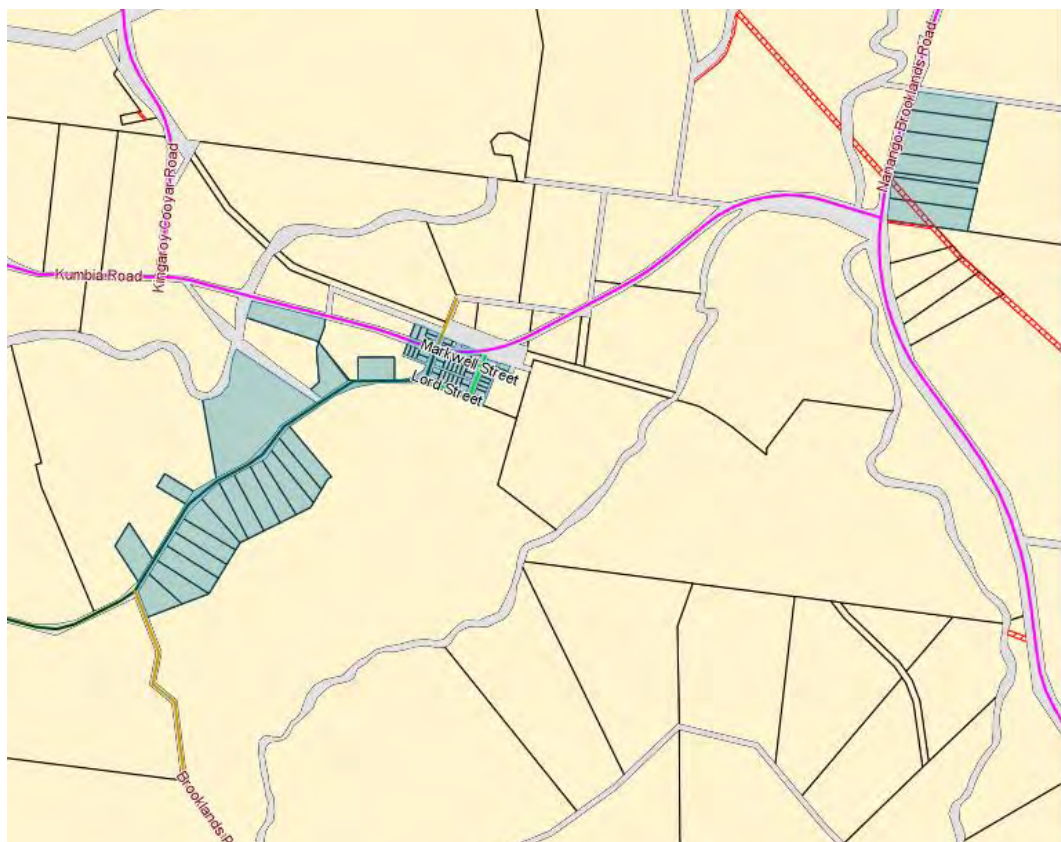
Blackbutt, Benarkin, Teelah and Taromeo Designated Refuse Service Area



Ellesmere Designated Refuse Service Area



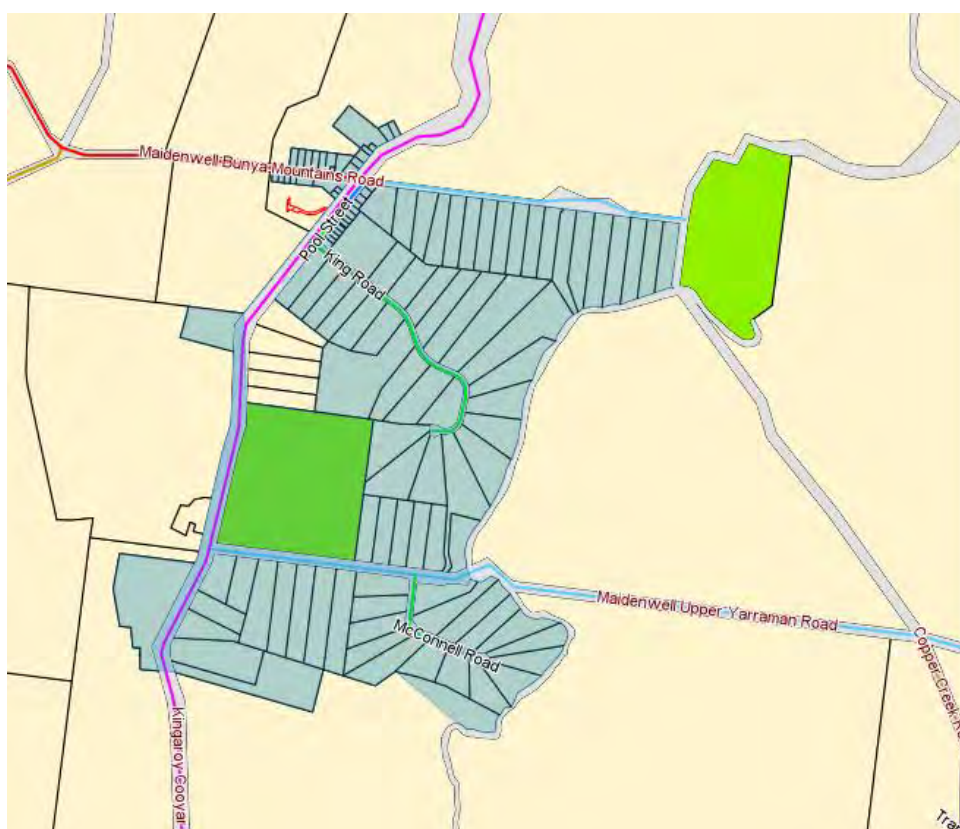
Brooklands Designated Refuse Service Area



Kumbia Designated Refuse Service Area



Maidenwell Designated Refuse Service Area



In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.21 SETTING OF WASTEWATER UTILITY CHARGES 2020/2021

RESOLUTION 2020/25

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

In respect of all lands and premises which are connected to, or capable of connection to, Councils reticulated sewerage systems, the following utility charges be made and levied for the provision of wastewater services for the year ended 30 June 2021, except for the Proston Common Effluent Disposal System:

1. In respect of all lands and premises which are connected to Council's wastewater Systems:
 - (a) For the first pedestal connected to any of Council's wastewater systems, a charge of \$739.00 per annum per pedestal.
 - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of \$207.00 per annum per additional pedestal.
 - (c) In respect of each allotment of Vacant Land rateable under the Local Government Act 2009 situated within the declared wastewater areas defined in "Schedule A of the Revenue Statement" except for the Proston Common Effluent Disposal System, a charge of \$517.00 per annum will apply.
 - (d) Where any premises not connected to the Council's wastewater system, become connected during the year, the charges under clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3).

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.22 PROSTON COMMON EFFLUENT DISPOSAL UTILITY CHARGES 2020/2021

RESOLUTION 2020/26

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

The following utility charges be made and levied for the provision of a Common effluent disposal system for the year ended 30 June 2021:

1. In respect of all lands and premises which are connected to Council's Common effluent disposal system:
 - (a) For the first pedestal connected to the system, a charge of \$436.00 per annum per pedestal.

- (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of \$136.00 per annum per additional pedestal.
- (c) Where any premises not connected to the Council Common system, become connected during the year, the charges under Clause (a) (1) shall become operative from the date of connection, with proportionate rebate from that date.
- (d) A charge will not apply to vacant land that is capable of being connected to the system.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.23 WATER SUPPLY ACCESS CHARGE METHODOLOGY 2020/2021

RESOLUTION 2020/27

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That pursuant to Section 92(4) of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges based on the following methodology to determine water access charges to be levied for the financial year ending the 30 June 2021 as follows:

1. A Fixed Charge for all connected and vacant (not connected) land covering the net cost associated with the source of supply, administration, technical overhead, depreciation and finance costs for each scheme area be levied on those lands receiving a supply or to which a supply is deemed to be available
2. The basis of apportionment of this cost shall be the supply capacity made available to the connected premises, as a measure of the proportionate share of the capacity of the system utilised by the connected property, as listed in the table hereunder:

Meter Size	Capacity Factor
20mm	1.0
25mm	1.6
32mm and 40mm	2.5
50mm and 80mm	6.5
100mm	15.0
Vacant (not connected)	0.5

3. This direct correlation is varied as follows:
 - (a) All connections below 25mm are deemed to be the same capacity;
 - (b) Domestic properties which due to low pressure related matters only, require the installation of a larger than normal (20 mm) water meter, are to be charged the equivalent of a 20mm connection base charge;
 - (c) Domestic properties which due to low pressure related matters only, require the installation of an additional water meter, are to be charged the equivalent of a single 20mm connection base charge only;
 - (d) In the case of units as defined under the Body Corporate and Community Management Act 1997 where the complex has a main meter, and individual units do not have an individual meter, then the base water charge for each unit will be levied as if the unit had a 20mm service connected;

- (e) In the case where there are 2 or more lots and an improvement is constructed across a property boundary, provided that a connected access charge is being levied for one lot, then vacant charges will not apply to the other vacant (land not connected to the water system) lot;
- (f) In the case of properties defined as “Rural”, except for properties connected to the Proston Rural Water Scheme, under Council’s differential rating criteria where multiple services are connected a charge for each additional connection shall be 50% of a single 20mm base charge;
- (g) In the case of properties on the Proston Rural Supply Scheme an access charge for each connection will apply;
- (h) In the case where a specifically dedicated metered service connection is provided for fire-fighting capability a charge for each service shall be 50% of a single 20mm access charge.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.24 WATER SUPPLY CONSUMPTION CHARGE METHODOLOGY 2020/2021

RESOLUTION 2020/28

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council’s Revenue Statement, Council make and levy water utility consumption charges, for the supply of water services, as follows:

The following methodology be adopted to determine water consumption charges for water consumed during the financial year ending the 30 June 2021:

1. In respect of Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Murgon, Nanango, Proston, Tingoor, Wondai, Wooroolin and Yallakool:
 - (a) Council operate a three (3) tier banding system based on the volume of water used in kilolitres (000’s of litres) and the capacity of the meter connected.
 - (b) For connections greater than 20mm, the steps are increased proportionally with the capacity factor for each meter size.
 - (c) The tiers or steps that apply to all size connections are shown in the table below.

Meter Size	Capacity Factor	Step 1 KL	Step 2 KL	Step 3 KL
20mm	1.0	0 - 125	126 - 250	>250
25mm	1.6	0 - 200	201 - 400	>400
32mm and 40mm	2.5	0 - 313	314 - 625	>625
50mm and 80mm	6.5	0 - 813	814 - 1,625	>1,625
100mm	15.0	0 - 1,875	1,876 - 3,750	>3,750
High Volume Commercial >200,000KL/pa	N/A	0 - 20,000	>20,000	N/A

2. In respect of Proston Rural Water Supply Scheme:

(a) A flat charge to apply for all water consumed.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.25 WATER SUPPLY CHARGES 2020/2021

RESOLUTION 2020/29

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That:

1. pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the table hereunder for the provision of water supply services (Access Charges) for the financial year ended 30 June 2021:

Declared Water Supply Service Area	Vacant	20mm	25mm	32mm and 40mm	50mm and 80mm	100mm	Fire Services	Additional Rural Services
Blackbutt	312	624	998	1,559	4,054	9,356	312	312
Boondooma Dam	312	624	998	1,559	4,054	9,356	312	312
Kingaroy	312	624	998	1,559	4,054	9,356	312	312
Kumbia	312	624	998	1,559	4,054	9,356	312	312
Murgon	312	624	998	1,559	4,054	9,356	312	312
Nanango	312	624	998	1,559	4,054	9,356	312	312
Proston	312	624	998	1,559	4,054	9,356	312	312
Proston Rural	N/A	540	865	1,351	3,513	N/A	N/A	N/A
Wondai/Tingoora	312	624	998	1,559	4,054	9,356	312	312
Wooroolin	312	624	998	1,559	4,054	9,356	312	312
Yallakool	312	624	998	1,559	4,054	9,356	312	312

2. pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the tables hereunder for the consumption of water for the financial year ended 30 June 2021.

Properties not connected to the Proston Rural Water Supply Scheme will be split into separate tariffs - based on their Differential Rate Category. Residential Tariffs are comprised of Residential (1, 201, 203, 301, 401), Rural Residential (910, 920, 930, 940, 950, 960) and Village (3) Rate Categories per the Revenue Statement.

Commercial Tariffs are comprised of Commercial (2, 202, 204, 302, 402), Shopping Centre (9,10,99), Industrial (8, 208, 209, 308, 408), Extractive (211, 212, 213), Coal Mine (414), Power Generation (215, 220, 221, 222, 223, 224, 225, 230, 231, 232, 233, 234, 235), Rural Land – Primary Production (6), Water Pumping and Storage (419) and Other (7) Rate Categories per the Revenue Statement.

(a) In respect of Residential Tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:

Declared Supply Area	Water Service	Tier 1	Tier 2	Tier 3
		Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt		1.57	2.34	2.75
Boondooma Dam		1.57	2.34	2.75
Kingaroy		1.57	2.34	2.75
Kumbia		1.57	2.34	2.75
Murgon		1.57	2.34	2.75
Nanango		1.57	2.34	2.75
Proston		1.57	2.34	2.75
Wondai		1.57	2.34	2.75
Wooroolin		1.57	2.34	2.75
Yallakool		1.57	2.34	2.75

- (b) In respect of Commercial tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:

Declared Supply Area	Water Service	Tier 1	Tier 2	Tier 3
		Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt		1.71	2.29	2.54
Boondooma Dam		1.71	2.29	2.54
Kingaroy		1.71	2.29	2.54
Kumbia		1.71	2.29	2.54
Murgon		1.71	2.29	2.54
Nanango		1.71	2.29	2.54
Proston		1.71	2.29	2.54
Wondai		1.71	2.29	2.54
Wooroolin		1.71	2.29	2.54
Yallakool		1.71	2.29	2.54

- (c) In respect of the Proston Rural Water Supply Scheme a flat charge of \$1.54 per Kilolitre of water consumed.
- (d) High Volume Commercial >200,000 Kilolitre per year.

Declared Supply Area	Water Service	Tier 1	Tier 2	No Tier 3
		Charge per Kilolitre 0 - 200,000	Charge per Kilolitre >200,000	
Blackbutt		1.71	2.29	
Boondooma Dam		1.71	2.29	
Kingaroy		1.71	2.29	
Kumbia		1.71	2.29	
Murgon		1.71	2.29	
Nanango		1.71	2.29	
Proston		1.71	2.29	
Wondai		1.71	2.29	
Yallakool		1.71	2.29	

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.26 LEVY AND PAYMENT OF RATES AND CHARGES 2020/2021

RESOLUTION 2020/30

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That:

1. pursuant to Section 107 of the *Local Government Regulation 2012* and Section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
 - (a) for the half of the year 1 July 2020 to 31 December 2020 – in August 2020; and
 - (b) for the half year 1 January 2021 to 30 June 2021 – in February 2021.
2. pursuant to Section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within thirty (30) days of the issue of the rate notice.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.27 DISCOUNT ON RATES 2020/2021

RESOLUTION 2020/31

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That pursuant to Section 130 of the *Local Government Regulation 2012*, the differential general rates, waste water utility charges, water access charges, refuse collection charges made and levied shall be subject to a discount of 10% if paid within the discount period of thirty (30) days of the date of issue of the rate notice provided that:

1. all of the aforementioned rates and charges are paid within thirty (30) days of the date of issue of the rate notice;
2. all other rates and charges appearing on the rate notice (that are not subject to discount) are paid within thirty (30) days of the date of issue of the rate notice;
3. all other overdue rates and charges relating to the rateable assessment are paid within thirty (30) days of the date of issue of the rate notice.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.28 INTEREST ON OVERDUE RATES 2020/2021

RESOLUTION 2020/32

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That:

1. pursuant to Section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eight point five three percent (8.53%) per annum is to be charged on all overdue rates or charges.
2. Council determine that rates or charges will be considered as overdue for the charging of interest if they remain unpaid after thirty (30) days from the due date of the relevant rate notice.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0**6.29 SETTING THE LEVEL OF CONCESSION ON RATES AND CHARGES FOR APPROVED PENSIONERS 2020/2021**

RESOLUTION 2020/33

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of rates be granted to all ratepayers who are pensioners and who are eligible for the Queensland Government pensioner remission.

The rebate will be set at:

1. 20 per cent of the differential general rate, sewerage utility charges, water utility charges and waste/refuse utility charges; and
2. The maximum concession granted per property shall be capped at \$200 per annum.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.30 EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES 2020/2021

RESOLUTION 2020/34

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That:

1. pursuant to Section 93 of the *Local Government Act 2009* Council provides an exemption of differential general rates and separate charges for properties as identified within the categories per the table below.
2. pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council grants a rebate for various rates and charges for the financial year ending 30 June 2021 as identified in the table below and subject to the following:
 - (a) Property owners must notify Council immediately if there is a substantive change in land use for a property that is receiving a rate concession.
 - (b) Applications received during the current financial year that fall within the categories below, will be granted a rate concession following the passing of a resolution by Council.
 - (c) If a property has been granted a rate concession in the previous financial year, the owner will not be required to re-apply to receive the rate concession for the current financial year. However, proof of ongoing eligibility will be required if requested.

Concession Category	Differential General Rates	Separate Rates	Water Access	Sewerage Access	Waste Bin
Queensland Country Women's Association	100%	100%	75%	75%	0%
Youth Accommodation	100%	100%	0%	0%	0%
Youth Groups – Scouts, Guides	100%	100%	100%	100%	100%
Seniors and Welfare Groups	100%	100%	50%	50%	0%
Kindergartens	100%	100%	0%	0%	0%
Service and Other Clubs	100%	100%	75%	75%	0%
Show Grounds	100%	100%	50%	50%	0%
Race Grounds	100%	100%	0%	0%	0%
Museums, Theatres, Heritage	100%	100%	100%	100%	0%
Sporting Groups and Associations	100%	100%	75%	75%	0%
Charitable Organisations	100%	100%	0%	0%	0%
Community Owned Halls	100%	100%	0%	0%	0%

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.31 CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES 2020/2021

RESOLUTION 2020/35

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council allows an annual rebate of 190KL on the water usage to any patient who qualifies for and operates a home Haemodialysis Machine supplied by Queensland Health.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.32 WAIVING MINIMUM GENERAL RATES 2020/2021

RESOLUTION 2020/36

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council grants a rebate equal to the full value of the separate charges and part of the differential general rates equal to the difference between the Minimum Differential General Rate for the appropriate category and the rate calculated using the rate in the dollar and the valuation for the properties identified hereunder:

1. Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.
2. Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess No	Owner	Property Description and Location
31384	GSR Silburn	Hebbel Drive, Tablelands
31598-1	A Bradley and C Ewart and J and I Hinricks	Bradleys Road, Wooroonden

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

6.33 FINANCIAL HARDSHIP POLICY

RESOLUTION 2020/37

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the South Burnett Regional Council Financial Hardship Policy – *Statutory-012* be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

7 CLOSURE OF MEETING

The Meeting closed at 11.26am

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on Wednesday 19 August 2020.

.....
CHAIRPERSON

7.2 MINUTES OF THE COUNCIL MEETING HELD ON 15 JULY 2020

File Number: 19/08/2020

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

1. That the Minutes of the Council Meeting held on 15 July 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Council Meeting held on 15 July 2020



MINUTES

**Ordinary Council Meeting
Wednesday, 15 July 2020**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 15 JULY 2020 AT 11.41AM**

PRESENT:

Councillors:

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

5 DECLARATION OF INTEREST

Nil

6 DEPUTATIONS/PETITIONS

6.1 FORWARDING AN EPETITION REQUESTING MURGON TARGET COUNTRY BE CONVERTED TO A KMART HUB STORE

RESOLUTION 2020/38

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the epetition be received and referred to the Chief Executive Officer for consideration and relevant action.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 SOUTH BURNETT REGIONAL COUNCIL MINUTES

RESOLUTION 2020/39

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

That the Minutes of the Council Meeting held on Wednesday 17 June 2020 be received and the recommendations therein be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

7.2 SOUTH BURNETT REGIONAL COUNCIL SPECIAL MEETING MINUTES

RESOLUTION 2020/40

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That the Minutes of the Special Council Meeting held on Wednesday 1 July 2020 be received and the recommendations therein be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

8 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT

8.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO REPORT

RESOLUTION 2020/41

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That Mayor Otto's Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

Social & Corporate Performance:

Mayoral "Have a Chat" Forums

Over the past month I have been out and about in our communities conducting as promised the Mayoral "Have a Chat" forums. These forums are conducted on Monday morning of each week.

The forums have given me, as the Mayor, the opportunity to report to the Council on issues, concerns and opportunities raised by the residents at those forums such as:

-
- Wondai forum:
 - noxious weeds;
 - issues with overgrown lots;
 - signage around the communities;
 - options for building facilities;
 - bus shelters and shade over BBQ Areas in communities such as Wondai;
 - containment of stock across the tick-line in terms of general biosecurity for livestock.
 - Kingaroy forum:
 - Council's intentions with the Coolabunia saleyards;
 - the opportunity of having an antique fair in Kingaroy;
 - people reporting in improvements on their roads;
 - positive feedback on the Kingaroy CBD work including work by Parks & Gardens in tree trimming, hedge trimming and the cleaning of the footpaths;
 - consider having a tidy town week, over eight (8) weeks across the eight (8) different towns during September/October;
 - positive feedback on the highway slashing undertaken by Council's Infrastructure Department;
 - conversations in relation to kerbside recycling and opportunities for a recycling factory in Kingaroy;
 - a lot of interest in the Kingaroy CBD transformation including developing internet connectivity throughout the CBD;
 - the opportunity for developing more industrial land in Kingaroy.
 - Nanango forum:
 - feedback from customers in relation to the standpipes and the new water pricing on the standpipes;
 - opportunities for Tourism through Nanango and into the Bunya Mountains;
 - enquiries into the possibility of having a refuge for homeless people from across the South Burnett;
 - feedback on the good work undertaken at Brisbane Street with the new drainage system;
 - interest in installing bike stands in the main street of Nanango.
 - Blackbutt forum:
 - concerns in relation to the impact of the increase in the standpipe water charges;
 - concerns about the sides of the roads around Nanango which pose a fire hazard throughout the winter season,
 - interest in developing Tourism promotion of Blackbutt including welcome signage into Blackbutt,
 - beautification of the rail trail section throughout Blackbutt,
 - issues raised around some of the roads such as Ogilvy Road and Hardgrave Road (overall general feedback on the status of the roads),
 - interest in obtaining information about the opening of the Blackbutt VIC,
 - interest in further development of the main street of Blackbutt in terms of beautification of the garden beds / footpaths and the redevelopment of the footpaths.
-

The next Mayoral forum will be held at the Kumbia Service Station/Café on Monday 20 July. Soon after I will commence Round 2 of the forums on Monday 27 July at the Hivesville Hotel.

During the next eight (8) week cycle of Mayoral forums I have extended an open invitation to the Divisional Councillors to join me in meeting with our communities.

Road trips in our region

This month on Friday 3 July, the Deputy Mayor Cr Jones and I undertook the first of our road trips traveling through Division 1 & 2 (which encompasses Nanango & Blackbutt). Cr Jones, as the Portfolio holder of roads, highlighted several of the roads that are planned for works both in terms of gravel re-sheeting and the sealing of existing gravel roads. We also were able to view some of the work currently being or recently undertaken on roads across the Divisions.

Visit this month by Federal Member

I am delighted to advise that at the end of this month, the Federal Member for Flynn, Mr Ken O'Dowd, will be visiting our region and meeting with Council. This visit will provide an opportunity for Council to continue conversations in relation to federal funding opportunities for tourism, infrastructure and economic development across our region on the back of conversations held to date with the Federal Member for Wide Bay, Mr Llew O'Brien and the Federal Member for Maranoa, the Hon. David Littleproud.

Customer Contact Statistics Snapshot for 2019/2020

The Customer Contact team perform a range of duties on behalf of Council such as processing customer enquires, bookings, payments, and requests for service.

Over the past financial year, our Customer Contact team received 33,342 calls with 33,201 being answered and only 141 calls being abandoned. This equates to a percentage answered of 99.58%. Of the 33,201 answered calls 26,817 of the requests were resolved during the call with Council officers.

Across the six (6) Council service centres of Murgon, Proston, Wondai, Kingaroy, Nanango and Blackbutt, a total of 20,018 receipts were processed.

In relation to the number of Council hall bookings, the final numbers were down on last financial year but this was to be expected with the halls unable to be used for three (3) months during the COVID-19 Pandemic restrictions. However, despite this closure, the Kingaroy Town Hall received an additional 25 bookings in 2019/2020.

I would like to take this opportunity to thank the dedicated customer contact team who are the face of our Council to our Community. A great effort for 2019/2020, well done.

Policy Governance Framework

Council is responsible for the good governance of our local and regional communities. In performing this role, Council executes a range of functions, including planning and monitoring, service delivery, local lawmaking and enforcement.

Council also plays an important advocacy role, representing the interests of our community in negotiations with State and Federal governments and the non-government sector. As Councillors, we are charged with the responsibility to comply with relevant laws and adhere to the key principles of good government — equity, transparency, integrity and accountability — to secure the confidence of the South Burnett community we serve.

This term of Council is committed to good governance and as such I am pleased to announce that Council is in the final stages of the development of a policy governance framework which will enhance the current process for the creation, management and review of Council's policies and procedures.

It is anticipated that the framework policy will be tabled for adoption at the Ordinary Meeting of Council next month.

People & Culture:**Workplace Relations**

Officer and Field Staff Collective Agreement have been certified by the QIRC. This also resulted in both 2011 Agreements being terminated.

The Agreements have a nominal expiry date of 1 Jan 2023.

Communications / Media:

In June 2020 the Media and Communications team progressed the following:

Media Releases x 29:

- 248. Media Release 03-06-20 - LDMG amends status in line with relaxation of restrictions.
- 249. Media Release 03-06-20 - COVID-19 support guide – Health and wellbeing.
- 250. Media Release 04-06-20 - South Burnett reviews reopening of the regions dams
- 251. Media Release 04-06-20 - Mayor extends Have a chat
- 252. Media Release 05-06-20 - Mobile Phone Tower welcomed by South Burnett
- 253. Media Release 05-06-20 - South Burnett secures funding to progress Kingaroy Transformation project.
- 254. Media Release 08-06-20 - Changes and reopening of Council services and facilities
- 255. Media Release 08-06-20 - Council Meeting scheduled for Wednesday 17 June 2020
- 256. Media Release 09-06-20 - UPDATE - Changes and reopening of Council services and facilities - 09-06-20
- 257. Media Release 10-06-20 - Brisbane Street drainage works complete
- 258. Media Release 10-06-20 - Tree lopping commences in Kingaroy CBD
- 259. Media Release 10-06-20 - New Forms required under Plumbing and Drainage Act 2018
- 260. Media Release 10-06-20 - Council to close public amenities after hours to reduce vandalism
- 261. Media Release 10-06-20 - Temporary closure Lyons Park Blackbutt
- 262. Media Release 10-06-20 - UPDATE - Lamb Street Murgon - CBD Footpath Kerb and Channel Replacement – 07-06-20
- 263. Media Release 12-06-20 - UPDATE - Lamb Street Murgon - CBD Footpath Kerb and Channel Replacement – 14-06-20
- 264. Media Release 12-06-20 - UPDATE - Changes and reopening of Council services and facilities - 12-06-200
- 265. Media Release 16-06-20 - Expression of Interest - Tourist Park Managers
- 266. Media Release 18-06-20 - Council Brief - Wednesday 17 June 2020
- 267. Media Release 18-06-20 - Wondai Pool Filtration Plant Upgrade and Rail Trail Closure
- 268. Media Release 18-06-20 - UPDATE - Lamb Street Murgon - CBD Footpath Kerb and Channel Replacement – 21-06-20
- 269. Media Release 18-06-20 - Care Hampers – Do you know someone that needs a helping hand
- 270. BIEDO Media Release - 18-06-20 - Mun-Jan RWG - John Peterson Bridge gets a green light
- 271. Media Release 19-06-20 - Notice of Interruption to Water Supply – Haly and Kingaroy Sts
- 272. Media Release 26-06-20 - Update – Burnett Water Feasibility Study - Project Update Evening and Release of Strategic Business Case
- 273. media Release 26-06-20 - UPDATE - Lamb St Murgon - CBD footpath kerb and channel replacement - 28-06-20
- 274. Media Release 26-06-20 - FREE virtual worm farm and composting workshops
- 275. Media Release 26-06-20 - Domestic and family violence
- 276. Media Release 26-06-20 - Managing mental health and wellbeing

Media Releases 2019-20						
2019	Jul	Aug	Sep	Oct	Nov	Dec
	5	5	15	18	27	21
2020	Jan	Feb	Mar	Apr	May	Jun
	24	23	29	39	41	29

Media enquiries x 20:

- 1/06/2020 SBT - Dam reopening
- 1/06/2020 South Burnett Online - Dam and camping reopening
- 1/06/2020 Kingaroy Hospital - YouTube Video - The Journey of Health & Wellbeing
- 1/06/2020 Kingaroy Hospital - Vimeo Video - Reconciliation Day
- 3/06/2020 South Burnett Online - Images - Kingaroy Transformation project
- 3/06/2020 Resonate - Murgon Target Closure
- 4/06/2020 Crow FM - Dam Reopening
- 4/06/2020 SBT - W4Q COVID-19 funding
- 5/06/2020 SBT - Election Costs for B Otto
- 5/06/2020 The Martoo Review - Kingaroy Transformation images
- 10/06/2020 SBT - Kingaroy Revitalisation Project
- 16/06/2020 LGAQ Peak - Cr Duff - Butch Lenton Bush Council Innovation Award
- 17/06/2020 Resonate - Interview with CEO re CEO Sleepout
- 17/06/2020 SBT - Dark Sky Petition
- 18/06/2020 SBT - Photo Opportunity - Cherbourg Mayor & Councillors
- 18/06/2020 SBT - Cr Jones - Blackbutt mural from World Expo 88
- 19/06/2020 SBT - SBT final printed edition - Mayor Enquiry
- 13/06/2020 DLGRMA - Mayor Biography & Image
- 24/06/2020 WIN News - Interview with Mayor re Standpipe water charges
- 24/06/2020 ABC - Catch up
- 25/06/2020 WIN News - Image of Mayor
- 26/06/2020 South Burnett Online - Request to meet Mayor for Council Brief
- 26/06/2020 ABC - Burnett Water Feasibility Study

Media Enquiries 2019-20						
2019	Jul	Aug	Sep	Oct	Nov	Dec
	?	?	7	9	11	2
2020	Jan	Feb	Mar	Apr	May	Jun
	11	3	3	7	20	23

Social Media: Facebook Posts x 72

The most popular post: 16-06-20 'EOI Dam Managers' reached an audience of 27,466.

Council's 'southburnettregion' Facebook page ended the month with 7,664 likes and 7,903 followers.

Social Media – Facebook Posts						
2019	Jul	Aug	Sep	Oct	Nov	Dec
	42	37	72	85	110	56

2020	Jan	Feb	Mar	Apr	May	Jun
	58	47	71	72	67	72

Printed Advertising:

Council progressed two full page ads (Page 4) in the South Burnett Times during June – 05-06-20 and 16-06-20.

Council progressed one full page ad in the Murgon Moments for What's on @ South Burnett libraries and one half page ad for the region's dams.

Council progressed one ad in the Queensland Country Life 19-06-20 for Sale of Rhodes Grass.

Graphical Design:

Posters – FASD Project

Finance:

This monthly report is designed to illustrate the financial performance and position of South Burnett Regional Council compared to the adopted third quarter budget, at an organisational level, for the period ended 30 June 2020. This financial report is prepared based on interim financial results as at 30 June 2020.

Overall, recurrent revenue is tracking high at 101% largely due to increases in rental income from telecommunication agreements and additional grant revenue for disaster management purposes. The end of year expected position is predicted to have some minor increases to recurrent revenue largely for private works claims for main roads and scrap steel sales.

Fees and charges and rental income are tracking high at 112% and 105% due to increases in waste disposal fees, water sales, planning applications and telecommunication rental income.

Interest received has landed under budget at 86% largely due to decreases in investment interest rates in the last few months as well as adjustments to rates interest received for land parcels sold at auction.

Overall, recurrent expenditure is tracking on target at 99%. Materials and Services is tracking high at 102%. There are a number of adjustments which will increase both employee benefits and materials and services as a result of end of year adjustments. These include accruals for expenditure and wages as well as adjustments to the long service leave and annual leave provisions.

Finance costs are still tracking low at 64% due to the discount rates that were used for the gravel and landfill provisions for end of June ending up favourable to what was originally expected. There will be some minor increases to finance costs as a result of the end of year adjustments for the expected credit loss provision and the interest component of the right of use financial liability for the new leasing standard.

AR Debtors 90-day balance has decreased slightly this month. While debt collection has been temporarily suspended due to the impact of COVID-19, outstanding debts are still being monitored and followed up internally with department managers to ensure we are ready to begin collection processes again when the time arises.

Rate in arrears is currently \$5.468m or 10.2%. This has again decreased since the previous month.

The current monthly ratios are tracking on target, except for the operating cash ratio, which is sitting slightly above the target benchmark. It is expected that after all the end of year adjustments are made, that this ratio will end up within the target range.

Of the total available capital budget of \$37.4m, 88% has been spent to date including committed costs.

Road maintenance has increased approximately \$420k from May to a total actual and committed cost of \$6.351m.

Works for Queensland (W4Q3) has \$4.678m of actuals to date with a further \$487k in committed costs.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

ATTENDANCE:

General Manager Aaron Meehan left the meeting at 11.59am

8.2 CONFIRMING ATTENDANCE AT THE LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE ON GOLD COAST 19-21 OCTOBER 2020

RESOLUTION 2020/42

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That

1. Mayor Brett Otto and Deputy Mayor Gavin Jones attend the 2020 LGAQ Conference as delegates.
2. The Chief Executive Officer attend as an observer.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2020/43

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the meeting adjourn until 1.00pm.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2020/44

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the meeting resume at 1.04pm.

CARRIED

8.3 COUNCIL NOMINATE 2021 SPECIAL HOLIDAY

RESOLUTION 2020/45

Moved: Cr Roz Frohloff
Seconded: Cr Kirstie Schumacher

That Council complete the on-line nomination form for the Monday of the 2021 Royal National Exhibition, Brisbane – Monday 9 August 2021, as the 2021 Show Holiday for the South Burnett Regional Council area.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

8.4 ADOPTION OF THE GIFTS AND BENEFITS POLICY

RESOLUTION 2020/46

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the South Burnett Regional Council Gifts and Benefits Policy – *Strategic-002* be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

8.5 ADOPTION OF THE MEDIA RELATIONS POLICY

RESOLUTION 2020/47

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Media Relations Policy – *Strategic-001* be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

8.6 MONTHLY FINANCIAL REPORT

RESOLUTION 2020/48

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the Monthly Financial Report including Capital Works, Road Maintenance Expenditure and Works for Queensland (W4Q3) as at 30 June 2020 be received and noted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

9 PORTFOLIO – ROADS & DRAINAGE

9.1 ROADS & DRAINAGE PORTFOLIO REPORT

RESOLUTION 2020/49

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

Works in Progress & Future Works Summary for July 2020

Updated as of 2 July 2020

Construction / Capital Works

Name	Description	Status
Alford Street Carpark Kingaroy	Rehabilitation of carpark.	Preparation work expected to commence late June – early July.
Murgon CBD	Footpath Upgrade Lamb Street, Murgon.	Northern side concrete complete, currently working on the southern side. Project expected completion end of June with final spray pave in July.
Haly Street Wondai	New concrete footpath, Bunya Highway between Dan's Diner and Greenview Road.	Completed.
Maidenwell Bunya Mountains Road	Road realignment at Glencliffe. – Wengenville intersection	Works complete, except for final seal scheduled for Oct 2020.
Niagara Road	Stormwater drainage repairs & upgrade	Completed.
Old Esk Road	Widen overlay and seal 2km section.	First seal coat early July.
Stehbens Street Kingaroy	Upgrade to bitumen seal standard.	Construction crew plan to mobilise on completion of Old Esk Road, expected mid-July.

Gravel Resheeting & Heavy Formation Grade

Name	Description	Expected Start Date	Expected Completion Date
Friebergs Road	Gravel Resheet	Jul	Jul
Haynes Kite Miller Road	Gravel Resheet	Jun	Jul
Kingaroy Burrandowan Road	Resheet and Shoulder Grading	Jun	Jul
Reagon Road	Gravel Resheet	Jun	Jul
Corndale Road	Heavy Shoulder Grade	Jul	Jul

Patrol Grading

Locality	Description	Expected Start Date	Expected Completion Date
Abbeywood	Farmers Road, Gayndah Abbeywood Road	Jul	Jul
Benair	Kumbia Minmore Road, Wattlegrove Road, Benair Road, Wooden Hut Road	Jun	Jul
Goodger	Boonenne Ellesmere Road, Boonenne Road, Weeks Road	Jul	Jul
Gordonbrook	Halfmile Road, Smiths Road, Weens Road Wicks Road, Slattery Road, Holts Road, Pointons Road	Jun	Jul
Inverlaw	Deep Creek Road, Inverlaw School Road, Minmore Road, Barrons Road North, Luck Road, Ten Chain Road, Woodalls Road, Beils Road, Barrons Road South, Wooden Hutt Road	Jun	Jul
Kingaroy	Railway Road, Lankowskis Road, Meiers Road	Jul	Jul
Maidenwell	Harland Road	Jul	Jul
Neumgna	Rocky Glen Road, Bishop Road	Jun	Jul
Okeden	Parishs Road, Mantheys Road, Okeden Byanda Road	Jun	Jul
Pimpimbudgee	Pimpimbudgee Road	Jul	Jul
Speedwell	Speedwell Road, K Hansens Road, Roberts Road, Howards Road,	Jul	Jul
Stalworth	Fitzgerald Road	Jul	Jul
Wengenville	Dugdell Road, Wengen Creek Road, Saddletree Creek Road, Red Cedar Drive, Silky Oak Drive, Maidenwell Glencliffe Road, Wengenville Glencliffe Road, Tim Shea Road, Upper Barkers Creek Road	Jul	Jul
Wigton	Gayndah Hivesville Road	Jul	Jul

Roadside Slashing / Boom Mowing

Locality	Description	Expected Start Date	Expected Completion Date
Benarkin North	McLaughlan Road, Williams Road	Jun	Jul
Blackbutt Blackbutt North	Service Road, Griffin Road Crompton Drive, Anita Road	Jun Jun	Jul Jul
Chelmsford	Jacksons Road	Jun	Jul
Kingaroy	Kingaroy Cooyar	Jun	Jul
Silverleaf	Mondure Wheatlands Road, Campbells Road	Jun	Jul
Taromeo	Taromeo Rise	Jun	Jul

Wheatlands	Wheatlands Loop Road, Kangaroo Yard Road, Flats Road	Jun	Jul
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Storm Damage

Description

Council has received funding approval from the Queensland Reconstruction Authority relating to the storm damage occurring in February 2020 on our road network. The approved submission contained approximately 70 roads affected with a cost estimate of \$3M.

Summary of Completed Works June 2020

Gravel Resheeting & Heavy Formation Grade

Name	Description
Birt Road	Gravel Resheet
Boonenne Road	Gravel Resheet
Dangore Mountain Road	Gravel Resheet
Finnemores Road	Flood Damage
Flats Road	Gravel Resheet
Gayndah Hivesville Road	Gravel Resheet
Kangaroo Yard Road	Gravel Resheet
Mondure Road	Gravel Resheet
Mondure Crossing Road	Gravel Resheet
Morgans Road	Gravel Resheet
Old Esk North Road	Gravel Resheet
Wilsons Road	Shoulder Resheet

Patrol Grading

Locality	Description
Benair	Winters Road
Chelmsford	Coulsens Road
Hivesville	Wilsons Road, Ten Chain Road
Inverlaw	Hoopers Road
Keysland	Dip Road, The Bluff Road
Kingaroy	Hodges Road, Kingaroy Cooyar Road
Kinleymore	Stumckes Road, Middle Road, Back Road
Kumbia	Nollers Road, Kumbia Back Road
Maidenwell	Maidenwell Pimpimbudgee Road, Copper Creek Road
Mt McEuen	Hoffmanns Road, Mt McEuen Road
Neumgna	Hobdell Road
Pimpimbudgee	Tanduringie School Road, Soldier Settlement Road, Connolly Road, Behan Road, Middle Creek Cooyar Road, Clapperton Road, Cause Road, Behan Road
Okeden	Parishs Road, Mantheys Road, Okeden Byanda Road
Proston	The Weir Road, Blanches Road, Moloneys Road
Speedwell	Byanda Road, Speedwell School Road, Fox's Road
Stalworth	Back Creek Road, Fitzgerald Road
Tablelands	Uptons Road
Wengenville	Dugdell Road
Wondai	Keates Road

Roadside Slashing / Boom Mowing

Locality	Description
Chelmsford	Old Chelmsford Road, Red Hill Road
Cushnie	Springs Road
Fairdale	Fairdale Road
Mondure	Mondure Road
Wooroonden	Brandt Road, Wooroonden Road, Bradleys Road
<u>In Favour:</u>	Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen
<u>Against:</u>	Nil

CARRIED 7/0**9.2 SANDY CREEK PIONEER ESTATE - INTERNAL STREET NAMES****RESOLUTION 2020/50**

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That Council adopt the following road and pathway names for the Sandy Creek Pioneer Estate:

Roads;

1. Lynch Drive;
2. Collins Court;
3. Heiner Court; and
4. Hannaford Court.

Pathways;

1. Cripps Walk; and
2. Kirby Walk

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0**10 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION****10.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT****RESOLUTION 2020/51**

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That Cr Potter's Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council be received.

Community:**2019-2020 South Burnett Libraries Snapshot**

Despite the impact of COVID 19 to library services and programming, during the 2019-2020 financial year:

- 98,432 physical library items were loaned
- 988 new members were welcomed to the library service
- 222 First 5 Forever Story Time and Rhyme Time sessions were held with a total of 2,074 attendees
- 13 digital story time sessions were recorded, with a total of 7,733 views
- 6,306 physical resources were added to the South Burnett Libraries catalogue, with an additional 2,062 eResources purchased. These resources were purchased using funds allocated by the State Library of Queensland's Public Libraries Grant of \$166,300.
- 2019-2020 saw a massive increase in the use of the libraries' eAudiobook collection; loans increased by 69% whilst eBook loans increased by 55%

Senior's Week Digital 'Living Library' Series

To promote and recognise the valuable contribution of older people in our region, Senior's Week will be celebrated by South Burnett Libraries with a series of videos that highlight the hobbies, interests and achievements of seniors in our local community. This digital 'living library' series will premiere during Senior's Week, which runs this year from 15-23 August. Local identities will be featured, so be sure to tune in to the libraries Facebook page!

Those interested in telling their story as part of this project are invited to contact the Kingaroy Library.

School Holidays 'Just for Kids' Quiz

Due to the current COVID 19 restrictions, South Burnett Libraries decided to do something a little different for the recent June/July school holidays.

Staff thought "Why not take the opportunity to learn more about what our young community members enjoy reading and who their favourite authors are?"

To do this, staff developed the 'Just for Kids' quiz bundle for children to collect, take home to complete and return. Each bundle included information about the FREE eResources available for kids via their library membership and a Mini-Beast scratch art craft. To encourage kids in the community to get involved, each returned quiz acted as a draw for a free movie pass.

Overall, response to this program was very positive, with close to 200 quiz bundles collected by our young community members during the school holiday period.

Aurora Montage – Updating South Burnett Libraries' Online Public Access Catalogue

In order to provide better access to the South Burnett Libraries' collection, the online public access catalogue (OPAC) will soon be upgraded. The move to Aurora's 'Montage', will allow library customers to search for eBooks, eAudiobooks, eMagazines, external databases and image collections at the same time as the main library collection; all from the comfort of home. Once logged in, customers can reserve or renew items, suggest items for purchase or request inter-library loans. It is expected that this new and improved OPAC will allow library customers the ability to discover resources they may not have realised were available via their South Burnett Libraries membership.

South Burnett Libraries' Website Refresh

Recently, the South Burnett Libraries website was refreshed to coincide with the introduction of the new OPAC 'Montage'. In particular, the Online Resources section now includes links to authoritative information about researching your family history, cyber safety and online learning sites.

Community Grants Program Round One (1) opens in August

Through the adoption of the 2020/2021 budget today, my fellow Councillors and I will continue to support our local community groups and elite performance youth through the Community Grants Program. The first round of the program for this financial year will open on Saturday 1 August closing Monday 31 August. The categories open within the round will be:

- Community Event Sponsorship
- Project / Program One-Off Sponsorship
- Regional Arts Development Fund
- Community Hall Insurance Grant
- Healthy Community Sponsorship
- School Student Awards
- Community Australia Day Events Sponsorship

Information will be circulated through Council's media team. We welcome and encourage as many community organisations as possible to come forward and apply under this round of community grants.

Arts & Heritage:**Council Arts & Culture Policy and Strategy**

Over the course of the last month, Council has been actively engaging with the arts community across of the South Burnett region to continue to progress conversations in relation to the further development of Council's Arts & Culture Policy. It has been evident from these discussions, that there is a need to develop a regional Arts & Culture Strategy. We will be tabling this item for consideration as Council develops a new 5-year corporate plan during this financial year.

Sport & Recreation:

Covid-19 restrictions have been lifted for sports groups, Councils Coordinator of Recreation has been in constant contact via monthly catch ups with Sport and Recreation via skype and has kept contact with state sporting bodies, Cricket, Touch, Golf, Mountain Biking, Orienteering and Soccer.

Cricket Qld, Touch Qld and AFL Qld are all following the State Government Road Map and return to play guidelines. These guidelines will be updated again mid-July as restrictions begin to ease.

All South Burnett Clubs have had the opportunity to kick-start the seasons again through funding opportunities, Council has assisted the State Sport & Rec body in providing the clubs with details on all these funding initiatives.

Council's Coordinator of Recreation has been working over the last 4 months with Kingaroy Touch, Junior Cricket and Junior Soccer to form a combined sporting body, their first official AGM will be held in July.

Kingaroy Touch is looking into retro fitting new additional LED Lighting on the junior soccer fields and is working with Council's Coordinator of Recreation and Jasstech Lighting to finalise plans prior to lodgement for approval.

Wondai Precinct EOI

The assessment of applications has been pushed back to September; Council will be informed of any changes to this timeline.

The South Burnett has been appointed a new State Sport and Recreation adviser Barbara Freeman who has been with Sport and Recreation for over 32 years, Barbara will be based in Bundaberg.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

11 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**11.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT**

RESOLUTION 2020/52

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That Cr Henschen's Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council be received.

Rural Services / Natural Resource Management:**Weed Control**

Pest Management contractors and staff treated 11 hectares of restricted and environmental weeds in June including;

- **Lantana** – Hodgeleigh, Wondai, Kingaroy and East Nanango
- **Giant Rats Tail Grass** – Hivesville, Brigooda, Bullcamp, Maidenwell and Wondai
- **Mother of Millions** – Stonelands, Ballogie, Taromeo and Wondai

Wild Dog and Feral Pig Control

A total of 44 Landowners were supplied with 1512 wild dog baits, and distributed 430 baits to manage Feral Pigs.

Council supplied baits for 101 lot on plans in the June 1080 Baiting Program.

Rabbit Control

Calici virus was distributed to three landowners to reduce rabbit populations.

Wandering Livestock

Council received 15 requests to attend to wandering livestock across the region. No stock were impounded in the month of June.

Stock Route Grazing Permits

No roadside Agistment applications were received during June.

Fire Management

No Prescribed burns were undertaken in June.

Saleyards

Saleyards staff inspected 2484 and processed 2662 through the dip in June. A total of 1672 head were sold through the Coolabunia Saleyards for a total of \$1,854,436.16.

Planning:**Planning and COVID-19**

The Minister for Planning has extended the COVID-19 emergency applicable event to 31 October 2020. This means that the shops and warehouses that support the supply of essential service can continue to their 24-hour operations, seven days a week to deliver vital goods and services to the community.

The Planning Regulation 2017 has also been amended to provide temporary arrangements for public notification of development application during the COVID 19 event. Effective 26 June 2020 until 31 December 2020, new arrangements replace the newspaper notice publication requirements in

section 17 of the Development Assessment Rules (DA Rules) for any public notification not yet commenced. The following applies:

1. If there is a hard copy local newspaper circulating in the locality, then a notice must be published in the hard copy local newspaper.
2. If there is only an online local newspaper and no hard copy local newspaper, then a notice must be published in the online local newspaper.
3. Where there is no local newspaper in the locality, any of the following may be used:
 - Publish a notice in a state-wide or nation-wide newspaper (hard copy or online)
 - Publish a notice on Council's website
 - Give a notice to surrounding residents within an agreed area.

A local newspaper means a newspaper that:

- primarily publishes news in relation to the locality or a region that includes the locality; and
- is intended for a local or regional, rather than state-wide or nation-wide, readership; and
- contains a section for the publication of notices for members of the public.

With the closure of some local newspapers in regional areas it is foreseen that these arrangements may be adopted as a permanent part of the DA Rules.

Compliance Services:

Dog and Cat Desexing Initiative

A reminder to all South Burnett Dog and Cat owners. Don't forget that the RSPCA's annual desexing initiative known as "Operation Wanted", is presently running.

There is a 20% discount on normal desexing prices, at participating vets. Don't leave it to the last minute to get a saving. The program concludes 31 August 2020.

For more information and how to find your local participating vets go to www.operationwanted.com.au.

COVID-19 and Food Establishments

Many food premises have now been able to partially open their indoor dining areas, with strict restrictions concerning the total number of patrons that can be seated at any one time. The majority of food businesses are complying with the Health Directive requirements. Council staff continue to work with Food Businesses to help them understand the restrictions start to be relaxed.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

12 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT

12.1 LOCAL DISASTER MANAGEMENT, WATER, WASTE WATER AND WASTE MANAGEMENT PORTFOLIO REPORT

RESOLUTION 2020/53

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That Cr Frohloff’s Local Disaster Management, Water, Waste Water and Waste Management Portfolio Report to Council be received.

Works in Progress & Future Works Summary for June / July 2020

The following are current/planned works

Current Water Main Replacements

Name	Description	Expected Date	Start	Expected Completion Date
Nanango				
Wickham Street	Water Replacement Main	Commenced Jul 19		Complete
Wills Street West	Water Replacement Main	Commenced Jul 19		Complete
George Street North	Water Replacement Main	Commenced 19	Sep	Complete
Alfred Street	Water Replacement Main	Commenced 19	Sep	Complete
Drayton Street	Water Replacement Main	Commenced 19	Nov	Complete
Wooroolin				
West Wooroolin Road	Water Replacement Main	Commenced 19	Dec	Complete
Kingaroy				
Burnett Haly - Alford	Water Replacement Main	Commenced 19	Sep	Completed
West Haly - Kurtellan	Water Replacement Main	Commenced 19	Sep	Completed
Knight Walter - Hodge	Water Replacement Main	Commenced 19	Sep	Complete
Youngman Haly - Avoca	Water Replacement Main	Commenced 19	Nov	May 2020, 98% completed. Defect repairs underway.
Youngman Venman - Banksia	Water Replacement Main	Commenced 19	Nov	
Toomey Youngman - William	Water Replacement Main	Commenced Oct 19		Completed

Regional	Replace 1800 Water Meters	Commenced Jan 20	Currently completed, progressing well. 1711
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Restriction & Dam Levels

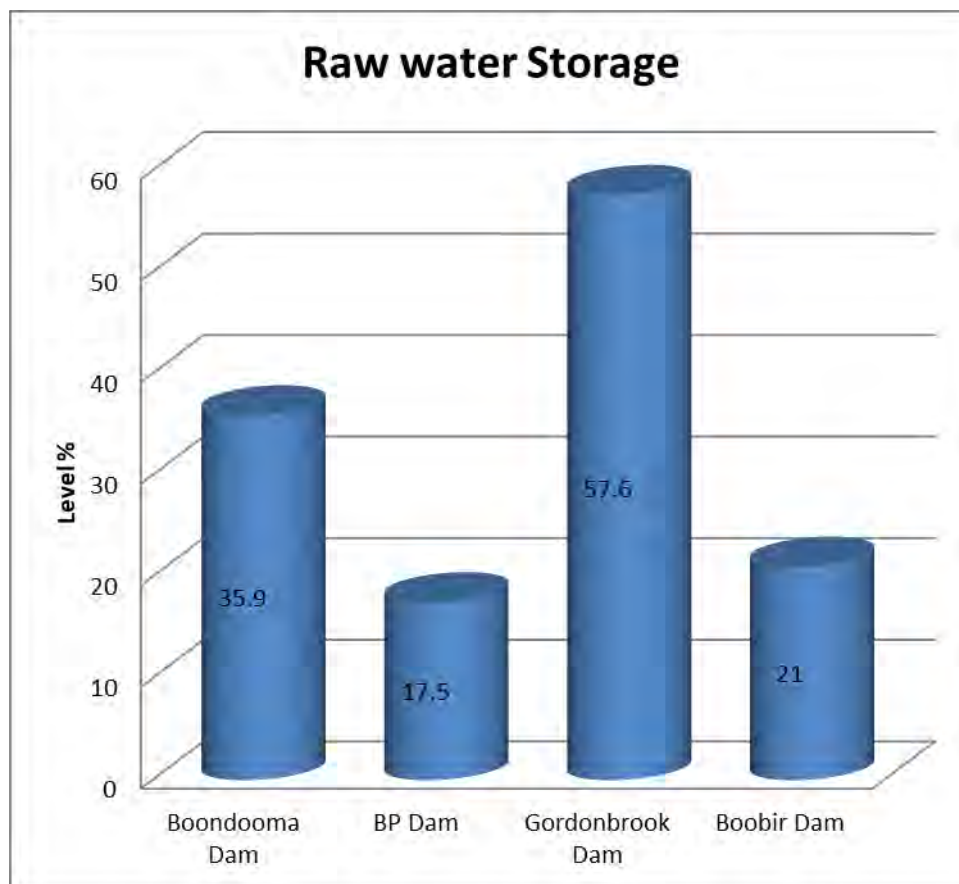
In the last reporting period, BP dam is 17.4% Boondooma dam is 35.9%

Council will continue with seeking alternative water supplies. With drought conditions continuing throughout the South Burnett area, Council is monitoring water restriction levels.

All towns remain on Level 3 restrictions.

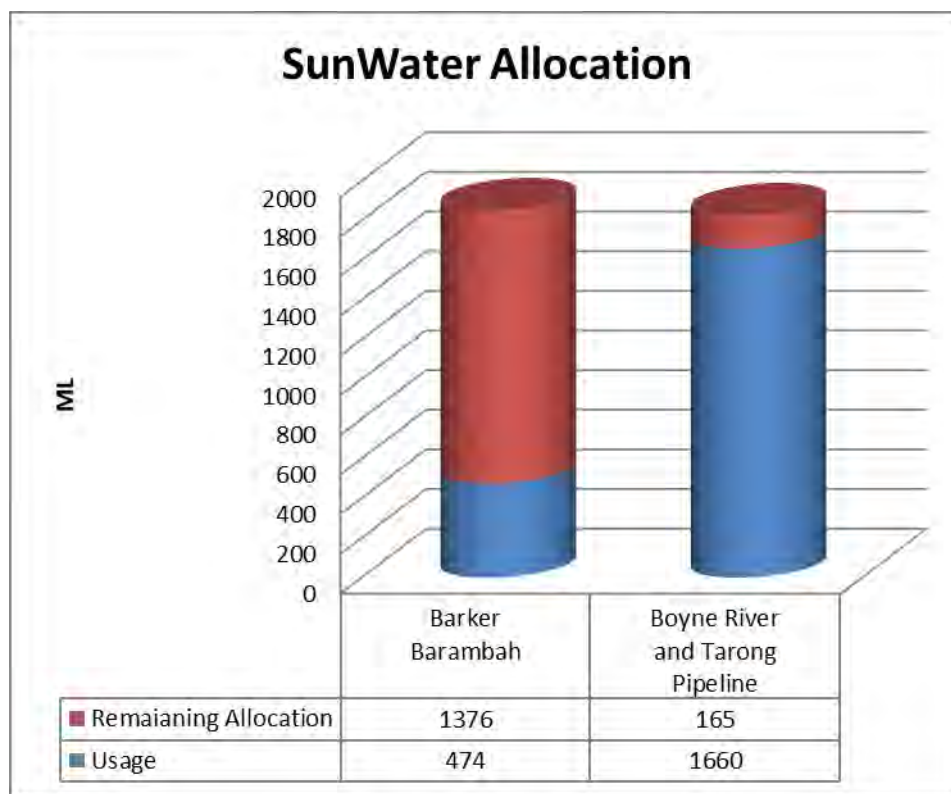
Recorded at: 24/6/2020

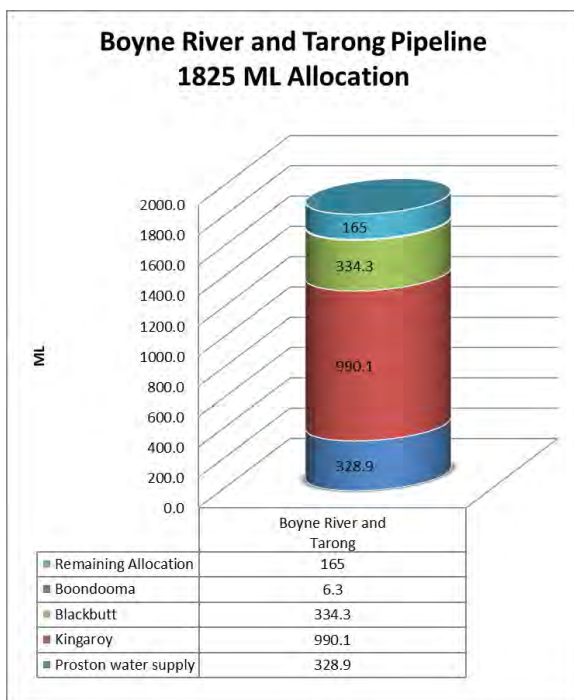
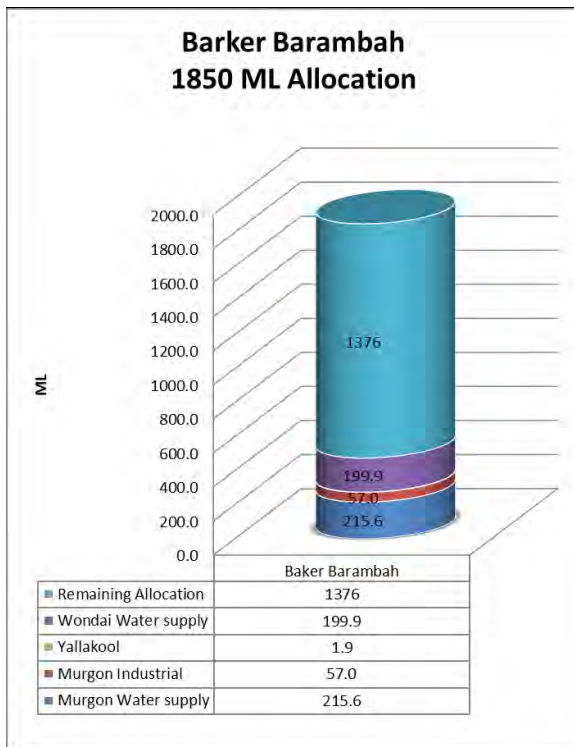
Sunwater supply scheme	Water storage	Schemes supplied	FSL (m)	Current level	FS Volume (ML)	Current Volume (ML)	Current capacity (%)	High Priority water Allocation	Medium Priority Allocation
Boyne River & Tarong	Boondooma Dam	Boondooma Scheme, Proston Rural scheme, Kingaroy, Blackbutt	280.4	268.91	204200	71593	35.9	100%	72% One month
Barker Barambah	BP Dam	Wondai, Murgon	307.3	298.71	134900	23634	17.5	100%	91%
	Gordonbrook Dam	Kingaroy	391.5	390.07	6800	3805	57.6	N/A	N/A
	Boobir Dam	Blackbutt	434	428.6	170	28	21	N/A	N/A



Water Allocations and Financial Year Consumption

Water allocation SunWater scheme	Location / Allocation	Usage to date (ML)	Annual Allocation (ML)	Remaining Allocation (ML)	Remaining Allocation in (%)	Year remaining in (%)
Barker Barambah	Murgon Water supply	215.6	1400	1125.5	80%	2%
	Murgon Industrial	57.0				
	Yallakool	1.9				
	Wondai Water supply	199.9	450	250.137	56%	
	Sub Total	474	1850	1376	74%	
Boyne River and Tarong Pipeline	Proston water supply	328.9	500	171.2	34%	
	Kingaroy	990.1	1110	119.9	11%	
	Blackbutt	334.3	200	-134.3	-67%	
	Boondooma	6.3	15	8.7	58%	
	Sub Total	1660	1825	165	9%	





*Annual allocations are for the financial year

Reactive Work - Financial Year to Date

Town	Sewer Blockages	Other issues	Sewer	Water Breaks	Main	Other issues	water	
Kingaroy	24	21		18		606		
Murgon	4	6		10		123		
Wondai	1	3		9		73		
Nanango	13	1		11		213		
Blackbutt	2	2		0		59		
Proston	1	1		0		28		
Proston Rural	NA	NA		3		39		
Kumbia	NA	NA		0		7		
Wooroolin	NA	NA		1		18		
Other Sewer Issues	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston		
Sewer Main/Jump Up Repair	0	2	0	0	0	1		
Odour	3	0	0	0	0	0		
Manhole/Lid Repair	5	0	3	1	0	0		
Enquiry Only	7	3	0	0	1	0		
Owners Side	6	1	0	0	1	0		
Other Water Issues	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston	Kumbia	Wooroolin
Water Main Repairs	22	5	7	13	2	11	3	1
Hydrant/Valve Repair	42	4	7	11	1	3	0	5
Water Meter Repair	168	35	18	51	10	13	2	3
Water Meter Replaced	38	4	0	21	1	3	0	1
Water Service Repair	192	32	17	60	18	22	1	6
No/Low Pressure	13	2	2	6	2	4	0	1
Water Quality	36	13	3	2	1	0	0	0
Standpipe	N/A	N/A	N/A	12	15	3	N/A	N/A
Enquiry Only	62	17	11	18	6	6	0	1
Owners Side	33	11	8	19	3	2	1	0

Waste Management:

COVID-19 and the State Waste Levy

The State Government has now formally advised that they will delay the scheduled \$5 increase to the State Waste Levy for the first half of the 2020/2021 financial year because of the impact of COVID-19. From 1 January 2021 the State Waste Levy will increase to \$80 per tonne.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

13 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**13.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT**

RESOLUTION 2020/54

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Cr Duff's Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council be received.

Rural Resilience:

I am excited that the Federal Government Drought funding allocation towards rural resilience is soon to be rolled out. We are working in partnership with BIEDO to deliver some of the projects. There will be drought dinners and other activities in our small halls as well as an officer on the ground working one on one with farmers. One of the key outcomes will be a drought resilience plan for our whole region.

Parks:**Kingaroy, Murgon, Wondai, Proston, Nanango, Blackbutt and all surrounding areas**

Kingaroy- Mulcahy Place Gardens have received a well overdue tidy up and revamp, trees have been lopped, irrigation system has been repaired and timer fitted, a replacement alloy seat for the front area has been installed and the bin has been relocated to a better location to service this area.

Apex Park Lookout and Carroll Reserve - The main walking track has been cleared and all debris and loose rock has been removed and red soil levelled, parks staff have added some natural steps to create a firm level area to walk which is now three quarters completed.

A hidden retaining wall has been installed into the embankment to stabilise this area, some simple cost-effective hardy planting will be added to eliminate erosion, bollards will be installed at entrance, seating, sign and plaque will be refurbished and reinstalled in July.

Red Chairs

Blackbutt and Kumbia have now joined Proston, Murgon, Wondai, Kingaroy & Nanango with the installation of Red Chairs at Les Muller Park and the Kumbia Hall.

Cemeteries

Taabinga, Wondai and Murgon Lawn cemeteries continue to receive much needed top dressing, watering is continuing twice weekly, graves are being topped up and are starting to level out nicely. Work in the Monumental sections of the cemeteries will be begin towards the end of July and completed late August.

General Work-

Tree lopping, garden bed preparations and irrigation installing is continuing across the region.

Parks staff are continuing to undertake duties as requested in response to the Federal/State Government direction with Covid-19. Currently all playgrounds, skate parks and open park space including 48hr stop overs are re-opened as per Queensland State Government Roadmap to easing restrictions (Stage 3). Council has updated signage in all these areas to ensure a consistent message is received with-in our community.

- Stay At Home If Your Unwell
- Avoid Touching Your Face, Nose & Mouth
- Stay 1.5metres Away From People Who Are Coughing Or Sneezing

-
- Cover Coughs & Sneezes
 - Wash Hands Regularly
 - Maximum Gatherings Of Up To 100 People

Rail Trail

Slashing has begun along the rail trail and anticipated to be completed middle of July.

Public Conveniences

Since the closure of QE11, Glendon Street and O'Neill Square public amenities on the 12 June 2020 there has been no reports of any vandalism etc to date.

Capital Works

40 new powerheads have been installed and connected to water and power at Yallakool Park on BP Dam just in time for the re-opening of the park.

Dams

Grass seeding has been completed on the powered tiered terrace at Lake Boondooma and watering is continuing prior to the reopening of the dam. This area has responded well and is looking lush and green.

Currently Boondooma & BP Dams are open for day use only from 6am to 6pm. Council is excited to announce that both dams will re-open to the public on the 1 August. Guests will be able to start booking online from the 20 July in time for the Ekka long weekend. To help celebrate the opening Council's Festival of the Dams fishing competition will run on the 15&16 August conducted by Fishing Freshwater.

Property & Facility Management:

The contractor 'Total Pool Renovations' has completed the installation of the water filtration system at the Wondai swimming pool and the solar heating systems at both Wondai and Murgon swimming pools.

Contractors and Council have completed all maintenance projects at the South Burnett Aquatic Centre allowing the lessee to reopen to the public on Tuesday 16 June for pool lap and hydrotherapy use by bookings only. The restrictions on the number of people allowed to swim in an indoor facility has been provided by the recent health directives.

Wondai Archive Facility has had new compactus shelving installed to store Council permanent building and planning files, engineering plans and corporate records. The files will now be manually moved into the storage shelving and managed by Councils Records Section.

Council has vacated the old SES donga building ready for the building to be relocated to the Nanango Men's Shed site.

Boondooma Homestead is open for business during the school holidays. The Boondooma Homestead Committee have been successful in drilling for bore water to secure water for ongoing supply to the Homestead gardens and amenities. The Committee will be making submissions for grant money to assist with equipping the bore with a solar pump. Boondooma Homestead are working with Council in designing a new entrance sign to promote the Homestead, heritage displays and cabin accommodation.

Council has called for quotations for the supply and servicing of sanitary bins across Council's facilities. Council has called for the tender of Property Management Services for Nanango housing and unit complexes. Tenders close Monday 20 July via LG Tenderbox.

Ongoing lease enquiries, survey of lease areas and negotiation of lease conditions have continued during June for community groups and commercial operators.

Indigenous affairs:

The Mayor, Cr Potter and I met last month with the South Burnett Aboriginal & Torres Strait Islander Group. We are working with them on some future plans for their organisation.

The art exhibition at the Wondai Gallery on Saturday was opened by Cherbourg Mayor Elvie Sandow and our Deputy Mayor Gavin Jones. The gallery was filled with a magnificent display of indigenous art done by the late Vincent Serico who grew up at Cherbourg. He has depicted his life story through a paint brush and the images are very real. The paintings are a diverse range from growing up at Cherbourg, life on rural stations such as the famous Hornet Bank Station and one painting although not named, very obviously included the famous indigenous boxer, Jeffrey Dynevor. It was great to also have Cr Scott Henschen and Cr Danita Potter attend the exhibition that I think was a fitting end to what was traditionally NAIDOC week. This year due to COVID-19 NAIDOC week will be officially celebrated in November.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

ATTENDANCE:

General Manager Aaron Meehan left the meeting at 1.57pm

13.2 OFFER OF LEASE TO SOUTH BURNETT GEM AND FOSSICKING CLUB INC. FOR THE WONDAI RAILWAY STATION BUILDING.

RESOLUTION 2020/55

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That, in accordance with Section 236 of the *Local Government Regulation 2012*, Council enter into a lease with the South Burnett Gem and Fossicking Club Inc. for the Railway Station building being part of Lot 18 on SP276640, 30 Haly Street, Wondai.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

ATTENDANCE:

Aaron Meehan returned to the meeting at 2.00pm

13.3 OFFER OF LICENCE TO BARAMBAH BEEKEEPERS INC. FOR THE SHED LOCATED AT POUND STREET, KINGAROY

RESOLUTION 2020/56

Moved: Cr Danita Potter
Seconded: Cr Kirstie Schumacher

That, in accordance with Section 236 of the *Local Government Regulation 2012*, Council enter into a licence with the Barambah Beekeepers Inc. for the shed at Pound Street, Kingaroy (part of Lot 87 on RP7952) for \$75.00 per annum (plus GST) for 12 months with an option to renew annually for a further four years.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

13.4 LEASE BETWEEN SOUTH BURNETT REGIONAL COUNCIL AND NANANGO THEATRE COMPANY INC.

RESOLUTION 2020/57

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That, in accordance with Section 236 of the *Local Government Regulation 2012*, Council enter into a trustee lease with Nanango Theatre Company Inc. over part of Lot 346 on SP313160 at Cnr Elk and George Streets, Nanango, for \$75.00 (plus GST) per annum, for a term of 10 years.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

13.5 RELOCATION OF OLD KINGAROY HOSPITAL CANTEEN TO SITE OF KINGAROY & DISTRICT VINTAGE MACHINERY CLUB INC AT KINGAROY AIRPORT

RESOLUTION 2020/58

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That Council approve the Kingaroy & District Vintage Machinery Club Inc's request for the Club to relocate the Kingaroy Hospital Canteen building to their leased premises at the Kingaroy Aerodrome, at no cost to Council.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

13.6 DISPOSAL OF ASSET - SHED FOR REMOVAL - 6 MACALISTER STREET, MURGON

RESOLUTION 2020/59

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That Council dispose of the shed, a valuable non-current asset, located at 41 Macalister Street, Murgon, in accordance with Section 227 of the *Local Government Regulation 2012* by way of tender for removal.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

13.7 CHANGE TO 2020/2021 FEES AND CHARGES - BOONDOOMA DAM AND BJELKE-PETERSEN RECREATIONAL PARKS

RESOLUTION 2020/60

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That Council approve the proposed fees and charges for accommodation at Boondooma Dam and Bjelke-Petersen Recreational Parks.

Boondooma Dam and Recreation Park		Per Night OFF PEAK	Per Night PEAK
Accommodation			
Cabins (5) Maximum 5 Persons - All Linen Provided			
Self-Contained - Sleeps up to 5 - with TV (1 Queen Bed + 2 Single Bunk Beds + 1 Single Pull Out Trundle Bed)			
Per Night (Up to 2 Persons)	/night	\$ 110.00	\$ 120.00
Extra Adult	/night	\$ 12.00	\$ 12.00
Extra Child	/night	\$ 6.00	\$ 6.00
Villas (3) Maximum 7 Persons - All Linen Provided			
Self-Contained - Sleeps up to 7 - with Air-Conditioning, DVD Player and Large TV (1 Queen Bed + 1 Single and Double Bunk Beds + 1 Double Pull Out Lounge)			
Per Night (Up to 2 Persons)	/night	\$ 140.00	\$ 154.00
Extra Adult	/night	\$ 12.00	\$ 12.00
Extra Child	/night	\$ 6.00	\$ 6.00
Powered Sites - Max 8 Persons per site			
Terraces Caravan Park (20 Sites)			
Powered Sites - Up to 2 Persons	/night	\$ 35.00	Not Applicable
Powered Sites - Extra Adult (12 Years and Above)	/night	\$ 12.00	Not Applicable
Powered Sites - Extra Child (Under 12 Years)	/night	\$ 6.00	Not Applicable
(Children Under 2 Years - No Charge)			

The Lookout Caravan Park (22 Sites)			
Powered Sites - Up to 2 Persons	/night	\$ 33.00	Not Applicable
Powered Sites - Extra Adult (12 Years and Above)	/night	\$ 12.00	Not Applicable
Powered Sites - Extra Child (Under 12 Years)	/night	\$ 6.00	Not Applicable
(Children Under 2 Years - No Charge)			
Unpowered Sites - Max 8 person per site			
<i>Unpowered Camping</i>			
Unpowered Sites - 1 Person Only	/night	\$ 12.00	Per Adult
Unpowered Sites - Up to 2 Persons	/night	N/A	Not Applicable
Unpowered Sites - Extra Adult (12 Years and Above)	/night	N/A	Not Applicable
Unpowered Sites - Extra Child (Under 12 Years)	/night	\$ 6.00	Per Child U12
(Children Under 2 Years - No Charge)			
Deposits			
Peak Period - 50% - at time of booking, Full payment 30days prior to arrival			
Off Peak - 25% - at time of booking, Full payment 7 days prior to arrival			
Long Term stay - > 1 month 10% at time of booking, payment week by week			
Bunk House			
Bunk House - 8 Rooms - Maximum 4 Persons Per Room (Complex - Maximum 32 Persons) - All Linen Provided			
Per Bed (Dorm Style/Shared) - Maximum 4 Persons Per Room	/night	\$ 25.00	\$ 27.50
Private Room - Maximum 4 Persons		\$ 70.00	\$ 77.00
Complex - 8 Rooms - Maximum 32 Persons	/night	\$ 450.00	\$ 495.00
Discounts Applies (MAX 10%) to the below:		10%	10%
Stay greater than 2 nights and receive 10% discount			
Stay greater than 2 nights, Member of Caravaning Australia/ Gday Rewards/Top Parks			
Discount may apply to Approved Not for Profit Clubs, on application			
Seasonal Specials/Packages to be Authorised by Chief Executive Officer			
Special Charges			
Damage to Facilities or Loss/Missing Items will be Charged as per Suppliers Quotation			
Commission on OTA (online travel agents) will be added to your fees			
PEAK PERIOD - 21 Sept 2020 to 5 Oct 2020, 12-Dec-2020 to 26-Jan-2021 and 02-Apr-2022 to 18-Apr-2022 - Increase on Cabin/Villa Style Accommodation			

Bjelke-Petersen Dam and Recreation Park		Per Night	Per Night
		OFF PEAK	PEAK
Accommodation			

Cabins (9) Maximum 4 Persons - All Linen Provided			
Self-Contained - Sleeps up to 4 - with TV (1 Double Bed + 2 x Bunk Beds)			
Per Night (Up to 2 Persons)	/night	\$ 110.00	\$ 120.00
Extra Adult	/night	\$ 12.00	\$ 12.00
Extra Child	/night	\$ 6.00	\$ 6.00
Villas (3) Maximum 7 Persons - All Linen Provided			
Self-Contained - Sleeps up to 7 - with Air-Conditioning, DVD Player and Large TV (1 Queen Bed + 1 Single and Double Bunk Bed + 1 Double Pull Out Lounge)			
Per Night (Up to 2 Persons)	/night	\$ 140.00	\$ 154.00
Extra Adult	/night	\$ 12.00	\$ 12.00
Extra Child	/night	\$ 6.00	\$ 6.00
Villas (2) Maximum 5 Persons - All Linen Provided			
Self-Contained - Sleeps up to 4 - with Air-Conditioning, DVD Player and Large TV (1 Double Bed, 1 Double Pull Out Lounge) +single rollaway available			
Per Night (Up to 2 Persons)	/night	\$ 130.00	\$ 143.00
Extra Adult	/night	\$ 12.00	\$ 12.00
Extra Child	/night	\$ 6.00	\$ 6.00
Powered Sites - Max 8 Persons per site			
Powered Sites - Up to 2 Persons	/night	\$ 35.00	Not Applicable
Powered Sites - Extra Adult (12 Years and Above)	/night	\$ 12.00	Not Applicable
Powered Sites - Extra Child (Under 12 Years)	/night	\$ 6.00	Not Applicable
(Children Under 2 years - No Charge)			
Unpowered Sites - Max 8 person per site			
Unpowered Sites - 1 Person Only	/night	\$ 12.00	Per Adult
Unpowered Sites - Up to 2 Persons	/night	N/A	Not Applicable
Unpowered Sites - Extra Adult (12 Years and Above)	/night	N/A	Not Applicable
Unpowered Sites - Extra Child (Under 12 Years)	/night	\$ 6.00	Per Child U12
(Children Under 2 years - No Charge)			
Ensuite Powered Caravan Sites - Max 8 persons per site			
Ensuite Site - Up to 2 Persons	1 night only	\$ 45.00	\$ 50.00
Ensuite Site - Extra Adult (12 Years and Above)	/night	\$ 12.00	\$ 12.00

Ensuite Site - Extra Child (Under 12 Years)	/night per person	\$ 6.00	\$ 6.00
(Children Under 2 years - No Charge)			
<u>Tennis Court Hire</u>			
Daily - Staying in Park	/hour		
Night Hire (Tennis Court)	/hour	\$ 15.00	\$ 15.00
<u>Deposits</u>			
Peak Period - 50% - at time of booking, Full payment 30days prior to arrival			
Off Peak - 25% - at time of booking, Full payment 7 days prior to arrival			
Long Term stay - > 1 month 10% at time of booking, payment week by week			
<u>Discounts Applies (MAX 10%) to the below:</u>		10%	10%
Stay greater than 2 nights, Member of Caravaning Australia/ Gday Rewards/Top Parks			
Discount may apply to Approved Not for Profit Clubs, on application			
Seasonal Specials/Packages to be Authorised by Chief Executive Officer			
<u>Special Charges</u>			
Damage to Facilities or Loss/Missing Items will be Charged as per Suppliers Quotation			
Commission on OTA (online travel agents) will be added to your fees			
PEAK PERIOD - 21 Sept 2020 to 5 Oct 2020, 12-Dec-2020 to 26-Jan-2021 and 02-Apr-2022 to 18-Apr-2022 - Increase on Cabin/Villa Style & Ensuite Accommodation			

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

14 PORTFOLIO – ECONOMIC DEVELOPMENT

14.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT

RESOLUTION 2020/61

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Cr Schumacher's Economic Development Portfolio Report to Council be received.

In my view, at the heart of Council's role in economic development, is our desire for every business in the region to be sustainable, to grow, innovate and prosper into the future. In my short three months here I have been at the table with four significant businesses who are all looking at promising opportunities to grow and essentially employ more people. These are businesses that have a vision, they have a plan and they are getting on with making it happen. It is my view as a Council we need to do all that we can to support this growth, by understanding the barriers they face and doing what we can to remove any unnecessary red tape. I know this is a discussion that this Council is keen to unpack and work together to find the solutions.

In my short three months, I see it is equally as important, that we as a region shift our thinking beyond all of the reasons why something wouldn't work, and follow in the footsteps of these businesses, who are not waiting for government or Council to come up with a solution. Instead, they are taking that leap of faith, with the courage and determination to put in hard work needed to see their vision become a reality. In my view, that is what our region must do. We must come together, to develop a vision that is owned and driven by us, the people of the South Burnett.

Over this past month, I have met with many local businesspeople and residents to seek their ideas. I've had conversations in the street, over kitchen tables, in the local cafés, Zoom meetings and in Woolworths, to name a few places. I'd like to thank everyone who continue to share their thoughts, and what they consider to be the priorities for economic development here in the South Burnett, now and into the future. I would like to reflect and share with you some of the risks and opportunities that have been put to me for further discussion with you, my Council colleagues and the broader community.

Priority one, to stop the flow of businesses, tradies, young working families and professionals from leaving the region and instead do what we can to understand what would sustain their lives here. I personally love my life here, I love raising my children in a place that shares in a rich country lifestyle, one that means I can afford a home, I can experience wide open spaces, I can purchase farm fresh produce, my children can enjoy a quality education and I myself, have experienced many diverse employment opportunities that would not perhaps be available to me anywhere else. However, just this month I was saddened to hear from a family, both parents with good jobs and young children who came here with the intention to buy a home and settle. After living here for a while, they've since changed their minds and are thinking Kingaroy may not be the place that they would like to invest in. When I asked why, I learned it really comes down to the way our town looks and feels. For this young working family to stay, it comes down to the way they live and the lifestyle they desire. In my view, these are key ingredients to population growth. Evidently, the way our towns feel really matters. I know many young people who have moved to the area for work and decided to live in Nanango because they've driven through the town and love the way it feels. They can see themselves and the family dog living there. In my view, that's what we need to create here in the centre of the South Burnett, Kingaroy. Something that entrepreneur and businessman, Josh Gadischke framed as creating a *community of choice*. I've been sharing some of these ideas with my fellow colleagues and I know Cr Duff's work with the parks and gardens portfolio and Cr Potter's work with the community's portfolio is largely focused on our resident's quality of life. I look forward to our community and corporate plans which will help to solidify some of these things. However clearly to be effective in our planning and in bringing our vision to life, it is my view we must work hand in hand with our community and have all key stakeholders at the table.

Priority two, Kingaroy looks tired and we need to bring some pride back to our regional centre. As a member of the Kingaroy Chamber of Commerce Executive, I'm pleased to report the chamber has been at the table with Council officers and the Mayor and Deputy Mayor and is looking at ways to partner with local businesses to revive local shopfronts, and be part of setting Kingaroy's CBD up for future trade opportunities. I also welcome the new restaurants who are currently establishing themselves on Kingaroy Street. I've already been thinking about the opportunities to create a weekend food precinct culture here in the heart of town. The concept of being able to offer street dining is something that has many already thinking about how they too can grow their business or offer alternative services as part of the Kingaroy Transformation Project. Cr Potter and I are looking forward to being a part of the steering group for the Transformation project and I'm pleased to report a positive vibe and eagerness to get started around town. It is important for our community to understand this project is so much more than the trees and street furniture, it's a project that will revive our town and replace the cancerous underground infrastructure and pavement in the CBD. I know Council has been working behind the scenes to finalise the funding and project arrangements and that together we will be talking with all businesses about the project very soon.

Priority three, grow industry and empower agriculture to look to opportunities to value add. I'd like to acknowledge the efforts of Mayor Keith Campbell, who during his past term of Council has advocated for improved water security across our region with a vision for what could be achieved, if we could just add water. It is a great privilege to continue his work, as the portfolio holder for economic development, agriculture, tourism and water security. I am pleased to report this month the release of the North and South Burnett Strategic Business Case, funded by the National Water Infrastructure Development Fund (NWIDF) which can now be downloaded from Council's website (<https://www.southburnett.qld.gov.au/water-feasibility-study>).

As an immediate outcome from this study, Council aims to continue the study with key government stakeholders, industry and the community, to develop an economic road map that looks ahead to the year 2045. This study has clearly helped our region to evidence a core problem to our ability to grow - the lack of reliable and secure water – and furthermore articulate how we could go about fixing this problem. This economic road map will support our region to seize every opportunity to action the shortlist of water projects identified in the study both now, and into the medium and long-term future. As respected local businessman and philanthropist, Ken Mills, said to me at last week's community meeting, this water feasibility study has taken us from the floor and put us in the driver's seat. I agree and recognise it's now time for our region to take hold of the steering wheel and together look to create the future we seek for our children and our grandchildren.

As detailed in Strategic Business Case, there is an estimated 17 years of operation left at Tarong power stations and Meandu Mine. During this time, water security is critical to the generation of electricity for the people of Queensland. It is my understanding, the uncertainty of energy policy and the increase in renewable energy projects, are issues that will dictate Tarong's place in the energy market of the future. Without careful planning and consideration, I fear the impacts of its eventual closure here in our region will be devastating. I welcome the opportunity to partner with key stakeholders, including Stanwell and to work together to create an economic roadmap that considers the potential changes to Tarong's water requirements and long-term operations, and helps our region to prepare its economy for an eventual coal transition.

The water study has highlighted that we have more fertile land than there is water to irrigate. While further studies are required to fully understand the extent of soil availability in our region, existing reports determine there are some 3,795 hectares of highly productive class 1 soil around Kingaroy; as well as another 245,819 hectares of class two soil and 87,971 hectares of class three soil that spans the region; with large stretches that run along the west of Barker and Barambah creeks. Approximately one quarter of South Burnett's current cropping relates to high value fruit, vegetables and nuts, with most of the agricultural production relating to livestock. We have the soil for diverse high value crops, however unreliable water allocations will continue to impact agricultural outputs, coupled with the highly irregular rainfall, that stifles further job creation and investment. Currently the agriculture sector employs 12 per cent of workers here in the South Burnett, just imagine what could be achieved and how many more people could be employed if we could support the agriculture sector with reliable water. We have the right ingredients to make this happen. To increase production, to maximise our ideal geographical location and access to markets never before

reached, we could export larger commodities, we could tap into more Asian markets and we could optimise value adds like food processing and manufacturing. This economic road map will help us, as a region to stand together and determine how.

As detailed in the Strategic Business Case, urban water security is of great concern. The residents of our region have been on water restrictions since 2017, and this is unlikely to change without significant rainfall and improved capacity to supply potable water to our towns, but in particular Kingaroy, Proston and Blackbutt who largely rely on Boondooma Dam. While Kingaroy has the benefit of Gordonbrook Dam to supplement and prolong the water it takes from Boondooma Dam for urban use; the study concludes once Gordonbrook falls below 50 per cent storage capacity it becomes almost unusable due to the water quality. This has raised the question, what could be achieved if Gordonbrook could instead be converted for agricultural use, and our towns could secure more water allocations. This solution is not without significant complexities hence the importance of further work that will occur in the development of the economic road map.

Of great concern, is Swickers inability to expand its operations in our region without additional water, evidenced by the Strategic Business Case. In meeting with the General Manager, Linchon Hawkes, I know his team has put considerable effort and funding into developing a detailed scope to build a Reverse Osmosis plant at Swickers, to help find water efficiencies, and recycle water where possible. Swickers is our largest employer in the region and I know my fellow Councillors would hate to see the next expansion of Swickers occur outside of our region. Sadly, this is the current reality for the South Burnett. Councillors, Council officers and key stakeholders will be meeting at Swickers later this month. This project is shovel ready, and I know this Council is passionate about doing what it can to lobby for funding and support to see this project come to fruition.

It is my view, what is most important is that we continue the many discussions that will need to occur that ensure this Strategic Business Case is not put on a shelf, it is actioned. The Barlil Weir is a strong project on the options short list, and I have made arrangements for Councillors and officers to meet with the Barambah Irrigator Advisory Committee later this week to visit the site and discuss the next steps. As part of the NWIDF funding Jacobs will be directly working with the committee and Sunwater to complete a practical assessment that will confirm the viability and affordability of the Barlil Weir. The assessment will determine Sunwater's support for the project and willingness to oversee the construction and management of the asset. This assessment will also include a determination of the practical affordability of Barlil Weir through clear expressions of interest from water users. This project although a small storage of 1000 ML has the capacity to yield 3000 ML, every drop of water counts and I personally am a supporter of this project and am passionate about seeing it come to fruition.

I can also report picking season has begun in Blackbutt, and I will be meeting with avocado growers over the next month to better understand their operations and the challenges they face due to the limitations of available water allocation from the Boondooma Pipeline. It is my understanding the acquisition of water for the Blackbutt irrigators will have two phases: assessment; and commercial execution. Following on from the strategic business case phase one will be funded through the remaining NWIDF funding and involves commissioning a high-level assessment of actual demand and willingness to pay, and the preparation of a short business case the outlining economic benefits, including employment and growth, for the entire region.

Further work will also be undertaken to deliver an assessment on Gordonbrook Dam to provide a targeted, short-form business case that assesses the viability of both urban and irrigation future uses for the dam and outlines the economic benefits.

In closing I'd like to recognise CEO Mark Pitt, General Manager for Infrastructure Aaron Meehan and Project Manager Ged Brennan for your leadership in supporting Council and the South Burnett to reach this position. I'd also like to acknowledge the valuable contributions of local water users who have come forward and provided their insights, Kristy Frahm from BIEDO for their continued support in making this happen and the members of the Project Steering Community. This study has built a solid case that will enable this region to lobby and advocate for further government support, collaboration and funding. It's been a pleasure to be involved in this project and I look forward to the months to come.

REFERENCE:

Bradbury, M. McDonald, A. Maclaine, D. Smith, C. Hewitt, C & Vanderbyl, T. (2020) *Water supply requirements in the North and South Burnett Options Analysis* (Project No. is310200). Jacobs Australia Pty Ltd. <https://www.southburnett.qld.gov.au/water-feasibility-study>

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

15 NOTICES OF MOTION

Nil

16 INFORMATION SECTION**16.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**

RESOLUTION 2020/62

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the List of Correspondence pending completion of Assessment Report be received.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

16.2 DELEGATED AUTHORITY REPORTS

RESOLUTION 2020/63

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the Delegated Authority Report be received.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

17 CONFIDENTIAL SECTION

RESOLUTION 2020/64

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

17.1 Endorsement of Kingaroy Regional Water Supply Security Assessment undertaken by Department of Mines, Natural Resources and Energy.

This matter is considered to be confidential under Section 275 - h of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

17.2 Offer to Purchase part of 1 Pound Street Kingaroy - Lot 13 on RP814986

This matter is considered to be confidential under Section 275 - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by it.

17.3 Requesting Council Consider Waiving the Recycled Water Purchases for Assessment 10489-00000-100

This matter is considered to be confidential under Section 275 - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

17.4 Financial Hardship Application - Assessment 13281-00000-000

This matter is considered to be confidential under Section 275 - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

17.5 Temporary Rate Exemption Due to Inability to Generate Income Due to COVID-19 – Assessment 10489-00000-200

This matter is considered to be confidential under Section 275 - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

17.6 Rate Exemptions and Remissions - Additions to Approved List - Assessment 30124-15000-000

This matter is considered to be confidential under Section 275 - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

ATTENDANCE:

General Manager Susan Jarvis left the meeting at 2.33pm while Item 17.4 Financial Hardship Application - Assessment 13281-00000-000 was discussed.

General Manager Susan Jarvis returned to the meeting at 2.35pm

General Manager Aaron Meehan left the meeting at 2.43 while Item 17.2 Offer to Purchase part of 1 Pound Street Kingaroy - Lot 13 on RP814986 was discussed.

RESOLUTION 2020/65

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Council moves out of Closed Council into Open Council.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2020/66

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Order of Business be changed and Item 17.2 - Offer to Purchase part of 1 Pound Street Kingaroy - Lot 13 on RP814986 be considered first.

CARRIED 7/0

17.2 OFFER TO PURCHASE PART OF 1 POUND STREET KINGAROY - LOT 13 ON RP814986

RESOLUTION 2020/67

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the matter lay on the table until the August meeting.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

17.1 ENDORSEMENT OF KINGAROY REGIONAL WATER SUPPLY SECURITY ASSESSMENT UNDERTAKEN BY DEPARTMENT OF MINES, NATURAL RESOURCES AND ENERGY.

RESOLUTION 2020/68

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Kingaroy Regional Water Supply Security Assessment be received and endorsed for release by the Minister of the Department Natural Resources Mines and Energy in partnership with South Burnett Regional Council

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

17.3 REQUESTING COUNCIL CONSIDER WAIVING THE RECYCLED WATER PURCHASES FOR ASSESSMENT 10489-00000-100

RESOLUTION 2020/69

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That Council waive recycled water charges for Assessment 10489-00000-100 for the period January 2020 to June 2020 capped at a maximum amount of \$1,000.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0**ATTENDANCE:**

General Manager Susan Jarvis left the meeting at 3.08pm.

17.4 FINANCIAL HARDSHIP APPLICATION - ASSESSMENT 13281-00000-000

RESOLUTION 2020/70

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That South Burnett Regional Council agrees to a special payment arrangement subject to the following terms and conditions:

1. Commencing from 1 July 2020 until 31 December 2020 all repayments for debts will be placed on hold;
2. A payment plan to be negotiated to commence from 1 January 2021 with the view to clearing any outstanding amounts over a two (2) year period.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

17.5 TEMPORARY RATE EXEMPTION DUE TO INABILITY TO GENERATE INCOME DUE TO COVID-19 – ASSESSMENT 10489-00000-200

RESOLUTION 2020/71

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That Council hold any debt payments pending a hardship application.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

17.6 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - ASSESSMENT 30124-15000-000

RESOLUTION 2020/72

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table until the August meeting while the matter is clarified.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

18 CLOSURE OF MEETING

The Meeting closed at 3.11pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 August 2020.

.....
CHAIRPERSON

8 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT

8.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO REPORT

File Number: 19-08-2020

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report

SUMMARY

Mayor Otto presented his Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Mayor Otto's Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

BACKGROUND

Nil

ATTACHMENTS

Nil

8.2 PROPOSED CHRISTMAS CLOSURE AND STAFF CHRISTMAS FUNCTION

File Number: 19-08-2020

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

Proposed Christmas closure and staff Christmas function.

SUMMARY

It is proposed to hold the 2020 South Burnett Regional Council Christmas function in Kingaroy on Friday, 18 December 2020.

Proposed Christmas closure:

- Outside/Operational Staff – From Monday 21 December 2020 through to Friday 1 January 2021 (Inclusive)
- Indoor Staff – from midday Thursday 24 December 2020 through to Friday 1 January 2021 (inclusive)

OFFICER'S RECOMMENDATION

That:

1. Council close Customer Contact Centres, administration offices, depots and library facilities on Friday, 18 December 2020 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
 - Blackbutt – 11:30am
 - Kingaroy – 12:30pm
 - Murgon – 11:15am
 - Nanango – 11:45am
 - Proston – 11:15am
 - Wondai – 12:00pm
2. Council's Customer Service Centres, administration offices and library facilities close from midday Thursday 24 December 2020, re-opening normal operating hours on Monday 4 January 2021.
3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period.
4. Parks staff will be required to work as advised through the Christmas period, with the exception of Public Holidays.
5. Operational/outdoor staff will operate on a skeleton staff arrangement from Monday 21 December 2020 through to Friday 1 January 2021 (Inclusive).
6. Employees are to use accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds provided for the costs associated with office and library closures and staff functions.

LINK TO CORPORATE/OPERATIONAL PLAN

2018-23 Corporate Plan – Organisational Excellence - EXC3.3 - Foster an organisational culture which reflects our shared vision and values / EXC4.1 - Develop and maintain productive working relationships with relevant stakeholders

2020-21 Operational Plan - Theme 4: Organisational Excellence – EXC3.3 Foster an organisational culture which reflects our shared vision and values / EXC4.1 Develop and maintain productive working relationships with relevant stakeholders

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal - Proposed dates discussed at Council's Senior Management Team (SMT) meeting 21 July 2020. / Report on proposed dates presented for discussion at Council's Portfolio Meeting / Workshop 22 July 2020. / Advice of Christmas closure will be provided to the relevant Unions by People & Culture. / People & Culture will advise employees of the closedown via newsletter, email, payslip message, intranet and notices in depots etc.

External - Council will notify the community of changes to opening times via local newspaper, Council's website and social media and where possible, via radio announcements. Notices will be placed in Customer Service Centres / Offices / Libraries prior to the closedown.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Christmas Function

It is proposed to hold South Burnett Regional Council's 2020 Christmas function in Kingaroy on Friday, 18 December 2020. The function, open to all Council employees will have mandatory attendance - employees are not to take RDO's on this date.

Council's Libraries and Customer Service Centres will be closed from lunchtime (refer to Council Recommendation) Friday 18 December 2020 for staff to prepare for and attend the function, re-opening to the public as per normal operating hours on Monday, 21 December 2020.

Christmas Closure

It is proposed that Council's facilities will close at 12noon on Thursday 24 December 2020, re-opening on Monday 4 January 2021.

Parks staff will be required to work during this period with the exception of Public Holidays, with on-call and emergency staff rostered on over this period. Outdoor staff (apart from Parks) will operate on skeleton staffing arrangements until Friday 1 January 2021 (Inclusive).

The operating hours for the region's Visitor Information Centres over the Christmas / New Year period are outlined below:

<p>Blackbutt Visitor Information Centre (Accredited)</p>	<p>Closed</p>
---	----------------------

Kingaroy Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Fri 9am to 4pm / Sat-Sun 9am to 1pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Murgon Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Sat 9am to 2pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Nanango Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Fri 9am to 4pm / Sat 9am to 1pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Wondai Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Sat 9am to 2pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed

ATTACHMENTS

Nil

8.3 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION**File Number:** 19082020**Author:** Mayor's Personal Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Confirming 2020 Australia Day nomination forms and the location of 2020 Australia Day Awards Ceremony

SUMMARY

Seeking approval for the 2020 Australia Day nomination forms and the location of 2020 Australia Day Awards Ceremony to be held at the Wondai Memorial Hall

OFFICER'S RECOMMENDATION

That

1. 2020 Nomination Forms be approved
2. Location of Australia Day Awards Ceremony be held at the Wondai Memorial Hall on the evening of 25 January 2021.

FINANCIAL AND RESOURCE IMPLICATIONS

The 2020 Australia Day Awards Ceremony has been included in the 2020/2021 budget.

LINK TO CORPORATE/OPERATIONAL PLAN

EC3.5. Recognise and embrace the region's cultural diversity.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

NA

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

NA

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NA

ASSET MANAGEMENT IMPLICATIONS

NA

REPORT

NA

ATTACHMENTS

1. [Australia Day Local Achiever Nomination_2020](#)  
2. [Australia Day Major Categories Nomination_2020](#)  

South Burnett Region

2020 Australia Day Awards



The South Burnett Australia Day 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. NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

LOCAL ACHIEVER AWARD	
<p>BLACKBUTT / BENARKIN Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>WONDAI / TINGOORA Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>MAIDENWELL / BUNYA MOUNTAINS Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>HIVESVILLE / PROSTON Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>NANANGO Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>MURGON Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>KUMBIA Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>HOW TO NOMINATE Please complete the nomination form provided and attach your reasons for nominating (500 words or less), including how the nominee has made an outstanding contribution to the community, particularly in 2020 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.</p>
<p>KINGAROY Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>JUDGING PROCESS Nominations will be reviewed by the appointed judging panel. The judge's decision is final and no correspondence will be entered into.</p>
<p>WOOROLIN / MEMERAMBI Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	

Nominations close 4:30pm on Friday 13 November 2020

Nomination forms are to be marked Private & Confidential - Australia Day Awards and submitted to:

Chief Executive Officer
South Burnett Regional Council
PO Box 336, Kingaroy Qld 4610
or can be submitted online.

PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide Council with any personal information about another person, you should ensure that you are authorised to do so.

South Burnett Region

2020 Australia Day Awards



I would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a Local Achiever 2020 Australia Day Award in the following area - (Please tick only one box per nomination form)

Blackbutt / Benarkin

Maidenwell / Bunya Mountains

Nanango

Kumbia

Kingaroy

Wooroolin / Memerambi

Wondai / Tingoora

Hivesville / Proston

Murgon

Please tell us in 200-500 words how this person has made an outstanding achievement / contribution in the community, particularly in 2019 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary).

(This area is currently blank for text entry.)

Your details:

Name:

Address:

Telephone:

Mobile:

Email:

Signature:



South Burnett Region

2020 Australia Day Awards



The South Burnett Australia Day 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. NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

<p>SOUTH BURNETT CITIZEN OF THE YEAR Nominee must be 26 years or over as at 26 January 2020. Recognising a South Burnett resident who has made a valuable contribution to their community and / or given outstanding service to the South Burnett community over a number of years.</p> <p>SOUTH BURNETT YOUNG CITIZEN OF THE YEAR Nominee must be 25 years of age or younger as at 26 January 2020 Outstanding achievement by a young resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing to the development of the South Burnett region.</p> <p>SOUTH BURNETT JUNIOR CULTURAL AWARD Nominee must be 17 years of age and under as at 26 January 2020 Outstanding achievement by a young resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT CULTURAL AWARD Nominee must be aged 18 years and over as at 26 January 2020 Outstanding achievement by a South Burnett resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT JUNIOR SPORTSPERSON AWARD Nominee must be aged 17 years and under as at 26 January 2020 To recognise a person in the community who has made a notable achievement in sporting endeavours.</p> <p>SOUTH BURNETT SENIOR SPORTSPERSON AWARD Nominee must be aged 18 years and over as at 26 January 2020 To recognise a person in the community who has achieved significant recognition in sport.</p> <p>SOUTH BURNETT SPORTS ADMINISTRATOR/COACH/OFFICIAL AWARD Outstanding achievement by an individual who has made a significant contribution to sport and / or the community as a coach, official or administrator.</p>	<p>SOUTH BURNETT COMMUNITY ORGANISATION OF THE YEAR To recognise an outstanding achievement by a group, club or organisation that has made a notable contribution to the community during 2020.</p> <p>SOUTH BURNETT VOLUNTEER OF THE YEAR To recognise a volunteer member (or couple) who has made a valuable contribution to their community, club or organisation and / or given outstanding service over a number of years.</p> <p>SOUTH BURNETT LIFETIME ACHIEVEMENT AWARD Nominee must be 60 years of age and over as at 26 January 2020 Outstanding achievement by a senior resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing towards the South Burnett region.</p> <p>HOW TO NOMINATE Please complete the nomination form provided and attach your reasons for nominating (between 200 and 500 words), including how the nominee has made an outstanding contribution to the community, particularly in 2020 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.</p> <p>JUDGING PROCESS Nominations will be reviewed by the appointed judging panel. The judges decision is final and no correspondence will be entered into. The judges reserve the right to move a nominee to another category if they believe it better suits the nomination.</p>
--	--

PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide Council with any personal information about another person, you should ensure that you are authorised to do so.

South Burnett Region



SOUTH BURNETT
REGIONAL COUNCIL

2020 Australia Day Awards

I would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a 2020 Australia Day Award in the following category (Please tick only one (1) box per nomination form)

<input type="checkbox"/>	South Burnett Citizen of the Year	<input type="checkbox"/>	South Burnett Junior Sports Award	<input type="checkbox"/>	South Burnett Junior Cultural Award
<input type="checkbox"/>	South Burnett Young Citizen of the Year	<input type="checkbox"/>	South Burnett Sports Administrator/Coach/Official Award	<input type="checkbox"/>	South Burnett Volunteer of the Year
<input type="checkbox"/>	South Burnett Senior Sports Award	<input type="checkbox"/>	South Burnett Cultural Award	<input type="checkbox"/>	South Burnett Lifetime Achievement
<input type="checkbox"/>	South Burnett Organisation of the Year	<input type="checkbox"/>		<input type="checkbox"/>	

Please tell us in 200-500 words how this person, organisation or event has made an outstanding contribution to the South Burnett, particularly in 2020 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary). NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

Your details:

Name:

Address:

Telephone:

Mobile:

Email:

Signature:



Nominations close 4:30pm on Friday 13 November 2020

Nomination forms are to be marked Private & Confidential - Australia Day Awards and submitted to:

Chief Executive Officer

South Burnett Regional Council

PO Box 336, Kingaroy Qld 4610 or can be submitted online.

8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL STYLE GUIDE**File Number: 19-08-2020****Author: Coordinator Executive Services****Authoriser: Chief Executive Officer****PRECIS**

Seeking Council adoption of the South Burnett Regional Council Style Guide – July 2020.

SUMMARY

The South Burnett Regional Council Style Guide – July 2020 provides a guide for both internal and external clients on the use of Council's logo and associated branding.

The Style Guide provides rules and guidance for writing and editing with the aim of ensuring clarity and consistency in Council's communications and branding.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Style Guide – July 2020 be adopted.

FINANCIAL AND RESOURCE IMPLICATIONS

No change to financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 - An informed and engaged community

EC2 - Sustainable Community Groups

EXC2 - Effective Corporate Management

EXC4 - Effective Advocacy & Strategic Partnerships

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Style Guide – July 2020 was prepared in consultation with the Senior Management Team (SMT Meeting 21-07-2020) and Council (Council Portfolio Meeting 22-07-2020).

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No legal implications arise from this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Policy implications in general have been considered and addressed. No local law/delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council have adopted a unique and visually attractive logo to represent their organisation.

It is essential that all use of this logo, and the associated branding, is applied as per the guidelines contained in the Style Guide.

Correct application of the South Burnett Regional Council logo and brand ensures authenticity, cohesion and instant recognition with the audience.

ATTACHMENTS

1. **South Burnett Regional Council Style Guide - July 2020** [↓](#) 



DRAFT



SOUTH BURNETT
REGIONAL COUNCIL

STYLE GUIDELINES


Version 3, July 2020

Any usage of the South Burnett Regional Council logo or brand must adhere to the guidelines contained in this document.

External parties seeking to use the Council logo or brand are to seek prior permission from Council. The Council logo is a trademark design, and any unauthorised use of the logo is prohibited.

For further information or enquiries please contact:

South Burnett Regional Council
PO Box 336 Kingaroy Q 4610
Phone D7 4189 9100
Email media@southburnett.qld.gov.au
www.southburnett.qld.gov.au



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1.1 Logo

South Burnett Regional Council have adopted a unique and visually attractive logo to represent their organisation.

It is essential that all use of this logo, and the associated branding, is applied as per the guidelines contained in this document.

Correct application of the South Burnett Regional Council logo and brand ensures authenticity, cohesion and instant recognition with the audience.

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



1.2 Logo Anatomy

The South Burnett Regional Council logo is formed using a stylised swirl element, combined with two forms of typography.

The swirl element may be used without the title in special circumstances, with prior approval from South Burnett Regional Council.

While the swirl element can exist without the title, the title should never exist without the swirl.



1.3 Logo Variation

The default version of the South Burnett Regional Council logo is vertical logo (primary logo), and this logo should be used whenever possible.

If the primary version cannot be used, the horizontal version is permitted for use.



1.4 Logo Versions

The default version of the South Burnett Regional Council logo is the Colour (Primary) version. This version should be used whenever possible.

If the primary version cannot be used, there are four alternate versions of the logo which are permitted for use.

- A. Colour (Primary Logo)
- B. Black
- C. White
- D. Colour (Reverse)
- E. Spot



Please note: the drop shadow is removed on logo versions B, C, D and E

1.5 Logo Legibility

To ensure the legibility and impact of the logo is not diminished, minimum size and exclusion guidelines have been established.

Minimum Size

The logo should never be reproduced smaller than the sizes shown below.



Exclusion Zone

The logo exclusion zone is equivalent to 50% of the height (x) of the logo. No objects should encroach upon this region.



In the horizontal logo variation the exclusion zone is equivalent to 100% of the height (x) of the logo. No objects should encroach upon this region.

1.6 Incorrect Logo Usage

The integrity of the logo must be maintained at all times. The logo should never be distorted or compromised in any way.

- A. Do not rotate the logo
- B. Do not stretch or squish the logo
- C. Do not recolour the logo
- D. Do not add shadows or other effects
- E. Do not rearrange logo elements
- F. Do not place on a busy background
- G. Do not place the logo in a box or other shape
- H. Do not outline the logo
- I. Do not alter the logo typeface





2
Palette

2.1 Palette

South Burnett Regional Council's corporate brand utilises four earthy tones.

The Corporate green (384C) is the default 'hero' colour, and should feature prominently throughout all design. The remaining three colours may feature in accent roles throughout design.

Complementary tones may be included where applicable.

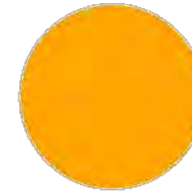
For print applications, please use the Pantone and CMYK values, for digital applications please use the RGB values.



Pantone 384c
 CMYK C20 M0 Y100 K45
 RGB R159 G166 B23



Pantone 1805
 CMYK C0 M90 Y100 K20
 RGB R192 G49 B26



Pantone 137c
 CMYK C0 M35 Y90 K0
 RGB R251 G176 B52



Pantone Cool Grey 3c
 CMYK C0 M0 Y0 K17
 RGB R216 G217 B218

Complementary tones



Pantone Neutral Black C
 CMYK C0 M0 Y0 K100
 RGB R34 G34 B34



Pantone 424c
 CMYK C0 M0 Y0 K70
 RGB R110 G111 B114



Pantone 7461c
 CMYK C100 M50 Y0 K0
 RGB R0 G114 B188



3
Typography

3.1 Primary Font

South Burnett Regional Council use Open Sans as its primary font across both print and digital applications.

Open Sans is a sans serif font which is available in 5 weights, and features multi-lingual support.

It is preferred due to its clarity, legibility and variety of weights.

Open Sans is a google font and can be downloaded from [here](#)

Open Sans

Suitability:
Headings/Titles

Open Sans Extra Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Suitability:
Headings/Titles

Open Sans Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Suitability:
Subtitles/Paragraph Introductions

Open Sans Semi Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Suitability:
Body copy

Open Sans Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Suitability:
Pull quotes/Captions and
Fine Print

Open Sans Light

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

3.2 Alternative Font

Where Open Sans is unavailable, South Burnett Regional Council prefers Arial as its alternative font.

Arial is a contemporary, sans serif font with standard and narrow variations (additional styles and weights are available for purchase).

Arial is preferred as the alternative font due to its versatility and availability.

Arial

Suitability:
Headings/Titles

Suitability:
Headings/Titles

Suitability:
Subtitles/Paragraph Introductions
Body copy

Arial Black

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Arial Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Arial Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

3.3 Feature Font

Shine is the preferred feature font for all South Burnett Regional Council professionally designed corporate material, and may only be used as a headline where applicable.

Shine

Suitability:
Headings

Shine Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0



4
Application

4.1 Corporate Line

The corporate line can feature as a design element on South Burnett Regional Council collateral.

The Corporate line is always to be 100% the width of the page, with colours split 50%/30%/20%.

The corporate line is to be 4mm in depth from the bottom of the page and is to bleed off the page.



Quick Measurement Guide

A3

Horizontal - Green 210mm, Red 126mm, Yellow 84mm

Vertical - Green 148.5mm, Red 89.1mm, Yellow 59.4mm

A4

Horizontal - Green 148.5mm, Red 89.1mm, Yellow 59.4mm

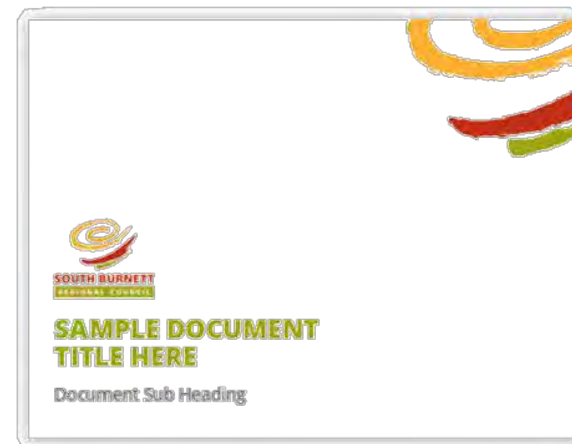
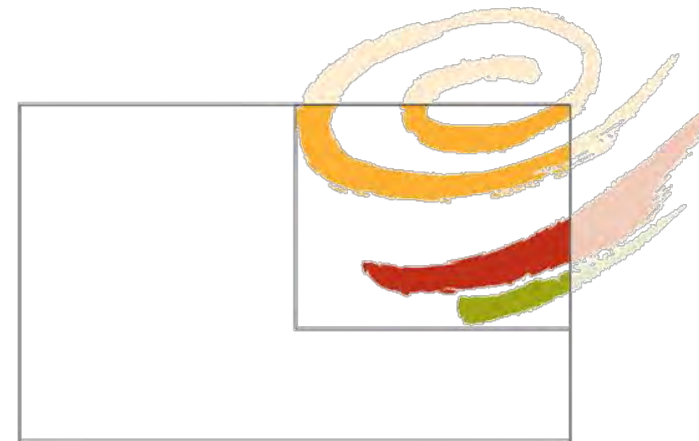
Vertical - Green 105mm, Red 63mm, Yellow 42mm

4.2 Swirl Accent

The 'swirl accent' may be positioned on the design canvas as required.

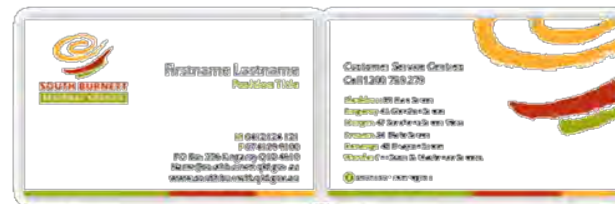
The 'swirl accent' is to be scaled larger than the canvas size. Overhanging segments are to be clipped (bled) off.

Consideration should be given to symmetry when positioning.



4.3 Stationery

South Burnett Regional Council's stationery suite utilises the 'corporate line' element to create a standardised and instantly recognisable design.



Front

Back

4.4 Notepaper / Meeting Notes

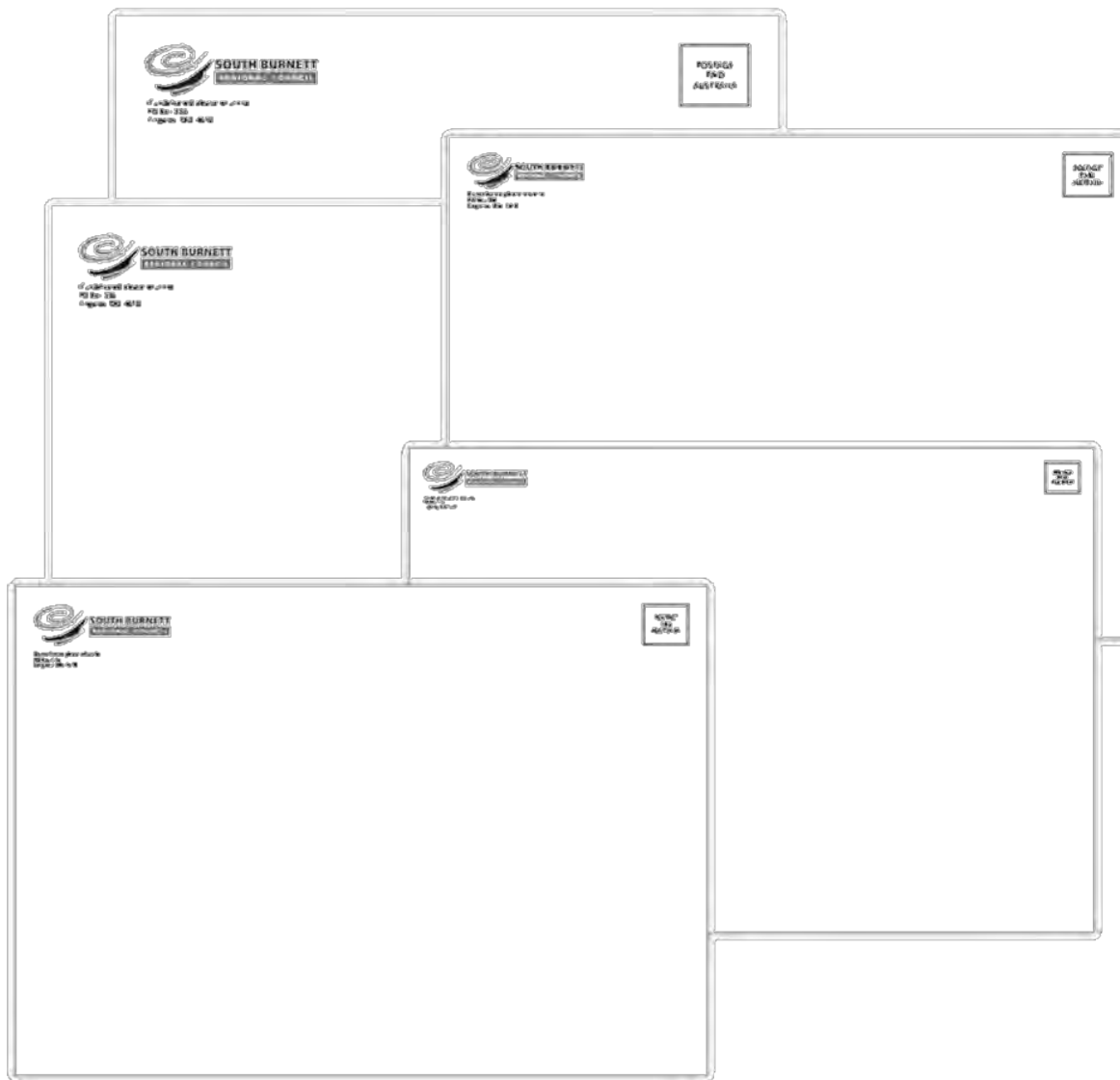
The image displays three overlapping notepaper templates for the South Burnett Regional Council. The top template is a simple lined sheet with the council logo at the top center. The middle template is a 'Meeting Notes' form with the following sections:

- Meeting Notes** (with a small grid for Date and Time)
- SUBJECT** (with a horizontal line)
- MEETING DATE** (with a horizontal line)
- LOCATION** (with a horizontal line)
- ATTENDEES** (with a horizontal line)
- AGENDA** (with a horizontal line)
- Items Discussed** (with a horizontal line)
- Action/Notes** (with a horizontal line)

The bottom template is another lined sheet with the council logo at the top center.

4.5 Envelopes

South Burnett Regional Council has a range of envelope sizes available including DL, C5, C4, C3 and B4.



4.6 Print Advertising

A standard template is used for South Burnett Regional Council's print advertising requirements.

Two versions are available, colour and monochromatic.

Portrait orientation is preferred, however a landscape version may be used if the content requires.

The South Burnett Regional Council logo is to be included as per the templates shown right.



4.7 Full Page Advertising

Council produces a bi-monthly advert in the South Burnett Today newspaper.

SOUTH BURNETT
Regional Council

COUNCIL NEWS

South Burnett Regional Council | 110 www.southburnett.qld.gov.au | southburnett.qld.gov.au

Acting Mayor's Message

BY CATHY DWYER

Council Community Grants Program supports our local Government and Social Enterprise.

The 2020 Budget will support a range of initiatives to support the region and its communities.

- Community Grants Program
- Community Infrastructure Grant
- One to One Support Grant
- Health and Wellbeing Grants
- Local Government Fund
- Regional Development Fund
- Regional Infrastructure Fund
- Social Enterprise Fund

Our Mayor is proud to support the region and its communities through the Council Community Grants Program. This program is a key part of the Council's commitment to supporting the region and its communities through the Council Community Grants Program.

Community Grant Program Supports the Region

During the 2020 Budget, the Council has allocated \$1.2 million to support the region and its communities through the Council Community Grants Program. This program is a key part of the Council's commitment to supporting the region and its communities through the Council Community Grants Program.

Free Cycling Program

GET OUT, GET ACTIVE!

FREE CYCLING PROGRAM
SOUTH BURNETT
REG. NO. 1000

Book all Cycles at 888 786 118 | www.southburnett.qld.gov.au

Councilors supporting "Pasta for a Pasta"

The Councilors of South Burnett Regional Council have supported the "Pasta for a Pasta" initiative. This initiative is a key part of the Council's commitment to supporting the region and its communities through the Council Community Grants Program.

Councilor's Ordinary General Council Meeting

The Councilor's Ordinary General Council Meeting will be held on Wednesday 19 September 2020. The meeting will be held at the Council Chamber, 110 South Burnett Highway, Toowoomba. The meeting will be held at 10:00 AM. The meeting will be held at 10:00 AM.

Did you know that you can keep up to date with Council and receive your rate notices by email?

To sign up email info@southburnett.qld.gov.au and quote each Rate Notice Property Number. (If you want emailed.)

SOUTH BURNETT
Regional Council

4.8 Recruitment Advertising

A standard template is used for South Burnett Regional Council's recruitment advertising.

Two versions are available, colour and monochromatic.

Portrait orientation is preferred.

Employment Opportunities

The South Burnett is located on the edge of the Great Dividing Range and an easy 200 hour drive from Brisbane and the Sunshine Coast. The region is an unspoiled natural wonderland, home to the ancient Bunya Mountains, two of Queensland's biggest inland waterways (Lake Boodooma and Billoo-Peterson Dam) and Australia's longest reed bed. The area is also an influential wine growing region, boasting award winning vines. Our vibrant, welcoming communities offer a choice of education, medical, sporting, shopping and recreational facilities.

WORKSHOP MECHANIC (MURGON)
Permanent Full Time
\$54K - \$57K per annum + Allowances + Super

Council is seeking a hardworking and enthusiastic Mechanic to join our Workshop to assist in maintaining and repairing Council's plant and fleet. Tasks include fault diagnosis and replacement of parts on site, as well as performing maintenance tasks such as inspection and servicing of heavy plant and equipment, trucks and light vehicles.

MANDATORY:

- Motor Mechanic Trade or Diesel Fitter Qualification
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Workers Certificate (White Card)

DESIRABLE:

- HR driver's licence and/or Forklift Ticket (if available)

BENEFITS INCLUDE:

- Work-life balance (9 Day fortnight roster)
- Up to 12% employee superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

To find out more about this position and how to apply go to www.southburnett.qld.gov.au.
Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4355 9100

APPLICATIONS CLOSE FRIDAY, 24 APRIL 2020

Employment Opportunities

The South Burnett is located on the edge of the Great Dividing Range and an easy 200 hour drive from Brisbane and the Sunshine Coast. The region is an unspoiled natural wonderland, home to the ancient Bunya Mountains, two of Queensland's biggest inland waterways (Lake Boodooma and Billoo-Peterson Dam) and Australia's longest reed bed. The area is also an influential wine growing region, boasting award winning vines. Our vibrant, welcoming communities offer a choice of education, medical, sporting, shopping and recreational facilities.

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MANDATORY:

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To find out more about this position and how to apply go to www.southburnett.qld.gov.au.
Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4355 9100

APPLICATIONS CLOSE FRIDAY, 24 APRIL 2020

4.9 Publications (cover)

Publications produced by South Burnett Regional Council are to remain consistent with the overall brand.

Publications must either be A4 (Portrait), A4 (Landscape) or DL (Portrait) in size. The size shall be determined by content and circulation requirements.

The back page of publications must contain the Council logo and contact details.

A4 publication covers are to include a 15mm page margin, DL publication covers are to include a 10mm page margin.



4.10 Publications (layout)

Publications produced by South Burnett Regional Council are to remain consistent with the overall brand.

Publications must either be A4 (Portrait), A4 (Landscape) or DL (Portrait) in size. The size shall be determined by content and circulation requirements.

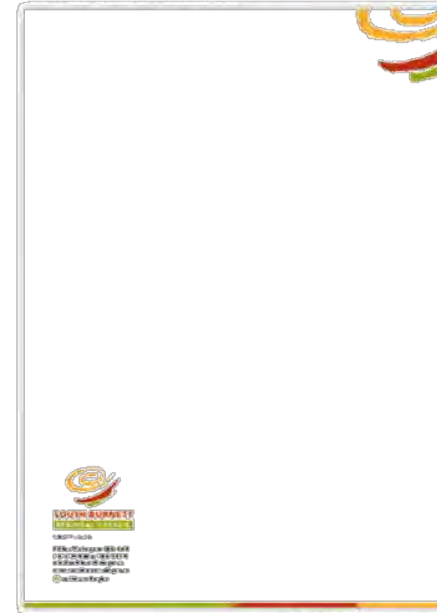
The back page of publications must contain the Council logo and contact details.

A4 publication covers are to include a 15mm page margin, DL publication covers are to include a 10mm page margin.

A4 Portrait



A4 Portrait Backcover



A4 Landscape



DL Brochure



4.11 Street Blades

All road signage produced by South Burnett Regional Council should also comply to the Manual of Uniform Traffic control devices (MUTCD) standards.

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>

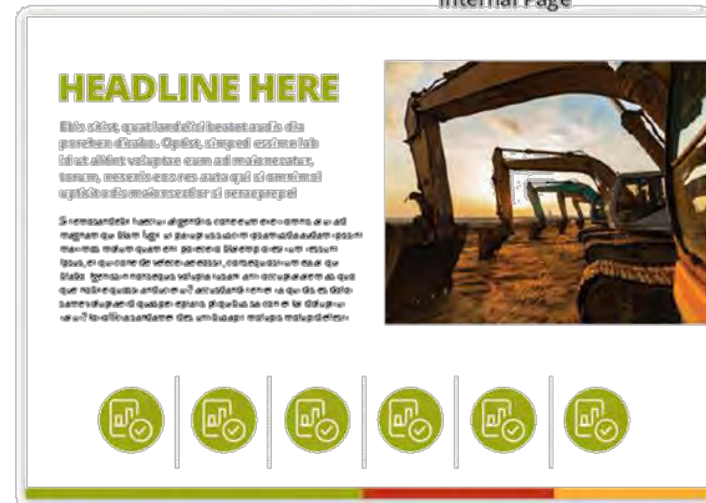


4.12 Powerpoint Template

Cover



Internal Page



4.13 Public Notice Signage

Public notice signage is used by South Burnett Regional Council to communicate information, messaging and advice.

Public notice signage should adhere to the following guidelines:

- Signage should be portrait or landscape in orientation
- The size, material and fixings used is to be dependent on the content, requirements and life-span of each sign



4.14 Town Entry Signage

Nanango: Pioneering - Oldest pioneering town in the region, fourth oldest town in Queensland based on the establishment of commercial premises.

Wondai: Timber - recognising the areas past and present involvement with the productive timber industry.

Blackbutt: Timber - Timber played an important role in the development of the town. The town was named after the hardwood 'Blackbutt' tree.

Kingaroy: Peanuts - Well known as the peanut capital with Australia's largest peanut processing plant.

Murgon: Fishing, Lily Pads, Dairy - An appreciation of the history with the dairy industry, recognition of the indigenous meaning "lily pads" along with recreational fishing opportunities presented by Bjelke-Petersen dam.



4.15 Village Entry Signage

Benarkin: Railway settlement - the settlement of “Benarkin” developed around the railway station.

Bunya Mountains: Bunya Pine - Historically, major Indigenous gatherings occurred at the mountain when the bunya nut had ripened, which was fundamental to the naming of the area.

Coolabunia: Sleepy koala - The name is derived from an indigenous expression for sleepy koala, the village was named after the pastoral run in this area.

Crawford: Dubosia & railway line - Recognition of the commercial dubosia industry. The village adopted its name from the railway station which was named after railway engineer Hugh Ralston Crawford.

Durong: Cattle - Recognition of the productive grazing land producing cattle for various markets.

Hivesville: Yam, Market, Corn - Recognition of the former title “Jaumbil”, Wakka Wakka for yam, along with representation of the past and present country markets.

Kumbia: Farming - Recognising the areas diverse connections to productive agricultural industry.

Maidenwell: Water well -John King dug the first well in the region. The village was named after this essential piece of infrastructure.

Moffatdale: Grapes - Recognition of the significance of the wineries industry. This forms part of the South Burnett Wine Trail.

Proston: Campdraft and Bottle Tree - Recognising the long established campdraft along with the iconic bottle tree that is featured in the area.

Tingoora: Wattle trees and peanuts - named after the aboriginal word for Wattle trees. Commercial peanut crops are also grown in the area.

Wooroolin: Peanut Thresher and Wildlife - Home of the first peanut thresher with the historical thresher on display in the village. Recognition of the unique wildlife that also frequents the area.



4.16 Rate and Water Notice

SOUTH BURNETT REGIONAL COUNCIL
 100-100 Lakeside Drive, Bundaberg
 Queensland 4670
 Phone: 07 4651 1000
 Fax: 07 4651 1001
 Email: info@southburnett.qld.gov.au
 Website: www.southburnett.qld.gov.au

RATE AND WATER NOTICE

PROPERTY INFORMATION

Reference	Area	Rate Charge	Account

METHOD OF PAYMENT

NOTIFICATION OF CHANGE OF ADDRESS

NAME:
 ADDRESS:
 POSTCODE:
 TELEPHONE: ()
 FAX:

4.18 Certificates





5
Imagery

5.1 Image Guidelines

Images may be used in conjunction with the South Burnett Regional Council brand where required to assist with design and overall narrative.

All images used must be the property of South Burnett Regional Council. Unlicensed images are not permitted to be used.

Appropriate permission must be sought for images featuring recognisable faces or subject matter which is copyright.

Quality

All images are to be correctly exposed and in focus. Do not use images that are over/under exposed, out of focus or noisy.

Colour Mode

All images are to be colour. RGB colour mode is to be used for digital applications and CMYK colour mode is to be used for print applications. Grayscale and heavily over/under saturated images are to be avoided.

Manipulation

Image enhancement through photo editing software such as Adobe photoshop is acceptable, however, excessive manipulation and overly dramatic filters/lighting are to be avoided.

5.2 Image Selection

Careful attention to detail should be applied when selecting an image/or images, to accompany designs.

Imagery is a powerful design element and choosing the most appropriate image for each design project will play an important role in the overall effectiveness of the design.

Emphasis should be placed on image style, location and accuracy as detailed in the recommended to the right.

Give consideration to the hues and shapes of the image, ensuring it interacts harmoniously with the other design elements and typography.

Style

Images that showcase the South Burnett's natural open spaces and friendly faces are to be used. Images should be well composed, simple and balanced. Consideration should be given to symmetry (rule of thirds), and perspective.

Location

Places, spaces and faces located within the South Burnett region are to be used whenever possible. In the event local imagery is unavailable, licensed stock imagery may be substituted providing there is no method of identifying that the image was captured outside the South Burnett region.

Accuracy

South Burnett Regional Council's places, spaces and faces are constantly changing. When selecting an image to accompany a design project, ensure that the image accurately reflects the current place, space or face.



6
Videography

6.1 Videography

Videos are an informative and engaging communication medium for South Burnett Regional Council to circulate information.

Videos distributed by South Burnett Regional Council are to meet the following guidelines:

All footage, music and graphics used in any Council produced video must be fully licensed.

It is preferable that South Burnett Regional Council Councilors are used as spokespeople (when appropriate) in any Council produced video.

Subtitles should be included on all video.

Videos produced and distributed by South Burnett Regional Council should include a Title Slide, Lower Third Identification panels and an End Slide.

Video Specifications

Size: 1920 x 1080, 25fps

Audio: Overall mix level -12db

Output Format: H264, 25fps

Preset: High quality 1080HD

File Type: .mp4

Title Slide

Duration: 3.50s An animated title slide should be used on any corporate video. The slide should include the video title and South Burnett Regional Council logo. A template example of this slide can be provided upon request.

Lower Third

Lower third titles are to be used to identify those speaking throughout the video. The titles should include the name and title of the person speaking. A template example of this slide can be provided upon request.

End Slide

Duration: 3.00s The end slide is to feature the Council logo centered on a solid white background. The logo should fade out with a 1.0dp to white/dissolve transient effect.



7
Social Media

7.1 Social Media

South Burnett Regional Council maintains active social media accounts across Facebook, Instagram, Twitter, LinkedIn and YouTube.

Council's social media presence should be instantly recognisable and consistent across all channels.

Image use on Social Media must comply with the Imagery guidelines in this document.

Images should be used in posts only when appropriate. The preferred image crop ratio is 16:9, however, this may be altered if the content requires.



Standard Image

A correctly exposed and well composed image, without any additional graphics or filters, may be used to accompany posts. See the Imagery section on page xx for details.



Branded Image

A branded image template, featuring an image, the logo and typography may be used to accompany posts. This should be reserved for major announcements and event promotion.

8

Digital Applications

8.1 Web / Applications

South Burnett Regional Council's corporate website, and any associated digital applications, are to reflect the branding guidelines of this document.

The design and functionality of Council's digital presence is ever-changing, as online technologies change, however the look and feel of Council's website and applications should not be compromised.

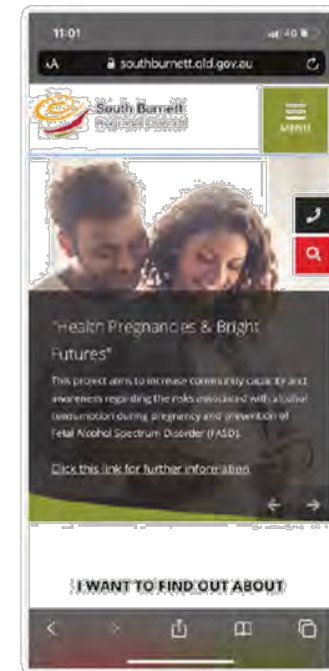
Websites produced and administered by South Burnett Regional Council must be responsive catering for mobile, tablet and desktop views; and must also meet current Web Content Accessibility Guidelines (WCAG) standards.

Website Image Sizes:

Banner: 1900px X 550px

Tile: 415px X 345px

News: 315 x 210 px



8.2 Email Signatures

All email signatures are to be in the following format. As email is an electronic letterhead, no substitution for font or style is permitted.



Firstname Lastname
Position Title

M 0412 124 121
F 07 4189 9100
PO Box 336 Kingaroy QLD 4610
www.southburnett.qld.gov.au
[southburnettregion](#)

Disclaimer: This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution or photocopying of this email is strictly prohibited. The confidentiality attached to this email is unaltered, intact and destroyed by removal of a message delivery to you. The information contained in this transmission may also be subject to the Freedom of Information legislation.




ABN 89 972 463 391

PO Box 336 Kingaroy QLD 4610

F 07 4189 9100 or 1300 789 279

info@southburnett.qld.gov.au

www.southburnett.qld.gov.au

 southburnettregion

8.5 ADOPTION OF THE POLICY GOVERNANCE FRAMEWORK - STRATEGIC_006

File Number: 19 August 2020
Author: Manager Social and Corporate Performance
Authoriser: Chief Executive Officer

PRECIS

Adoption of the Policy Governance Framework – Strategic 006

SUMMARY

Policies form an important part of Council's governance framework by providing direction on the implementation of legal obligations and day-to-day operations.

Council recognises the value of relevant and standardised Statutory, Strategic and Administrative policies to assist Council Representatives in the performance of their responsibilities.

The Policy Governance Framework (the 'Framework') establishes and combines a hierarchy of policies, procedures and supporting documents, which must be developed, deployed, monitored and revised in accordance with the Framework.

The Framework applies to all Council Representatives, who are involved in planning, developing, authorising and implementing policies.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Policy Governance Framework – Strategic 006 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan: EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was undertaken with the Social & Corporate Performance Branch, General Manager Finance & Corporate, Chief Executive Officer, Senior Management Team and Elected Members.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Relevant legislation has been considered:

Local Government Act 2009; and

Human Rights Act 2019.

Section 4(b) of the Human Rights Act 2019 (the 'Act') requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report. The policy implications are limited to the introduction of the Policy Governance Framework and associated documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Policies form an important part of Council's governance framework by providing direction on the implementation of legal obligations and day-to-day operations.

Council recognises the value of relevant and standardised Statutory, Strategic and Administrative policies to assist Council Representatives in the performance of their responsibilities.

The Policy Governance Framework (the 'Framework') establishes and combines a hierarchy of policies, procedures and supporting documents, which must be developed, deployed, monitored and revised in accordance with the Framework.

The Framework applies to all Council Representatives, who are involved in planning, developing, authorising and implementing policies.

ATTACHMENTS

1. **Policy Governance Framework** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic - 006
POLICY OWNER: Social & Corporate Performance

ECM ID: 2709698
ADOPTED: 19 August 2020

Policy Governance Framework

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. A hard copy of this electronic document is considered uncontrolled.

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1. POLICY STATEMENT

Policies form an important part of Council's governance framework by providing direction on the implementation of legal obligations and day-to-day operations.

Council recognises the value of relevant and standardised Statutory, Strategic and Administrative policies to assist Council Representatives in the performance of their responsibilities.

2. SCOPE

The Policy Governance Framework establishes a hierarchy of policies, procedures and supporting documents, which must be developed, deployed, monitored and revised in accordance with this policy.

A policy is a high-level directive that establishes a principle-based approach to a subject. A policy should be adopted for any area of Council operations where direction or purpose needs to be set in order to conduct Council business.

This framework applies to all Council Representatives, who are involved in planning, developing, authorising and implementing policies.

Policy and procedure compliance is mandatory for all Council Representatives. The Chief Executive Officer may commence referral to the appropriate external agency, investigation, disciplinary action or seek other penalties if a person breached policy or any of its related procedures.

3. GENERAL INFORMATION

The five (5) stages of policy development:

1. **Policy Identification** - This stage includes identifying the matter to be addressed and seeking authority to proceed.
2. **Policy Development** - This stage incorporates the gathering relevant background information, identification of appropriate stakeholders, commencement of the consultation process, incorporating feedback. Prior to commencing the development of a new policy or the review of an existing policy, it is essential that the policy drafter meet with the Social & Corporate Performance Branch to discuss the relevant process. The Social & Corporate Performance

Branch will support the policy drafter through the process and maintain the Policy Register.

3. **Policy Adoption/Approval:** This stage includes notifying the appropriate stakeholders of the requirement to evaluate the draft policy, submitting it for approval and/or adoption.
4. **Policy Implementation:** This is the final stage in the policy process and is ongoing. It includes such activities as activating the policy, notification, distribution, awareness and education.
5. **Policy Review/Evaluation:** During the policy drafting stage, consideration will be given to the appropriate timelines for reviewing the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

All Strategic and Statutory policies will be displayed on the Council Website. Council's intranet will accommodate all policies, procedures, associated forms, templates, fact sheets and guidelines.

A policy or procedure will remain in force unless formally repealed or superseded by another policy or procedure.

4. DEFINITIONS

Administrative Policy operationally focused and affects the whole/majority of the Council. The policy states the department/branch's intent, commitment or position on administrative issues. They generally relate to the implementation of the day-to-day operations and are directed towards Council employees, e.g. Uniform Policy, Leave Policy.

Council Representative means all councillors and council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Statutory Policy is a mandatory policy to be established under legislation (Act or Regulation). These policies are approved and adopted by Council. These may not use the term 'policy' specifically in their title due to the name of the policy being determined by the Act or Regulation.

Strategic Policy sets out principles by which Council intends to conduct its activities. Strategic policies sometimes have strong community interest and external focus, e.g. Community Grants Program Policy, Undetected Water Leaks Policy. These policies are approved and adopted by Council.

Policy Drafter is the position responsible for drafting the policy and who is the contact for any matters relating to the specific policy or procedure.

Procedure assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format and should include a flowchart where appropriate. A process or procedure that is developed for the use of a Council employee or small team and does not apply more broadly to the organisation is not considered a procedure related to this governance framework.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

6. RELATED DOCUMENTS

Policy Governance Framework Procedure
Policy Governance Framework Flowchart

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – August 2022

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	19 August 2020	2709698

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.6 ADOPTION OF THE ACCEPTABLE REQUEST GUIDELINES

File Number: 19 August 2020
Author: Manager Social and Corporate Performance
Authoriser: Chief Executive Officer

PRECIS

Adoption of the Acceptable Request Guidelines – Statutory 004

SUMMARY

The Acceptable Requests Guidelines are intended to provide clear guidelines to Councillors and Council employees about the way in which a Councillor may:

- ask a Council employee for information to assist the Councillor carry out his or her responsibilities under *Section 170A(1)* of the *Local Government Act 2009* (the ‘Act’); and
- ask the Chief Executive Officer to provide information, that the local government has access to, relating to the local government in accordance with *Section 170A(2)* of the Act.

It is the responsibility of all Council employees and Councillors to abide by these Acceptable Requests Guidelines.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Acceptable Request Guidelines – Statutory 004 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan: EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was undertaken with the Social & Corporate Performance Branch, General Manager Finance & Corporate, Chief Executive Officer, Senior Management Team and Elected Members.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Relevant legislation has been considered:

- Local Government Act 2009; and
- Human Rights Act 2019.

Section 4(b) of the *Human Rights Act 2019* (the ‘Act’) requires public entities to act and make decisions in a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- Recognition and equality before the law;
- Right to life;

- Protection from torture and cruel, inhuman or degrading treatment;
- Freedom from forced work;
- Freedom of movement;
- Freedom of thought, conscience, religion and belief;
- Freedom of expression;
- Peaceful assembly and freedom of association;
- Taking part in public life;
- Property rights;
- Privacy and reputation;
- Protection of families and children;
- Cultural rights—generally;
- Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
- Right to liberty and security of person;
- Humane treatment when deprived of liberty;
- Fair hearing;
- Rights in criminal proceedings;
- Children in the criminal process;
- Right not to be tried or punished more than once;
- Retrospective criminal laws;
- Right to education;
- Right to health services.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report. The policy implications are limited to the context of the Acceptable Request Guidelines and associated documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The Acceptable Requests Guidelines are intended to provide clear guidelines to Councillors and Council employees about the way in which a Councillor may:

- ask a Council employee for information to assist the Councillor carry out his or her responsibilities under *Section 170A(1)* of the *Local Government Act 2009* (the 'Act'); and
- ask the Chief Executive Officer to provide information, that the local government has access to, relating to the local government in accordance with *Section 170A(2)* of the Act.

It is the responsibility of all Council employees and Councillors to abide by these Acceptable Requests Guidelines.

ATTACHMENTS

1. **Acceptable Request Guidelines - Statutory 004** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory-004
POLICY OWNER: Social & Corporate Performance
ECM ID: 2709713
ADOPTED: 19 August 2020

Acceptable Requests Guidelines Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. A hard copy of this electronic document is considered uncontrolled.

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1. POLICY STATEMENT

The Acceptable Requests Guidelines are intended to provide clear guidelines to Councillors and Council employees about the way in which a Councillor may:

- ask a Council employee for information to assist the Councillor carry out his or her responsibilities under *Section 170A(1)* of the *Local Government Act 2009* (the 'Act'); and
- ask the Chief Executive Officer (CEO) to provide information, that the local government has access to, relating to the local government in accordance with *Section 170A(2)* of the Act.

It is the responsibility of all Council employees and Councillors to abide by these Acceptable Requests Guidelines.

A breach of these Guidelines by a Councillor will be considered a breach of the Act under *Section 150L* "What is misconduct". A breach by a Council employee will be investigated by the CEO in line with Council policy.

2. SCOPE

The Acceptable Requests Guidelines apply to all Councillors and Council employees, when a Councillor is requesting information.

The guidelines specifically assist Councillors, the CEO and Council employees in meeting:

- their statutory obligations under *Section 170A* of the Act - "Requests for assistance or information"; and
- the CEO's statutory obligation under *Section 13(3)(f)* of the Act to comply with requests from Councillors.

It is a requirement of *Section 170A(7)* of the Act for Council to adopt acceptable requests guidelines about:

- (a) the way in which a Councillor may ask a local government employee for information to help the Councillor to carry out his or her responsibilities under the Act; and
- (b) reasonable limits on requests that a Councillor may make.

A request for service ('CRM') which a Councillor may report on behalf of a member of the public or

themselves, will be processed through the Council's business system. Requests of this nature are not considered a request for information and are not covered by this policy.

3. GENERAL INFORMATION

- 3.1. Communications between Councillors and Council employees must;
 - (a) be conducted in accordance with the Local Government Principles prescribed in *Section 4(2)* of the Act;
 - (b) be conducted in accordance with Council policies, procedures and guidelines;
 - (c) comply with the law;
 - (d) be conducted in good faith; and
 - (e) be conducted in a respectful, reasonable and professional manner.
- 3.2. Councillors shall consider the likely cost implications in making requests for information and shall not make requests where the costs could not be justified as being in the public interest.
- 3.3. Councillors may request information from a Council employee only in accordance with these Acceptable Requests Guidelines utilising "Record of Request for Information (Councillor)" form. All requests are to be submitted to the relevant General Manager or the CEO.
- 3.4. The General Manager or CEO to which the request is made must comply with a request for information from a Councillor as per *Section 170A* of the Act:
 - (a) within 10 business days after receiving the request; or
 - (b) if the General Manager or CEO reasonably believes it is not practicable to comply with the request within 10 business days, within 20 business days after receiving the request.
 - (c) If the General Manager or CEO forms the belief mentioned in 3.4(b), the General Manager or CEO must give to the Councillor requesting the information a notice about the belief and the reasons for the belief within 10 business days after receiving the request.
- 3.5. The General Manager, considering business priorities and available resources, will endeavour to respond to the request as soon as practicable.
- 3.6. The General Manager or CEO providing the information must provide a copy to all Councillors and members of the Senior Management Team at the time of provision.
- 3.7. Councillor's requests for information during the caretaker period of a local government election shall be restricted to information that is available to members of the public and/or any other candidates in the election, other than in accordance with matters being formally considered by Council.
- 3.8. Councillors must not breach conflict of interest or material personal interest's provisions as described in *Division 5A 'Dealing with councillors' personal interests in local government matters* the Act when requesting information from Council employees.
- 3.9. If an afterhours matter is of a non-emergency operational nature, Councillors should defer the matter for consideration during business hours. Otherwise, Councillors must log a request through the general Council phone number (07 4189 9100) - which is also Council's after-hours emergency number.
- 3.10. When a matter occurs after hours and is of such urgency that to delay contact will bring harm to the Council or damage the reputation of Council, Councillors may successfully contact one (1) of the Council employees listed below in order of listing:
 - (a) CEO; or
 - (b) General Manager

- 3.11. When referring a CRM, Councillors shall make contact with Council's Customer Contact Team to process the CRM instead of directly referring requests to any Council employee individually. This will ensure the matter is recorded and can be appropriately actioned.
- 3.12. Councillors should, as for a member of the public, make contact with Council's Customer Contact Team to request a progress update or further report an issue in relation to an existing CRM. If the Councillor is not satisfied with the progress update, the Councillor may make direct contact with the relevant General Manager to discuss their concerns in relation to the CRM.
- 3.13. A Portfolio Councillor may request from the relevant General Manager information that could reasonably be considered of a nature that is readily available. The relevant General Manager may use discretion and provide a response at the time of request.
- 3.14. Councillors may be given approval in writing by the CEO or the relevant General Manager to request information from a Council employee other than General Managers, in specific circumstances; for example where a Council employee is a member of an Advisory Committee. In these specific circumstances, written approval will be provided to the Councillor, the Council employee and the relevant General Manager. This written approval will be recorded electronically in Council's Enterprise Content Management system with a copy provided to the relevant parties.
- 3.15. Pursuant to *Section 170A(4)* of the Act, Councillors may not ask for information that:
- (a) is a record of the conduct tribunal; or
 - (b) was a record of a former conduct review body; or
 - (c) if disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
 - (d) would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 3.16. Other than in accordance with these guidelines, Councillors shall:
- (a) not direct, or attempt to direct any Council employee to do anything (except for the Mayor, who is entitled to direct the CEO in accordance with a resolution, or a document adopted by resolution of the local government) in accordance with *Section 12(4)(c)* and *170A(1)* of the Act; and
 - (b) not behave towards Council employees in an overbearing or threatening manner; and
 - (c) not coerce or entice, or attempt to coerce or entice any Council employee to do anything that does not comply with these Acceptable Requests Guidelines; and
 - (d) not place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; and
 - (e) not direct or pressure a Council employee in relation to their work or recommendations they should make or action they should take.
- 3.17. A Mayoral direction may be given to the CEO but only in fulfilling the Mayoral responsibilities outlined in *Section 12(4)(c)* of the Act.
- 3.18. Council employees must keep records of information given to Councillors. These records are to be registered electronically in Council's Enterprise Content Management system. A register of requests for information from Councillors will be maintained by Social & Corporate Performance and made available for viewing by the Senior Management Team and Councillors on request.
- 3.19. Any directions issued by the Mayor to the CEO will be in accordance with *Section 170* of the Act and recorded in a register of directions.

- 3.20. Where Councillors are dissatisfied with the response from the General Manager or CEO for a request for information, the Councillor may report their dissatisfaction complying with Council's Complaints Management Policy.
- 3.21. If the Mayor or a Councillor behaves inappropriately or asks for information from a Council employee other than under these guidelines, the Council employee must inform their Manager, General Manager or the CEO about the request as soon as is practicable.
- An allegation of a breach of these Acceptable Requests Guidelines will be dealt with in accordance with *Chapter 5A "Councillor Conduct"* of the Act.

4. DEFINITIONS

Acceptable Requests Guidelines refers to this policy, as required by *Section 170A* of the Act.

Act means the *Local Government Act 2009*.

Conduct includes -

- a) failing to act; and
- b) a conspiracy, or attempt, to engage in conduct

Council employee means a person employed by or contracted to Council - whether appointed permanent, part-time, temporary or casual.

Councillor means the Elected Members – the Mayor and Councillors.

CRM means a request for a service that a member of the public may generally make such as a road repair request or the reporting of a non-compliance issue such as a noise complaint.

Information means data that is not available on Council's website or that can be readily obtained as a member of the public via Council's customer contact team such as copy of a strategic policy, opening times of a waste facility, Council adopted fees and charges etc.

Misconduct see *Section 150L* of the Act; model procedures see *Section 150F* of the Act.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Public Sector Ethics Act 1994

Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Act 2019 - Section 109, 110, 147

6. RELATED DOCUMENTS

Complaints Management Policy

Councillors Code of Conduct Policy

Councillor Conduct Complaints Investigation Policy

Dealing with a complaint involving the CEO

Employee Code of Conduct Policy

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – August 2022

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Adopted by Council	15 April 2014	1289505
2	Review in line with term of office – Adopted by Council	7 April 2016	1919674
3	Review in line with policy framework – Proposed adoption by Council	15 November 2017	2429092
4	Reviewed in relation to the local government legislation amendments	12 December 2018	2556639
5	Local Government Quadrennial Election	29 April 2020	2681186
6	Reviewed in relation to the local government legislation amendments	19 August 2020	2709713

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

APPENDIX 1

The following Council employees are authorised to provide information to Councillors in accordance with Council's "Acceptable Requests Guidelines".

Information on any matter:

Chief Executive Officer

Information on Departmental matters:

Chief Executive Officer - EXECUTIVE SERVICES	
Employee Relations Learning & Development Performance Management Recruitment & Selection Workplace Health & Safety Workplace Relations	Art Gallery Associations Arts Development Boondooma Homestead Advisory Committee Economic Development Museum Associations Tourism Development & Marketing Visitor Information Centres
General Manager - FINANCE & CORPORATE	
Financial Planning Budget Preparation Plant & Fleet Corporate Insurance Business Systems Computer Hardware GIS System Administration Internet Operating Systems Intranet Operating Systems Network Systems Operating Software Telecommunications	Accounts Payable / Receivable Budget monitoring Cash Management Contract Compliance Financial Compliance / Reporting Payroll Functions Procurement / Stores Rates / Revenue Taxation Trust Accounts
Internal Audit (incl. Audit Advisory Committee) Local Laws Coordination Governance & Legal Operational Planning & Performance Policy Framework Records Management Right to Information Information Privacy	Complaint Management Community Grants Program Corporate Registers Corporate Risk Management Corporate Strategic Planning & Performance Customer Contact Delegations & Authorisations Fraud & Corruption Control
General Manager - INFRASTRUCTURE	
Disaster Management State Emergency Services Asset Management Design Services & Infrastructure Planning Infrastructure Charges Quality Assurance Road Naming	Bulk Water Storage & Treatment Water Service Delivery Wastewater Treatment Wastewater Service Delivery Bridges Cycleways Drainage

Soil Laboratory Street Lighting Traffic Assessments	Flood Mitigation Footpaths Roads Road Mowing & Slashing Streetscapes Traffic Facilities
General Manager - COMMUNITY	
Animal Management Environmental Protection Health Services Landfills & Transfer Stations Local Laws policing Nuisance Control Waste Collection	Indigenous Affairs Libraries Local Disaster Recovery
Building Maintenance <ul style="list-style-type: none"> - Administration Buildings - Aerodrome Buildings - Art Galleries Facilities - Boondooma Homestead Facilities - Heritage Buildings - Library Facilities - Museum Facilities - PCYC Facility - Private Hospital Facility - Ringsfield House Facilities - Showground & Sport Ground Facilities Council Depots Facility Operations <ul style="list-style-type: none"> - Caravan Parks - Commercial Housing - Commercial Shops - Community Housing - Halls Land Management (Sales) Leases and Licences Swimming Pools	Airports / Aerodrome Boondooma & Yallakool Tourist Parks Cemetery Management Coolabunia Saleyard Natural Resources Parks & Gardens Public Conveniences Rail Trails Recreational Reserves Ficks Crossing Sporting Development & Grants Stock Routes Straying Livestock Tick Facilities Weeds & Pest Management Building Assessment Building Compliance/ Inspection Development Assessment Infrastructure Charges Planning Compliance/ Inspection Plumbing Assessment/ Compliance/ Inspection Strategic Land Use Planning

8.7 ANNUAL OPERATIONAL PLAN 2019/2020 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 JUNE 2020

File Number: 19 August 2020
Author: Manager Social and Corporate Performance
Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2019/2020 Implementation Progress Report for the period ending 30 June 2020.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2019/2020 financial year.

Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council Annual Operational Plan 2019/2020 Implementation Progress Report for the period 1 July 2019 to 30 June 2020 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

- EC1 An informed and engaged community
- EXC2 Effective corporate management
- EXC4 Effective advocacy and strategic partnerships
- EXC5 Quality customer service
- INF1 Infrastructure that meets our communities needs

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2019/2020 Implementation Progress Report for the period 1 July 2019 to 30 June 2020 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council's planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS


No direct asset management implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

REPORT

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2019/2020 financial year.

Pursuant to *section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

ATTACHMENTS

1. **South Burnett Regional Council Annual Operational Plan 2019/2020 Implementation Progress Report for the period 1 July 2019 to 30 June 2020** [↓](#) 



Executive Services Operational Plan 2019/2020

- Mission:** To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organization.
- Officer Responsible:** Chief Executive Officer
- Responsibilities:** Executive Services, Strategy Planning, Council Operations Management, Human Resource Management, Workplace Health and Safety, Economic Development, Tourism and oversight of organisational operational matters.



DEPARTMENT: EXECUTIVE SERVICES

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>WIDE BAY BURNETT REGIONAL ORGANISATIONS OF COUNCIL Strengthen, maintain and actively contribute to the Wide Bay Burnett Regional Organisations of Council (WBBROC) advocating Council's strategic and operational position on key issues. Meeting with Ministers half yearly as part of WBBROC.</p>	EXC4 Effective advocacy and strategic partnerships.	Internal & External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 WBBROC meeting held on 29 August and attended by Mayor and CEO – with discussions being held on Water Alliance. Regular contact with WBBROC Executive Officer and the various committees of WBBROC. SBRC will continue regular attendance at WBBROC committees and events including RRTG Technical Committee meetings. RRTG meetings 29 August and 14 November 2019. WBBROC meeting held on 28 November at Parliament House, Brisbane and attended by Mayor and CEO. Regular contact with WBBROC Executive Officer and the various committees of WBBROC. SBRC will continue regular attendance at WBBROC committees and events including RRTG Technical Committee meetings. RRTG meetings nil. Informal RRTG catch-up 16-01-2020. WBBROC meetings nil. Mayor & CEO introduced to new Regional Economic Development Manager with discussion on economic development concerns 21-01-2020. WBBROC meeting and AGM held 4 June 2020 with Mayor, Deputy Mayor and CEO in attendance</p>			
<p>STRATEGIC HUMAN RESOURCE MANAGEMENT PLAN Develop a Strategic Human Resource Management Plan that fosters diversity, merit and equity, reward and recognition in the workplace by 30 June 2020.</p>	EXC3 A skilled and sustainable workforce.	Internal & External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Review of current HR Management Standards and associated documents underway by newly appointed Manager People and Culture. Continuing review of current HR Management Standards and associated documents underway by Manager People and Culture. Request extension for a further 6 months to 30 June 2020. Finalisation of Collective Agreement's for SBRC Field Staff and Officers, implement upon successful vote and update standards, policies and procedures in accordance with Collective Agreement. Undertake review of Code of Conduct and facilitate training across the teams. Code of Conduct currently under review with internal training methods and practices reviewed in conjunction with SC&P. HR Management Standards being updated and prepared for consultation with SET/SMT. Strategic HR Management Plan to be drafted following 2021 Budget release.</p>			
<p>TRAINING / DEVELOPMENT PLAN Establish a council training and development plan.</p>	EXC3 A skilled and sustainable workforce.	Internal & External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Review of current Training and Development practises and standards underway by newly appointment Manager People and Culture in conjunction with newly appointed People and Culture Officer (L&D).</p>			

<p>Continuing review of current Training and Development practices and standards underway by Manager People and Culture in conjunction with People and Culture Officer (L&D). Expected completion 30 June 2020.</p> <p>Training needs analysis to be facilitated within the teams.</p> <p>EDR's will be delivered across all staff over the coming quarter. TNA will be conducted via EDR recommendations in line with 20/21 Budget.</p>			
<p>SAFETY MANAGEMENT SYSTEM Review and implement Safety Management System that fosters a culture of employee health, safety and well-being by 30 June 2020.</p>	<p>EXC3 A skilled and sustainable workforce.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>Review of current SMS and associated documents underway by Manager People and Culture in conjunction with the Safety Team.</p> <p>An overall health, safety and well-being approach is being reviewed by the team. Review of Safety Committee constitution completed and election for new committee members conducted.</p> <p>1st meeting of renewed committee held on 19 November 2019.</p> <p>Commence sourcing of an electronic Safety Management System to implement in Council, scope of needs to be designed and proposal.</p> <p>Business case being developed to present to SET for Safety Management System. Strategic Safety Management Plan will be reviewed in conjunction with 20/21 Budget. WHS Policy review undertaken.</p>			
<p>TOURISM STRATEGY Adoption of a Tourism strategy and implementation of plan.</p>	<p>GO3 The South Burnett is a recognised tourism destination.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>South Burnett Advisory Committee established. Members have attended one meeting at which the Committee members completed a Committee induction and reviewed the Committee Terms of Reference. Tourism Advisory Committee meetings scheduled to be held quarterly.</p> <p>South Burnett Tourism Advisory Committee meetings completed as scheduled. Confirmed Minutes from meetings received by Council. Members have discussed 2018/19 Destination Marketing Report, Draft 2020 Marketing Plan and Summer 2020 campaign (Let's go Digital). A signage project at the Kingaroy Information, Arts & Heritage Precinct, funded through Works 4 QLD, has commenced which will renew directional and interpretive signage around the precinct.</p> <p>No comments received from consultation on Draft 2020 Marketing Plan. Marketing Plan implementation disrupted by COVID-19 related restrictions and closures. South Burnett Tourism Advisory Committee meetings completed as scheduled. Launch of Visit South Burnett Inc. well received by industry in February. Closure of all publicly accessible Council owned tourism facilities in March due to COVID-19 restrictions, reflecting actions for much of tourism industry. Southern QLD Country Tourism initiated a regular meeting of Local Government Tourism Managers with first meeting held 26 March 2020. Kingaroy VIC funded to develop a virtual reality (VR) attraction in partnership with Visit Queensland/The Tourism Group. The Tourism Group secured funding from Department of Innovation & Tourism Industry Development for the VR project. The project will support 11 VR projects across the state, with Kingaroy VIC invited to participate. Kingaroy Information, Arts & Heritage Precinct signage project has seen content developed for interpretive signage and stakeholders consulted on signage requirements ahead of design proofs expected in April 2020.</p> <p>South Burnett Tourism Advisory Committee Meeting held 8 June. VIC's impacted due to COVID-19 and were temporarily closed. Council controlled dams also closed due to COVID-19 restrictions.</p>			
<p>HERITAGE STRATEGY Adoption of a regional Heritage Strategy for Council owned historical assets.</p>	<p>GO3 The South Burnett is a recognised tourism destination.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p>			

<p>Economic Development and Property working closely with Boondooma Homestead Committee.re heritage maintenance schedule, identified within the Heritage Study completed in 2019. Economic Development and Property working closely with Boondooma Homestead Committee and Heritage Maintenance Matrix has been developed and presented to Boondooma Homestead Committee. Heritage Maintenance Matrix has informed implementation of horse stables project. Implementation disrupted by COVID-19 related closure of Boondooma Homestead.</p>			
<p>ECONOMIC DEVELOPMENT STRATEGY Adoption of an Economic Development Strategy and implementation of plan.</p>	<p>GO1 A strong and sustainable regional economy.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>Draft 2025 Economic Development Strategy presented in July 2019 with direction from Economic Development & Department of State Development, Manufacturing, Infrastructure & Planning to meet, and revising draft. Two meetings held between officers in September QTR. Supplementary assistance in revision of draft provided from external consultant to further develop strategic context, improving economic credentials of document and nesting of the document in the national, state and regional economic development agenda.</p> <p>Revised Draft 2025 Economic Development Action Plan presented in October and December. Further meetings between Economic Development & Department of State Development, Manufacturing, Infrastructure & Planning staff on key areas of the draft including Context, Target Areas and Actions. Formatted Draft 2025 Economic Development Action Plan to be completed in December with view to release for public consultation in January 2020.</p> <p>Revised Draft 2025 Economic Development Strategy presented in January 2020, delaying public consultation to post Local Government election. Formatted Draft 2025 Economic Development Strategy to be presented to post election Council meeting to enable commencement of public consultation.</p> <p>Draft strategy placed on hold pending Council review of Corporate Plan and consideration of a draft postponed to the 2020/2021 financial year.</p>			
<p>2020 LOCAL GOVERNMENT ELECTION Conduct of the 2020 quadrennial local government election, induction and training opportunities for Councillors.</p>	<p>EXC2 Effective corporate management.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>Liaise with Electoral Commission Queensland (ECQ) to coordinate the 2020 quadrennial local government election and liaise with Department of Local Government to implement training opportunities for intending candidates. Induction packages for successful Councillors will be collated in house. ECQ review of divisional boundaries complete and report presented to Council August General Meeting.</p> <p>Continued to liaise with Electoral Commission Queensland (ECQ) and with the returning officer in regard to venues for polling.</p> <p>Liaise with Electoral Commission Queensland (ECQ) to coordinate the 2020 quadrennial local government election and liaise with Department of Local Government to implement training opportunities for intending candidates. Draft Councillor Induction Program complete and Induction packages for successful Councillors have been collated in house. ECQ review of divisional boundaries complete and information updated on Council website and advertised to community members. Local Government Election held Saturday 28 March 2020 with Council awaiting official Declaration from ECQ.</p> <p>Continued to liaise with Electoral Commission Queensland (ECQ) and with the returning officer in regard to venues for pre-polling and polling. Impacts of COVID-19 required additional opening hours of pre-polling stations and to work through issues associated with COVID-19 an its impact on the polling places.</p> <p>COVID-19 issues dealt with through partnership with ECQ. Election held 28 March 2020 with post-election statutory meeting held 20 April 2020. Induction of new Council completed. Accounts with ECQ finalised prior to end of financial year.</p>			

<p>HOSPITAL BOARD FOUNDATION Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations related to the South Burnett Day Hospital completing the existing contract.</p>	<p>INF 1 Infrastructure that meets our community's needs.</p>	<p>Internal & External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020 Update of Constitution to reflect potential future changes to board membership. Representations made for future funding opportunities. 3 Board meetings held over period 1 July to 31 December 2019. Current board term completed 31 December 2019. Financial Audit completed and presented to the board. Update of Constitution to reflect potential future changes to board membership. Representations made for future funding opportunities. Current board term completed 31 December 2019. Media Release calling for nominations for Director positions on the Board of Directors progressed 15-01-2020. Nominations received and awaiting confirmation of Board members. 6 new board members appointed through Ordinary Meeting of Council 20 May 2020. Board meeting held 9 June 2020. Ongoing discussions with medical provider and health services.</p>			
<p>COMMUNICATION STRATEGY Review and implement communication strategy that informs, engages and advocates for the community.</p>	<p>EC1 An informed and engaged community.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020 Delay to review due to staff changes. Review to be undertaken prior to 30 June 2021.</p>			
<p>CORPORATE COMMUNICATIONS Review and update Council's Corporate Website and Social Media communications.</p>	<p>EC1 An informed and engaged community.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020 Website upgrade implemented with new website live as at 19 December 2019. Social media Policy/framework reviewed with new framework/factsheet social media guidelines implemented 5 December 2019. Local Government Election Caretaker Protocols enacted in accordance with legislation and Council policies. COVID-19 messaging in accordance with Queensland Health and State/Commonwealth Government directions.</p>			



Community Operational Plan 2019/2020

- Mission:** To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.
- Officer Responsible:** General Manager Community
- Responsibilities:** Department Management, Property, Environment and Waste, Libraries, Natural Resource Management and Parks and Gardens, Planning and Land Management.



DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>SOUTH BURNETT LIBRARIES Deliver public library services to the region pursuant to the State Library of Queensland Service Level Agreement and First 5 Forever Family Literacy Initiative.</p>	EXC5 Quality customer service. EC3 An active, safe and healthy community. EXC5 Quality customer service.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020</p> <p>During August, the Public Libraries Outcome Report to self-assess whether Council has met their obligations under the Service Level Agreement, and identify where the gaps are, was completed and submitted to the State Library of Queensland.</p> <p>The 2018-2019 Queensland Public Libraries Statistical Return was also completed and submitted in accordance with the Service Level Agreement for Public Libraries.</p> <p>First 5 Forever funding will be ongoing until 30 June 2021 with the fixed annual payment reduced by 35%.</p> <p>The Service Level Agreement has been signed by Council and returned to State Library.</p> <p>Library statistics for July 2019 through to June 2020:</p> <p>South Burnett Libraries were successful in obtaining 3 State Library of Queensland Grants: Tech Savvy Grant \$9,056, First 5 Forever Innovation Micro Grant \$3,000, First 5 Forever Project Grant \$5,080.</p> <p>6,366 physical resources and 2,062 eResources were added to the South Burnett Libraries collection using funds allocated by the State Library of Queensland's Public Libraries Grant of \$166,300.</p> <p>102,506 physical items were loaned and renewed, with 170,685 returns. Visitation across the service was 113,885. 988 new members joined the library service.</p> <p>A total of 52 adult programs such as author/information talks, creative workshops and Spanish speaking class events were held with 473 attendees.</p> <p>The number of Groups for people to connect, discover and create totalled 533 with 2,506 attending.</p> <p>A total of 220 First 5 Forever Story Time and Rhyme Time sessions were held, with a total of 2,152 attendees. In addition to this, 83 children's programs such as after school Kid's corner, holiday activities and school/kindergarten visits to the library have been hosted, with 1,251 attendees.</p> <p>131 Outreach programs including partnerships with Child Health attracted 573 attendees.</p> <p>Library services visitation and program attendance were significantly impacted by the COVID 19 closure 25 March – 25 May 2020.</p> <p>As a result of and in response to the COVID 19 closure:</p> <p>13 digital story time sessions were recorded, with a total of 2,074 views.</p> <p>South Burnett Libraries eAudiobook loans increased by 69%, whilst eBook loans increased by 55%</p>			

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities																							
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level																				
<p>EXTERNAL GRANTS/CAPITAL WORKS/MAINTENANCE PROGRAMS Grants, capital works and maintenance programs 2019/20 delivered on time and within budget by 30 June 2020. Grant funded programs are delivered in line with agreed program deliverables.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult																				
<p>Update as at 30 June 2020 Scope of works developed for various capital works projects and quotations sourced. Delivery of projects expected to be delivered over next 2 quarters. 1st quarter budget review completed. Council has been allocated \$1,000,000 under the Federal Government's Drought Communities Programme – Extension. A delay in approval of submitted projects will see the programme being delivered in the first half of the 2020/21 financial year. Drought Communities Programme</p> <table border="1"> <tr> <td>Rural Support Initiatives</td> <td>\$209,000</td> </tr> <tr> <td>Parks / Streetscape Refurbishment Works</td> <td>\$265,000</td> </tr> <tr> <td>Footpaths / Walking Tracks</td> <td>\$156,000</td> </tr> <tr> <td>Community Buildings/Asset Upgrades</td> <td>\$225,000</td> </tr> <tr> <td>Bitumen and Drainage Works</td> <td>\$145,000</td> </tr> </table> <p>In response to CVOID 19 Council has been provided funding to assist stimulate the local economy with projects to be delivered in 2020/21. Council has been allocated \$1,644,465 under the Federal Government's Local Roads and Community Infrastructure Program and a further \$3,310,000 under the Queensland Government's COVID W4Q program. COVID W4Q program:</p> <table border="1"> <tr> <td>Wondai Airport Lighting Runway Upgrade</td> <td>\$50,000</td> </tr> <tr> <td>Tourist Facilities Upgrades</td> <td>\$475,000</td> </tr> <tr> <td>Open Space Refurbishments</td> <td>\$695,000</td> </tr> <tr> <td>Park Equipment and Playground Upgrades</td> <td>\$505,000</td> </tr> <tr> <td>Community Building Upgrade and Maintenance</td> <td>\$ 1,585,000</td> </tr> </table>				Rural Support Initiatives	\$209,000	Parks / Streetscape Refurbishment Works	\$265,000	Footpaths / Walking Tracks	\$156,000	Community Buildings/Asset Upgrades	\$225,000	Bitumen and Drainage Works	\$145,000	Wondai Airport Lighting Runway Upgrade	\$50,000	Tourist Facilities Upgrades	\$475,000	Open Space Refurbishments	\$695,000	Park Equipment and Playground Upgrades	\$505,000	Community Building Upgrade and Maintenance	\$ 1,585,000
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Community Building Upgrade and Maintenance	\$ 1,585,000																						

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>WASTE MANAGEMENT Compliance with Council's Environmental Authority for Waste Disposal. Provision of cost effective and environmentally responsible waste management services and facilities. Implementation of administrative and operational processes necessitated by the introduction of the State Waste Levy. Collaboration with neighbouring regions in the implementation of the Regional Waste Management Strategy</p>	<p>ENV2 Environmentally responsible and efficient waste management.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult</p>
<p>Update as at 30 June 2020 There were 604 Waste Collection complaints in total for this year to date, with 730,881 waste collection services "conducted", which equates to in excess of a 99% successful wheelie bin collection rate for the period. There were also 277 Waste complaints & Enquiries and two Waste Skips hired privately. Waste Services finalised the development of an Asset Management Plan, that was subsequently approved and adopted by Council in the 2019/2020 financial year.</p>			
<p>PUBLIC HEALTH Public health licence applications, routine inspections of licensed premises and complaint investigation management effectively managed and actioned.</p>	<p>EC3 An active, safe and healthy community.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult</p>
<p>Update as at 20 June 2020 11 New Fixed Food Business Licence Applications; 22 change of Licensee Applications; 23 Temporary Food Applications; 46 Non-Profit Temporary Food Applications; 14 Private Water Samples Applications; 170 Public Health Customer requests and 3 Health searches completed.</p>			
<p>ENVIRONMENT Effectively manage environmental authority registration applications, routine inspections of registered activities and environmental protection complaints.</p>	<p>ENV1 Our region's environmental assets are promoted, protected and enhanced.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult</p>
<p>Update as at 30 June 2020 No new Environmental Authority Applications received for the first half of the financial year. 206 Environmental Complaints received. NRM staff and contractors inspected 116 properties for restricted weed species, attended 308 wandering livestock complaints and issued 48 stock route grazing permits.</p>			

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>LOCAL LAWS ENFORCEMENT Regulation of Council's Local Laws to ensure efficient and effective complaint investigation and compliance enforcement to provide an appropriate level of service to address compliance issues.</p>	EC3 An active, safe and healthy community.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 The following Customer Requests/Complaints were received year to date: 1815 Animal management; 126 Animal attack; 15 drum MUSTER requests to receive; 426 Overgrown allotments; 63 General Local Law; 40 Abandoned vehicles; 7 illegal parking; 9 Animal Keeping Applications; 5 Annual and 32 Short Term Footpath Application received. Enforcement action included: 302 Local Laws related matters; 539 Impounded animals and 14 animals were declared Regulated.</p>			
<p>LOCAL LAWS ENFORCEMENT Regulation of Council's Local Laws to ensure efficient and effective complaint investigation and compliance enforcement to provide an appropriate level of service to address compliance issues.</p>	EC3 An active, safe and healthy community.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 The following Customer Requests/Complaints were received year to date: 1478 Animal management; 98 Animal attack; 11 drum MUSTER requests to receive; 287 Overgrown allotments; 65 General Local Law; 27 Abandoned vehicles; 3 illegal parking; 9 Animal Keeping Applications; 3 Annual and 31 Short Term Footpath Application received. Enforcement action included: 243 Local Laws related matters; 471 Impounded animals and 13 animals were declared Regulated.</p>			
<p>LOCAL LAWS REVIEW Develop a Local Laws review schedule to ensure Council's Local Laws are relevant and effective in supporting the administration of community regulatory matters.</p>	EXC2 Effective corporate management.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Project yet to commence.</p>			
<p>DEVELOPMENT Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region.</p>	GO2 Balanced development that preserves and enhances our region.	Internal and External Stakeholders.	Inform Consult

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Update as at 30 June 2020 Received 2 Material Change of Use (MCU), 3 Reconfiguring a Lot (ROL), 4 Survey Plan Endorsement (POS) applications received. 80% of applications processed with 20-day statutory timeframe. Received 11 Material Change of Use (MCU), 3 Reconfiguring a Lot (ROL), 2 Survey Plan Endorsement (POS) applications received. 80% of applications processed with 20-day statutory timeframe.</p>			
<p>PLANNING Finalise development of a Local Government Infrastructure Plan (LGIP) outlining the required trunk infrastructure to support development within the regions towns.</p>	<p>GO2 Balanced development that preserves and enhances our region.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult</p>
<p>Update as at 30 June 2020 Publication of Infrastructure Charges Register to Council's Website to meet requirements of <i>Planning Regulation 2017</i> has commenced.</p>			
<p>BUILDING / PLUMBING Provide building, plumbing and drainage regulatory services to meet legislative requirements.</p>	<p>EC3 An active, safe and healthy community.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult</p>

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Update as at 30 June 2020</p> <p><u>Building Applications</u></p> <p>Received 109 Building Applications, issued 90 approvals in total with 80% of applications processed within 45-business days statutory timeframe.</p> <p>8 - Class 1a (Dwelling)</p> <p>38 - Class 10a (Domestic Outbuildings)</p> <p>2 - Class 10b (Other Structure)</p> <p>1 - Class 6 (Shop Fit out)</p> <p>2 - Class 7 (Storage or display of goods or produce for sale by wholesale, farm shed)</p> <p>1 - Class 8 (Industrial buildings, Piggery Shed)</p> <p>2 - Class 9 (Public Building)</p> <p>6 - Swimming Pool building and fence inspection requests.</p> <p>Received 6 siting discretion concurrence agency referrals under the Queensland Development Code (QDC)</p> <p>Received 9 removable building referrals for concurrence agency response.</p> <p>Received 48 Building Approvals from Private Certifiers for record keeping.</p> <p><u>Plumbing and Drainage Applications</u></p> <p>Received 102 Applications:</p> <p>27 - Domestic Sewer</p> <p>42 - Domestic Non-Sewer</p> <p>22 - Household Sewerage Treatment Plants (HSTP)</p> <p>9 - Form 4 Minor Plumbing Work inspections undertaken</p> <p>2 - Backflow Prevention Devices</p>			

DEPARTMENT: COMMUNITY

Mission: To implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant Activities												
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level									
<p>COUNCIL OWNED TOURIST ACCOMMODATION FACILITIES Maintain Council's tourist facilities at Boondooma and Bjelke-Petersen Dams and review future management and operational arrangements.</p>	GO3 The South Burnett is a recognised tourism destination. INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult									
<p>Update as at 30 June 2020</p> <table border="1"> <thead> <tr> <th>Venue</th> <th>Occupants</th> <th>Average Length of Stay</th> </tr> </thead> <tbody> <tr> <td>Bjelke-Petersen Dam</td> <td>4514</td> <td>3.01 days</td> </tr> <tr> <td>Boondooma Dam</td> <td>8120</td> <td>3.39 days</td> </tr> </tbody> </table> <p>The figures remain unchanged this quarter due to the closure of both recreational parks on the 31 March 2020 due to COVID-19. With the easing of Stage 2 restrictions, Council opened the day use areas of both parks between the hours of 6am to 6pm daily this remains in force until 1 August 2020 for the safety of the community, visitors and staff. Health Management Plans have been completed for Lake Boondooma & Bjelke-Petersen Dams and submitted to Queensland Health.</p> <p>Dam Management Expression of Interest positions were advertised 12 June 2020 and close 3 July 2020.</p>				Venue	Occupants	Average Length of Stay	Bjelke-Petersen Dam	4514	3.01 days	Boondooma Dam	8120	3.39 days
Venue	Occupants	Average Length of Stay										
Bjelke-Petersen Dam	4514	3.01 days										
Boondooma Dam	8120	3.39 days										
<p>AERODROMES Provide and maintain Council owned aerodromes as per legislative requirements.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult									
<p>Update as at 30 June 2020</p> <p>Council is continuing to undertake twice-weekly inspections at Kingaroy Aerodrome and is meeting all legislative requirements for a certified Aerodrome. Weekly inspection continuing at Wondai Aerodrome.</p>												
<p>SALEYARDS / DIPS Review the future management and operational arrangements of Coolabunia Saleyards and Council owned dip yards.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult									
<p>Update as at 30 June 2020</p> <p>Coolabunia – Dipped 12,750 head, Inspections 14,855 head, Weighed 8,875 head, Transit 15,890 head, Sold 9,753 head Nanango – Dipped 54 head</p>												

DEPARTMENT: COMMUNITY

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>RECREATIONAL SPACE Provide well planned and maintained open space, parks and rail trails network compliant with asset inspection and maintenance schedules. Support local community and sporting groups to enhance local sport and recreational facilities in line with the South Burnett Sport & Recreation Strategic Plan.</p>	<p>ENV1 Our region's environmental assets are promoted, protected and enhanced. GO3 The South Burnett is a recognised tourism destination.</p>	Internal and External Stakeholders.	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>Regional Parks open space – With the welcomed rain in the early part of this quarter Parks staff struggled to maintain all areas due to the grass growth rate and equipment issues. 15 staff and mowers worked tirelessly across the region during this period to gain the upper hand. With the slower growing conditions, the mowing schedule is back on track and staff are able to start working on completing finer touch ups including weed eating, slashing of the Rail Trail and general maintenance.</p> <p>W4Q projects have now completed with the installation of soft-fall in Memorial Park & Apex Park, new footpath, fencing and repair to look out sub structure at Apex Park Lookout. The following Capex projects completed during this quarter - Air conditioner replacement Boondooma Dam cabins, Murgon Skate Park new shelter and seating, Benarkin playground renewal, Les Muller Park replacement of playground with soft fall to be completed early 4th quarter.</p> <p>Assist in development of the regions sporting facilities – Wondai Sports Precinct EOI Activate Queensland Infrastructure Grant submitted. On-going community consultation and assistance is continuing, Blackbutt Sporting Clubs (rugby league, touch, cricket, and athletics) assistance/advice with facility assessments and future funding opportunities. Kingaroy Sporting Clubs – (soccer, touch, rugby league, AFL) future development plans and funding opportunities and Nanango Soccer/Cricket clubs facility assessment and funding opportunities.</p> <p>Asset Management Plan – Parks asset management plan was developed and submitted to Council in June 2020 and subsequently adopted.</p>			
<p>PROPERTY Implement Nanango Office refurbishment within timeframes and budget. Implement building maintenance plan and asset management plan. Review of Council leases and develop lease database and policy.</p>	<p>EXC-1 Effective financial management.</p>	Internal and External Stakeholders.	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>Council appointed Lanskey Construction Pty Ltd to implement the refurbishment of the Nanango Office and Library. Council relocated the Customer Contact Centre and a small boutique Library to the Nanango Energy Centre and VIC. All other office staff have relocated into Kingaroy Town Common Hall and other Council owned offices and facilities. Construction works commenced in July 2019 and works completed in November 2019. Staff, equipment, furniture and library materials relocated back into the office by 6th of December. Council opened the new refurbished office and library on 9th of December.</p> <p>Property Section has commenced Works for Queensland Round 3 and Capital Works program for 2019/20. Murgon Swimming Pool shell has been repainted and Kingaroy Swimming Pool expansion joints replaced ready for the new swimming season – opened September 2019. Durong Hall new fire doors and landing has been replaced, and drainage works to allow water to run away from building. Kingaroy Depot Extraction Exhaust fan has been installed to improve air quality for staff working in soil lab.</p> <p>Heritage permits have been approved for maintenance works to continue with restoration and maintenance at Boondooma Homestead. Repairs to the stock yards, stable and tank stand are progressing.</p>			

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Councils Building Asset Management condition assessment project engaged CT Management Pty Ltd to undertake building condition inspections and assessments, prepared maintenance plans, financial plans and draft asset management plan. Over 800 buildings and structures been inspected and condition assessed, over 120 Councils Buildings have drone imagery of the buildings roofs, and floor plans drawn for major buildings. Workshops held with Councillors and staff to review condition assessment data, building hierarchy, and building service levels. This information assists as Council continues to work on the building asset management plans. Council is implementing the building maintenance as per the 10 year Building Maintenance Program.</p> <p>Council lease database is currently under construction. Lease Officer meets regularly with community and commercial operators.</p>			



- Mission:** To support Council achieve sound governance, provide exemplary financial services and professional advice to enable our organisation to achieve long-term financial sustainability
- Officer Responsible:** General Manager Finance & Corporate
- Responsibilities:** Department Management Rating, Procurement and Stores, Financial Planning and Sustainability, Information Communication Technology (ICT), Plant and Fleet Management, Social and Corporate Performance,



DEPARTMENT: FINANCE & CORPORATE

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>BUDGET 2020/21 Annual budget is prepared and adopted by Council by 30 June 2020. Quarterly budget reviews of 2019/20 budget are provided to Council.</p>	EXC1 Effective financial management.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 2020/21 Calendar of milestones prepared and distributed to SET for comment. 1st Quarter 2019/20 budget review completed. Next review for 19/20 scheduled for March 2020. Budget workshops commenced with a revision of general rates and fees and charges. March 2020 3rd Quarter Budget Revision adopted in May 2020. 2020/21 Annual Budget was prepared and presented at the 15 July 2020 Budget Meeting.</p>			
<p>FINANCIAL MANAGEMENT Unqualified Audit from Queensland Audit Office. Maintain debt recovery processes. Roll out of the Corporate Card Program. Ensure Councils insurance and insurable assets remain current. Ensure Rate notices are accurate and issued on time.</p>	EXC1 Effective financial management.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Unqualified Audit from QAO – Milestone met. Recent external auditor closing report indicates SBRC will receive an unmodified audit report. Maintaining debt recovery processes is ongoing. Clean up of outstanding debtor balances underway as well as process improvements being investigated. Roll out of corporate card program – Policy adopted by Council. Procedure completed with remainder of roll out to occur over the next few months. August rates were issued on time. Corporate Cards roll out complete and functioning successfully. Debt Recovery process temporarily placed on hold due to COVID-19.</p>			
<p>PLANT & FLEET Plant and Fleet maintenance schedules maintained to optimise utilisation.</p>	EXC1 Effective financial management.	Internal Stakeholders.	Inform Consult Involve

DEPARTMENT: FINANCE & CORPORATE			
Mission: To support Council achieve sound governance, provide exemplary financial services and professional advice to enable our organisation to achieve long-term financial sustainability.			
Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Update as at 30 June 2020 Ongoing to meet operation needs. TechOne automated maintenance scheduling being defined. Data cleansing is the holdup at present.</p>			
<p>ASSET MANAGEMENT 10-year capital works plan that align to asset management plans are prepared for future budget considerations by January annually. Asset Management Valuations achieved by agreed audit milestone date.</p>	EXC1 Effective financial management.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Valuations achieved by milestone date. Audited in the 2018/2019 FY budget. Asset Management plans adopted by Council in June 2020.</p>			
<p>ICT Maintain a high level of Councils Core business systems uptime and availability through continued best practise monitoring and active response systems. Ensure the integrity of the Council network through best practise intrusion and protection principles. Maintain a high level of security procedures and adhere to emerging technology security changes rapidly.</p>	EXC2.3 - Deliver corporate business solutions that meet corporate and customer needs.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020 Continued development with emergency power via external generators. The Kingaroy office budgeted for this FY Penetration and intrusion test conducted with a moderate result achieved. Item identified through audit process Improved continuity of services through alternative power via external generators. The Kingaroy office emergency generator has been scoped and out for quotation Adopted changes identified with the penetration tests. Ear marked future dates to conduct another Improve video and audio conferencing with and enhanced collaboration through Skype 4 Business</p>			
<p>PROCUREMENT Implementation of mobile stores and inter office deliveries. Implementation of central contracts register. Implementation of segregation of duties in the procure to pay process.</p>	EXC1 Effective financial management.	Internal Stakeholders.	Inform Consult Involve

DEPARTMENT: FINANCE & CORPORATE

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Update as at 30 June 2020</p> <p>Mobile stores and inter office deliveries fully functioning with success.</p> <p>Central contracts register – Suitable systems or processes to be investigated as part of the roll out of centralised procurement in 20/21 financial year.</p> <p>Implementation of segregation of duties in the procurement to pay process – Segregation of duties has been discussed with SMT and SET and agreed that the P2P process will follow the same guidelines as the organisational chart/chain of command. Follow up with Tech 1 to implement workflows.</p>			
<p>CORPORATE RISK MANAGEMENT</p> <p>Operational Risk Registers and Treatment Plans developed by 31 October 2019.</p> <p>Operational Risk Registers and Treatment Plans reviewed six (6) monthly as at 30 June 2020.</p> <p>Fraud and Corruption Prevention Management Framework managed and compliant as at 30 June 2020.</p>	<p>EXC1 Effective financial management.</p> <p>EXC2 Effective corporate management.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>
<p>Update as at 30 June 2020</p> <p>In July / August, The Fraud and Corruption Prevention Management Working and Steering Groups developed the 2019/2020 Risk Register and Treatment Plan. Additionally, the Senior Management Team developed the Corporate Risk Register and Treatment Plan considering the Corporate Plan 2018/19 to 2022/23, Annual Operational Plan 2019/2020, Registers/Treatment Plans 2018/19 and current / foreseeable Corporate Risks. The Fraud and Corruption Prevention Management Working and Steering Groups have been working towards completion of all action items on the 2019/2020 Risk Register and Treatment Plan. The draft combined Risk Register and Treatment Plan 2020/2021 is being prepared to be presented to the Risk Management Committee and Audit Advisory Committee in August. The 6monthly reviews were undertaken by the Senior Management Team and presented to the Audit Advisory Committee and Risk Management Committee in February 2020 and scheduled for August 2020.</p> <p>A review of the Corporate Risk and Internal Audit Framework, Corporate Risk and Audit Advisory Committee Policies, Corporate Risk Policy, Internal Audit Policy and the Fraud and Corruption Prevention Management Policy have been completed. During this process a review of the composition and focus of the Audit and Risk Committees has been undertaken to ensure that the linkage between risk and internal audit are identified and effective in the delivery of the functions.</p> <p>Corporate Risk and Internal Audit Officer position was called for and interviews conducted. This appointment provides the necessary resources for S&CP to undertake the full review of the Corporate Risk and Internal Audit frameworks. Officer commenced in May 2020.</p> <p>Corporate Risk Management continues to be delivered as per the operational plan identified activities.</p>			
<p>INTERNAL AUDIT</p> <p>Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2019/20 by 30 June 2020.</p>	<p>EXC1 Effective financial management.</p> <p>EXC2 Effective corporate management.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>
<p>Update as at 30 June 2020</p>			

DEPARTMENT: FINANCE & CORPORATE

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>The Committee's function is to undertake the oversight of Council's financial management, internal/external audit, governance processes, risk management, legislative compliance and operational efficiency/performance.</p> <p>The Audit Advisory Committee has endorsed the proposed delivery of the Internal Audit function for 2019/2020. The Committee supported the focus on reviewing the corporate risk / internal audit frameworks and completing existing internal audit recommendations. Internal Audits will continue to be completed during this period with a provision for ad-hoc audits. The review of existing internal audit recommendations has been finalised including the Gifts and Benefits Internal Audit. The QAO Cyber Security Audit will be considered during 2020/21 with a response paper tabled at the October 2020 meeting.</p> <p>Social & Corporate Performance (S&CP) has commenced the process to undertake a performance audit starting with the process mapping of functions provided by 'first point of contact - customer services' which will primarily focus on the sections of Customer Contact and Records within the S&CP Branch. This performance audit identified areas of opportunity.</p> <p>At the August meeting, the Audit Advisory Committee 'received' the draft financials.</p> <p>At the October meeting, the Audit Advisory Committee 'received' and 'endorsed' the signing by the authorised officers, the South Burnett Regional Council's Financial Statements for the 2018/19 financial year being:</p> <ul style="list-style-type: none"> • Audited 2018/19 South Burnett Regional Council • Audited 2018/19 South Burnett Community Hospital Foundation Limited <p>At the Audit Advisory Committee meeting held on Thursday 27 February 2020, the committee 'received' and 'endorsed' the following:</p> <ul style="list-style-type: none"> • Summary and Status on Implementation of IA Recommendations for 27 February 2020, • Quarterly Leave Liability Report & EB Agreement, • Registers & Treatment Plans 2019/2020, • December 2019 Quarterly Investment Portfolio Report, • Audit Advisory Committee Briefing Paper • 2020 External Audit Plan • Proposed Committee Dates for 2019/2020 being <ul style="list-style-type: none"> - Thursday 3 September 2020 at 9.30am - October 2020 at 9.30am - date to be confirmed - Thursday 25 February 2021 at 9.30am - Thursday 27 May 2021 at 9.30am <p>At the Audit Advisory Committee meeting held 28 May 2020, the committee 'received' and 'endorsed' the following:</p> <ul style="list-style-type: none"> • Summary and Status on Implementation of IA Recommendations, • Quarterly Leave Liability Report, • Audit Advisory Committee Briefing Paper 			

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>CORPORATE GOVERNANCE Manage the governance function promoting good governance and compliance with the relevant legislation for the administration of Council operations. Annual Operational Plan 2019/2020 quarterly reviews adopted by Council.</p>	EXC2 Effective corporate management. EXC1 Effective financial management.	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020</p> <p>Review of policies and procedures has commenced to align with the introduction of the <i>Human Rights Act 2019</i> (the 'Act'). The Act commences for Council on 1 January 2020. The Complaints Management Policy was newly adopted by Council at the Ordinary meeting in December 2019. This policy overarches the complaint management policies and procedures of Council and provides a process for the receipt of Human Rights complaints against Council.</p> <p>Delegations Management has processed the changes to relevant legislation. Sub-delegations have been determined and formally issued to the responsible positions and officers post the delegation approval by Council to the Chief Executive Officer. Appointed Authorised Persons, Powers of Entry and Local Government Worker (under the <i>Local Government Act 2009</i>) regulatory training was provided to delegated officers.</p> <p>Annual Operational Plan 2019/2020 was aligned with the newly adopted corporate organisational structure. The 1st quarter update has been completed and was adopted by Council at the Ordinary General Meeting in October. The 2nd quarter review as at 31 December 2019 was completed and presented for adoption by Council at the Ordinary General Meeting in January 2020.</p> <p>3rd quarter review as at 31 March 2020 was completed and was adoption by Council at the Ordinary General Meeting 29 April 2020.</p> <p>4th quarter review as at 30 July 2020 was completed and will be tabled for consideration / adoption at the Ordinary General Meeting of Council 19 August 2020.</p> <p>Four (4) Right to Information applications have been received. The external review has now been finalised with the Office of the Information Commissioner Queensland.</p> <p>33 Administrative Action complaints have been received and processed. 3 sort External Review with the Queensland Ombudsman and have since been resolved.</p> <p>Records Management has processed 10,826 records into ECM and P&R. These records are then tasked to the relevant officer to be addressed via ECM or lodged as a request with Council's Customer Contact Team.</p>			
<p>CUSTOMER SERVICE Develop organisational customer service standard by June 2020.</p>	EXC5 Quality customer service:	Internal and External Stakeholders.	Inform Consult Involve
<p>Update as at 30 June 2020</p> <p>The first draft customer service standard has been developed utilising historical data to inform the characteristics of the standard. The next phase is to source data to inform the further development of the standard, to effectively and appropriately outline what the community can expect from Council's customer service and how they can help to assist Council to deliver professional, reliable and consistent customer service. S&CP has commenced an audit, which will focus on the primary points of contact for the community being Customer Contact and Records. The process mapping will be undertaken to identify areas of</p>			

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
opportunity to find efficiencies in services delivery. Once the final draft has been prepared, there will be engagement with internal customers to ensure that the standard is achievable, resourced and meets legislative requirements. The project was put on hold due to refocusing of Branch within business continuity sub-plan for COVID-19. Activity will be reconsidered and included in operational plan 2020/2021. It is anticipated that the process audit will be completed by 30 June, with the draft customer service standard presented to the newly elected Council in 2020/2021.			
COMMUNITY GRANTS PROGRAM Facilitate and support community development through effective implementation and delivery of the Community Grants Program.	EC2 Sustainable community groups. EC3 An active, safe and healthy community.	Internal and External Stakeholders.	Inform Consult Involve
Update as at 30 June 2020 COMMUNITY EVENTS SPONSORSHIP 25 organisations funded for a total of \$43,004 <i>One (1) approved application - applicant withdrew application.</i> <i>Three (3) approved will carry over to 2020/21 budget due to COVID restrictions.</i> COMMUNITY HALL INSURANCE GRANT 10 organisations funded for a total of \$10,000 HEALTHY COMMUNITIES SPONSORSHIP 9 organisations funded for a total of \$18,544.90 PROJECT / PROGRAM ON-OFF SPONSORSHIP 26 organisations funded for a total of \$44,304.95 <i>Two (2) approved will carryover to 2020/21 budget due to COVID restrictions.</i> REGIONAL ARTS DEVELOPMENT FUND 6 organisations funded for a total of \$14,060 Council applied to Arts Queensland to the RADF program for funding to support Council's program for 2020/2021. Arts Queensland advised that Council should be notified early in the 2020/2021 financial year as to the success or otherwise of the bid. SCHOOL STUDENT AWARDS			

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
4 schools funded for a total of \$1,100			
<u>REGIONALLY SIGNIFICANT EVENTS – MAJOR SPONSORSHIP (Discontinued)</u>			
2 organisations funded for a total of \$12,500			
<u>COMMUNITY AUSTRALIA DAY EVENTS SPONSORSHIP</u>			
7 organisations funded for a total of \$7,000			
Ongoing funding provided as follows:			
<u>IN-KIND SPONSORSHIP</u>			
29 organisations were approved for funding of up to \$2,000 per application. (21 events were approved however 7 events were cancelled/postponed due to COVID-19)			
<u>COUNCILLOR DISCRETIONARY FUND (for an itemised listing of funded amounts refer to Council’s website)</u>			
Mayor - 14 organisations - total funding \$8,000			
Division 1 Councillor - 12 organisations – total funding \$3,366.10			
Division 2 Councillor – 9 organisations – total funding \$4,000.03			
Division 3 Councillor – 12 organisations – total funding \$4,000			
Division 4 Councillor – 10 organisations – total funding \$3,800			
Division 5 Councillor – 12 organisations – total funding \$3,802			
Division 6 Councillor – 13 Organisations – total funding \$4,000			
<u>ELITE PERFORMANCE YOUTH GRANT</u>			
7 individuals funded for a total of \$3,500			
<u>INDIGENOUS AFFAIRS FUND</u>			
1 organisation funded for a total of \$500			
Council applied to Arts Queensland to the RADF program for funding to support Council’s program for 2020/2021. Arts Queensland advised that Council should be notified early in the 2020/2021 final year as to the success or otherwise of the bid.			

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Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>SOCIAL PERFORMANCE Manage Council's social performance activities within budget as at 30 June 2020.</p>	<p>EC2 Sustainable community groups. EXC2 Effective corporate management.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>On behalf of the South Burnett Local Drug Action Team (SBLDAT), Council has been successful in obtaining funding to deliver the Community Action Plan "Healthy Pregnancies and Bright Futures". With the assistance of our local partners, Council has commenced the delivery of educational activities designed to increase our community's capacity and awareness regarding the risks associated with alcohol consumption during pregnancy and prevention of Foetal Alcohol Spectrum Disorders (FASD). The Alcohol and Drug Foundation has granted funding which has been added to Council's in-kind contribution of \$32,380 and the in-kind contribution of \$2,000 from Darin Meme and Bari Bari (Healthy Mother, Baby and Child) - The Cherbourg FASD Project. A project officer has been appointed from the funding. The launch of the Project was held in early February 2020 with events and information displays at our local libraries. FASD resource kits have been distributed to key community hubs and health services across the region. Face-to-face FASD information sessions for community groups and service providers were planned however were put on hold due to COVID-19 restrictions and other options were explored for the delivery of these activities. The project spend was adjusted in consultation with Alcohol and Drug Foundation (funding body) to focus on print, radio and social media advertising to promote key messaging to the community. An extension for delivery was granted to 30 September 2020. Project Officer position was wound up 30 June 2020 within budget.</p>			



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

Officer Responsible: General Manager Infrastructure

Responsibilities: Department Management, Infrastructure Planning, Works, Water & Wastewater



DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>QUALITY MANAGEMENT Quality Management System and ISO9001 certification maintained.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 A re-certification audit was carried out by Compliance Australia in June 2020, with the audit recommendation being in favour of the re-certification of South Burnett Regional Council's Quality Management System to ISO9001:2015. The outcome of the audit is that the South Burnett Regional Council's Quality Management ISO9001:2015 certification is now valid until July 2023.</p>			
<p>TRANSPORT ASSETS Develop and implement an Asset Management Plan for transport assets.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 A transport asset management plan was developed and submitted to Council for endorsement in June 2020 and subsequently adopted. Status: 100 per cent complete.</p>			
<p>Develop and implement a Maintenance Management System for transport assets.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 A draft maintenance management plan has been presented to Council and will be implemented for trial this financial year. Status: 80 per cent completed Council has purchased the software system Reflect which will form an integral part of the maintenance management plan. The process for the implementation of this system has commenced. Status: 50 per cent completed.</p>			
<p>Revise 10 year works program for the replacement, upgrade and construction of new transport assets.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 31 March 2020 Council currently is redeveloping its 10 year program. Council has previously adopted a preliminary budget strategy focusing on basic asset renewals, however the new Council will need to develop prioritised asset programs for its infrastructure including renewals, upgrades and new works. Status: 75 per cent completed.</p>			

DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>SEWERAGE TREATMENT Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 Currently complying with treatment plant licence conditions, dam safety, public health requirements and statutory timeframes for reporting.</p>			
<p>WATER / WASTEWATER Develop and implement an asset management plan for water and wastewater assets.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 A water and wastewater asset management plan was developed and submitted to Council for endorsement in June 2020 and subsequently adopted. Status: 100 per cent complete.</p>			
<p>Review and comply with water and wastewater customer service standards and develop a maintenance management system for water and wastewater infrastructure.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 Water and wastewater customer service standards was reviewed and subsequently adopted by Council in April 2020, the development of a maintenance management system for water and wastewater infrastructure is in progress. Status: 80 per cent completed.</p>			
<p>Revise a 10 year works program for the replacement, upgrade and construction of new water and wastewater assets.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult
<p>Update as at 30 June 2020 A 10-year works program for the replacement, upgrade and construction of new water and wastewater assets is in place. The 2020/21 financial year's capital budget program was revised in January 2020 and updated in June 2020.</p>			
<p>ROAD NETWORK State controlled road network on behalf of Department of Transport & Main Roads - Completion of works to specification and in accordance with the Road Maintenance Performance Contract and Transport Infrastructure Contracts.</p>	INF1 Infrastructure that meets our community's needs.	Internal and External Stakeholders.	Inform Consult

DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

Significant Activities			
Activity / Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
<p>Update as at 30 June 2020</p> <p>Completion of works by Council are in accordance with the Road Maintenance Performance Contract requirements and the Department of Transport and Main Roads guidelines.</p>			
<p>LOCAL DISASTER MANAGEMENT</p> <p>Coordinate Local Disaster Management and Recovery as required by legislation and manage the implementation of disaster management and continuity plans.</p>	<p>INF1 Infrastructure that meets our community's needs.</p>	<p>Internal and External Stakeholders.</p>	<p>Inform Consult Involve</p>
<p>Update as at 30 June 2020</p> <p>The South Burnett Local Disaster Management Group (LDMG) held their quarterly meeting on Thursday 5th March 2020.</p> <p>In consultation with Queensland Fire and Emergency Services and District Disaster Executive Officers, South Burnett and Western Downs Local Disaster Management teams are currently working with the Bunya Mountains Community Association to create a sub-plan and community awareness surrounding the Bunya Mountains. A draft sub-plan has been created and distributed for feedback, and a meeting has been scheduled for the 11th of August 2020.</p> <p>The South Burnett Regional Council (SBRC) is aware that the region has been impacted by the Coronavirus disease (COVID-19) and has taken a number of measures to protect both the community and Council's own employees. Council has been coordinating with various agencies including Queensland health. The Local Disaster Management Group (LDMG) role, in this case, is to ensure that support is provided to Queensland Health as the lead agency, and ensure that a whole of government response is provided for the local community. In response to the COVID-19 pandemic, regular meetings were held during the April-June quarter involving members of the LDMG, sub-groups and external agencies to collate information and advice, and formulate an appropriate response and action plan to support the community and its residents. Council has also created a temporary Human, Social and Economic working group to combine the recovery efforts of the various sub-groups.</p> <p>Council has ensured various recommendations and regulations released by the state and federal government in response to the COVID-19 outbreak has been adhered to, and continues to actively promote and relay the information disseminated by both the State and Federal Government agencies to its residents via media releases. Council has via media releases emphasised to its residents on the need to 'flatten the curve' by ensuring safe hygiene practices and minimising contact where possible. The Council Chief Executive Officer (CEO) also provided regular updates to Council employees on COVID-19. In the updates, Council employees were reminded on the need to adhere to social distancing measures and good hygiene practices, and to stay at home if staff were feeling unwell or showing signs of a respiratory condition.</p> <p>In May 2020, Council also released food safety videos to support and inform local businesses and its staff on safe food practices, as many of these businesses look at diversifying and adopting a delivery service model as a result of the newly introduced government restrictions.</p> <p>All planned activities for the Get Ready funding program for 2019/20 was cancelled due to COVID-19. The remaining funding from the Get Ready program was utilised for the creation of a brochure for COVID-19.</p>			

8.8 QUEENSLAND AUDIT OFFICE - 2020 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

File Number: 19-Aug-2020

Author: Manager Finance

Authoriser: General Manager Finance and Corporate

PRECIS

Queensland Audit Office 2020 Interim Management Report.

SUMMARY

Queensland Audit Office have completed their interim audit work for the 2020 Financial Audit and present the 2020 Interim Management Report, detailing the results of their risk assessment and interim work performed to 6 July 2020. To date, there has been no identified significant deficiencies in Council's internal controls.

Section 213 of the *Local Government Regulation 2012* requires the auditor-general to present to the Mayor a copy of the Auditor-General's observation report about an audit of South Burnett Regional Council's financial statement.

OFFICER'S RECOMMENDATION

That subject to Section 213 of the *Local Government Regulation 2012*, Council receives the 2020 Interim Management Report from the Auditor-General detailing the observation report of South Burnett Regional Council's financial statements as presented for consideration.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial and Resource Implications are as per report presented.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal relevant Departments. External – KPMG Auditors and Queensland Audit Office.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Statutory basis under Section 54 of the *Auditor-General Act 2009* and Section 213 *Local Government Regulations 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Internal Audit Policy 2016.

ASSET MANAGEMENT IMPLICATIONS

Audit outcomes have identified Asset Management Implications in relation to outdated Asset Management Plans.

REPORT

Not applicable.

ATTACHMENTS

1. **2020 Interim Management Report for South Burnett Regional Council** [!\[\]\(c8dce68b26731c7aa5915072fc9d68dd_img.jpg\)](#) 



South Burnett Regional Council

2020 Interim report to the
Mayor

9 July 2020





Our ref: 41069944_Interim report
Contact: Jillian Richards

SENSITIVE

9 July 2020

Mr Brett Otto
Mayor and Chair of the Audit Advisory Committee
South Burnett Regional Council
45 Glendon Street
Kingaroy Qld 4610

Dear Mayor Otto

2020 Interim report

We present to the Council and Audit and Advisory Committee our interim report for South Burnett Regional Council for the financial year ending 30 June 2020. This report details the results of our risk assessment and interim work performed to 6 July 2020. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has not identified any significant deficiencies in your internal controls.

This report also includes our assessment your internal control framework; and a summary of significant deficiencies, control deficiencies, financial reporting and other matters identified to date.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of Local Governments audits.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

If you have any questions or would like to discuss the audit report, please contact me on 3233 3108 or Lachlan Malcolm on 3434 9196.

Yours faithfully

Jillian Richards
Partner
KPMG

cc. Mark Pitt, Chief Executive Officer

Queensland Audit Office
Level 14, 53 Albert Street, Brisbane Qld 4000
PO Box 15996, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

1. Summary

Audit progress

Emerging risk—COVID-19	Issues identified
<p>COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 2 Emerging risks we have provided a summary of what these challenges may be for your organisation and what this means for your financial statements and the statutory deadlines.</p>	

Internal control assessment and issues	On track
<ul style="list-style-type: none"> • Testing of the design and implementation of internal controls has been completed. We have tested the operating effectiveness for key financial reporting controls for the period 1 July 2019 to 30 April 2020 with the remainder of the testing to be completed in conjunction with our year end substantive procedures. • We have also assessed the elements of your internal control environment, as well as the progress made towards resolving prior year issues. • There are 3 control deficiencies carried forward from the prior year. The issues are described in more detail further in section 5. <p>Based on the results of our testing completed to date, we have assessed your internal control environment as Generally effective, meaning the environment does support an audit strategy that can rely upon these controls.</p>	

Financial reporting issues and other matters	On track
<p>We have not identified any financial reporting issues not already included in our External Audit Plan dated 6 February 2020. These have been included in this report in section 4.</p>	

Areas of audit significance	On track
<p>We have performed interim testing procedures on areas of audit significance which are documented below in section 6. All remaining substantive procedures will be performed at our year end visit in September 2020.</p>	

Milestones—financial reporting and audit deliverables	On track
<p>The agreed financial reporting and audit deliverables milestones have been met or remain on track to be met.</p>	



2. Emerging risks 🏠

COVID-19 is testing the resilience and agility of entities as they tackle multiple challenges, such as supporting their staff and the community, and managing sustainable operations. Management should continue to assess the impact of COVID-19 on their financial results and internal control environment.

The AASB and AuASB are continuing to issue in-depth guidance to chief financial officers, audit committee members, directors and auditors refer [here](#).

We will continue to consider the implications of this pandemic and have identified the following key areas that may impact South Burnett Regional Council. Some of these risks also translates to a heightened risk of fraud that will require increased professional scepticism, both from management and auditors.

Areas of concern and associated risk	What to consider
<p>Going concern</p> <p>Material uncertainties that cast significant doubt on the ability to continue as a going concern, such as the extent of the effect on future revenue and costs and the unknown duration of the event.</p> <p>Several revenue streams such as investment revenue, sale of goods and services and rental income may reduce. Timing of cash inflows may also be impacted.</p>	<p>Consider future information for at least, but not limited to, the twelve months after reporting date, for example travel bans, community restrictions, government assistance, financial health of key suppliers and customers, existing financial resources and likely period of expiry if conditions continue or deteriorate.</p> <p>We have recently released a blog on how to manage your cash reserves in uncertain times. Please visit our website for further information.</p>
<p>'Everyday' internal controls</p> <p>Most entities have expanded to working from home to support social distancing. With any change in working arrangements comes an increased risk of controls failing, particularly manual controls and where controls previously operated with a high level of management oversight within an office environment.</p>	<p>Remain vigilant with your monitoring of internal controls during this time. This could mean your entity may need to implement new controls or revise current controls to accommodate the new work environment.</p> <p>We have recently issued a blog on impact of operational controls under new working arrangements on our website.</p>
<p>Information technology and cyber security</p> <p>Entities' exposure to cyber security risks increases in vulnerable and uncertain times as their resources are focused on being re-deployed to address critical matters. There is also a risk that identifying cyberattacks may be potentially delayed causing financial and/or reputational risks.</p>	<p>Entities will need to periodically remind everyone of the increased cyber security risks in these times so their staff remain vigilant.</p> <p>Multi-factor authentication, if not already in place, should be activated immediately.</p> <p>Information technology staff should maintain visibility across the network. This will allow entities to proactively monitor the cyber environment and respond quickly if potential attack is in progress.</p>
<p>Valuation of property, plant and equipment</p> <p>Economic uncertainty may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.</p>	<p>Entities may need to consider a number of factors depending on whether the fair value is determined using current replacement cost or income based approach.</p> <p>Refer to Appendix D for detailed guidance. We have also released a blog on this issue on our website.</p>
<p>Accounting for leases</p> <p>As a result of COVID-19, some entities (those accounting for as a lessee in a lease) may receive 'rent holidays' and other exemptions from their lessors.</p> <p>This could have an impact on the accounting of the right of use assets and the associated liabilities.</p>	<p>In assessing whether there has been a change in the scope of the lease, entities should consider whether there has been a change in the right of use conveyed to the lessee by the contract - examples of a change in the scope of a lease include adding or terminating the right to use one or more underlying assets, or extending or shortening the contractual lease term.</p> <p>A rent holiday or rent reduction alone is not a change in the scope of a lease.</p> <p>Speak to your QAO contact to understand how this may impact your situation.</p>



2. Emerging risks (continued) 🏠


Areas of concern and associated risk	What to consider
<p>Impairment of receivables</p> <p>There is an increased likelihood that debtors may take longer to pay and, in some instances, not be able to pay their obligations at all.</p>	<p>Based on reasonable and supportable information, reassess whether there has been a change in the risk of default by the debtor. If it is deemed that the risk of default does exist, determine the probability of default and the loss that is likely to arise.</p>
<p>Financial statement disclosure</p> <p>Several disclosures in the financial statements will be impacted</p>	<ul style="list-style-type: none"> • Revisit the going concern assessment disclosed in the financial statements • Consider the appropriateness of the classification of debts between current and non-current • Consider disclosing additional information about significant judgement and estimates

Some of these risks also heightens the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of South Burnett Regional Council.





3. Internal control issues


The following table summarises our reporting on deficiencies in internal controls. Refer [Section 5](#) for the status of prior year issues.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 Control environment Structures, policies, attitudes and values that influence daily operations	-	-	-	1	
 Risk assessment Processes for identifying, assessing and managing risk	-	-	-	-	
 Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	1	-	1	
 Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	-	-	
Total issues	-	1	-	2	

Our ratings

 **Effective**
 No significant deficiencies identified

 **Partially effective**
 One significant deficiency identified

 **Ineffective**
 More than one significant deficiency identified



4. Financial reporting issues and other matters

The following table summarises the status of financial reporting issues identified through our audit as at 19 June 2020.

Financial reporting issues and other matters							
	Prior year			Current year			
	Unresolved	Resolved— current year	Re-raised— current year	Not yet due	Unresolved	Resolved pending QAO verification	Resolved
High risk	-	-	-	-	-	-	-
Medium risk	3	-	-	-	-	-	-
Low risk	1	-	-	-	-	-	-
*Other matters	-	1	-	-	-	-	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Other matters

The following table details other matters identified through our audit as at 19 June 2020. It includes a response from management.





Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



5. Prior year issues 🏠






Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Reference	Rating	Issue	Status
Internal control issues			
19FR-1 Control Activities		User access rights and delegation limits	Substantially complete Management have investigated and completed most updates to rectify access and delegations prior to commencement of the year end audit visit. Target action date: 31 August 2020
19FR-2 Control Activities		Procurement documentation	Substantially complete Management have prepared a procurement checklist to accompany and document the rationale for the determination of contract award. This checklist is expected to be deployed prior to commencement of the year end audit visit. Target action date: 31 August 2020
18IR-1 Control Environment		Business continuity plans and disaster recovery plans	Resolved
18IR-3 Control Environment		Councils asset management plans are out of date	Substantially complete Management engaged consultants to assist in updating the asset management plans. All asset management plans have been drafted and will be reviewed as part of the year end audit visit. Target action date: 31 August 2020



5. Prior year issues (continued) 🏠

Reference	Rating	Issue	Status
Financial reporting issues			
19FR-1		Tracking of Grant Revenue	<p>Work in progress</p> <p>Management have indicated that a project to utilise the Grants module in Technology One is being undertaken by the Business Systems Officer which will aim to put in place a system to appropriately track grant revenue.</p> <p>Target action date: 30 June 2021</p>
18FR-6		No formal policy on the assessment of useful lives of assets and ensuring that these are appropriately updated	<p>Substantially complete</p> <p>Management have indicated that the updated asset management plans will include a policy/ procedure for determining the appropriate useful life. This is expected to be finalised prior to commencement of the year end audit visit.</p> <p>Target action date: 31 August 2020</p>
18FR-7		No process in place to review period end work in progress assets and to appropriately account for both depreciation and classification of these assets	<p>Work in progress</p> <p>Council continues to make progress on this item. A review control for each asset capitalisation is being performed to ensure appropriate data elements are captured upon capitalisation.</p> <p>This is likely to be resolved at year end upon testing of the WIP balances at year end.</p> <p>Target action date: 31 August 2020</p>
18FR-8		Split between current and non- current unearned revenue not appropriate.	Resolved
Other matters			
19FR-1		Assurance report to be obtained from Technology One	Resolved



6. Areas of audit significance 🏠




In our external audit plan, we identified those classes of transactions, accounts and balances that we considered to be significant or a risk of material misstatement to the financial statements. In the following tables we have set out the identified areas of audit significance and any new areas, and progress on the audit procedures undertaken to date to address the risk.

#	Area of audit significance	Status
1	Valuation of property, plant and equipment	We have commenced our procedures to test the design and implementation of relevant internal controls and have reviewed the draft valuation reports. We have commenced substantive testing of the interim population of asset additions and disposals and will complete our procedures in September 2020.
2	Revenue recognition	We have tested the design, implementation and operating effectiveness of relevant internal controls. Substantive procedures will commence in September 2020.
3	Completeness, existence and accuracy of employee expenses	We have commenced our procedures to test the design, implementation and operating effectiveness of relevant internal controls and will complete our testing at our year end visit in September 2020 in conjunction with performing our substantive testing procedures.
4	Completeness, existence and accuracy of purchases of goods and services	We have commenced our procedures to test the design, implementation and operating effectiveness of relevant internal controls and will complete our testing in September 2020 in conjunction with completing our substantive testing procedures. We have performed test of details over the expenses incurred through to 31 March 2020 and will test the remaining population during our planned visit in September.
5	Financial sustainability reporting	Our testing procedures over the Financial Sustainability Reporting will be performed in September 2020.






7. Appendix A—Our rating definitions 🏠

Our rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> • the risk of material misstatement in the financial statements • the risk to reputation • the significance of non-compliance with policies and applicable laws and regulations • the potential to cause financial loss including fraud, or • where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
Deficiency 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
Medium 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
Low 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



8. Appendix B—Our reports to parliament 🏠

Reports in progress

A number of performance audit engagements and reports to parliament are currently in progress, which we believe will be of interest to you.

Report	Objective and status
Asset management in local government	<p>Objective: assess if councils are effectively managing their infrastructure assets to maximise their service potential while minimising their total cost of ownership.</p> <p>Status: Planned</p> <p>Expected tabling: To be advised</p>
Local government development applications and approvals	<p>Objective: assess whether local governments' processes for development applications and approvals are efficient and effective and comply with relevant regulatory requirements.</p> <p>Status: Planned</p> <p>Expected tabling: To be advised</p>

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year, but given the current environment and associated community sensitivities we will keep the tabling timeframe under continued review.



8. Appendix B—Our reports to parliament (continued) 🏠

Reports recently tabled

Below is a summary of recently tabled reports to parliament that we consider relevant to your entity.

Report	Key themes
<p>Local government entities: 2018–19 results of financial audits</p> <p><u>Report 13</u> 20 February 2020</p> <p>Relevance: High</p>	<p>This report summarises the audit results of Queensland’s 77 local government entities (councils) and the entities they control. The following key learnings were noted:</p> <p>Strengthen governance framework</p> <ul style="list-style-type: none"> • Audit committees must hold management accountable for ensuring timely remedial actions are taken on audit issues. They must consider all extensions of agreed timeframes for remedial action, including management’s risk mitigation strategies, until remedial action is completed. • It is better practice for the chair of the audit committee to be an independent member with appropriate skills and experience. <p>Strengthen controls and processes</p> <ul style="list-style-type: none"> • Entities need to strengthen their controls and processes by acting on outstanding audit recommendations. We recommend they take prompt action to address individual recommendations and resolve internal control deficiencies, with a focus on the highest risk vulnerabilities and those outstanding from prior years. <p>Strengthen asset management</p> <ul style="list-style-type: none"> • Entities need to use accurate information about their assets, including asset performance (for example, current performance compared to the future performance required by the community) and cost, to inform their long-term asset management strategies and budget decisions. • Entities need to strengthen how they control recording asset data. They should regularly match the data in the financial records with the data in their geographic information systems to ensure they are both complete and reliable. • Entities need to allocate enough time and resources early in the financial year to complete the asset valuation and asset accounting processes well before year end. <p>Secure employee and supplier information</p> <ul style="list-style-type: none"> • Entities must verify changes to employee and supplier bank account details through sources independent of the change request. • Entities need to ensure information systems are secure to prevent unauthorised access that may result in fraud or error. Security measures could include encryption of information, restriction of user access, regular monitoring by management, and appropriate segregation of duties. <p>Conduct mandatory cyber security awareness training</p> <p>Entities need to develop and implement mandatory cyber security awareness training for all staff, to be completed during induction and at regular periods during employment. This should include:</p> <ul style="list-style-type: none"> • delivering targeted training to higher-risk user groups, such as senior management, staff who have access to sensitive data, software developers, system administrators, and third-party providers • recording and monitoring whether all staff have completed their required cyber security awareness training • conducting campaigns to test the adequacy of staff vigilance to risks, such as phishing and tailgating (following a person into an office), so entities can assess and improve their awareness programs.



8. Appendix B—Our reports to parliament (continued) 🏠

Report	Key themes
<p>Local government entities: 2018–19 results of financial audits (continued)</p> <p><u>Report 13</u> 20 February 2020</p> <p>Relevance: High</p>	<p>Improve new system implementations</p> <p>When implementing a new system, entities must:</p> <ul style="list-style-type: none"> • define up front what is required for the project and what needs to be delivered by the contract • determine the need for specialist resources and determine the impact on staffing, both for the project team and for the backfill of positions for staff involved in the system implementation • clarify roles and establish responsibilities of service providers during and after implementation, and establish reporting milestones and time frames • establish reporting requirements over the life of the project, including reporting on project status against milestones, budget versus actual expenditure, and the review and resolution of errors • identify and consider any early warning signs that would indicate a project is at risk of not meeting its objectives or not reaching the next milestone within time and budget • critically assess projects against changing business needs • for larger projects, consider implementing the changes in segments, as this provides more opportunity to review, to learn, and to assess risk • define system security settings and determine how to segregate duties before implementing the new system • identify what reports users will need once the system is implemented • establish a strategy to test that the new system processes transactions effectively and efficiently • train staff to effectively use the system • establish regular reporting on the implementation by the project team to the audit committee. <p>Improve monitoring of controlled entities</p> <p>Government entities with existing controlled entities, or plans to create them, should have policies in place to ensure that:</p> <ul style="list-style-type: none"> • entities develop a business case establishing the need for and objectives of the entity prior to creating it • each controlled entity's board has the right skill sets to deliver the objectives of the entity • where the government entity's management are appointed to the board of the controlled entity, potential conflicts of interests are appropriately managed • monitoring controls should be implemented over the controlled entity's key policies and procedures • the entity regularly reports to government entity's governance committees.

As part of our [Effectiveness of the State Penalties Enforcement Registry ICT reform](#) report to parliament (Report 10: 2019-20), we have developed a better practice guide for all entities involved in information and communication technology projects. Our better practice guide is available on our website at:

<https://www.gao.qld.gov.au/reports-resources/better-practice>



9. Appendix C—Other matters of interest 🏠

QAO’s online blog

We have issued blogs on our website www.qao.qld.gov.au/blog on topical accounting and auditing issues, as well as wider learnings from our recently tabled reports to parliament and general news from QAO.

The latest posts that may be of interest to your entity include:

Blog	Key themes
3 March 2020 Advice	<u>Are your ‘everyday’ internal controls strong enough to prevent a fraud attempt?</u> Frauds are continuing to occur in the Queensland public sector. Over the last 18 months alone, successful frauds have resulted in losses over \$2.2 million.
3 April 2020 Advice	<u>Operational controls impacted by new working arrangements</u> Most entities have recently made changes to their internal controls in response to COVID-19, including expanding work from home arrangements to support social distancing requirements.
9 April 2020 Advice	<u>Valuation considerations during COVID-19</u> This article considers some of the issues arising from the current COVID-19 pandemic in determining fair value for financial reporting.
17 April 2020 Advice	<u>Managing cyber security risks during COVID-19</u> Security organisations have observed a significant increase in attacks by criminal hackers who are attempting to take advantage of the extraordinary circumstances the COVID-19 crisis presents.
30 April 2020 Advice	<u>Maintaining controls amidst a global pandemic</u> COVID-19 has been testing the resilience and agility of entities as they tackle looking after their people and managing sustainable operations.
7 May 2020 Advice	<u>Engaging with QAO during COVID-19</u> COVID-19 has meant that QAO and most of our clients have had to significantly change the way they operate.
26 May 2020 Advice	<u>Managing cash reserves in uncertain times</u> Financial uncertainty, disrupted working arrangements, and health concerns are creating stress within workforces and impacting the future of organisations globally. In these times of economic uncertainty close monitoring of cash balances and managing cash flows becomes more critical.
9 June 2020 News	<u>New ways of sharing our insights</u> The Queensland Audit Office (QAO) continues to evolve its operations to focus more on meeting our clients’ and stakeholders’ needs. In the coming months, you will see QAO publish some new types of reports to parliament in addition to our existing audits.
15 June 2020 Advice	<u>Financial reporting considerations in uncertain times</u> We have experienced COVID-19 impacts on working arrangements, our community and the economy. These impacts may result in material changes to the financial performance and position of many public sector entities.
26 June 2020 Advice	<u>Increased scrutiny of going concern</u> COVID-19 has affected the cash flows of many public sector entities. This increases the importance of the going concern assessment that management performs and which auditors test.



10. Appendix D—Valuation considerations 🏠

Public sector entities in Queensland comprehensively fair value their property, plant and equipment at least once every five years. However, valuation policies of entities also require that specific appraisals be undertaken where an asset class has experienced significant and volatile changes in value (that is, 20 per cent or more).

The current economic downturn may impact the fair value of the assets. Each entity's situation needs to be considered individually. However, here are our general thoughts on whether we think asset classes are likely to move by more than 20 per cent over a short period.

Valuation basis	Our assessment
Current replacement cost	<ul style="list-style-type: none"> • Given the nature of these assets are long term, our experience tells us that the key drivers for the valuation inputs for these asset classes are rarely volatile. • Condition and useful lives of these long-term assets are also unlikely to be impacted as a result of COVID-19.
Income based valuation	<ul style="list-style-type: none"> • Discount rates are expected to be impacted, particularly post February 2020. • Cash flow forecast would need to be revisited due to: <ul style="list-style-type: none"> – economic and financial announcements and directions, including ministerial directions are likely to impact cash flows – re-prioritisation in deploying resources.

In addition to the economic downturn, entities will have to consider the impact of restrictions that have been posed that prevent site visits by external valuers. This will impact local governments that are located in rural, remote and indigenous locations where some councils have restricted access to their communities to prevent the spread of COVID-19. Where such travel restrictions have been placed, entities will need to consider suitable alternatives such as those below.

Valuation factors	Consideration points
Gross replacement cost	<ul style="list-style-type: none"> • Using internal models (for internally constructed assets) or recent purchase price (assets acquired externally) to support unit rates. • Where internal models are not workable, indexation is often enough for gross replacement cost. However, before relying on an index, consider whether: <ul style="list-style-type: none"> – there have been any significant changes in unit rate categories since acquisition or the last detailed revaluation – there has been a notable change in the modern substitute asset since the last detailed revaluation – your engineering and finance staff have sufficient information to cost the modern substitute and make adjustments for the differences in service levels between the modern substitute and the existing asset.
Useful lives	<ul style="list-style-type: none"> • Review the standard useful lives for each component and document the reasonableness of these useful lives. • Review for individual assets whose useful lives are deviating from the standard life and adjust, as necessary.

Materiality should also be considered when assessing valuations. Rolling valuations may mean that only one or two asset classes are due for a comprehensive valuation this year. If the most material classes are still within their cycle, and it is only one of the smaller classes due for revaluation this year, it may be possible to defer the specific appraisal of the smaller classes of assets and perform an alternative overall assessment.

We understand that you may have trouble completing your valuation in accordance with your planned timetables. Please continue to discuss your specific circumstances and timetables with your engagement leader.



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8.9 MONTHLY FINANCIAL REPORT

File Number: 19-Aug-2020
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31 July 2020.

SUMMARY

The following information provides Council's position as at 31 July 2020.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works, Road Maintenance Expenditure and Works for Queensland (W4Q3) as at 31 July 2020 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 15 July 2020.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

ASSET MANAGEMENT IMPLICATIONS

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

REPORT

Not applicable.

ATTACHMENTS

1. Monthly Financial Report - Interim July 2020 [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim July 2020



Executive Summary

This monthly report is designed to illustrate the financial performance and position of South Burnett Regional Council compared to the adopted budget, at an organisational level, for the period ended 31 July 2020. This financial report is prepared based on interim financial results as at 31 July 2020.

Overall, recurrent revenue is tracking low at 1% largely due to no rates being levied this financial year as well as minimal operational grant income. The rates notices for the first half of the financial year are due to be processed in August.

Rental income is tracking slightly above target at 12% due to timing in annual leases.

Overall, recurrent expenditure is tracking on slightly above target at 9%. Materials and Services is tracking slightly high at 9% largely due to annual expenses for insurance, LGAQ membership and land valuations as well as increases in disaster management expenses which will be offset by operational grant income in the coming months.

AR Debtors 90-day balance has decreased slightly this month. Following up on outstanding debts has now recommenced.

Rate in arrears is currently \$5.413m or 9.56%. This has again decreased since the previous month.

The current monthly ratios are tracking on target, except for the debt servicing and interest coverage ratios, which is sitting above the target benchmark. These ratios should start coming back into the favourable ranges once the rates have been levied and the operational grant income starts being received.

Of the total adopted capital budget of \$38.2m, 18% has been spent to date including committed costs.

Works for Queensland (W4Q3) has \$4.98m of actuals to date with a further \$347k in committed costs.

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 July 2020

8% of Year Complete

	2021	Original Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	59,451	50,092,435	0%
Fees and Charges	270,468	3,830,704	7%
Rental Income	36,819	319,954	12%
Interest Received	65,992	1,016,500	6%
Sales Revenue	15,079	3,025,851	0%
Other Income	59,362	748,975	8%
Grants, Subsidies, Contributions and Donations	1,500	8,057,698	0%
	<u>508,672</u>	<u>67,092,117</u>	
Capital Revenue			
Donations	-	17,409,799	0%
Total Income	<u>508,672</u>	<u>84,501,916</u>	
Expenses			
Recurrent Expenses			
Employee Benefits	2,228,848	24,215,197	9%
Materials and Services	2,004,798	22,821,228	9%
Finance Costs	182,233	2,301,704	8%
Depreciation and Amortisation	1,782,787	21,429,487	8%
	<u>6,198,666</u>	<u>70,767,616</u>	9%
Capital Expense	(15,081)	(400,000)	4%
Total Expense	<u>6,183,585</u>	<u>70,367,616</u>	
Net Result	<u>(5,674,912)</u>	<u>14,134,300</u>	
Net Operating Result	<u>(5,689,993)</u>	<u>(3,675,499)</u>	

2.1 Revenue

2.1.1 Rates Levies and Charges

This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

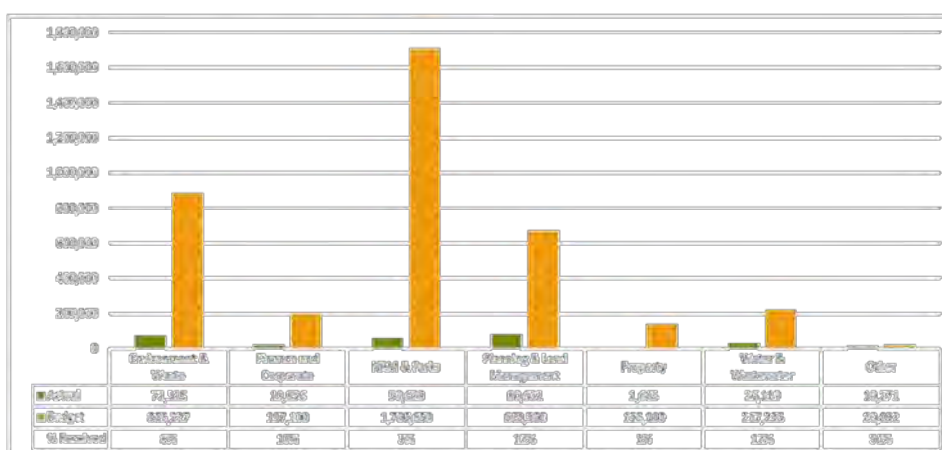
Rate or Charge	ACTUALS		ORIGINAL BUDGET	
	2020/2021		2020/2021	
General Rates	-\$	1,222	\$	28,709,347
Water Charges	\$	61,189	\$	10,315,723
Sewerage Charges	-\$	228	\$	5,828,973
Waste Collection Charges	-\$	196	\$	2,174,107
Community Rescue and Evacuation Levy	-\$	2	\$	70,000
Waste Management Levy	-\$	88	\$	2,795,285
Memerambi Estate Levies	\$	-	\$	199,000
Total	\$	59,451	\$	50,092,435

As at 31 July 2020, rates, levies and charges are tracking under budget with only a small amount of income relating to water consumption charges being processed this month. As at the end of July no rates had been levied for this financial year with the first 6 monthly levy due to be processed in August.

2.1.2 Fees and Charges

User charges are for the recovery of service delivery costs through the charging of fees to users of Council services. Fees are determined in two categories; regulatory and commercial.

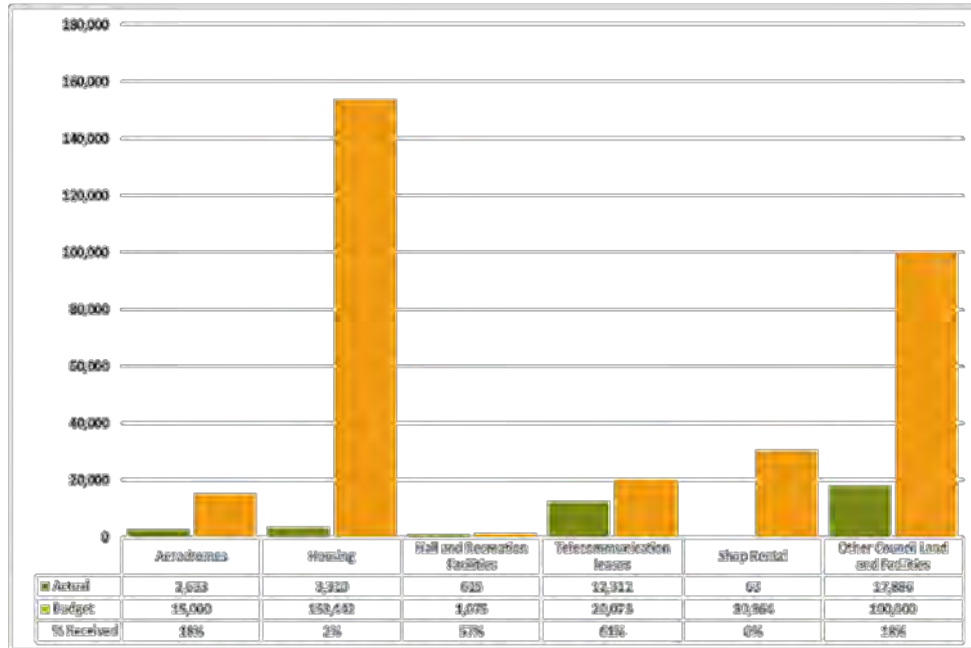
As at 31 July 2020, fees and charges are tracking slightly under budget at 7%. Most areas are on track with their revenue after the first month of the financial year with only NRM & Parks and Property being under the expected percentage. Both divisions have seasonal considerations in their revenue streams and therefore will catch up on their revenue when they are in peak season. The tourist parks have started taking accommodation bookings at the end of July in preparation for their re-opening in August.



2.1.3 Rental Income

Council operates various facilities from which it derives a rental income such as commercial premises, caravan parks, community housing and airport.

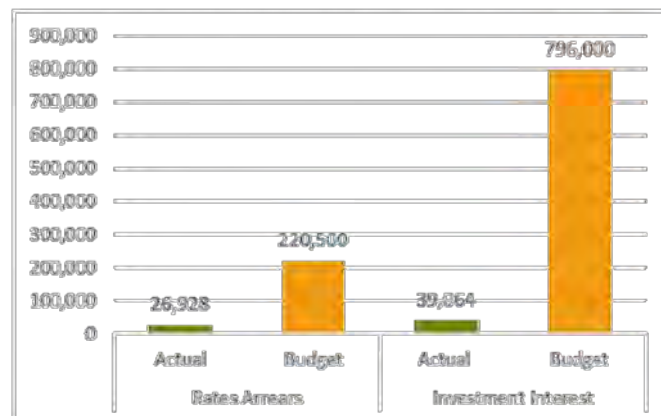
As at 31 July 2020, rental income is tracking high at 12% due to timing in annual rental of various facilities.



2.1.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

As at 31 July 2020, interest received is tracking slightly low at 6%. This is partly due to the combined cash balances in interest bearing accounts. The cash balances available to earn interest will increase over the next few months once the rates are levied.



2.1.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory.

As at 31 July 2020, sales revenue is tracking low at 0%. Works and claims for this financial year are in progress.

Sales Stream	Actual	Budget
RPC	\$ -	\$ 680,000
RMPC	\$ -	\$ 2,095,000
Soil Lab	\$ 13,576	\$ 250,851
Private Works	\$ 1,503	\$ -
Total	\$ 15,079	\$ 3,025,851

2.1.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 July 2020, other income is tracking on target at 8%. Tourist park income was low this month due to the venues not being fully open during July. All other income streams are either on track or are seasonal / activity based in nature so have a timing delay.

Income Stream	Actual 2020/2021	Original Budget 2020/2021
VIC Income	\$ 10,863	\$ 80,800
Art Gallery Income	\$ -	\$ 500
Pool Income	\$ -	\$ 38,000
Irrigation Produce	\$ 26,780	\$ 100,000
Fines	\$ 7,157	\$ 2,500
Scrap Steel	\$ -	\$ 72,000
Library Sales	\$ 269	\$ 3,730
Museum Sales	\$ -	\$ 2,500
Agency Income	\$ 1,550	\$ 40,895
Tourist Parks	\$ 240	\$ 175,000
Legal Recovery	\$ -	\$ 190,000
Insurance Claims	\$ -	\$ -
Misc Other	\$ 12,503	\$ 43,050
Total	\$ 59,362	\$ 748,975

2.1.7 Operational Grants

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of South Burnett Regional Council services to ratepayers.

As at 31 July 2020, operating grants are tracking low at 0%. These grants will slowly start coming into Council's bank account over the next few months.

2.1.8 Capital Grants

Capital grants and contributions include all monies predominantly received from State and Federal government sources for the purposes of funding the capital works program.

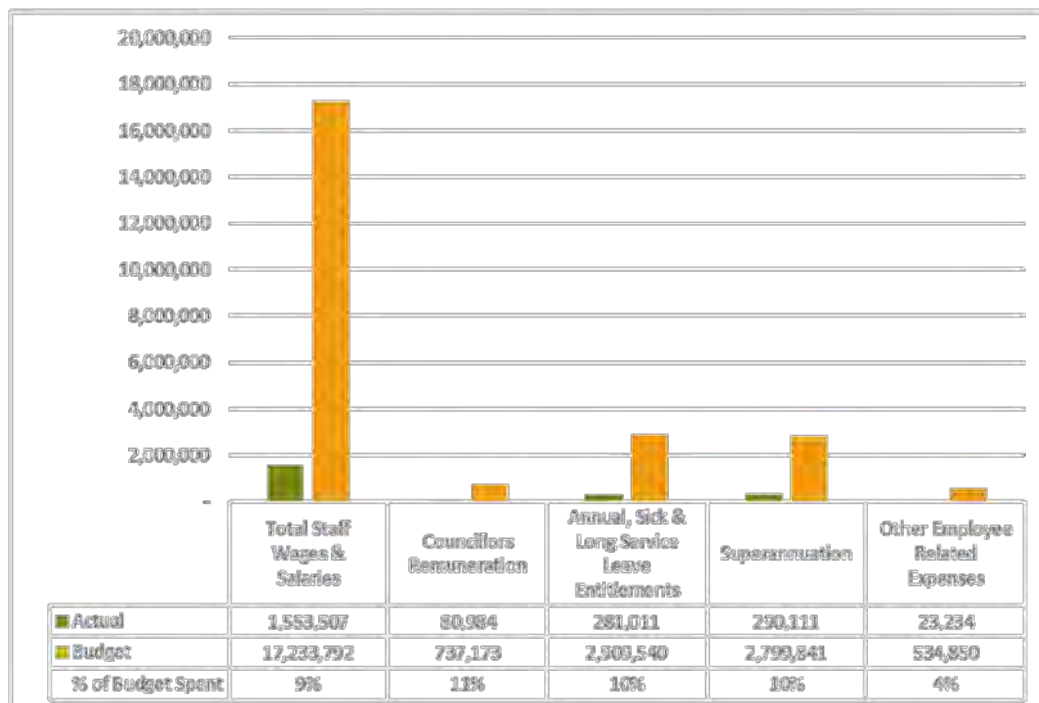
As at 31 July 2020, capital grants were below target at 0%. As per the operational grants above, these capital grants will slowly start coming into Council's bank account over the next few months.

2.2 Expenditure

2.2.1 Employee Benefits

Employee costs include labour related expenditure such as wages, leave entitlements, WorkCover costs, superannuation, training, personal protective equipment, payroll and fringe benefits taxes.

As at 31 July 2020, employee benefits are tracking slightly above target at 9%.



2.2.2 Materials and Services

Materials and services cover the purchases of consumables, payments to contractors for the provision of services and utility costs and internal plant charges and recoveries. As at 31 July 2020, materials and services is tracking slightly high at 9%. Mainly due to;

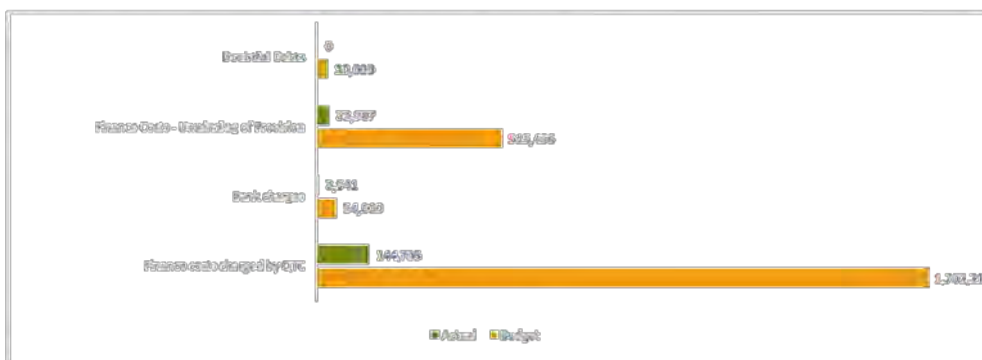
- Timing in yearly Insurance, Land Valuation and LGAQ membership expenses.
- Overruns in disaster management – this will be offset by grant income under the Disaster Recovery Funding Arrangements with QRA.

Department Description	Actual	Budget	%
Donations	\$ 1,000	\$ 625,435	0%
Materials	\$ 1,773,712	\$ 19,043,538	9%
Services	\$ 347,189	\$ 5,219,444	7%
Internal Plant Charges	\$ 667,571	\$ 6,420,915	10%
Internal Plant Recoveries	-\$ 784,675	-\$ 8,488,104	9%
Sub Total	\$ 2,004,798	\$ 22,821,228	9%

2.2.3 Finance Costs

Finance costs relate to interest charged by financial institutions on funds borrowed as well as bank fees and the unwinding of the discount for landfill and quarry provisions.

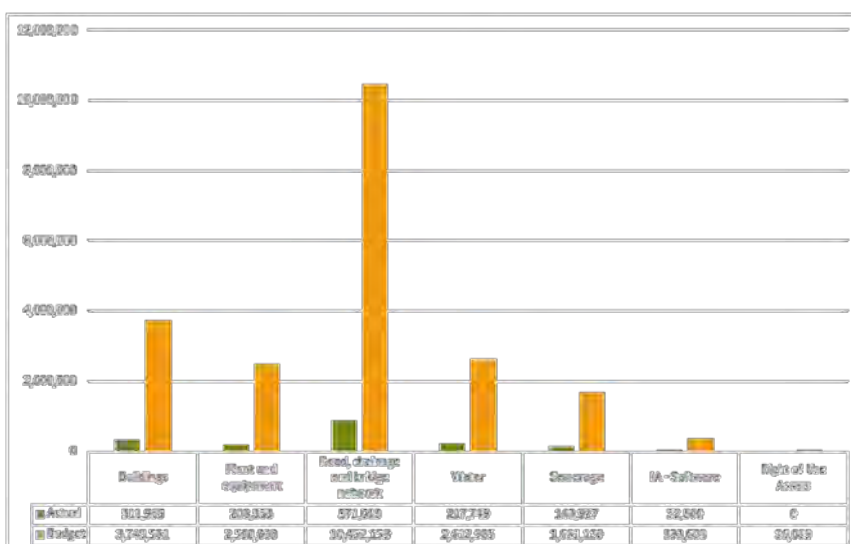
As at 31 July 2020, finance costs are tracking on target.



2.2.4 Depreciation

Depreciation is an accounting measure that estimates the usage of South Burnett Regional Council's property, infrastructure, plant and equipment. The depreciation reflects the current valuations and is distributed as follows:

As at 31 July 2020, depreciation is tracking on target.



2.2.5 Capital Expense

Capital expense is the net proceeds or loss on assets that have been sold or disposed of. A loss on asset disposal is recognised when a current asset is disposed of out of Council's asset register before it is fully depreciated and therefore before it's written down value is nil. To dispose of the asset, it's written down value is recognised in Council's accounts as a loss on disposal.

During July, Council sold a parcel of land for \$15k that was previously on the asset register.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 July 2020

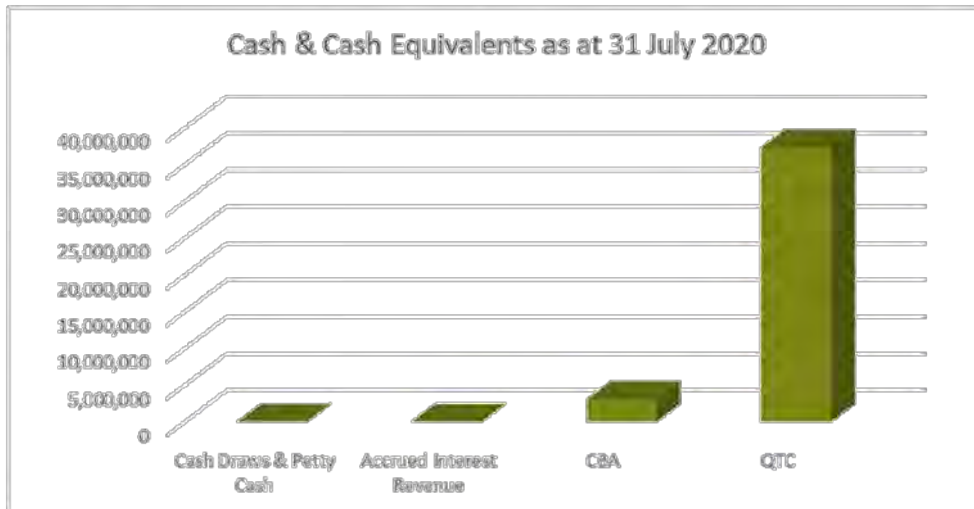
	2020 July \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	40,365,855	43,116,747
Trade and Other Receivables	4,748,702	5,313,216
Inventories	798,611	772,356
Total Current Assets	45,913,168	49,202,318
Non-Current Assets		
Trade and Other Receivables	1,306,115	1,112,211
Property, Plant and Equipment	845,816,185	891,929,354
Right of Use Asset	1,042,990	1,019,397
Intangible Assets	8,285,297	7,899,364
Total Non-Current Assets	856,451,587	901,960,326
TOTAL ASSETS	902,364,755	951,162,644
Current Liabilities		
Trade and Other Payables	4,921,956	5,749,454
Borrowings	2,877,630	3,013,674
Lease Liabilities	24,260	-
Provisions	3,474,087	3,671,079
Other Liabilities	284,304	2,369,464
Total Current Liabilities	11,582,238	14,803,671
Non-Current Liabilities		
Trade and Other Payables	-	1,017,943
Borrowings	33,797,554	30,633,993
Lease Liabilities	1,031,819	-
Provisions	13,480,407	13,755,564
Other Liabilities	1,059,616	908,112
Total Non-Current Liabilities	49,409,396	46,315,611
TOTAL LIABILITIES	60,991,633	61,119,482
NET COMMUNITY ASSETS	841,373,122	890,043,162
Community Equity		
Retained Surplus/(Deficiency)	419,764,274	440,762,572
Asset Revaluation Surplus	421,608,848	449,280,590
TOTAL COMMUNITY EQUITY	841,373,122	890,043,162

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

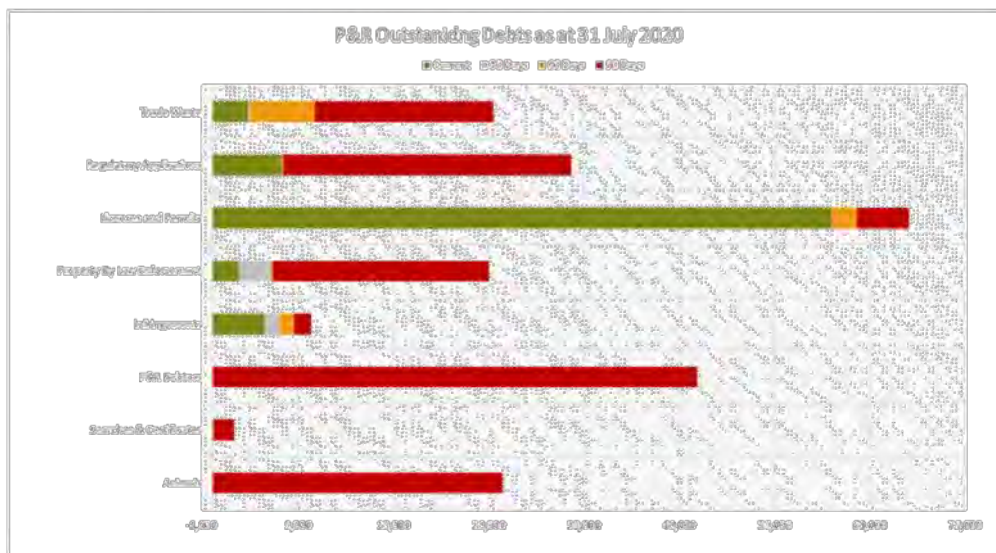
Cash and cash equivalents include cash on hand, all cash and cheques receipted but not banked at month end, deposits held at call with financial institutions and term deposits with maturities of three months or less.

As at 31 July 2020, Council’s actual cash and cash equivalents balance was \$40,365,855. The below table shows the breakup of this balance sheet element.

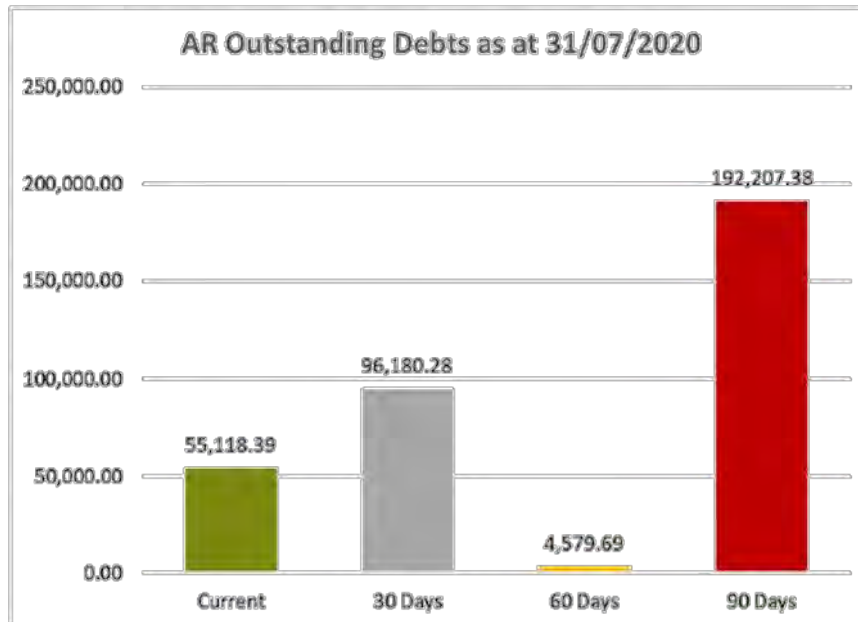


3.1.2 Trade and Other Receivables

Current trade and other receivables are made up of notices and invoices that have been issued but cash has not yet been collected. The below tables show the breakdown of the components in this balance sheet element – excluding rates.

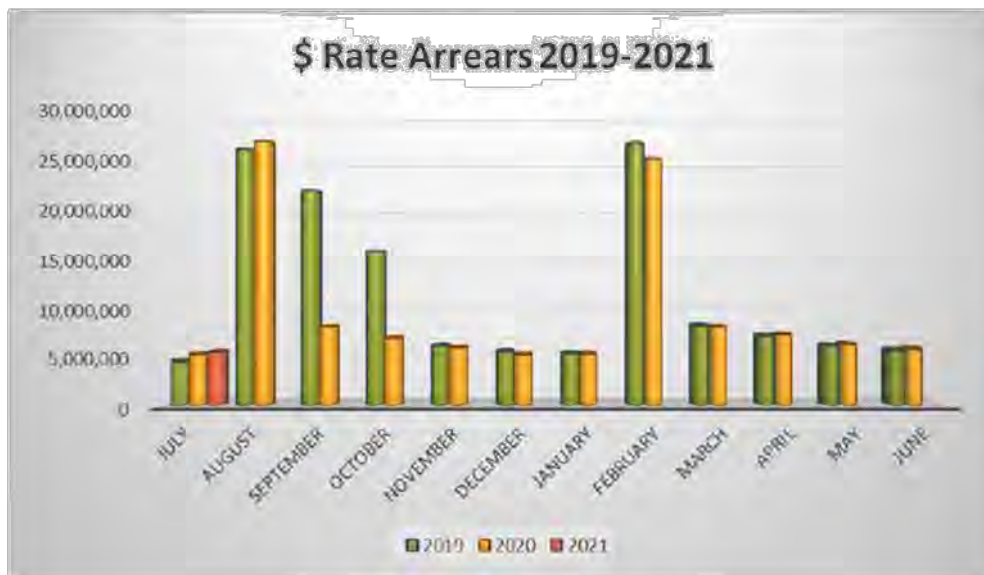


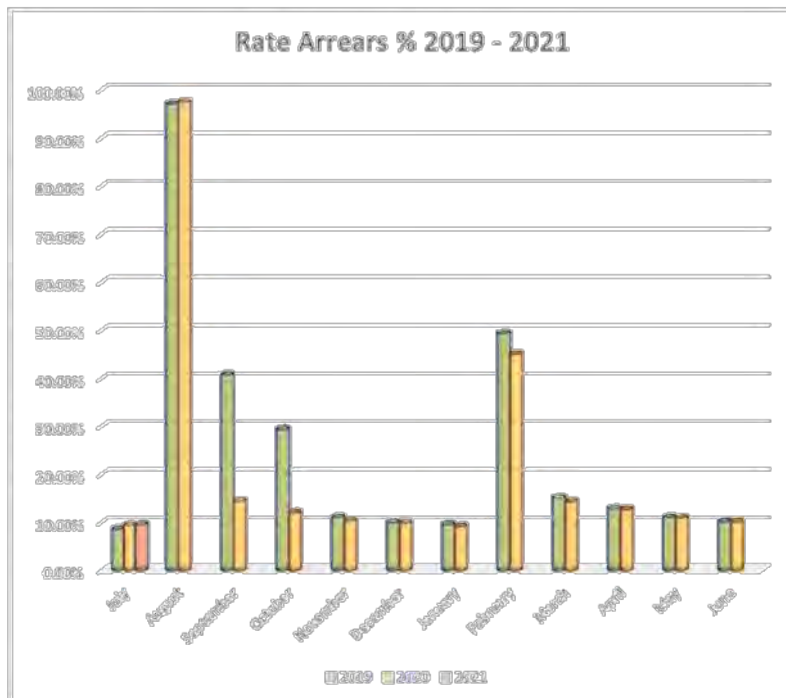
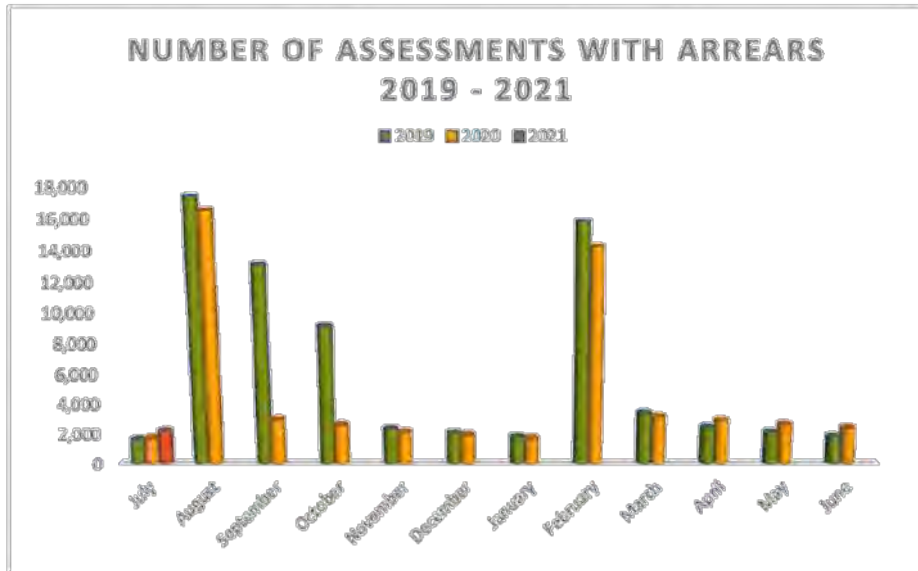
Finance are continuing to work with managers to clean up old outstanding debtors from our property and rating system. Following up on outstanding debts has now recommenced.

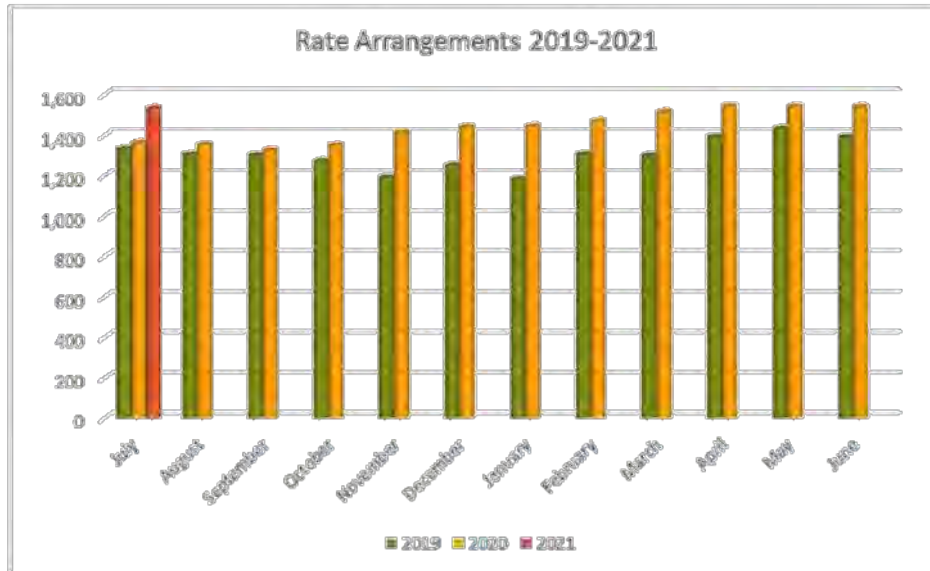


The AR outstanding debts 90+ days has decreased slightly from last month. A large majority of the value sitting in 90 days is currently sitting with debt collectors.

Rates in arrears as at 31 July 2020 is sitting at \$5.413 million or 9.56% with 1,534 assessments with rate arrangements in place. This rate arrears value in dollars is trending higher this period compared to the previous two financial years.







3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost.

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

The non-current portion of Trade and Other Receivables is made up of the outstanding Memerambi Estate charges and loans to community organisations.

3.2.2 Property, Plant and Equipment

The total adopted capital budget is \$38.2m. Finance are working with relevant managers to determine a work in progress carryover from 19/20. Actual expenditure with committed costs as at 31 July 2020 is \$6.902m, which is tracking above target at 18%. Of the \$6.902m, \$692k is actual expenditure with the remainder sitting as committed costs.

Council is currently in the process of finalising the revaluations for buildings, water, wastewater and land. The correspondence continues between Council and external valuers. Test loads are underway. Until the valuation is finalised, full impact on Property, Plant and Equipment is best estimate based on the current information provided.

2020/2021 Capex Report for Council

Project Code	Project Name	Corporate Plan Line - Industry	EXPENDITURE BUDGET			EXPENDITURE ACTUALS		
			2020/2021 Adopted Budget	31/6/2020 YTD Total Available 11 Projects	2020/2021 Budget	30/06/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments	Project Life to Date Actual
Buildings & Other Structures								
Admin Office - Kings								
100013	100013 Kingsley School & Caravan Centre		156,000.00	0	156,000.00	0	0	0
100192	100192 Kingsley School Building - Replacement		125,000.00	0	125,000.00	0	0	0
Sub Activity Subtotal			275,000.00	0	275,000.00	0	0	130,311.62
Admin Office - Waverley								
100028	100028 Waverley Administration Building - Renovation		18,000.00	0	18,000.00	0	0	0
Sub Activity Subtotal			18,000.00	0	18,000.00	0	0	0
Barolomeo - Kingsley								
100023	100023 Barolomeo Kingsley School - Renovation		47,000.00	0	47,000.00	0	0	0
100223	100223 Barolomeo Kingsley School - Renovation		56,000.00	0	56,000.00	0	0	0
Sub Activity Subtotal			103,000.00	0	103,000.00	0	0	0
Barolomeo - Waverley								
100020	100020 Barolomeo Kingsley School - Renovation		47,000.00	0	47,000.00	0	0	0
100172	100172 Barolomeo Kingsley School - Renovation		56,000.00	0	56,000.00	0	0	0
Sub Activity Subtotal			103,000.00	0	103,000.00	0	0	104,271.11
Camelton - Barolomeo								
100196	100196 Camelton Barolomeo Kingsley School - Renovation		29,000.00	0	29,000.00	0	0	0
Sub Activity Subtotal			29,000.00	0	29,000.00	0	0	16,409.08
Camelton - Kingsley								
100198	100198 Camelton Kingsley School - Renovation		93,000.00	0	93,000.00	0	0	0
Sub Activity Subtotal			93,000.00	0	93,000.00	0	0	269,214.88
Deer - Murrumbidgee								
100194	100194 Deer Murrumbidgee School - Renovation		0	0	0	0	0	0
Sub Activity Subtotal			0	0	0	0	0	0
SES - Kingsley								
100016	100016 SES Kingsley School - Renovation		21,000.00	0	21,000.00	227,237	227,237	0
Sub Activity Subtotal			21,000.00	0	21,000.00	227,237	227,237	0
SES - Waverley								
100016	100016 SES Waverley School - Renovation		15,000.00	0	15,000.00	0	0	0
Sub Activity Subtotal			15,000.00	0	15,000.00	0	0	0

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Project Category	Project Description	Corporate Plan Line Item - Priority	Financial Year - 2020/21	2020/21 Budget	2020/21 Actual	Total Available in Projects	2020/21 Actual	2020/21 Actual	2020/21 Actual	
									Expenditure	Commitments
Tali - Minkay Town	000001 - DCP - Upgrade 1000-1000 River Street	100019	000001	50,000.00	0	50,000.00	0	0	0	50,000.00
			Sub Activity Subtotal	50,000.00	0	50,000.00	0	0	0	50,000.00
			100019	50,000.00	0	50,000.00	0	0	0	50,000.00
			Sub Activity Subtotal	50,000.00	0	50,000.00	0	0	0	50,000.00
			100019	50,000.00	0	50,000.00	0	0	0	50,000.00
Tali - Minkay Club	000002 - Minkay Club Cultural Centre Works	100019	000002	150,000.00	0	150,000.00	0	0	0	150,000.00
			Sub Activity Subtotal	150,000.00	0	150,000.00	0	0	0	150,000.00
			100019	150,000.00	0	150,000.00	0	0	0	150,000.00
			Sub Activity Subtotal	150,000.00	0	150,000.00	0	0	0	150,000.00
			100019	150,000.00	0	150,000.00	0	0	0	150,000.00
Tali - Oroya	000003 - DCP - Oroya Building Repairs	100019	000003	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100019	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100019	10,000.00	0	10,000.00	0	0	0	10,000.00
Tali - Baititi	000004 - DCP - Baititi Water Tanks	100019	000004	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100019	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100019	10,000.00	0	10,000.00	0	0	0	10,000.00
Tali - Maitewhi	000005 - Maitewhi - Repairs Street	100019	000005	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100019	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100019	5,000.00	0	5,000.00	0	0	0	5,000.00
Museum	000007 - Rangitikei Street Street Repairs	100200	000007	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100200	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100200	5,000.00	0	5,000.00	0	0	0	5,000.00
Museum - Kaitake	000007 - DCP - Rangitikei Street Street Repairs	100215	000007	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100215	5,000.00	0	5,000.00	0	0	0	5,000.00
			Sub Activity Subtotal	5,000.00	0	5,000.00	0	0	0	5,000.00
			100215	5,000.00	0	5,000.00	0	0	0	5,000.00
Museum - Bondoona H	000008 - Bondoona Heritage Building - Works	100201	000008	30,000.00	0	30,000.00	0	0	0	30,000.00
			Sub Activity Subtotal	30,000.00	0	30,000.00	0	0	0	30,000.00
			100201	30,000.00	0	30,000.00	0	0	0	30,000.00
			Sub Activity Subtotal	30,000.00	0	30,000.00	0	0	0	30,000.00
			100201	30,000.00	0	30,000.00	0	0	0	30,000.00
Museum - World War II	000009 - World War II Army Campsite	100215	000009	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100215	10,000.00	0	10,000.00	0	0	0	10,000.00
			Sub Activity Subtotal	10,000.00	0	10,000.00	0	0	0	10,000.00
			100215	10,000.00	0	10,000.00	0	0	0	10,000.00

2020/21 Actual

2020/21 Actual

2020/21 Actual