



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 16 September 2020

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

Date: Wednesday, 16 September 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**

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 AUGUST 2020

File Number: 16-09-2020

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 19 August 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 19 August 2020**



MINUTES

Ordinary Council Meeting Wednesday, 19 August 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, 19 AUGUST 2020 AT 9.00AM**

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

A representative of the Kingaroy District Ministers Association, Pastor Leathan Fitzpatrick, offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Jayden Barnes from Kingaroy State High School acknowledged the traditional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

Cr Potter declared a conflict of interest in relation to Item 17.1 - South Burnett Community Hospital Foundation Limited Board Meeting Minutes - December 2019 and June 2020

Cr Schumacher declared a conflict of interest in relation to Item 17.1 - South Burnett Community Hospital Foundation Limited Board Meeting Minutes - December 2019 and June 2020

CEO Mark Pitt declared a conflict of interest in relation to Item 13.3 - Approval for Kingaroy Rotary to occupy additional shed bay at Kingaroy Regional Enterprise Centre

Cr Schumacher advised the meeting in relation to item 14.2. - T - Future of South Burnett Tourism Advisory Committee and South Burnett Directions that Cr Schumacher is a board member of the Red Earth Community Foundation. John Carey & Georgie Somerset are board members on the Red Earth Community Foundation but area also members of South Burnett Directions. In Cr Schumacher's previous employment with Stanwell, John Carey was her Manager and Ken Mills was a member of the Tarong Community Reference Group which Cr Schumacher helped John Carey administer.

Cr Duff has a perceived conflict of interest with Item 13.2 -Murgon Men's Shed - Amendment of Lease

Cr Duff advised she is a member of the Visit South Burnett group but holds no executive position.

Cr Kathy Duff declared a perceived conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 13.2 - Murgon Men's Shed - Amendment of Lease

Cr Kathy Duff is assisting the group with a grant.

Cr Kathy Duff determined that this personal interest is not of sufficient significance that it will lead them to making a decision on the matter that is contrary to the public interest. Cr Kathy Duff will best perform their responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

However Cr Kathy Duff acknowledged that the remaining Councillors must now determine, pursuant to Section 175E(4) of the Local Government Act 2009:

- a. Whether they have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- b. If so, whether:-
 - i. they must leave the meeting while this matter is discussed or voted on; or
 - ii. they may participate in the meeting in relation to the matter, including by voting on the matter.

RESOLUTION 2020/73

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Council resolve that Cr Kathy Duff has a perceived conflict of interest in the matter and notwithstanding the conflict, Cr Kathy Duff may participate in the matter, discuss and vote upon it.

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

Against: Nil

CARRIED 6/0

6 DEPUTATIONS/PETITIONS

6.1 PETITION OBJECTING TO THE UNREASONABLE INCREASE IN WATER CHARGES FROM THE COUNCIL STAND PIPES ACROSS THE REGION

RESOLUTION 2020/74

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the petition 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 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 15 JULY 2020

RESOLUTION 2020/75

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

1. That the Minutes of the Special Council Meeting held on 15 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

7.2 MINUTES OF THE COUNCIL MEETING HELD ON 15 JULY 2020

RESOLUTION 2020/76

Moved: Cr Gavin Jones
 Seconded: Cr Kathy Duff

1. That the Minutes of the Council Meeting held on 15 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 2020/77

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

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

Council offers a diverse range of opportunities for the community to engage with elected members. The Mayoral “Have a Chat” forums are proving to be a great initiative generating a rotating meeting place for open discussion with our community.

In the past month, there has been positive feedback received in relation to the maintenance on our roads and the beautification of our parks & gardens/green spaces within our towns.

My fellow Councillors and I have now conducted forums across the region with the next Mayoral forum to be held at the Nanango IGA on Monday 24 August.

Review of Council's Corporate Risk and Internal Audit Framework

Council is undertaking a review and formal alignment of Council's Corporate Risk, Internal Audit, Fraud & Corruption Prevention Management and Audit functions. These functions (including committee structures) are to be encompassed in the draft Corporate Risk and Internal Audit Framework ('Framework').

The draft Framework emerges from Council's intent to effectively and efficiently manage corporate risks that may have an impact in the achievement of strategic priorities, goals and objectives as defined in Council's Corporate and Operational Plans.

It is anticipated that at the Ordinary General Meeting of Council in September, the draft policies will be tabled for consideration and adoption.

People & Culture:

Council's People and Culture Team have undertaken the following actions over the previous month:

Employee development reviews have been circulated to all supervisors to be conducted over the coming two months with all staff. This process has been actively promoted over the past several years and allows for every staff member to have a review of their role and discuss issues or initiatives that will assist with the delivery of service within council and to our community.

The annual review of the work place health and safety policies is underway as well as the review of the induction process for volunteers. Part of the review has seen a strengthening of the cultural diversity section of the review and also standardising the process for a volunteer working within Council's safety systems.

Over the coming weeks Council will also be recognising staff who have completed 10, 20, 30 and 40 years of service to our community. These are significant milestones in any person's career and this year is the second year that we have celebrated this service.

South Burnett Regional Council has projects nominated in the Local Government Awards for Excellence. These are:

- RPA Implementation for Asset Data Acquisition
- Stores Restructure

Congratulations to our staff on these great initiatives. The winners and finalists of the Awards for Excellence, along with the Management Challenge and Young Manager of the Year, will be announced on 27 August. Due to COVID restrictions, this will not be at a traditional sit-down function. Instead this will be an event in-house to showcase the work that our staff have done and celebrate the projects and teams nominated.

Communications / Media:

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

Media Releases x 30:

001. Media Release 01-07-20 - Doing business with Council
002. Media Release 01-07-20 - Alford Street Car Park Kingaroy - Reconstruction and Associated Works
003. Media Release 01-07-20 - New planning Regulation public notification
004. Media Release 10-07-20 - South Burnett dams reopen for overnight guests

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005. Media Release 10-07-20 - We want you - Volunteers wanted to assist at our Visitor Information Centres
 006. Media Release 10-07-20 - Come on Qld Lets boost your healthy during COVID-19
 007. Fact Sheet - Standpipe Charges – 140720
 008. Media Release 15-07-20 - Special Budget Meeting and Council Meeting scheduled for Wednesday 15 July 2020
 009. Media Release 17-07-20 - Council's 2020-21 budget – the first step in moving forward together.
 010. Media Release 22-07-20 - New dam managers appointed for Boondooma and Yallakool
 011. Media Release 22-07-20 - Have a chat with the Mayor
 012. Media Release 22-07-20 - 2020-21 Round 1 Community Grants Program opening soon
 013. Media Release 23-07-20 - Temporary Closure Rail Trail - Wondai Country Running Festival
 014. Media Release 23-07-20 - Temporary Closure - Proston Customer Contact Centre and Library 24 July
 015. Media Release 23-07-20 -Applications are open for FairPlay
 016. Media Release 24-07-20 - Stehbens Street Kingaroy Upgrade
 017. Media Release 24-07-20 - Wild Dog & Feral Pig Baiting Program – October 2020
 018. Media Release 24-07-20 - Explaining environmental approvals
 019. Media Release 24-07-20 -WBBROC forum
 020. Media Release 24-07-20 - 2021 Queensland Greats Awards Open
 021. Media Release 24-07-20 - Have your say - Kingaroy Museum Window Skins
 022. Media Release 24-07-20 -Water Meter Renewal Program
 023. Media Release 30-07-20 - Mental Health Matters
 024. Media Release 30-07-20 - Council receives \$3.31M COVID W4Q funding
 025. Media Release 30-07-20 - Lamb Street Murgon
 026. Media Release 30-07-20 - Reservoir Roof Replacements
 027. Media Release 31-07-20 - Update - Alford Street Car Park, Kingaroy
 028. Media Release 31-07-20 - Festival of the Dams 2020
 029. Media Release 31-07-20 - Join South Burnett Localised
+ Budget Media Pack 17-07-20

Media enquiries x 25:

- 1/07/2020 The Martoo Review - Interview with Council's Procurement Officer
- 1/07/2020 South Burnett Today - New contact details
- 3/07/2020 South Burnett Today - Budget Documents
- 6/07/2020 Cherbourg Radio - Target Murgon
- 8/07/2020 ABC Radio - Water Feasibility Study
- 9/07/2020 South Burnett Today - Mayor - First edition story
- 9/07/2020 South Burnett Today - Mayor - Street Talk - Why do you believe it is important to have a local printed paper in their region?
- 9/07/2020 South Burnett Today - Budget Media pack / images

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- 10/07/2020 South Burnett Online - W4Q COVID Projects
 - 13/07/2020 MEAA Central - Regional Media Campaign
 - 13/07/2020 South Burnett Times - Travellers, camping and COVID
 - 14/07/2020 South Burnett Today - Murgon Footpath
 - 15/07/2020 ABC - Budget Interview
 - 15/07/2020 ABC - Budget Interview
 - 15/07/2020 7 News - Water issues
 - 15/07/2020 9 News - Water issues, drought, community
 - 15/07/2020 WIN News - Budget and water situation
 - 15/07/2020 South Burnett Today - Land valuation and rates increase/decrease
 - 18/07/2020 ABC Radio - Mayor Interview live 23-07-20
 - 20/07/2020 Channel 9 - Bjelke-Petersen memorabilia auction
 - 20/07/2020 ABC - Interview aired 23-07-20 / Happy to progress future interviews
 - 20/07/2020 The Martoo Review - Interview re last 90 days
 - 21/07/2020 Swickers - Comment re Water Feasibility Study
 - 24/07/2020 South Burnett Times - Memerambi Development
 - 30/07/2020 South Burnett Today - Blackbutt Water Irrigation

Social Media: Facebook Posts x 58

The most popular post: 10-07-20 'GREAT NEWS! Boondooma and Bjelke-Petersen dams will fully reopen for overnight guests from Saturday 1 August 2020' audience of 20.9K

Council's 'southburnettregion' Facebook page ended the month with 7740 likes and 7988 followers.

Printed Advertising:

Council progressed three full page ads (Page 4) in the South Burnett Today during July – 16-07-20 and 30-07-20 and budget advertisement

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 on 16, 23 and 30 July for Tender Sale of Land Coolabunia Saleyards.

Graphical Design:

- Dam Price Lists
- Dam Covid 19 Signage
- Dam Pet Policy Signage
- Chat with the Mayor Posters
- Coolabunia Saleyard Tender Flyer
- Style Guide

Finance:

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 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.

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

Against: Nil

CARRIED 7/0

8.2 PROPOSED CHRISTMAS CLOSURE AND STAFF CHRISTMAS FUNCTION

RESOLUTION 2020/78

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That:

1. Council close Customer Service 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.
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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.

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

Against: Nil

CARRIED 7/0

8.3 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION

RESOLUTION 2020/79

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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.

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 SOUTH BURNETT REGIONAL COUNCIL STYLE GUIDE

RESOLUTION 2020/80

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the South Burnett Regional Council Style Guide – July 2020 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

8.5 ADOPTION OF THE POLICY GOVERNANCE FRAMEWORK - STRATEGIC_006

RESOLUTION 2020/81

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Policy Governance Framework – Strategic 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

8.6 ADOPTION OF THE ACCEPTABLE REQUEST GUIDELINES

MOTION

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

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

AMENDMENT

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That

1. the South Burnett Regional Council Acceptable Request Guidelines – Statutory 004 be adopted subject to the following amendments:
 - Item 3.13 – Change to any 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 the request. The portfolio Councillor is to be communicated with appropriately.
 - Insert new clause after 3.14 and renumber the following clauses - A Councillor may be given approval by the CEO or relevant General Manager to work with the relevant Manager or specific Council employee on specific project information. The portfolio Councillor is to be communicated with appropriately.
2. the Policy be reviewed in 6 months.

The Amendment was PUT and CARRIED 7/0

The Amendment became the motion

RESOLUTION 2020/82

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

That

1. the South Burnett Regional Council Acceptable Request Guidelines – Statutory 004 be adopted subject to the following amendments:
 - Item 3.13 – Change to any 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 the request. The portfolio Councillor is to be communicated with appropriately.
 - Insert new clause after 3.14 and renumber the following clauses - A Councillor may be given approval by the CEO or relevant General Manager to work with the relevant Manager or specific Council employee on specific project information. The portfolio Councillor is to be communicated with appropriately.
2. the Policy be reviewed in 6 months.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2020/83

Moved: Cr Gavin Jones
 Seconded: Cr Scott Henschen

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.

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

Against: Nil

CARRIED 7/0

8.8 QUEENSLAND AUDIT OFFICE - 2020 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

RESOLUTION 2020/84

Moved: Cr Roz Frohloff
 Seconded: Cr Kirstie Schumacher

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.

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

Against: Nil

CARRIED 7/0

8.9 MONTHLY FINANCIAL REPORT

RESOLUTION 2020/85

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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.

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

Against: Nil

CARRIED 7/0

PRESENTATION

A presentation was made to Breanna Taylor, the South Burnett winner of the National Council of Women (NCWQ) Bursary.

RESOLUTION 2020/86

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2020/87

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the meeting resume at 10.52am with attendance as previous to the adjournment.

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 2020/88

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

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

In Progress & Planned Works August

Updated as of 6 August 2020

Capital Works

Name	Description	Status
Alford Street Carpark, Kingaroy Murgon CBD	Rehabilitation of carpark Footpath upgrade – Lamb Street, Murgon	Project underway Project underway with final seal spray pave Southern side

Gravel Resheeting & Heavy Formation Grade

Name	Description	Expected Start Date	Expected Completion Date
Burra Burri Road	Gravel Resheet	Jul	Aug
Franklins Road	Gravel Resheet & Flood Damage	Jul	Aug
Friebergs Road	Gravel Resheet, Drainage & Flood Damage	Aug	Sep
Glenmore Road	Gravel Resheet & Flood Damage	Aug	Sep
Memerambi Barkers Creek Road	Heavy Formation Grade	Aug	Aug
Murgon Barambah Road	Heavy Shoulder Grade	Aug	Aug
Niagara Road, Boyneside	Flood Damage & Drainage Constructions	Aug	Dec
Oakey Creek Back Road, Ellesmere	Heavy Formation Grade	Aug	Aug

Patrol Grading

Locality	Description	Expected Start Date	Expected Completion Date
Alice Creek	Alice Creek Road, Barbours Road, Tuites Road, Clarks Road, Dascombes Road, Parkers Road, Ellesmere Road	Aug	Aug
Benair	Wattlegrove Road	Jul	Jul
Boondooma	Manar Road, Allies Creek Road, Krugers Road, Quiet Glenn Road, Seilers Lane, Coes Boundary Road	Aug	Aug
Brooklands	Brooklands Peron Road, Greenslade Road	Aug	Aug

Charlestown	Old Wondai Road	Aug	Aug
Crawford	Zolner Road, Champneys Road, Irwins Road	Aug	Aug
Durong	Staines Road, Woltmanns Road, Paines Road, Jacksons Road	Aug	Aug
Ellesmere	Oaky Creek Back Road	Aug	Aug
Goodger	Boonenne Ellesmere Road, Boonenne Road, Weeks Road	Jul	Jul
Inverlaw	Deep Creek Road, Inverlaw School Road, Barrons Road North, Hoopers Road, Ten Chain Road, Woodalls Road, Beils Road, Barrons Road South, Wooden Hutt Road	Aug	Aug
Kingaroy	Hodges Road	Aug	Aug
Kinleymore	Kilgour Lane	Jul	Jul
Wattle Camp	Old Wondai South Road	Aug	Aug

Roadside Slashing / Boom Mowing

Locality	Description	Expected Start Date	Expected Completion Date
Benarkin North	McLaughlan Road, Williams Road	Aug	Aug
Blackbutt Blackbutt North	Service Road, Griffin Road Crumpton Drive, Anita Road	Aug Aug	Aug Aug
Bunya Mountains	Bunya Mountains Road (TMR)	Aug	Aug
Nanango	Carbeen Crescent	Aug	Aug
Taromeo	Taromeo Rise	Aug	Aug

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. Work is currently under underway with both Council crews and contractors engaged in completing the work.

COMPLETED WORKS JULY

Capital Works

Name	Description
Stehbens Street, Kingaroy	Upgrade to bitumen seal standard, Kerb and Channel
Memerambi Rail Trail	Upgrade of current footpath

Gravel Resheeting & Heavy Formation Grade

Name	Description
King Street, Memerambi	Heavy Shoulder Grade
Lamperds Road, Memerambi	Heavy Shoulder Grade
Maidenwell - Bunya Mountains Road	Pavement Repair
Murgon Gayndah Road	Heavy Shoulder Grade
Niagara Road	Drainage Upgrade
Reagon Road, Coolabunia	Gravel Resheet
Recreation Drive, Memerambi	Heavy Shoulder Grade
Corndale Road, Memerambi	Heavy Shoulder Grade
Old Esk Road, Taromeo	Gravel Resheet

Patrol Grading

Locality	Description
Abbeywood	Gayndah Abbeywood Road, Farmers Road
Alice Creek	Tuckers Road, Glencliffe Road, Williams Road,
Benair	Kumbia Minmore Road, Wooden Hut Road, Benair Road
Boondooma	Jerrards Road, Slacks Road, McFarlane Road, Thompsons Road
Brigooda	Rankins Road, Jua Road, Webber Lane, Alexander and Lawson Road, Fletchers Road
Coerty	Ivanhoe Road
Gordonbrook	Halfmile Road, Smiths Road
Inverlaw	Minmore Road, Luck Road
Kinleymore	Kilgour Lane
Maidenwell	Harland Road
Okeden	Trentham Lane, Shepherds Lane
Speedwell	Byanda Road, Speedwell Road, K Hansens Road, Roberts Road, Howards Road
Stalworth	Back Creek Road, Reservoir Road
Wengenville	Dugdell Road, Wengen Creek Road, Saddletree Creek Road, Red Cedar Drive, Silky Oak Drive, Maidenwell Glencliffe Road, Wengenville Glencliffe Road, Tim Shea Creek Road, Upper Barkers Creek Road

Roadside Slashing / Boom Mowing

Locality	Description
Crownthorpe	Crownthorpe Road Crownthorpe Road

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 2020/89

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:**Libraries****Public Libraries Grant**

Each year, the State Library of Queensland administers an annual Public Library Grant to Queensland Local Governments to support the development of high-quality library services to meet the diverse needs of the whole community. To receive these funds, Council must comply with the State Library of Queensland's Service Level Agreement, which can be found on the State Library of Queensland's website.

For the 2019/20 financial year, the Public Library Grant allocated to South Burnett Libraries totalled \$166,300. To align with the South Burnett Libraries Collection Development Policy, these funds were used to purchase resources for the community that can be used for recreation, information and lifelong learning. As a summary:

- 6,306 physical resources, including fiction and non-fiction books, magazines and DVDs were added to the collection. Many of these items are delivered to the library 'shelf ready'; whereby the library supplier catalogues and processes the items for a fee. A percentage of the cost of this 'shelf ready' service is deducted from grant funds.
- 2,062 electronic resources including eBooks, eAudiobooks and eMagazines were added to online platforms such as Bolinda BorrowBox and RB Digital, with associated annual platform fees taken from the grant.
- The movie streaming service Beamafilm and The Story Box Library were purchased using grant funds. Between them, these resources provide thousands of free resources for the community to access online.

Annual Statistical Return

To confirm that Council are operating within the guidelines of the State Library of Queensland's Service Level Agreement, Council submit an Annual Statistical Return for each financial year. Compiled by the Regional Librarian, data reported on includes visitation figures, collection statistics, program attendance, library opening hours and library staffing levels. Previous South Burnett Libraries' Statistical Returns are available on the State Library of Queensland's website.

First 5 Forever Outreach

To further promote the key messages of the First 5 Forever initiative across the region, outreach programs held at early childhood education centres began on Tuesday 11 August 2020 with a visit to St John's Play Group. Facilitated by library staff, sessions include storytelling, rhymes and singing and aim to connect families in our community with the information, resources and support they need to build a solid foundation for their child's language and literacy development.

Libraria

South Burnett Libraries are excited to announce a new children's library loyalty program "Kingdom of Libraria". Launching October 2020 to coincide with the school holidays – watch this space!

Aurora Montage

Did you know?

You can now join South Burnett Libraries from home!

Simply complete the [Online Membership Form](#) to receive your South Burnett Libraries membership number. This membership number allows you instant access to your library account so that you can begin exploring the thousands of free resources available with your membership.

To begin borrowing, visit any of our [library branches](#) to supply 100 points of identification and collect your library card.

I would like to thank the library staff for everything they have done during the COVID-19 situation. They have gone above and beyond and the different courses they have run online has been fantastic.

Community Grants Program Round One (1) now open

Council recognises the important contribution community organisations and individuals make to our region through the provision of the community grants program.

With round one (1) 2020/2021 open until the end of this month, I would like to encourage our community to put forward their projects and events so that together we can make a positive and ongoing contribution to the region.

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 2020/90

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

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

Planning:

1. Approvals (COVID) currency extension: Minister adds six months to all development approvals.

Earlier this year, urgent amendments were made to the *Planning Act 2016* (Qld) (the Act) to allow the Minister to extend or suspend periods under the Act because of the impact of COVID-19. On 8 July 2020, the Treasurer (also being the Minister administering the Act), first exercised this power, by issuing an Extension Notice under section 275R of the Act extending:

- development approval and compliance permit currency periods under section 85, section 299(2) or any other relevant provision of the Act; and
- development approval periods for completion of development referenced in section 88, section 342 or any other relevant provision of the Act.

Building development approvals for building work, to which section 71 of the Building Act 1975 applies, are excluded from the extensions.

The universal extension is for a period of six months, effectively meaning that the currency period of all approvals currently in effect (or that will come into effect before 31 October 2020) are automatically extended by six months.

2. Planning initiatives by Queensland Treasury to support economic recovery.

The State has reviewed the planning system and released discussion papers on how it can support the State's Economic Recovery through a series of legislative amendments to the Planning Regulation, DA Rules and The Ministers Guidelines and Rules.

2.1 Planning Regulation

Broadly, the proposed changes aim to lower the levels of assessment for certain 'low risk' land uses. It is proposed that a local government may 'opt in' and apply the proposed Planning Regulation levels of assessment instead of their planning scheme provisions. The proposed changes identify "expected uses" like a food and drink outlet (restaurant) in the centre (business and commercial)

zone where certain criteria are met where only minor building work are proposed, or an existing building is re-used as accepted development or code assessable development.

The ‘**opt in**’ approach recognises that some Council planning schemes already achieve some or all the proposals to a degree. If a local government chooses to ‘**opt in**’, it is proposed that Council must carry out the following actions:

- by resolution decide whether to apply any number of the provisions in the Planning Regulation instead of the planning scheme;
- publish a notice on the local government website stating the provisions in the Planning Regulation that apply instead of the planning scheme; and
- give a copy of the notice to the chief executive within 10 business days of the decision.

The amendments in the Planning Regulation 2017 are proposed to have effect for 12 months, with the possibility of extension or local governments choosing to amend planning schemes to achieve similar outcomes, following for a subsequent review of the outcomes delivered by the provisions.

The Council’s current planning scheme already align with some of the planning regulation amendments suggested, and in some instances, where the scheme does not align, the Council may wish to ‘Opt-In’ to the regulation amendments proposed.

A detailed planning scheme review is proposed to compare the proposed regulation changes with the existing tables of assessment and land use outcomes to determine whether there are any changes Council may wish to ‘opt-in’.

2.2 DA Rules

The proposed changes to the DA Rules relate to public notifications where there are no local newspaper and simplifying the public notifications signs prescribed under the DA Rules.

2.2.1 Newspaper requirements

Firstly, if there is a local paper circulating within the locality the DA must be used to publish the notice. Secondly, if there is no hardcopy, but there is an online version this must be used. Thirdly, if there is no local newspaper then a national paper can be used that is supplemented by a notice on Council’s website and giving notice to residents in an agreed area.

2.2.2 Sign on land requirements

Signage will be simplified and standardised with additional images for better visualisation of development.

2.2.3 Notice to Adjoining Landowners’ requirements

Public notice will now be extended to adjoining premises occupants (i.e rental tenants) and owners with simplified contents to be more informative and easier to understand.

2.3 The Ministers Guidelines and Rules

The proposed changes seek to streamline the process for Ministerial and Local Government infrastructure designations by allowing consultation and the assessment of the environmental impact assessment to occur concurrently.

The second amendment relates to clarifying the process for local governments to make interim amendments to their Local Government Infrastructure Plans allowing for particular amendments to occur in a streamlined way. The change to the MGR relates only to Chapter 5 Ministers rules for reviewing, making or amending a local government infrastructure plan (LGIP), Part 3 – interim LGIP amendment.

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

Against: Nil

CARRIED 7/0

11.2 ES - CHANGE TO 2020/2021 FEES & CHARGES - MONTHLY PRO-RATA FOOD LICENSING

RESOLUTION 2020/91

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council approve changes to the Council’s 2020/2021 Fees and Charges to permit the charging of Food Licensing Fees on a monthly Pro Rata basis for new food businesses as per the attached table in the report.

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 2020/92

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

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 July / August 2020

The following are current/planned works

Current Water Main Replacements 20-21

Name	Description	Expected Date	Start	Expected Completion Date
Kingaroy CBD Project				
Alford St (Youngman – Short)	Water Main Replacement	November		November
Kingaroy St East side	Water Main Replacement	November		December
Kingaroy St West side	Water Main Replacement	November		December
Haly St Northern side	Water Main Replacement	December		December
Haly St South side	Water Main Replacement	January		February
Glendon St	Water Main Replacement	February		March
Youngman St North	Water Main Replacement	September		October
Reen St	Water Main Replacement	September		October

Wondai			
Haly St (Hodge to Scott St)	Water Main Replacement	November	January
Regional	Replace 700 Water Meters	August	March

Restriction & Dam Levels at 23/7/2020

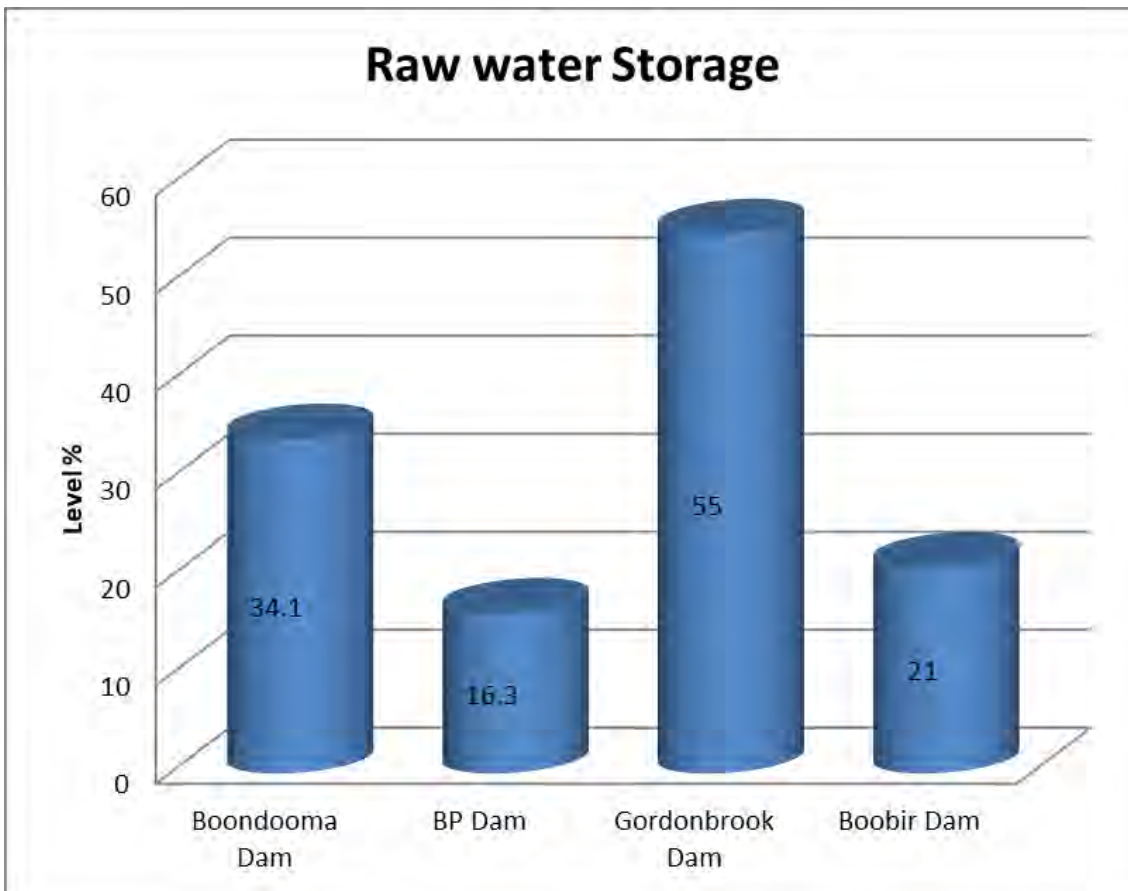
In the last reporting period, BP dam is 16.3% Boondooma dam is 34.1%

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.

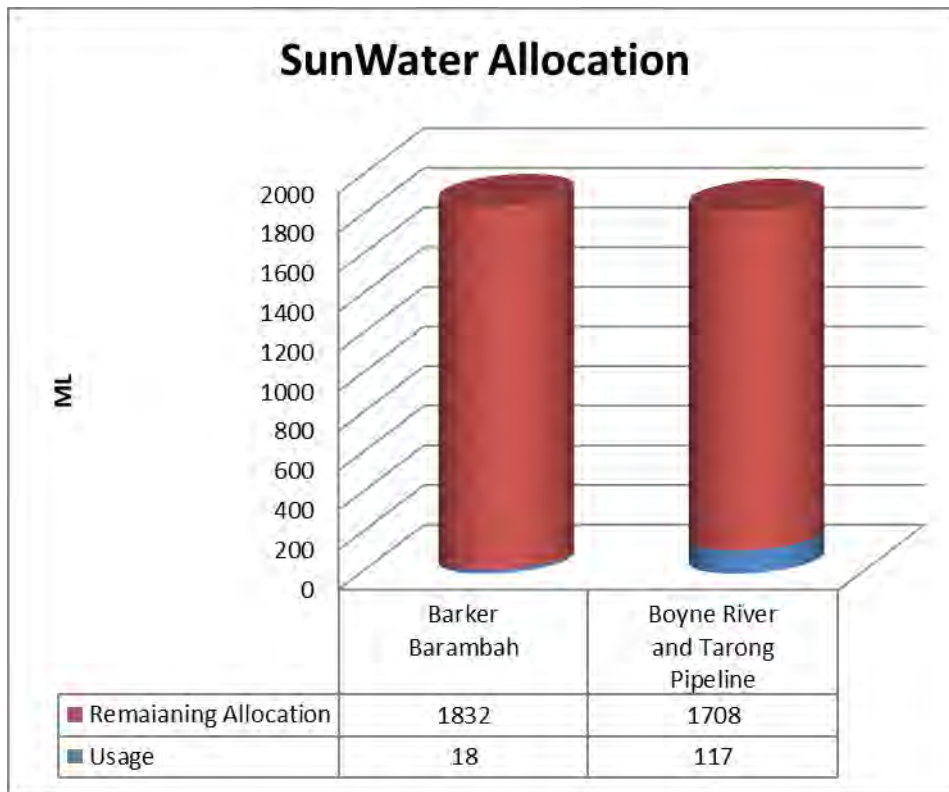
Recorded at: 23/7/2020

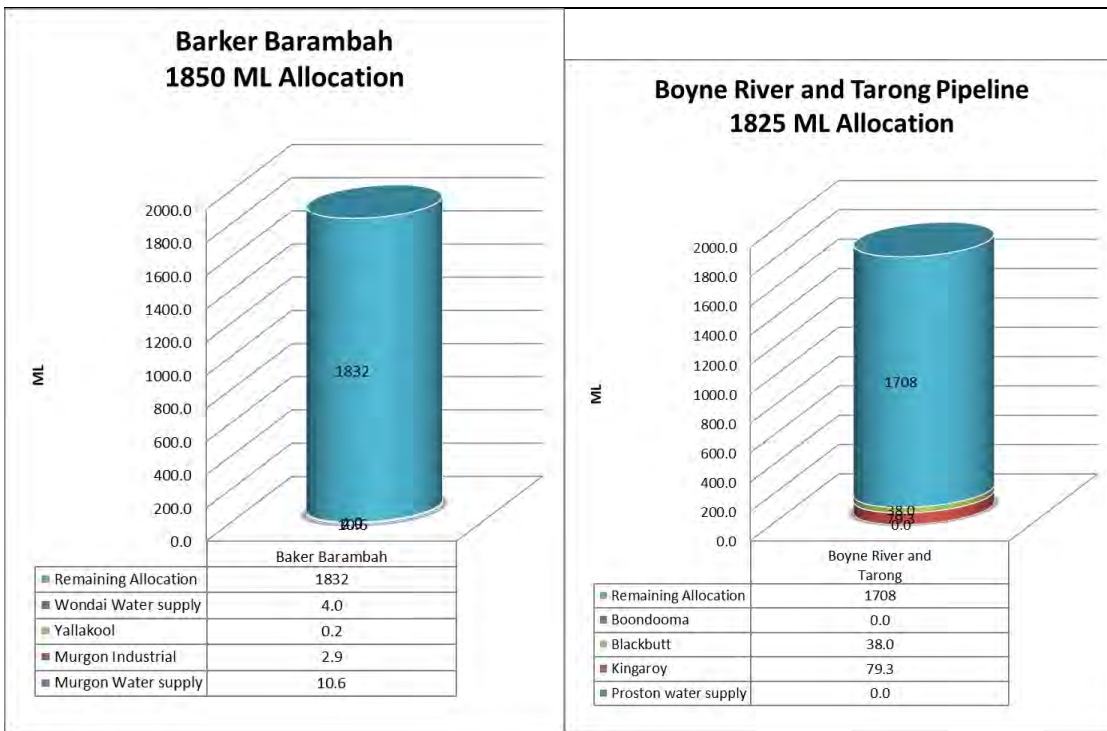
Sunwater supply scheme	Water storage	Schemes supplied	FSL (m)	Current level	FS Volume (ML)	Current Volume (ML)	Current capacity (%)	High Priority water Allocation	Medium Priority Allocation
Boyne River & Tarong	Boondooma Dam	Boondooma Scheme, Proston Rural scheme, Kingaroy, Blackbutt	280.4	268.63	204200	69653	34.1	100%	0%
Barker Barambah	BP Dam	Wondai, Murgon	307.3	298.45	134900	22016	16.3	100%	3%
	Gordonbrook Dam	Kingaroy	391.5	389.97	6500	3653	55	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	10.6	1400	1386.3	99%	92%
	Murgon Industrial	2.9				
	Yallakool	0.2				
	Wondai Water supply	4.0	450	446.026	99%	
	Sub Total	18	1850	1832	99%	
Boyne River and Tarong Pipeline	Proston water supply	0.0	500	500.0	100%	
	Kingaroy	79.3	1110	1030.7	93%	
	Blackbutt	38.0	200	162.0	81%	
	Boondooma	0.0	15	15.0	100%	
	Sub Total	117	1825	1708	94%	





*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	• 2	• 0		• 1		• 30	
• Murgon	• 0	• 0		• 0		• 2	
• Wondai	• 1	• 0		• 1		• 4	
• Nanango	• 0	• 1		• 0		• 9	
• Blackbutt	• 0	• 0		• 0		• 6	
• Proston	• 0	• 0		• 0		• 1	
• Proston Rural	• NA	• NA		• 0		• 4	
• Kumbia	• NA	• NA		• 0		• 0	
• Wooroolin	• NA	• NA		• 0		• 1	

Other Issues	Sewer	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston
Sewer Main/Jump Up Repair		0	0	0	0	0	0
Odour		0	0	0	0	0	0
Manhole/Lid Repair		0	0	0	1	0	0
Enquiry Only		0	0	0	0	0	0

Owners Side	0	0	0	0	0	0	0
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Other Issues	Water	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston	Kumbia	Wooroolin
Water Main Repairs		1	0	0	0	0	1	0	0
Hydrant/Valve Repair		2	1	0	1	0	1	0	0
Water Meter Repair		13	1	1	2	3	0	0	0
Water Meter Replaced		1	0	0	2	0	0	0	0
Water Service Repair		7	0	0	1	1	2	0	1
No/Low Pressure		0	0	0	0	0	0	0	0
Water Quality		1	0	1	0	0	0	0	0
Standpipe		N/A	N/A	N/A	0	2	0	N/A	N/A
Enquiry Only		0	0	1	2	0	1	0	0
Owners Side		5	0	1	1	0	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

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 2020/93

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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

Rural Resilience:

Planning is well underway for 10 Minutes with a Master to be held at some of our smaller halls and some drought dinners to be held at some of our larger halls in the months of October and November.

Parks & Gardens:

Kingaroy, Murgon, Wondai, Proston, Nanango, Blackbutt and all surrounding areas

Parks & Garden crews have been continuing the winter maintenance, which has included tree lopping, general park maintenance and prep of garden beds.

Kingaroy playgrounds and fitness equipment has been hot pressure cleaned and this will happen every two months, Nanango and Murgon has been scheduled in the next month.

Apex Park Kumbia retaining wall has been completed, which replaced the old rotted wall, the toilets have also had a pressure clean and the gardens prep ready for spring planting.

The Carroll family bronze plaque that was situated at Apex Lookout was removed, restored and cleaned and will be placed back onto a stone in a more prominent position close to the walkway. The existing track signage/markers have been replaced through recycled materials marking all the tracks, including the new step walkway.

Red Chairs

Hivesville (Memorial Park) and Wooroolin (Town Hall) have now joined Kumbia, Proston, Murgon, Wondai, Kingaroy and Nanango with the installation of Red Chairs.

Dams

Council received 14 applications and interviewed 9 candidates for the positions of Dam Managers for Lake Boondooma & Bjelke-Petersen Dams. Council is excited to announce, that Doug & Kath Hughes have been appointed to Lake Boondooma with Heath & Rowena Sander the new managers at BP Dam.

Council staff undertook a massive job over the last month to ensure the parks were ready for re-opening on the 1 August and comply with Queensland Health requirements. Health Management Plans have been completed for both parks, media releases and updating of the on-line booking system, including the new guest declarations has occurred. Signage and hand sanitiser stations have been installed in all amenities and camp kitchens to ensure hygiene and social distancing messages are consistent with Qld Health.

Guests are assisting managers with using the on-line booking system and are cooperating with completing the relevant booking documentation and obeying the signage and the new normal requirements to keep our dams safe and most importantly open.

Cemeteries

Maintenance is continuing in all our cemeteries with the focus being on improving our lawn sections.

General Work

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 within our community. Staff are continuing to undertake spraying on playground and fitness equipment, amenities, table/seating & street seating every fortnight using biosan which is a registered COVID-19 disinfectant.

Rail Trail

Cosmetic repairs have been undertaken on a section between Crawford and Memerambi-Gordonbrook Road and is being monitored every eight weeks, damaged road signage will remain in place on this section until the surface settles.

Public Conveniences

Lions Park Kingaroy amenities are now closed at night due to continued vandalism. Since QE11, Glendon Street and O'Neill Square public amenities closed at night on 12 June 2020 there has been no reports of any vandalism or damage to date.

Capital Works/W4Q/Drought Funding

Capital Works, W4Q funding has now been approved and has been programmed for the next 12 months and project progress updates will be given next report.

Property & Facility Management:

Council has called for quotations to replace damaged and rusted chain mesh at Wondai Swimming Pool.

Council has recently called for quotation for bathroom repairs to Appin St Units due to extensive damage by tree roots to bathroom services.

Council staff have been working with local contractors to update business and WHS documentation into Felix system to allow more suppliers to quote on maintenance and repairs projects. Quotations will be called for future maintenance works at Ringsfield House, Cloyna Hall, Proston Showground Pavilion.

Council has received positive feedback on the Kingaroy Museum photographs that have been on display for members of the community to vote on their preference. Additional signs have been designed and developed by JS Signs for the Heritage Museum and Visitor Information Centre.

Council has appointed project management and Engineering consultancy services to assist in the planning, design, construction of several major building projects funded under Works for Queensland Round 4 and Drought Communities.

Council currently has Request for Tenders out for the sale of the Coolabunia Saleyards, 20 William Street in Kingaroy, 41 McAlister Street in Murgon and the Murgon Shed at 6 McAlister Street.

Council will be calling for tender for the supply of services to Operate and Manage the South Burnett Aquatic Centre. The services will be for a 3-year period and options for a further 2 years.

Council Property Staff and Lady Bjelke-Petersen nursing staff undertook an annual asset audit of all items located within the operating day surgery and storage on the 23rd and 24th of July 2020.

Indigenous Affairs:

Councillors and Senior Staff are looking forward to meeting with Cherbourg Aboriginal Council tomorrow in Cherbourg.

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

Against: Nil

CARRIED 7/0**13.2 MURGON MEN'S SHED - AMENDMENT OF LEASE****RESOLUTION 2020/94**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the boundary of the existing licence for the Murgon Men's Shed be realigned, and Council enter into a new Lease, on the same terms and conditions as the existing licence, over part of Lot 3 and Lot 4 on SP119874.

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

Against: Nil

CARRIED 7/0**ATTENDANCE:**

CEO Mark Pitt left the meeting at 12.10pm. The CEO is a member of the Kingaroy Rotary Club and holds a board position.

13.3 APPROVAL FOR KINGAROY ROTARY TO OCCUPY ADDITIONAL SHED BAY AT KINGAROY REGIONAL ENTERPRISE CENTRE.

RESOLUTION 2020/95

Moved: Cr Gavin Jones
 Seconded: Cr Danita Potter

That Council approves Kingaroy Rotary Club occupy an additional shed bay, left vacant by the Taabinga Rotary, at the Service Club four-bay shed at the Kingaroy Enterprise Centre, Cornish Street, Kingaroy.

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

Against: Nil

CARRIED 7/0

ATTENDANCE:

CEO Mark Pitt returned to the meeting at 12.14pm

MOTION

RESOLUTION 2020/96

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the meeting adjourn for lunch.

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 2020/97

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

That the meeting resume at 2.09pm with attendance as previous to the adjournment.

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 2020/98

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

It is my view as a Council, we must adopt a future thinking approach and create a culture that leverages every opportunity to improve economic activity, support community wellbeing, promote cultural diversity and safeguard our environment.

Like my fellow Councillors, I have reviewed the previous Council's draft economic development strategy for the period 2025 that has not been adopted due to the caretaker period. I have also undertaken my own research, and drawn on the passion, inputs and expertise of others from both inside and outside the region. As a Council, I see we have an important role to play in bringing everyone together, to drive a strategy that serves our shareholders, the people of our region. A strategy that prioritises their quality of life and delivers outcomes. I would like to see our region adopt a strategy that builds on our diverse economic strengths and addresses our barriers to achieving a sustainable economy into the future.

Today, I would like to table some of the ideas I have collected for my fellow Councillor's consideration, and equally invite our community to contact me with their feedback, as together we start to turn our thoughts to the creating our economic development strategy; a strategy that will guide how I lead this portfolio during this term.

In my view, our economic development vision should be about what we aspire to, the vivid picture of what we intend to create. When I think about this and consider all that I've heard and researched, there are some fundamental pillars in which I think our vision should embody. These are:

1. We have the space to grow.
2. We have a region of people who pour their hard work, efforts and passion into their businesses.
3. We want the people of our region to have a great life here in the South Burnett.
4. We want others to look at our region and recognise they too could have a great life here.
5. We want to sustain what we have.
6. We want to draw in investment and accelerate economic growth, ensuring a future here for our children.

I know that the prosperity of our region is closely linked to social, environmental and economic drivers and for the purposes of defining the economic development vision for the South Burnett of 2025, I have compiled the following draft vision statement, and welcome your views.

- *Increased confidence in our diverse and sustainable economy in a way that has enabled population growth, enriched community wellbeing and inspired investment and employment outcomes.*

The strategic themes I have drafted for Council and the community to consider in the formulation of our economic development strategy include:

- A broad focus on the aspects of liveability, in a way that complements our regions country lifestyle, while sustaining and encouraging business and population growth.

-
- Building on our traditional strengths of agriculture, and encouraging further diversity by supporting emerging sectors, for instance Agtech or bioenergy, in ways that create flow on benefits for local businesses.
 - Elevating our region's cultural assets including its arts, festivals, events, heritage, music and performances.
 - Ensuring adequate infrastructure and services are in place to support visitor experiences and encourage greater visitation, with consideration to the growing range of major events, particularly sports tourism and the unique local experiences on offer, for instance our rail trails.
 - Supporting the progression of the food manufacturing and processing sector, as well as other potential value adds in a way that creates long term employment, export and supply chain opportunities.
 - Working together to build a plan for our region's transition beyond the eventual closure of Tarong power stations and Meandu Mine.
 - Creating a vibrant regional centre and leveraging off other recent major investment such as the Kingaroy Hospital redevelopment, in ways that support our residents to access to the critical services and supports they require.
 - Leveraging our diverse economy and create a culture that is hungry for entrepreneurship, innovation and investment.

The enablers of economic development that I would like to table based on the feedback I've received include:

- Culture: It is my view, that every Council employee is a potential touchpoint for an economic development enquiry, regardless of their immediate position description. I would like to see the ethos of growth and a future focussed mindset become part of our Council's DNA.
- Collaboration: This means maintaining and forming collaborative relationships and partnerships with industry, government, business representative groups and potential investors.
- Strategic infrastructure, land availability and facilities: This means leveraging existing infrastructure, considering how our planning schemes and approach can be a catalyst for our region's favourable geographical location. Adopting a continuous improvement approach to working with stakeholders to ensure our transport routes, water security and investment ready land is available into the future.
- Leadership, advocacy and promotion: In ways that never waste an opportunity for discussion about pipeline projects, activities and partnerships that aim to improve the quality of life experienced by all residents, and the resilience of everyone who calls the South Burnett region home.

As I start to think more about these, I see Council has an important role in the coordination of our region's economic development strategy. I am grateful for the opportunity to be part of this journey and excited about the prospects of the many projects underway, projects that are already at work to achieve some of the desired outcomes I've discussed with you today.

Some of these projects include the:

- Kingaroy Transformation Project, which will create sustained economic benefits through greater trade and tourism capacity, as well as redeveloping the CBD in ways that attract investment, create space for street dining, and enable the installation of smart infrastructure for the future.
- Continuation of discussions about the short and long list options identified in the strategic business case to increase water security as part of the Burnett Water Feasibility Study funded by the Federal Government's National Water Infrastructure Fund.

-
- Council's \$15.463 million spend this financial year on capital projects that will support economic development outcomes in our towns and villages, including the improvement of infrastructure and facilities used by tourists visiting our region.
 - Council's involvement in the Wide Bay Burnett Regional Organisation of Councils (WBBROC) and its continued commitment to collaboration with all levels of government and our neighbouring regions.
 - Council's long-term financial planning, asset management and capital works programs that aim to provide the infrastructure required to meet the demands of our community into the future.
 - Council's review of its planning scheme, and plans to undertake a major amendment to address the issues identified in the schemes application and implementation.

While I look forward to workshopping some of these ideas further with Council and welcome feedback from the community, some of the immediate projects that I would like to work with Councillors to achieve, have arisen from our recent meeting with the Department of State Development, Tourism and Innovation. Just this month, the Council was briefed about some of the work undertaken during the previous term and the benchmarking of Council's current performance in terms of investment readiness. As the portfolio holder, I would like to work with Council and the Department of State Development, Tourism and Innovation to progress some of the suggested actions from the previous Council's review, including the development of a solid elevator pitch, being a united and strong story that champions the region's investment readiness and clearly articulates the South Burnett's unique strengths. It is my view this pitch may be formed while preparing the corporate plan, and once developed, this pitch will become the shared narrative that Councillors, staff, documents, websites and all other council generated material uses to promote the region.

I would also like to focus some time toward the development of a policy that documents Council's delivery of investment readiness procedures. It is my understanding the purpose of this policy is to guide and support both Councillors and Council employees in relation to the appropriateness and level of support provided by Council to facilitate economic development related enquiries. I would like to recognise the work of the previous Council and its partnership with the Department of State Development, Tourism and Innovation and can see opportunities in continuing these discussions and working to embed these recommended actions. I see the Investment readiness policy as tangible project that will help to entice, create and sustain growth in our region, by ensuring the framework that means economic development becomes part of Council's everyday business, a shared responsibility across the organisation.

Since coming to Council, I have spoken about the opportunity to push the reset button in the economic development portfolio and I recognise that in this time, the world has changed, and I'd like to acknowledge the efforts of our business community who have risen to the challenges of COVID-19, in particular our tourism operators. Southern Queensland Country Tourism, our Regional Tourism Organisation has recently challenged tourism operators to meet "...the need to change, to keep up, to survive and thrive in this new normal". I recognise this year has presented unprecedented challenges for tourism operators and while we have experienced increases in recent visitation through our visitor information centre with some 3549 visitors recorded during July, I understand the cancellation of major events and travel restrictions has not gone unnoticed in the industry. I have been undertaking some further research to understand how Council previously supported the tourism industry and how other regions work in this space. I would like to continue to work with Council and the tourism community to develop the best operating model for our region into the future and identify what supports and opportunities may exist to see our desired model function and thrive into the future. I am passionate about empowering the tourism industry and working together to grow our regions visitor economy.

In closing, I would like to thank and acknowledge the efforts of our local volunteers who in July attributed over 1200 hours to the successful operation of our region's visitor information centres. Without their generosity, our services would be limited, and I would like to offer my thanks for their

community spirit and acknowledge the following volunteers for their significant milestones of service achieved in May this year.

5 YEARS - Kim Boyter, Julie Tainton, Sandy Podger, Jackie Martin

10 YEARS - Kevin Garside

15 YEARS - Bob Baldwin

Volunteering at a centre involves supporting the day-to-day operations and speaking with customers and helping visitors on their holidays. Duties include providing residents and visitors with details of key tourist attractions within the region, local history and information on Council's facilities and local tourist venues. I'd like to encourage and welcome members of our community, if you have some time to give, please consider registering your interest in volunteering at one of Council's customer service centres. Cr Schumacher's Economic Development Portfolio Report to Council be received.

CARRIED 7/0

14.2 T - FUTURE OF SOUTH BURNETT TOURISM ADVISORY COMMITTEE AND SOUTH BURNETT DIRECTIONS

RESOLUTION 2020/99

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That South Burnett Regional Council

1. receive the notes of South Burnett Directions meeting held on 10 February 2020;
2. receive and notes the minutes from South Burnett Tourism Advisory Committee's meetings held on 8 June and 3 August 2020.
3. approve a hiatus of up to six months for both South Burnett Directions and South Burnett Tourism Advisory Committee;
4. invites the Wondai Business Network to be a member of the South Burnett Tourism Advisory Committee upon resumption of the Committee; and
5. approve the South Burnett Tourism Advisory Committee Terms of Reference as amended.

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

Against: Nil

CARRIED 7/0

14.3 T - REQUESTING COUNCIL CONSIDER THE PROPOSED PARTNERSHIP AGREEMENT BETWEEN COUNCIL AND VISIT SOUTH BURNETT INCORPORATED

RESOLUTION 2020/100

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That South Burnett Regional Council renew the partnership agreement with Visit South Burnett Incorporated as a tourism organisation partner and acknowledge that Visit South Burnett Incorporated is a Member based entity with a tourism industry base.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2020/101

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Council:

1. Funds 50 per cent of the partnership and funding agreement proposed, being \$70k for the next six months commencing 1 September 2020 to 28 February 2021, subject to Visit South Burnett (VSB) agreeance with Council's funding terms.
2. The period of this funding agreement will be for six months with a review of the agreement and outcomes to occur in February 2021 as to future funding for the remainder of the financial year.
3. VSB will be invited to pitch its proposed funding agreement for FY 2021/2022 at the February meeting for Council's consideration in the preparation of its next budget.
4. At the February meeting with Council VSB is to provide an update on the development of its Tourism Strategy in partnership with SQCT as per section 4 of the agreement.
5. The terms of this funding agreement with Council will include KPI's which are to be workshopped and agreed between Council and the VSB committee for adoption as soon as reasonably practicable.
6. VSB must report back to Council at the February 2021 Council Meeting on its demonstrated progress in achieving these agreed KPI's.
7. Council will provide an office space for VSB at one of its Visitor Information Centres.
8. VSB are invited to distribute its marketing materials via Council's Visitor Information Centres.
9. Council will supports VSB's bid to attract match funding from other levels of government and will partner with VSB, in an advocacy role.
10. VSB can submit information to the CEO for approval and inclusion on the Discover South Burnett website and its associated social media platforms.
11. Council's Tourism portfolio holder is to be invited to attend VSB committee meetings as an observer but will not vote on matters brought before the committee.
12. VSB committee will decide and report back to Council where these funds are invested in marketing the region as a destination beyond its membership base.
13. VSB must maintain a good working relationship with tourism operators across the South Burnett and secure and maintain the membership of both minor and major tourism operators in the region.
14. Should VSB agree to the terms of this partnership agreement, VSB must maintain a positive and collaborative relationship with Council, and actively acknowledge Council's support of the tourism industry.
15. VSB must issue a joint media statement with Council following its acceptance of Council's terms.
16. Any public meetings of VSB or demonstrated behaviours that do not align with Council's values with not be accepted and will result in Council's withdrawal from this partnership.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2020/102

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That this matter be sent to the 1st quarter budget review.

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 IS - LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2020/103

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

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 IS - DELEGATED AUTHORITY REPORTS

RESOLUTION 2020/104

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

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 2020/105

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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 Regulation 2012*:

17.1 CONF - South Burnett Community Hospital Foundation Limited Board Meeting Minutes - December 2019 and June 2020

This matter is considered to be confidential under Section 275 - h of the *Local Government Regulation 2012*, 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 CONF - Property Management Services for Nanango Housing & Unit Complexes - SBRC-19/20-10

This matter is considered to be confidential under Section 275 - e of the *Local Government Regulation 2012*, 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 CONF - 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 Regulation 2012*, 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.

17.4 CONF - 2689521 – Rate Exemptions and Remissions – additions to approved list – Assessment No. 30124-15000-000

This matter is considered to be confidential under Section 275 - d of the *Local Government Regulation 2012*, 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

DECLARATION OF CONFLICT OF INTEREST:

Cr DA Potter and Cr KM Schumacher declared a conflict of interest (as defined in section 175D) of the *Local Government Act 2009*) in agenda item 17.1 - Appointment of Directors to the Board of Directors of South Burnett Community Hospital Foundation Limited (SBCHF).

Cr DA Potter and Cr KM Schumacher are community representatives on the Board of the South Burnett Community Hospital Foundation.

Cr DA Potter and Cr KM Schumacher voluntarily left the meeting at 3.12pm.

Cr DA Potter and Cr KM Schumacher returned to the meeting at 3.14pm.

ATTENDANCE:

General Manager Aaron Meehan left the meeting at 3.20pm.

RESOLUTION 2020/106

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

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

Cr DA Potter and Cr KM Schumacher declared a conflict of interest (as defined in section 175D) of the *Local Government Act 2009*) in agenda item 17.1 - Appointment of Directors to the Board of Directors of South Burnett Community Hospital Foundation Limited (SBCHF).

Cr DA Potter and Cr KM Schumacher are community representatives on the Board of the South Burnett Community Hospital Foundation.

Cr DA Potter and Cr KM Schumacher voluntarily left the meeting at 4.01pm.

17.1 CONF - SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED BOARD MEETING MINUTES - DECEMBER 2019 AND JUNE 2020

RESOLUTION 2020/107

Moved: Cr Roz Frohloff
Seconded: Cr Kathy Duff

That the information report on South Burnett Community Hospital Foundation Limited Board meetings held on 17 December 2019 and 9 June 2020 be received.

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

Against: Nil

CARRIED 5/0

ATTENDANCE:

Cr Danita Potter and Cr KM Schumacher returned to the meeting at 4.03pm

17.2 CONF - PROPERTY MANAGEMENT SERVICES FOR NANANGO HOUSING & UNIT COMPLEXES - SBRC-19/20-10

RESOLUTION 2020/108

Moved: Cr Roz Frohloff
Seconded: Cr Kirstie Schumacher

That Council to enter into a Council Services Contract with Faunt and Emmett for the management of the Nanango Housing and Unit Complexes for a period of 3 years.

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

RESOLUTION 2020/109

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That Council:

1. Not accept the offer dated 6 July 2020 to purchase Lot 13 on RP814986 located at Pound St, Kingaroy.
2. Undertake a land use assessment including community engagement to determine the most appropriate use of Lot 13 on RP814986 to guide future development and disposal of the land.

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

Against: Nil

CARRIED 7/0

17.4 CONF - 2689521 – RATE EXEMPTIONS AND REMISSIONS – ADDITIONS TO APPROVED LIST – ASSESSMENT NO. 30124-15000-000

RESOLUTION 2020/110

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That Council agree to provide a rate remission for rate assessment number 30124-15000-000 effective from 01 July 2020 for 100% of the General Rates and 100% of the Separate Rates and Charges, subject to the organisation successfully registering as a charity with the (ACNC) Australian Charities and Not-for-Profits Commission.

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 4.06pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 September 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: 16-09-2020

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 MINUTES OF THE AUDIT ADVISORY COMMITTEE MEETING HELD ON THURSDAY 3 SEPTEMBER 2020

File Number: 16/09/2020

Author: Manager Social and Corporate Performance

Authoriser: Chief Executive Officer

PRECIS

Minutes of the Audit Advisory Committee Meeting held on Thursday 3 September 2020

SUMMARY

Providing a copy of the Minutes of the Audit Advisory Committee Meeting held at the South Burnett Regional Council Chambers on Thursday 3 September 2020.

OFFICER'S RECOMMENDATION

That Council receive the attached minutes of the Audit Advisory Committee Meeting held on Thursday 3 September 2020 as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

Local Government Regulation 2012

Section 210 Audit Committee Composition

In accordance with the requirements of *Section 210* of the *Local Government Regulation 2012*, South Burnett Regional Council has established an Audit Advisory Committee (the Committee) comprising of three (3) voting members.

As stated in the Audit Advisory Committee Terms of Reference Policy, Council has appointed two (2) Councillors as members, one (1) of whom has been appointed as the Audit Advisory Committee Chairperson.

The other member of the Committee is external and independent to Council. The independent member has been appointed based on personal qualities and skills and is expected to possess significant financial experience and expertise.

There is financial implication of engaging an independent member. Council currently pays the independent member a remuneration of \$400 for each meeting attended by the member.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices

EXC2.1 - Deliver governance that provides sound organisational management and complies with relevant legislation

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Committee liaises on a regular basis with the Senior Management and Executive leadership, Council's external auditor, Queensland Audit Office and the fraud/corruption/risk management coordinator in carrying out its responsibilities.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)***Local Government Regulation 2012******Section 211 Audit Committee meetings***

The audit committee of a local government must –

- (a) meet at least twice each financial year; and*
- (b) review each of the following matters –*
 - (i) the internal audit plan for the internal audit for the current financial year;*
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;*
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;*
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and*
- (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.*

To meet the requirements of *Section 105* of the *Local Government Act 2009* regarding the establishment of an Audit Advisory Committee ('Committee'), Council has formulated a Committee and a Committee Terms of Reference policies. The Audit Advisory Committee Policy provides a framework in which the Committee would operate.

The Audit Advisory Committee Terms of Reference Policy specifies the role, responsibilities and authority of the Committee, sets out the specific responsibilities delegated by Council to the Committee and details the manner in which the Committee will operate.

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirements.

The Committee has an oversight function and therefore exercises a monitoring and assessment role.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Audit Advisory Committee Policy

Audit Advisory Committee Terms of Reference

Internal Audit Policy

Internal Audit Terms of Reference

Risk Management Policy

Risk Management Committee Terms of Reference

ASSET MANAGEMENT IMPLICATIONS

It is the responsibility of the Committee to review and endorse the scoping document prior to the commencement of the annual valuation process of Council's assets.

It is also the Committee's responsibility to review and endorse the results of asset valuation reports prior to approval by Council, after considering the assumptions that was used in preparing the valuation reports.

REPORT

The South Burnett Regional Council's Audit Advisory Committee met on Thursday 3 September 2020 and considered a number of items. The minutes of the meeting are provided for Council consideration.

ATTACHMENTS

1. **Unconfirmed Minutes of the Audit Advisory Committee Meeting held on Thursday 3 September 2020** [↓](#) 



MINUTES

**Audit Advisory Committee Meeting
Thursday, 3 September 2020**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
AUDIT ADVISORY COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON THURSDAY, 3 SEPTEMBER 2020 AT 1.30PM**

PRESENT: **Members:**
Mayor Brett Otto (Mayor), Cr Kirstie Schumacher, Independent Member Melissa Schroffel

In Attendance:

Mark Pitt (Chief Executive Officer), Chris Du Plessis (Acting General Manager Community), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Celina Branch (Manager Finance), Craig Patch (Manager Environment & Waste), Carolyn Knudsen (Manager Social & Corporate Performance), Michael Claydon (Senior Manager, QAO), Jullian Richards (Audit Partner, KPMG), Lachlan Malcolm (Manager, KPMG)

1 OPENING

The Mayor declared the meeting open at 1.38pm and welcomed all attendees

2 WELCOME

Mayor Brett Otto welcomed all attendees to the meeting and acknowledged the traditional custodians of the land on which the meeting took place.

3 LEAVE OF ABSENCE / APOLOGIES

General Manager Community – Peter O'May

4 DEPUTATION / PETITIONS

Nil

5 GENERAL BUSINESS

**5.1 MINUTES OF THE AUDIT ADVISORY COMMITTEE MEETING HELD ON THURSDAY 28
MAY 2020**

COMMITTEE RECOMMENDATION

Moved: Mayor Brett Otto

Seconded: Cr Kirstie Schumacher

That the minutes of the South Burnett Regional Council Audit Advisory Committee meeting held on Thursday 28 May 2020 be confirmed as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.2 SUMMARY AND STATUS ON IMPLEMENTATION OF IA RECOMMENDATIONS FOR 3 SEPTEMBER 2020.

COMMITTEE RECOMMENDATION

Moved: Independent Member Melissa Schroffel
Seconded: Cr Kirstie Schumacher

That the Audit Advisory Committee receives the 'Implementation Summary and Status of South Burnett Regional Council Internal Audit Recommendations' as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.3 QUARTERLY LEAVE LIABILITY REPORT

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Melissa Schroffel

That the Audit Advisory Committee receives the South Burnett Regional Council Quarterly Leave Liability Report as at 31 July 2020 as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.4 CORPORATE RISK - REGISTERS & TREATMENT PLANS 2019/2020

COMMITTEE RECOMMENDATION

Moved: Independent Member Melissa Schroffel
Seconded: Cr Kirstie Schumacher

That Audit Advisory Committee receives the Corporate Risk – Registers & Treatment Plans for 2019/2020 as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.5 CORPORATE RISK REGISTERS & TREATMENT PLANS 2020/2021

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Melissa Schroffel

That the South Burnett Regional Council Corporate Risk Registers and Treatment Plans 2020/2021 be endorsed as presented.

Audit Advisory Committee Meeting Minutes

3 September 2020

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.6 DRAFT 3-YEAR INTERNAL AUDIT PLAN

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That the Audit Advisory Committee endorse the South Burnett Regional Council 3-Year Internal Audit Plan 2020/21 to 2022/23 as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.7 DRAFT CORPORATE RISK AND INTERNAL AUDIT FRAMEWORK AND ASSOCIATED DRAFT POLICIES FOR CONSIDERATION

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That Audit Advisory Committee endorse the draft Corporate Risk and Internal Audit policies as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.8 2019/2020 DRAFT FINANCIAL STATEMENTS AND AUDIT BRIEFING UPDATE

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That:

1. The Audit Advisory Committee 'receives' the 2019/2020 Financial Statement Audit Briefing and the draft 2019/2020 Financial Statements as presented.
2. Acknowledge the work of Council's Manager Finance - Celina Branch, Coordinator Finance - Maxine Evans and Financial Accountant Kerri Anderson in presenting the Financial Statements for 2019/2020.

Conflict of Interest: Cr Schumacher declared a conflict of interest in relation to this item as a residing community member of the South Burnett Community Hospital Foundation Limited Board.

The committee considered Cr Schumacher's declaration and granted permission to continue as part of the meeting.

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Audit Advisory Committee Meeting Minutes

3 September 2020

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.9 POSITION PAPER ON CHANGE IN WATER AND WASTEWATER METHODOLOGY

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That the Audit Advisory Committee 'receives' the position paper on change in Water and Wastewater methodology as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.10 SOUTH BURNETT REGIONAL COUNCIL - 2020 INTERIM REPORT TO THE MAYOR

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That the Audit Advisory Committee 'receives' the South Burnett Regional Council – 2020 Interim Report to the Mayor as presented. This report was adopted at Council Meeting in August 2020.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.11 PROPOSED MEETING DATE FOR OCTOBER 2020

COMMITTEE RECOMMENDATION

Moved: Mayor Brett Otto

Seconded: Cr Kirstie Schumacher

That the Audit Advisory Committee endorses the next South Burnett Regional Council Audit Advisory Committee meeting to be held at 1.30pm on Tuesday 29 September 2020.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

5.12 AUDIT ADVISORY COMMITTEE BRIEFING PAPER - 3 SEPTEMBER 2020

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

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Audit Advisory Committee Meeting Minutes

3 September 2020

Seconded: Independent Member Melissa Schroffel

That the Audit Advisory Committee receives the South Burnett Regional Council Audit Advisory Committee Briefing Paper as at 3 September 2020 as presented.

In Favour: Mayor Brett Otto, Cr Kirstie Schumacher and Independent Member Melissa Schroffel

Against: Nil

CARRIED 3/0

6 CLOSURE OF MEETING

The Meeting closed at 3.13pm.

.....
CHAIRPERSON

8.3 ADOPTION OF COUNCIL'S CORPORATE RISK AND INTERNAL AUDIT FRAMEWORK AND ASSOCIATED POLICIES

File Number: 16-09-2020

Author: Manager Social and Corporate Performance

Authoriser: Chief Executive Officer

PRECIS

Adoption of Council's Corporate Risk and Internal Audit Framework and associated policies

SUMMARY

Council and the Senior Management Team view corporate risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential corporate risks. A commitment to effective corporate risk management and delivery of the internal audit function assists Council to attain long term sustainability as well as meet Council's legislative obligations and community expectations.

When making informed decisions, good corporate risk governance is promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation.

The Social and Corporate Performance Branch, in consultation with the Senior Management Team, Councillors and Council's Audit Advisory Committee has prepared a suite of draft policies to formally align corporate risk and internal audit functions within the organisation.

OFFICER'S RECOMMENDATION

That:

1. the South Burnett Regional Council Corporate Risk and Internal Audit Framework be adopted as presented
2. the South Burnett Regional Council Corporate Risk Management Policy – Statutory 020 be adopted as presented
3. the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory 022 be adopted as presented
4. the South Burnett Regional Council Fraud & Corruption Prevention Management Policy – Statutory 021 be adopted as presented
5. the South Burnett Regional Council Internal Audit Policy – Statutory 019 be adopted as presented

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

South Burnett Regional Council Corporate Plan 2018/19 to 2022/23

EC - Enhancing our community

ENV - Our Environment

EXC - Our Organisation

GO - Growth and opportunity

INF - Infrastructure

Annual Operational Plan 2020/2021

EXC2: Effective corporate management

Develop and implement sound corporate risk management and internal audit policies and strategies.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

In 2019/2020, Council's Audit Advisory Committee endorsed the Internal Audit Function 2019/2020 proposal which identified the need to review and align the delivery of internal audit and corporate risk functions within Council. Social & Corporate Performance Branch conducted the review in consultation with key stakeholders considering legislative requirements and industry guidelines. The relevant draft policies were prepared and finalised during the 4th quarter of 2019/2020.

During August, the draft documents were circulated for review to Councillors, the Risk Management Committee, the Fraud & Corruption Prevention Management Working Group and Council's Audit Advisory Committee.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The *Local Government Act 2009*, *Local Government Regulation 2012* and *Crime and Corruption Act 2001* specify the legislative requirements related to the management of Council's corporate risks and internal audit functions.

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

The South Burnett Regional Council Corporate Risk and Internal Audit Framework is the overarching document to the suite of Corporate Risk and Internal Audit policies.

No local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

Council has implemented a systematic approach that relates to the identification, evaluation and treatment of corporate risks associated with Executive Services, Finance & Corporate, Community, Infrastructure and Fraud & Corruption Prevention Management functions.





REPORT

Council and the Senior Management Team view corporate risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential corporate risks. A commitment to effective corporate risk management and delivery of the internal audit function assists Council to attain long term sustainability as well as meet Council's legislative obligations and community expectations.

When making informed decisions, good corporate risk governance is promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation.

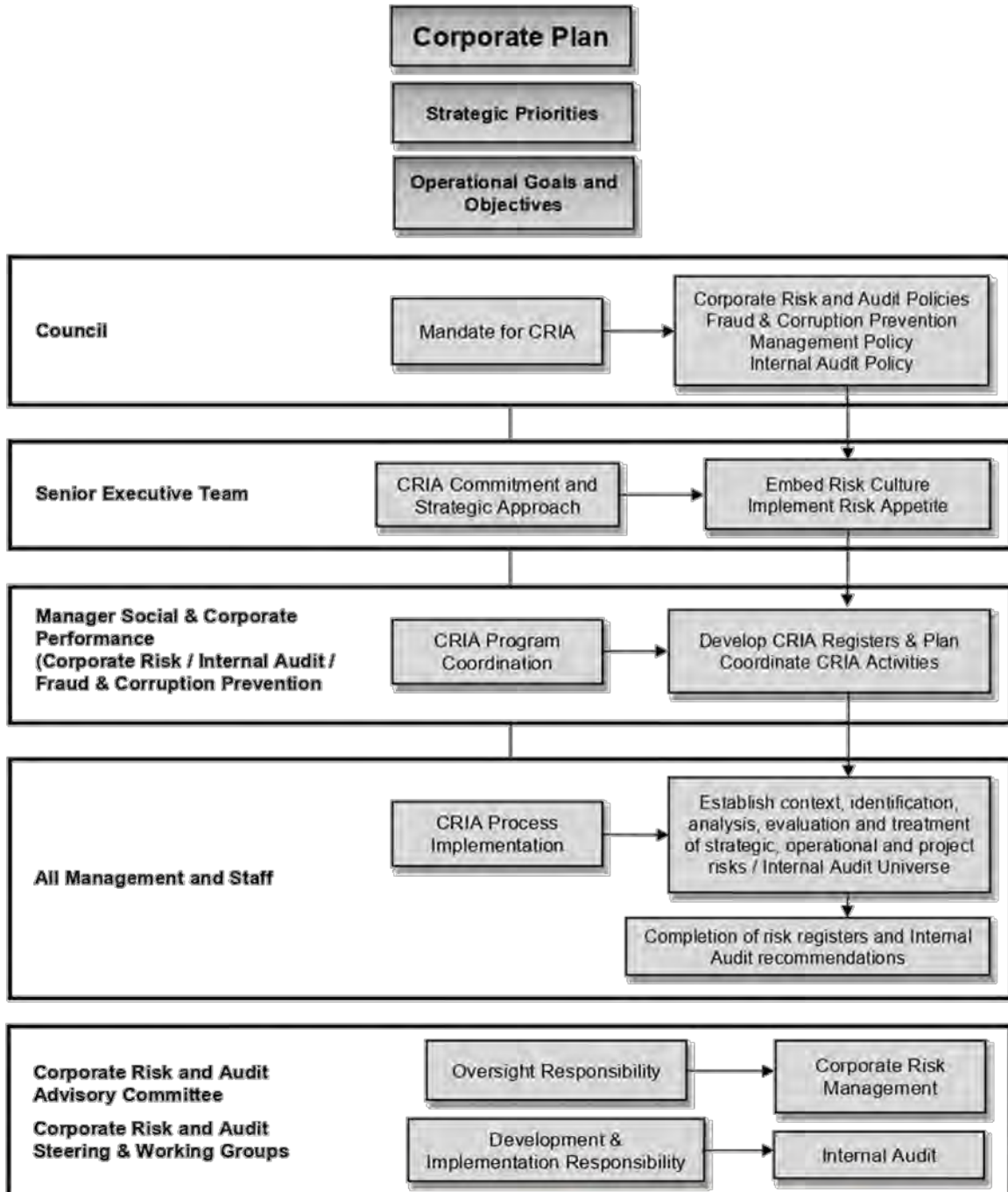
The Social and Corporate Performance Branch, in consultation with the Senior Management Team, Councillors and Council's Audit Advisory Committee has prepared a suite of draft policies to formally align corporate risk and internal audit functions within the organisation.

ATTACHMENTS

1. **South Burnett Regional Council Corporate Risk and Internal Audit Framework** [↓](#) 
2. **South Burnett Regional Council Corporate Risk Management Policy - Statutory 020** [↓](#) 
3. **South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy - Statutory 022** [↓](#) 
4. **South Burnett Regional Council Fraud & Corruption Prevention Management Policy - Statutory 021** [↓](#) 
5. **South Burnett Regional Council Internal Audit Policy - Statutory 019** [↓](#) 



Corporate Risk and Internal Audit (CRIA) Framework



CRIA Framework Description

Corporate Risk and Internal Audit ('CRIA') Framework emerges from Council's intent to effectively and efficiently manage risks that may have an impact in the achievement of strategic priorities, goals and objectives as defined in the Corporate Plan.

The CRIA Framework determines the accountability and authority for managing risk and internal audit. It also specifies the responsibility for implementing the corporate risk management and internal audit processes.

Fraud and Corruption Prevention Management is considered a priority component of corporate risk management and is incorporated in that function.

Council recognises that CRIA Framework is the responsibility of everyone in Council. Mandate for the implementation of CRIA is granted by Council through the approval of the following policies:

- Corporate Risk and Audit Advisory Committee Policy;
- Corporate Risk Management Policy;
- Fraud & Corruption Prevention Management Policy; and
- Internal Audit Policy

Council provides direction in determining the strategic approach to CRIA Framework in setting the organisation's corporate risk appetite.

The **Senior Executive Team** is responsible for promoting a strong culture and awareness of corporate risk and audit at all levels in the organisation. This will involve encouraging a corporate risk informed workforce and demonstrating a commitment to CRIA Framework.

The **Manager Social & Corporate Performance** is responsible for coordinating the CRIA Framework function on behalf of the Chief Executive Officer, in consultation with the Corporate Risk and Audit Advisory Committee and the Corporate Risk and Audit Steering / Working Groups. The Officer is responsible for the coordination of CRIA Framework activities, communication to stakeholders, policy review and reports.

Providing training to internal stakeholders related to corporate risk / fraud & corruption prevention management also form part of the responsibility of Social & Corporate Performance Branch.

All Management and Staff need to develop a corporate risk-aware culture within their respective areas of responsibility ensuring that the CRIA Framework is integrated into their operations and planning processes. They will encourage honesty, openness and transparency in the reporting and escalation of strategic, operational and project risks. They must meet the key performance indicators stated in their position descriptions.

The **Corporate Risk and Audit Advisory Committee** exercises an oversight function over the audit and corporate risk management function. The scope of its responsibility includes the review and monitoring of the CRIA Framework and associate plans / registers to ensure that these documents are up to date and relevant to Council operations.

Corporate Risk and Audit Steering Group feeds into the Corporate Risk and Audit Advisory Committee with regard to corporate risk concerns and priorities. It oversees the development, dissemination and implementation of the CRIA Framework and associate plans / registers. Fraud & Corruption Prevention Management is considered a separately identified component of this function. The membership of this group is the Senior Management Team and the Corporate Risk and Internal Audit Officer.

Corporate Risk and Audit Working Group feeds into the Corporate Risk and Audit Steering Group with regards to corporate risk concerns and priorities. To assist in the development, dissemination and implementation of the CRIA Framework and associate plans and registers. Fraud & Corruption Prevention Management is considered a separately identified component of this function. The membership of this group comprises of the coordinators and supervisors of identified high-risk areas such as Business Systems, Rates, Finance, Payroll, Recruitment, Asset Management, Procurement and Governance.

Internal Audit function is responsible for the preparation of a corporate risk based internal audit program in accordance with the appropriate professional standard and relevant legislation as stipulated in the Internal Audit Policy. This function will review the efficiency and effectiveness of internal controls within Council. The recommendations incorporated in the corporate risk and internal audit reports are utilised in the strategic planning process. This function is delivered by Social & Corporate Performance on behalf of the Chief Executive Officer responsible to the Corporate Risk and Audit Advisory Committee.

Reference:

AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines

Section 336 Corporations Act 2001- Australian Auditing Standards

Version Control

Version	Revision Description	Approval Date
1	Framework Created	13 September 2011
3	Administrative Review	16 September 2020

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory-020
POLICY OWNER: Social and Corporate Performance

ECM ID:
ADOPTED: 16 September 2020

Corporate Risk Management 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 AS/NZS ISO 31000:2018 Risk Management Guidelines is to be applied in all activities to ensure that corporate risks associated with Council's strategic and operational objectives are identified and effectively integrated into all aspects of Council's functions and operations. This policy is to meet the requirements of *Local Government Regulation 2012*.

2. SCOPE

This policy applies to all Council Representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

The objective of this policy is to maintain corporate risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic corporate risks. It also aims to establish the integration of corporate risk management practices and procedures into all organisational processes.

Effective corporate risk management will:

- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan;
- Facilitate open and transparent communication and consultation between Council Representatives in defining aspects related to the identification, analysis, evaluation and treatment of strategic and operational risks to which Council is exposed;
- Enhance corporate governance by promoting a structured and systematic approach to Council's corporate risk processes;
- Promote a proactive and dynamic perspective in identifying, handling and monitoring emerging new risks; and
- Facilitate continual improvement of the organisation.

Council recognises the need for a organisation-wide corporate risk management process that will embody the assessment and prudent management of strategic and operational risks. Council will undertake the implementation of this policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

3.1. Risk Appetite

Council's risk appetite is conservative whilst permitting effective and efficient operations.

Council manages ten (10) interrelated categories of risk and accepts a low to moderate level of corporate risk delivering on the organisational values of accountability, community, harmony, innovation, ethical conduct, vision and excellence.

It is the responsibility of Council Representatives to identify and manage low and moderate risks as part of day-to-day operations. High and extreme corporate risks will be identified and managed by the responsible Officer. Subsequently, there will be oversight and monitoring of these corporate risks by the Corporate Risk and Audit Advisory Committee.

Council will act in accordance with this corporate risk appetite statement to achieve operational and strategic objectives.

3.2. Commitment to corporate risk management

Council and the Senior Management Team view corporate risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential corporate risks. A commitment to effective corporate risk management will help Council attain long term sustainability and meet community expectations.

Good corporate risk governance will be promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation when making informed decisions about opportunities.

3.3. Link between strategic priorities and corporate risk management

The policy establishes the link between the achievement of Council's strategic priorities, goals and objectives by integrating corporate risk management into all the organisational processes in a way that is relevant, effective and efficient. Corporate risk management will be embedded into policy development, business / strategic planning and review processes.

3.4. Accountability and responsibility

Corporate risk management is the responsibility of all Council Representatives. Corporate risk management responsibilities will be incorporated in employees' position descriptions.

Council has adopted a Corporate Risk and Internal Audit (CRIA) Framework to indicate the specific accountabilities and responsibilities related to the corporate risk management process.

3.5. Resources

Appropriate resources such as people, skills, competence, experience, documented procedures and processes, information and knowledge systems shall be made available for the management of corporate risks.

3.6. Communication and consultation

This policy and key components of the CRIA framework will be properly communicated and disseminated to all stakeholders through internal and external communication and reporting mechanisms.

3.7. Quality assessment

Performance relating to the effectiveness and efficiency of the design and operation of the corporate risk management process will be measured and reported through internal and/or external evaluations and assessments conducted through the authority of the Corporate Risk and Audit Advisory Committee.

4. DEFINITIONS

Council Representative – all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Corporate Risk & Internal Audit (CRIA) Framework provides a disciplined and structured process that integrates corporate risk management and audit activities. This process ensures the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context and identifying, analysing, evaluating, treating, monitoring and reviewing corporate risk.

Risk Appetite is the amount and type of corporate risk that Council is willing to accept in order to meet their strategic objectives.

5. LEGISLATIVE REFERENCE

Local Government Regulation 2012

6. RELATED DOCUMENTS

AS/NZX ISO 31000:2018 Risk Management – Principles and Guidelines
Corporate Risk and Audit Advisory Committee Policy
Corporate Risk and Internal Audit Framework
Corporate Risk Management Procedure
Fraud and Corruption Prevention Management Policy
Internal Audit Policy

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development and Adoption of Policy	20 July 2011	1126985
2	Policy Review	17 April 2013	1588494
3	Policy Review	16 November 2016	2022470
4	Policy Review	21 February 2018	2462023
5	Administrative Review	16 September 2020	

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

APPENDIX ONE (1)
 South Burnett Regional Council Corporate Risk Register Tools

South Burnett Regional Council Consequences Impact Matrix

Appendix 1 Cont'd

Consequence	WHS	Financial Impact	Legal & Regulatory	Environmental	Infrastructure	Asset, Property and Utilities	Human Resources	Fraud & Corruption	Service Delivery	Reputation/ Political
Insignificant	No injury	Less than \$5,000	Minor complaint/issue. No legal action against Council	Little impact Brief or non-hazardous transient damage	Meets all current & foreseeable regulation No damage/loss	Fully operational; no downtime	Staff issues cause negligible impact of day to day service delivery; Limited impact on staff morale	Risk of complaint, No legal action against Council No breach of legislation	Negligible impact on quality of service Brief interruption for several hours IT - Individual user experiencing fault for <=1 working day but still operational	Issue promptly resolved No effect Single complaint
Minor	First aid treatment	\$5,000 to <\$50,000	Isolated complaint; cause threat of legal action with penalty up to \$50,000; Minor delay to compliance with legislation	Minor damage or contamination Remediate or temporary pollution	Meets all current regulations & with some modifications will meet future regulation Minor loss/damage	Downtime up to 1 day per year; still well maintained with early signs of wear and tear	Staff issues cause several days interruption of day to day service delivery Minimal impact on staff morale	Criminal offence Minor loss to Council <\$1,000 Asset <\$500 Cash	Service delivery affected but quality maintained Require staff redirection Intermittent service interruption from a day but not more than a week IT - Individual user experiencing faults and not operational for > 1 to <=2 working days IT - Group, experiencing faults and not operational for <= 4 working hours IT - Organisation experiencing faults and not operational for <= 1 working hour	Minor local community concern manageable through good public relations
Moderate	Medical treatment Loss Time injury Rehabilitation - Return to work Plan	\$50,000 to <\$200,000	Significant level of complaints; cause high threat of legal action with penalty up to \$300,000; Moderate delay to compliance with legislation	Moderate impact on the environment Damage requiring restitution or internal clean up	Meets all current regulation but does not meet foreseeable regulation Short - medium term loss of key assets and infrastructure Moderate damage	Up to 3 days out of service per year; functions normally with early signs of wear	Staff issues cause failure to deliver minor strategic objectives and temporary recoverable failure of day to day service delivery Moderate impact on staff morale	Breach of the Legislation Criminal offence Risk of Moderate loss to Council >\$1,000 Asset >\$500 Cash	Service delivery and quality temporarily impacted. Temporary outsourcing of service Intermittent service interruption for a week IT - Individual user experiencing faults and not operational for > 2 working days to <= 3 working days IT - Group experiencing faults and not operational for > 4 to <= 8 working hours IT - Organisation experiencing faults and not operational for >1 to <= 4 working hrs	Loss of reputation with extensive focal media coverage QAO and/or Information Commissioner involvement
Major	Serious injuries	\$200,000 to \$1,000,000	Civil and/or criminal lawsuit against Council with penalty up to \$1,000,000; Major delay to compliance with legislation	Severe environmental impact. Minor breach of legislation Significant contamination requiring third party clean up;	Meets some current regulations but does not meet foreseeable regulation Widespread, short-medium term loss of infrastructure Significant damage	Up to 5 days out of service per year; functions only with high level maintenance	Staff issues cause widespread failure to deliver several major strategic objectives and long-term failure of day to day service delivery Significant impact on staff morale	Breach of the Legislation Criminal offence Risk of Major loss to Council >\$20,000	Service delivery at risk of cessation Prolonged and extensive outsourcing Long term failure causing lengthy service interruption IT - Organisation experiencing faults and not operational for >4 to <= 24 working hours	Loss of reputation with extensive State/Regional media coverage GCC involvement
Catastrophic	Death	More than \$1,000,000	Civil and/or criminal law suit against Council with penalty >\$1,000,000 Unable to comply with legislation	Widespread environmental damage Major breach of legislation Extensive contamination requiring third party intervention	Does not meet current or future regulation Widespread, long term loss of substantial key assets and infrastructure Extensive damage	Not functioning; immediate replacement required	Staff issues cause continuing failure to deliver essential services Highly significant impact on staff morale	Breach of Legislation Criminal offence Risk of Significant loss to Council >\$50,000	Service delivery terminated Permanent outsourcing of service Removal of key revenue generation IT - Organisation experiencing faults and not operational for >4 to <= 24 working hours	Permanent loss of reputation with extensive national media coverage Loss of power and influence restricting decision making capabilities

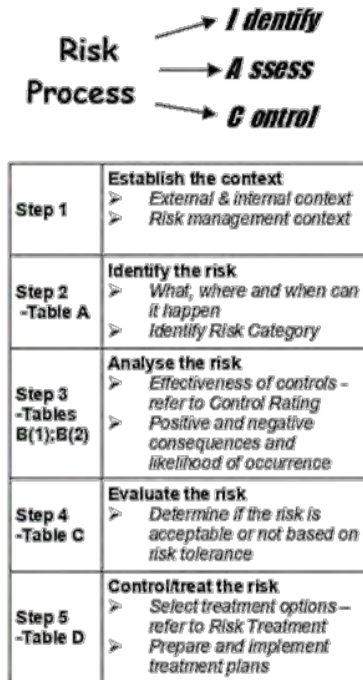


Appendix 1 – Corporate Risk Register Tools

Control Rating	Definition Table B (2)
Excellent (E)	Systems, process controls, procedures in place and can be relied upon to prevent risk materialising
Good (G)	Systems, process controls and procedures in place and can be relied upon to mitigate or defect risk materialising in most circumstances
Moderate (M)	Majority of systems, process controls and procedures in place. Basic risks will be controlled some of the time. However, scope exists to improve controls
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled.
Unsatisfactory (U)	Controls do not exist or else are not operating effectively. Risk will not be controlled.

Risk Category	Broad Definition Table A
Work Health and Safety (WHS)	Risks relating to the safety, work health and wellbeing of Council staff
Financial Impact (FI)	Risks associated with financial management and transactions having monetary impact
Legal & Regulatory (LR)	Risks that have potential to cause legal action against Council. Risks associated with non-compliance or delays in compliance with Acts and Regulations
Environmental (ENV)	Risks relating to the protection of the environment
Infrastructure (INFR)	Risks associated with the management and maintenance of Council's roads, bridges, depots, water & sewerage plants
Asset, Property and Utilities (APU)	Risks associated with physical assets other than those listed under infrastructure.
Human Resources (HR)	Risks relating to staff/personnel management (recruitment, engagement, training and development)
Information Technology (IT)	Risks relating to the security, function and management of information technological systems and processes
Service Delivery (SD)	Risks associated with the delivery of Council services
Reputation/Political (RP)	Risks associated with possible event that may cause potential damage to Council's public image and reputation.

Likelihood	Consequences Table B (1)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain <i>is expected to occur a number of times in the next year.</i>	L-15	M-35	H-75	E-85	E-100
Likely <i>Will probably occur on one occasion in the coming year. 20%-90% probability the event will occur in the next year.</i>	L-10	M-30	H-65	E-80	E-95
Unlikely <i>Could occur at some time. 5% probability the event will occur in the next year.</i>	L-10	L-25	M-35	H-70	H-80
Rare <i>May occur only in exceptional circumstances</i>	L-5	L-20	M-30	H-60	H-75



Risk Evaluation/Appetite	Action Required Table C
E – Extreme risk	Immediate/Prioritised corrective action; sign off by CEO and review by Audit Committee
H – High risk	
M – Moderate risk	Manage by routine procedures and management practices; sign off by CEO
L – Low risk	

Risk Treatment Options Table D	
Accept	Where the risk cannot be avoided, reduced or transferred. Usually likelihood and consequences are low
Control	Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls)
Transfer	Shift all or part of the responsibility to another party (e.g. insurer)
Avoid	Decide not to proceed with the activity or project

Document Set ID: 2717830
Version: 1 Version Date: 03/09/2020



POLICY CATEGORY - NUMBER: Statutory - 022
POLICY OWNER: Social & Corporate Performance

ECM ID:
ADOPTED: 16 September 2020

Corporate Risk and Audit Advisory Committee 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

This policy meets the requirements of *Section 105 Local Government Act 2009* and *Section 208-211 Local Government Regulation 2012*, regarding the establishment of an Audit Advisory Committee. South Burnett Regional Council (the 'Council') has established a Corporate Risk and Audit Advisory Committee (the 'Committee').

2. SCOPE

This policy applies to all Council Representatives and includes entities over which Council has direct ownership, management and/or financial control.

The responsibilities of the Committee through oversight of the corporate risk and audit functions, is to assist Council to discharge their responsibilities of "due care and diligence". The duties and responsibilities of the Committee is to:

- Review the integrity of financial documents; and
- Oversee the effectiveness and objectivity of corporate risk, internal audit and fraud and corruption management through the Steering and Working Groups;
- Provide reasonable assurance that the organisation's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of corporate risk management and internal control;
- Oversee the corporate risk management and internal audit functions to enhance Council's governance, internal control systems and decision-making processes;
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments;
- Assess and evaluate the internal audit plan to ensure that material corporate risks to Council's financial and operational environment are prioritised;
- Promote transparency, integrity and ethical conduct; and
- Ensure that adequate resources are allocated for the efficient and effective performance of corporate risk management and internal audit functions.

Policy Name: Corporate Risk and Audit Advisory Committee Policy
 ECM ID: Adoption Date: 16 September 2020

Page 1 of 4
 Next Review Date: September 2022

Document Set ID: 2717833
 Version: 1 Version Date: 03/09/2020

Other Key responsibilities of the Committee related to:

External Audit:

- Monitor or review Council's compliance with legislation regarding financial reporting;
- Review the draft audited financial statements prior to approval by Council with focus on any external audit comments related to significant changes in accounting policies and procedures, departure from accounting standards or major audit adjustments; and
- Review of management response to external auditor's recommendation and extent of implementation.

Internal Audit:

- Review through internal audit the adequacy of the internal control structure and systems, including information technology security and control;
- Ensure that internal audit activities are performed in accordance with the Internal Audit Policy;
- Review the internal audit progress report, the internal audit recommendations and monitor management's response and corresponding implementation;
- Monitor the extent of external auditors' reliance on internal audit work to facilitate completeness of audit coverage and maximisation of resources; and
- Assess and monitor the effectiveness, independence and objectivity of internal audit.

Corporate Risk Management:

- Ensure that corporate risk management processes are conducted in accordance with the Corporate Risk Management Policy;
- Review and monitor the effectiveness of the corporate risk assessment/management process in identifying, monitoring and managing significant corporate risks;
- Ascertain whether fraud and corruption risks have been incorporated in the assessment of Council's corporate risk profile;
- Ensure that written records and registers are maintained that state the corporate operational risk Council is exposed to and the control measures adopted to manage these corporate risks; and
- Review emerging corporate risk issues, significant corporate risk incidents and corresponding outcomes.

3. GENERAL INFORMATION

3.1. Committee Structure

The Committee operates within the adopted Corporate Risk & Internal Audit (CRIA) Framework and composes of five (5) voting members of which Council will appoint two (2) Councillors and three (3) independent members. One (1) of the two (2) Councillors will be the Portfolio holder for Finance & Corporate and will be the nominated Chairperson. The independent members will be selected on merit through an expression of interest process as per the 'Corporate Risk and Audit Advisory Committee Procedure'. The independent members are to possess significant financial experience and expertise preferably related to local government and located externally to the Council / South Burnett community.

Council can at any time appoint a stand-in or replacement Councillor member, however a proxy is not permitted if the independent member is unable to attend a Committee meeting.

The Committee will meet at a minimum quarterly each financial year as set by the Chief Executive Officer (CEO) in consultation with the Committee Chairperson.

The Committee must deliver meeting minutes and reports to Council as soon as practicable after each meeting, outlining relevant matters that have been considered by it, as well as the

Committee's recommendations. A summary of the role and achievements of the Committee shall be included in Council's Annual Report.

3.2. Authority

The main responsibility for corporate risk and financial reporting, governance, compliance with legislation, standards and ethical requirements within Council rest with management. The Committee has only an oversight function and therefore exercises a monitoring and assessment role. Close coordination with management is needed in carrying out the Committee's duties and responsibilities

3.3. Independence and access

The Committee will closely coordinate with management, the external auditor, the internal audit function and corporate risk management function in carrying out its responsibilities.

The Committee will have unrestricted access to all Council information, documents, assets and personnel for the purpose of authorising investigations within the scope of its responsibility and be provided with adequate resources in the fulfilment of its oversight function.

3.4. Due care and diligence

The Committee will assist Council in the performance of its 'due care and diligence' duties related to the efficient and effective delivery of Council services. The Committee may initiate ad hoc internal audits as necessary in consultation with the CEO.

3.5. Reporting responsibility

The Committee shall report to Council and provide recommendations regarding the improvement of internal control systems and corporate risk management. It shall review the annual internal audit plan and the CRIA Framework to ensure that control measures are in place to minimise material corporate risks. On an annual basis the Committee Chairperson will assess the performance of the Committee and through the CEO, table a report to Council recommending appropriate action if required in respect of areas where there is a perceived need for enhancement of its role, operational processes or membership.

4. DEFINITIONS

Accountability - The obligation of an individual or organisation to account for its activities, accept responsibility for them and to disclose the results in a transparent manner.

Corporate Risk - The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact (consequence) and likelihood.

Council Representative - All Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Governance - The combination of processes and structures implemented by the board to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

6. RELATED DOCUMENTS

AS/NZS ISO 3100:2018 Risk Management - Principles and Guidelines

Corporate Risk and Internal Audit Framework

Corporate Risk Management Policy

Fraud & Corruption Prevention Management Policy

Internal Audit Policy

Policy Name: Corporate Risk and Audit Advisory Committee Policy

ECM ID:

Adoption Date: 16 September 2020

Page 3 of 4
Next Review Date: September 2022

Document Set ID: 2717833
Version: 1 Version Date: 03/09/2020

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Policy Review	17 March 2010	689354
2.	Policy Review	18 April 2011	836698
3.	Policy Review	17 April 2013	1155645
4.	Policy Review	20 July 2016	1625019
5.	Administrative Review	16 September 2020	

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory-021
POLICY OWNER: Social and Corporate Performance

ECM ID:
ADOPTED: 16 September 2020

Fraud and Corruption Prevention Management Policy

A printed copy of this policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register in the policy section of Council's intranet or by contacting Council's Social & Corporate Performance Branch for a hard copy of the latest version. A hard copy of this electronic document is uncontrolled.

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1. POLICY STATEMENT

The South Burnett Regional Council ('Council') is committed to acting in the best interest of the community, in the prevention of fraud and corruption and promotes a strong culture of governance to detect, investigate and take action where required, while upholding the principles of honesty, integrity and transparency.

Council operates as an organisation in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Corporate risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.

2. SCOPE

This policy applies to all Council Representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

Council is committed to:

- A zero-tolerance approach to fraud and corruption;
- Transparent and accountable processes consistent with sound business processes and organisational standards;
- Sound governance principles and encouraging an ethical culture at Council;
- Council employees and Councillors being aware of their obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- Investigations of alleged fraud and corruption adhering to the principles of procedural fairness and natural justice; and
- Review and continuous improvement of the Corporate Risk and Internal Audit Framework.

The principles of this policy are to ensure:

- Clear and integrated suite of relevant policies;
- Continuing and effective fraud and corruption risk assessment;
- Robust internal controls with clear accountability and responsibility;
- Effective internal reporting systems and procedures;
- An effective system of external notification and reporting;
- Well-defined public interest disclosure mechanisms;
- Competent investigation processes and standards;
- A clear Code of Conduct and disciplinary standards;
- Council Representative awareness and training programs;
- Effective stakeholder and community awareness.

4. DEFINITIONS

The following definitions are drawn in part from AS 8001-2008 Fraud and Corruption Control, *Crime and Corruption Act 2001* and *Public Interest Disclosure Act 2010*:

Corrupt conduct – Section 15 of the *Crime and Corruption Act 2001*

- (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—
- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—
- (a) impairs, or could impair, public confidence in public administration; and
 - (b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - protecting health or safety of persons;
 - protecting the environment;
 - protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;

- (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
- (v) fraudulently obtaining or retaining an appointment; and
- (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Fraud is defined in AS8001-2008 Fraud and Corruption Control, as dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. Fraud can also be seen as a major subset of corruption and is a deliberate, intentional and premeditated dishonest act or omission acted out with the purpose of deceiving to gain advantage from a position of trust and authority. It includes acts such as theft, making false statements/representation, evasion, manipulation of information, criminal deception and misuse of Council resources, property or time.

Maladministration is defined in the *Public Interest Disclosure Act 2010* as an administrative action that:

- a) was taken contrary to law or;
- b) was unreasonable, unjust, oppressive, or improperly discriminatory or;
- c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive or improperly discriminatory in the particular circumstances; or
- d) was taken –
 - (i) for an improper purpose; or
 - (ii) on irrelevant grounds; or
 - (iii) having regard to irrelevant considerations; or
- e) was an action for which reasons should have been given, but were not given; or
- f) was based wholly or partly on a mistake of law or fact; or
- g) was wrong.

5. LEGISLATIVE REFERENCE

Crime & Corruption Act 2001
Financial Accountability Act 2009
Financial and Performance Management Standard 2019
Integrity Act 2009
Local Government Act 2009
Local Government Regulation 2012
Public Interest Disclosure Act 2010
Public Sector Ethics Act 1994
Right to Information Act 2009

6. RELATED DOCUMENTS

AS 8001-2008 Fraud and Corruption Control
 Corporate Risk and Audit Advisory Committee Policy
 Corporate Risk and Internal Audit Framework
 Corporate Risk Management Policy
 Fraud & Corruption Prevention Management Procedure
 Internal Audit Policy

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	18 May 2016	1944680
2	Administrative Review	16 September 2020	

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory - 019
POLICY OWNER: Social and Corporate Performance

ECM ID:
ADOPTED: 16 September 2020

Internal Audit 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

This policy meets the requirements of *Section 105 Local Government Act 2009* and *Section 207 Local Government Regulation 2012*, regarding the establishment of an efficient and effective internal audit function.

2. SCOPE

This policy applies to all Council Representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

Council recognises the relevance of strengthening governance and control systems through the establishment of an independent, efficient and effective internal audit function that will provide adequate, appropriate, objective assurance and consulting services designed to add value and improve Council's operations.

In compliance with *Section 105 Local Government Act 2009* and *Section 207 Local Government Regulation 2012*, Council will carry out an internal audit activity for each financial year that will involve the preparation, implementation and monitoring of an internal audit plan.

An effective internal audit function will:

- Assess and evaluate the adequacy and effectiveness of Council's processes, procedures and internal control environment to assist with the management of corporate risks;
- Appraise the relevance, reliability and integrity of management practices, business systems, financial and operating records/reports;
- Assist the Chief Executive Officer (CEO) in managing the effective discharge of their responsibilities, by providing the CEO with impartial analyses, appraisals, recommendations and information concerning the activities reviewed;
- Review compliance with Council policies and procedures, legislative requirements;
- Embed a culture of continuous improvement practices across Council; and

- Deliver advisory services related to improvement of operational effectiveness, efficiency and economy.

3.1. Independence and objectivity

The internal audit function has to be independent demonstrating objectivity in the conduct of internal audit work. Internal audit engagements shall be performed with an unbiased and impartial attitude.

The CEO shall resolve any dispute related to the scope of internal audit activities.

3.1.1. Authority and access

Internal audit function shall have direct and unrestricted access to Council and Management. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work as authorised by the CEO.

3.1.2. Organisational independence

The internal audit function shall be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of internal audit results as responsible to the Corporate Risk and Audit Advisory Committee (the 'Committee').

3.1.3. Internal Audit approach

A corporate risk based internal audit approach shall be implemented each financial year. The internal audit plan will state the way in which the corporate risks have been evaluated, the most significant corporate risks identified from the evaluation and the control measures that Council has adopted.

3.1.4. Reporting responsibility

The internal audit function will be managed by the Manager Social & Corporate Performance reporting to the CEO and the Committee through the General Manager Finance and Corporate.

An internal audit quarterly progress report will be prepared and presented to the CEO and Committee. This report will include:

- new internal audits including the observations and recommendations of the internal audit and management's response to the audit recommendations;
- corporate risk mitigation progress status through the Corporate Risk Registers and Treatment Plans; and
- internal audit recommendations progress status.

4. DEFINITIONS

Assurance Services - involve the impartial evaluation of evidence to provide an independent opinion on governance, corporate risk management and control processes of Council.

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

Governance – the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.

Independence – the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner.

Internal Audit – is the assessment and evaluation of the control measures that Council has adopted, or is to adopt, to manage the corporate risks to which Council is exposed to.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001
Local Government Act 2009
Local Government Regulation 2012

6. RELATED DOCUMENTS

Corporate Risk and Audit Advisory Committee Policy
 Corporate Risk and Internal Audit Framework
 Corporate Risk Management Policy
 Fraud & Corruption Prevention Management Policy
 Internal Audit Procedure

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	17 March 2010	873053
2	Update to meet <i>Local Government Act 2009</i> and <i>Local Government Regulation 2010</i>	27 April 2011	1906828
3	Update to meet <i>Local Government Finance Standard 2005</i>	17 April 2013	1155309
4	Update due to <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> amendments	20 July 2016	1624970
5	Administrative Review	16 September 2020	

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.4 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE LAND ACT 1994 (QLD) AND LAND REGULATION 2020 (QLD)

File Number: 16/09/2020

Author: Senior Governance Officer

Authoriser: Chief Executive Officer

PRECIS

Review and update Council's delegation of powers to the Chief Executive Officer (CEO) under the *Land Act 1994 (Qld)* and *Land Regulation 2020 (Qld)*.

SUMMARY

Council subscribes to a delegation update service provided by MacDonnells Law. Council has been advised that the following legislation has been revised and delegations to be updated accordingly.

1. *Land Act 1994 (Qld)*
2. *Land Regulation 2020 (Qld)*

OFFICER'S RECOMMENDATION

That pursuant to *Section 257* of the Local Government Act 2009 Council:

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation attached to this resolution as Appendixes, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

FINANCIAL AND RESOURCE IMPLICATIONS

The delegation update service is funded in the current budget. Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Chief Executive Officer ('CEO'), Senior Executive Team, Manager Social & Corporate Performance and MacDonnells Law have been consulted regarding the delegation of powers under these Regulations.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The delegation of Local Government powers is important and necessary for the effective operation of Council.

Council in delegating its powers to the CEO does not in any way relinquish or limit its own authority to maintain and utilise all of the powers conferred upon it under legislation. Delegated authority granted by Council to the CEO can further be amended or revoked via Council resolution at any time.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This report has been provided in compliance with *Section 257(1)* of the *Local Government Act 2009* ('LOGA'), which allows Council by resolution, to delegate a power under the LOGA or another Act to the CEO.

Council's Employee Code of Conduct also requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Section 257 of the LOGA allows Council to delegate its powers under State and other laws to the CEO.

While delegations are currently in place for existing pieces of legislation, MacDonnells Law have provided Council with updated delegable powers based on the recent changes to the relevant legislation under their update service.

The instruments attached as appendixes to this report reflect the delegations that required delegation from Council to the CEO.

LAND ACT 1994 (QLD) (LANA)

The LANA was amended by the *Natural Resources and Other Legislation Amendment Act 2019* by proclamation on 1 July 2020. The amendments to the LANA were made to ensure the clear and effective application of the LANA, improve administrative efficiency and reduce regulatory burden across a number of policy issues. The amendments to our documents relate to a change of decision-making responsibilities from the Minister to the Chief Executive to allow for an increase in administrative efficiency of the LANA.

LAND REGULATION 2020 (QLD) (LANR)

The LANR repeals the *Land Regulation 2009* (Qld) (LANR 2009) and commenced on 1 July 2020. The LANR 2009 automatically expires on 1 September 2020 due to an automatic sunset review in accordance with *Section 54(1)* of the *Statutory Instruments Act 1992* (Qld).

The LANR remakes the LANR 2009 with some amendments relating to simplifying processes and updating the regulation generally for consistency across provisions and other Acts.



OTHER REVIEWED LEGISLATION

The following legislation has been reviewed as part of the monthly update service for July 2020 however no changes to the Tables of Delegable Powers are required.

- *Biosecurity Regulation 2016* (Qld) (changes made 2 July 2020);
- *Building Regulation 2006* (Qld) (changes made 1 July 2020);
- *Environmental Protection Regulation 2019* (Qld) (changes made 1 July 2020);
- *Housing Regulation 2015* (Qld) (changes made 1 July 2020);
- *Land Title Act 1994* (Qld) (commences 1 July 2020);
- *Land Title Regulation 1994* (Qld) (changes made 1 July 2020);
- *Mineral Resources Act 1989* (Qld) (changes made 1 July 2020);
- *Planning Regulation 2017* (Qld) (changes made 1 July 2020);
- *Plumbing and Drainage Regulation 2019* (Qld) (changes made 1 July 2020);
- *Residential Services (Accreditation) Regulation 2018* (Qld) (changes made 1 July 2020);
- *Residential Tenancies and Rooming Accommodation Regulation 2009* (Qld) (changes made 1 July 2020);

- *Waste Reduction and Recycling Regulation 2011* (Qld) (changes made 1 July 2020); and
- *Water Regulation 2016* (Qld) (changes made 1 July 2020).

ATTACHMENTS

1. **Instrument of Delegation - Land Act 1994 (Qld)** [↓](#) 
2. **Instrument of Delegation - Land Regulation 2020 (Qld)** [↓](#) 

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Land Act 1994 ("LANA")*

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Land Act 1994 ("LANA")

CHAPTER 1 – PRELIMINARY

Part 4 – Tidal and non-tidal boundaries and associated matters

Entity power given to	Section of LANA	Description
Registered Owner	12(3)	Power to suitably indicate where the boundaries of land are across a surface of water.
Registered Owner	12(4)	Power to regulate or prohibit the use or movement of ships in or over water above inundated land.
Owner who may take water under the <i>Water Act 2000</i> , section 96	13A(4)	Power to, in certain circumstances: (a) exercise a right of access for the owner, the owner's family, executive officers, employees, agents and stock over the adjacent area of the watercourse or lake that is the property of the State that adjoins the owner's land; and (b) exercise a right of grazing for the person's stock over the adjacent area; and (c) bring an action against a person who trespasses on the adjacent area.
Adjacent Owner	13AC(1)(a)	In certain circumstances, power to consent to the dedication of a reserve.
Applicant	13B(1)	In certain circumstances, power to apply to the Chief Executive to have watercourse land adjoining the relevant land's non-tidal boundary declared to be former watercourse land.
Applicant	13B(2)	Power to give notice of a person's intention to make the application.
Applicant	13B(6)	Power to appeal against the refusal of the application.

CHAPTER 2 – LAND ALLOCATION

Part 1 – Allocation powers

Entity power given to	Section of LANA	Description
Registered Owner	18(1)	Power to reach agreement with the Governor in Council to grant unallocated State land in exchange for all or part of freehold land.
Lessee of a freeholding lease	18(2)	Power to reach agreement with the Governor in Council to grant a freeholding lease in exchange for all or part of a freeholding lease.
Lessee of a term lease	18(3)	Power to enter into agreement with the Minister to lease unallocated State land.

Part 2 – Reservations

Entity power given to	Section of LANA	Description
Person	23A(1)	Power to apply to Chief Executive for the allocation of a floating reservation.
Person	23A(6)	Power to appeal against a Chief Executive's decision.
Registered owner or lessee	24(3)	Power to apply to the Minister to buy the land.
Registered owner or lessee	25(2)	Power to appeal against the unimproved value of land.
Registered owner or Trustee	26(2)	In certain circumstances, power to agree with the Minister in respect to the specified matters when the Minister is deciding the boundaries of land being resumed.
Lessee, registered owner or trustee	26(4)	Power to appeal against the Minister's decision on the boundaries.
Lessee or registered owner	26B(8)	Power to appeal against the value decided by the Minister for the commercial timber.

CHAPTER 3 – RESERVES, DEEDS OF GRANT IN TRUST AND ROADS

Part 1 – Reserves and deeds of grant in trust

Division 2 – Reserves

Entity power given to	Section of LANA	Description
Any Person	31C(1)	Power to apply to the Minister for the dedication of a reserve.
Any Person	31C(2)	Power to give notice of the person's intention to make the application to: (a) if the person is not the proposed trustee of the reserve - the proposed trustee; and (b) each person with a registered interest in the unallocated State land over which a reserve is proposed to be dedicated.
Any Person	31C(3)	Power to give notice to any other person that the person considers has an interest in the unallocated State land over which the reserve is proposed to be dedicated.
Trustee of a reserve	31D(1)	Power to apply to the Minister: (a) to change the boundaries of the reserve; or (b) to change the purpose for which the reserve is dedicated.
Trustee of a reserve	31D(2)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of a reserve	31D(3)	Power to give notice to any other person the trustee considers: (a) has an interest in the reserve; or (b) would have an interest in the reserve if the boundaries of the reserve or the purpose for which the reserve is dedicated were changed.
Any Person	34(1)	Power to apply for the revocation of the dedication of all or part of a reserve.

Any Person	34(2)	Power to give notice of the person's intention to make the application to: (a) if the person is not the trustee of the reserve - the trustee of the reserve; and (b) each person with a registered interest in the reserve.
Any Person	34(3)	Power to give notice to any other person that the person considers has an interest in the reserve.
Local Government	34H(1)	Power to apply, in writing to the Chief Executive, to remove improvements from a revoked reserve.
Trustee of an operational reserve	34I(1)	In certain circumstances, power to apply for the issue of a deed of grant over a reserve.
Trustee of an operational reserve	34I(3)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of an operational reserve	34I(4)	Power to give notice to any other person the trustee considers has an interest in the reserve.

Division 3 – Deeds of grant in trust

Entity power given to	Section of LANA	Description
Trustee of deed of grant in trust	38A(1)	Power to apply: (a) for an additional community purpose to be notified; or (b) to amalgamate land with common purposes.
Any Person	38A(2)	Power to apply for the cancellation of a deed of grant in trust.
Applicant	38A(3)	Power to give notice of the applicant's intention to apply to each of the following: (a) the trustee of the deed of grant in trust, other than the applicant (b) each person with a registered interest in the trust land.
Applicant	38A(4)	Power to give notice to any other person the applicant considers has an interest in the trust land.
Owner of improvements on a deed of grant in trust that has been cancelled	38G(1)	Power to apply, in writing to the Chief Executive, to remove the owner's improvements on a deed of grant in trust.

Division 5 – Appointments, functions and removal of trustees

Entity power given to	Section of LANA	Description
Proposed trustee	44(4)	Power to provide written acceptance of appointment as trustee.
Trustee	48(1)(a)	Power to apply for the approval of a management plan for the trust land.
Trustee	49	In certain circumstances, power to: (a) allow the auditor general, a person mentioned in section 47(1)(a) to (d), or a person authorised by the Chief Executive of a Department, to audit the trust's financial accounts; and

		(b) help the conduct of the audit, including a disclosure of the financial institution accounts necessary for the audit.
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Division 6 – Powers of trustee

Entity power given to	Section of LANA	Description
Trustee	52(1)	Power to take all action necessary for the maintenance and management of the trust land.
Trustee of trust land	52(5)	Power to apply for the approval of an action that is inconsistent with the purpose for which the reserve was dedicated or the land was granted in trust (<i>inconsistent action</i>).
Trustee	55(1)	Power to surrender all or part of a deed of grant in trust: (a) on terms agreed to between the Minister and the trustee; and (b) with the Minister’s written approval.
Trustee of a deed of grant in trust	55A(1)	Power to apply to surrender all or part of a deed of grant in trust.
Trustee of a deed of grant in trust	55A(2)	Power to give notice of the trustee’s intention to apply to each person with a registered interest in the deed of grant in trust.
Trustee of a deed of grant in trust	55A(3)	Power to give notice to any other person the trustee considers has an interest in the deed of grant in trust.
Owner of improvements on a deed of grant in trust that has been surrendered	55H(1)	Power to apply, in writing to the Chief Executive, to remove the owner’s improvements on a surrendered deed of grant in trust.
Trustee Lessee	58(7)	Power to appeal against a decision by the Minister or Chief Executive under section 58(6)

Division 7 – Trustee leases and trustee permits

Entity power given to	Section of LANA	Description
Trustee	66(1)	In certain circumstances, power to allow a trustee lessee or trustee permittee to remove the trustee lessee’s or trustee permittee’s improvements on the land within a reasonable time stated by the trustee.

Division 10 – Cemeteries

Entity power given to	Section of LANA	Description
Local Government	82	Power to: (a) agree to have the trusteeship of a cemetery transferred; and (b) agree to conditions of the transfer of trusteeship.

Division 11 – Other grants for public purposes

Entity power given to	Section of LANA	Description
Trustee of land granted for an estate in fee simple for some community, public or similar purpose	84(1)	In certain circumstances, power to apply to the Minister to surrender land to the State and for the issue of a deed in grant in trust under the <i>Land Act 1994</i> for a community or public purpose.

Part 2 –

Roads

Division 1 – Dedicating and opening roads

Entity power given to	Section of LANA	Description
Person	94(2)	Power to apply for the dedication of a road for public use.

Division 2 – Closing roads

Entity power given to	Section of LANA	Description
Public Utility Provider or Adjoining Owner for the road	99(1)	Power to apply for the permanent closure of a road.
Adjoining Owner for the road or, in certain circumstances, another person	99(3)	In certain circumstances, power to apply to the Minister for the temporary closure of a road.
Adjoining Owner	99(4)	Power to ask for the road, on its closure, to be amalgamated with the adjoining owner's adjoining land.
Adjoining Owner for the road	99(6)	In certain circumstances, power to ask in the application that, on the closure of the road, the road, the adjoining land and the other land be amalgamated.

Division 4 – Permanently closed roads

Entity power given to	Section of LANA	Description
Registered Owner	109A(1)	In certain circumstances, power to apply for the simultaneous opening and closure of roads.
Registered Owner	109A(3)	Power to appeal against any conditions the Minister imposes under section 420I.
Trustee or Lessee	109B(1)	In certain circumstances, power to apply for the simultaneous opening and closure of roads.
Trustee	109B(4)	Power to appeal against any conditions the Minister imposes under section 420I.

CHAPTER 4 – LAND HOLDINGS

Part 1 – Making land available

Entity power given to	Section of LANA	Description
Any Person	120A(1)	Power to apply for an interest in land without competition.
Proposed Lessee	136(5)	Power to enter into a land management agreement.
Buyer or previous Lessee	140(1)	Power to negotiate the provisional value (negotiated value).
Buyer or previous Lessee	140(2)	Power to give written agreement to the negotiated value becoming the amount to be paid for the improvements.
Buyer or previous Lessee	140(4)	Power to make application to the Court to decide the value.

Part 3 – Leases

Entity power given to	Section of LANA	Description
Lessee	154(1)	Power to apply to the Minister for a lease to be used for additional or fewer purposes.
Lessee	155A(2)	Power to apply to extend a lease.
Lessee	155B(2)	Power to apply to extend a lease.
Lessee	155BA(2)	Power to apply to extend a lease.
Lessee	155DA(4)	Power to make written submissions to the Minister.
Lessee of term lease	158(1)	Power to apply for an offer of a new lease unless the condition of the lease or the <i>Land Act 1994</i> prohibits a renewal.
Applicant	160(3)	Power to appeal against the Chief Executive's decision to refuse the renewal application if the only reason for the refusal was that the applicant had not fulfilled the conditions of the lease.
Lessee	164C(1)	Power to make an extension application.
Lessee	164C(7)	Power to appeal against the Minister's decision.
Lessee	164H(1)(b)	Power to advise the Chief Executive and agree to the lease becoming a rolling term lease.
Lessee	166(1)	Power to make a conversion application.
Applicant	168(5)	Power to appeal against the Chief Executive's decision to refuse the conversion application if the only reason for the refusal is that the applicant had not fulfilled the conditions of the lease.
Lessee	169(a)	Power to enter into a conservation agreement.
Lessee	169(b)(i)	Power to enter into a forest consent agreement in relation to the land.
Lessee	176(1)	Power to apply for approval to subdivide a lease.
Applicant	176E	In certain circumstances, power to appeal against a decision.
Lessee of two or more leases	176K(1)	In certain circumstances, power to apply for approval to amalgamate existing leases.
Applicant	176Q	In certain circumstances, power to appeal against a decision that is given to an Applicant.
Lessee	176UA(2)	Power to enter into a land management agreement.

Lessee	176XA	Power to agree with the Minister to cancel the land management agreement registered on a lease.
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Part 4 – Permits to occupy particular land

Entity power given to	Section of LANA	Description
Any Person	177A(1)	Power to apply for a permit to occupy unallocated State land, a reserve or road.
Any Person	177A(2)	Power to give notice of the person's intention to apply to the following and to any other entity with a registered interest in the proposed permit land: (a) for a permit for a reserve – the trustee of the reserve; or (b) for a permit for a State-controlled road – the Chief Executive of the department in which the <i>Transport Infrastructure Act 1994</i> is administered.
Registered Owner	179(2)	In certain circumstances, power to agree with an applicant for a permit on conditions about the maintenance of a boundary fence.
Permittee	180(2)	Power to surrender a permit: (a) on terms agreed between the Chief Executive Officer and the permittee; and (b) with the Chief Executive's written approval.
Relevant entity for a permit	180A(1)	Power to apply to cancel a permit.
Relevant entity for a permit	180A(2)	Power to give notice of the entity's intention to apply to: (a) the permittee; and (b) any other entity with a registered interest in the permit land.
Relevant entity for a permit	180A(4)	Power to give notice to any other entity the relevant entity considers has an interest in the permit land.
Permittee	180A(5)	Power to apply to surrender a permit.
Permittee	180H(1)	Power to apply to the Chief Executive to remove improvements on permit land.

CHAPTER 5 – MATTERS AFFECTING LAND HOLDINGS

Part 2 – Conditions

Division 3 – Changing and reviewing imposed conditions

Entity power given to	Section of LANA	Description
Lessee or Licensee or permittee	210(1)	Power to agree to a change of an imposed condition of the lease, licence or permit.
Lessee or Licensee or permittee	210(2)	Power to apply to change conditions of a lease, licence or permit under section 210(1).
Lessee	212(1)	Power to agree to change an imposed condition about the protection and sustainability of lease land.
Lessee	212(3)	In certain circumstances, power to appeal against a decision.

Division 3A – Regulated conditions

Entity power given to	Section of LANA	Description
Lessee of a lease	212B(5)	Power to agree with the designated officer for the lease about matters stated in section 212B(5)(a) and (b).

Division 5 – Remedial action

Entity power given to	Section of LANA	Description
Lessee	214(3)	Power to enter into an amended or a new land management agreement upon receipt of a remedial action notice.
Lessee or Licensee	214A(4)	Power to make written submissions to the Minister in response to a warning notice.
Lessee	214F(3)	Power to appeal against a decision.

Part 3 – Resumption and compensation

Division 2 – Resumption of a lease under a condition of the lease

Entity power given to	Section of LANA	Description
Lessee	226(5)	Power to appeal against the Minister’s decision.

Division 3 – Resumption of a reservation for a public purpose

Entity power given to	Section of LANA	Description
Owner of the improvement	232(5)	Power to appeal against the Minister’s decision.

Part 4 – Forfeiture

Division 2A – Forfeiture of leases by referral to court or for fraud

Entity power given to	Section of LANA	Description
Relevant local government	239(4)	Power to appeal against a decision under subsection (2)(b)(iv) to allow an entity other than the relevant local government to sell the lease.

Division 3A – Sale of lease instead of forfeiture

Entity power given to	Section of LANA	Description
Lessee	240E(1)	Power to apply, in writing, to the Chief Executive for permission to sell the lease.
Relevant Local Government	240G(1)	Power to apply to the Chief Executive for approval to sell a lease.
Local Government	240I(3)	Power to start the process of selling a lease under this subdivision within the required period stated in the notice under section 240H(2).
Local Government	240I(4)	Power to set a reserve price for the sale of the lease by auction, or a price for the sale of the lease under an agreement, that is

		at least the total of all charges owing to the State under the Land Act 1994 relating to the lease.
Lessee of a forfeited lease	243(1A)	Power to apply to remove the lessee's improvements on the lease.

CHAPTER 6 – REGISTRATION AND DEALINGS

Part 3 – Documents

Division 2 – Documents forming part of standard terms documents

Entity power given to	Section of LANA	Description
Person	321(1)	Power to ask the Chief Executive to withdraw a registered standard terms document.

Part 4 – Dealings affecting land

Division 1 – Transfers

Entity power given to	Section of LANA	Description
Lessee or Licensee or the holder of a sublease	322(3)	Power to apply for approval to transfer a lease, licence or sublease.
Transferor	322(8)	Power to appeal against the Chief Executive's decision.

Division 2 – Surrender

Entity power given to	Section of LANA	Description
Registered Owner	327	Power to agree to terms of the absolute surrender of freehold land.
Lessee	327A	Power to agree to terms of the absolute or conditional surrender of all or part of a lease.
Registered Owner of freehold land	327B	Power to apply, in writing to the Chief Executive, to surrender freehold land.
Lessee	327C(1)	Power to apply, in writing to the Chief Executive, to surrender all or part of a lease.
Lessee	327C(2)	Power to give notice of the lessee's intention to apply to any other person with a registered interest in the lease.
Lessee	327C(3)	Power to give notice to any other person the lessee considers has an interest in the lease.
Owner of improvements on a lease that has been surrendered	327I(1)	Power to apply, in writing to the Chief Executive, to remove improvements on surrendered lease.
Any grantee of an easement or profit a prendre	330(c)	Power to give written approval to the surrender where the grantee's interests will be adversely affected.

Division 3 – Subleases

Entity power given to	Section of LANA	Description
Person	332(1)(a)(i)	The power to seek the Minister’s written approval to the sublease.
Lessee	332(7)	Power to appeal against a Minister’s decision.
Sublessor	339(1)	Power to lodge a request for the Chief Executive to register the re-entry.

Division 3A – Process for resolving disputes under particular subleases

Subdivision 2 – Notice of dispute

Entity power given to	Section of LANA	Description
Party to a sublease	339F(1)	Power to give another party to the sublease a written notice of dispute.
Responder	339G(1)	Power to give a notifier of a sublease dispute a written response to the dispute notice within the specified time.
Party to a sublease	339H(2)	Power to agree not to attempt to resolve the dispute by mediation and to submit the dispute to arbitration.

Subdivision 3 – Mediation

Entity power given to	Section of LANA	Description
Party to a sublease	339I(1)	Power to jointly appoint a mediator to mediate the dispute.
Party to a sublease	339I(2)	Power to request a prescribed dispute resolution entity appoint a mediator.
Party to a sublease	339J(1)	Power to agree to a time for mediation
Party to a sublease	339J(2)	Power to request the mediator to set a time for the mediation.
Party to a sublease	339J(4)	Power to appoint an agent to represent the Local Government at a mediation.

Subdivision 4 – Arbitration

Entity power given to	Section of LANA	Description
Party to a sublease	339O(1)	Power to appoint a single arbitrator to decide the dispute
Party to a sublease	339O(2)	Power to request a prescribed dispute resolution entity to appoint a single arbitrator to decide the dispute
Party to a sublease	339R(2)	Power to request an appointed expert participate in a hearing.
Party to a sublease	339U(3)(a)	Power to agree on how the costs of arbitration will be paid.

Division 7 – Correcting and changing deeds of grant and leases

Entity power given to	Section of LANA	Description
Registered owner or Trustee	358(1)	In certain circumstances, power to surrender land contained in a deed of grant or trustee’s deed of grant in trust.

Registered owner or Trustee	358(2)	In certain circumstances, power to surrender land contained in a deed of grant or trustee's deed of grant in trust with the Minister's written approval.
Lessee or a person acting for the lessee	360C(1)	In certain circumstances, power to apply to amend the description in a freeholding lease if the description of the lease may be amended under section 360(1)(a) or (d).
Lessee or a person acting for the lessee	360C(2)	Power to apply to amend the description in a term lease or perpetual lease, other than a State lease, if the description of the lease may be amended under section 360A(2)(a), (b) or (c).
Lessee or a person acting for the lessee	360C(3)	Power to apply to amend the description in a State lease if the description of the lease may be amended under section 360B(1)(a), (b), (c) or (d).
Applicant	360D(2)	Power to give notice of the applicant's intention to apply to any other person with a registered interest in the lease land.
Applicant	360D(3)	Power to give notice to any other person the applicant considers has an interest in the lease.

Division 8 – Easements

Entity power given to	Section of LANA	Description
Trustee	368(2)(a)	In certain circumstances, power to ask the Chief Executive to extinguish an easement.
Owner of land or public utility provider	371(2)	In certain circumstances, power to sign a document of surrender
Person who has a registered interest in the land	371(3)	Power to agree to surrender an easement.
Person	372(2)	Power to apply for the Minister's written approval to continue a public utility easement over unallocated state land.
Person	372(3)	Power to apply for the Minister's written approval to continue a public utility easement over a reserve.

Division 8A – Covenants

Entity power given to	Section of LANA	Description
Local Government as Covenantee	373A(1)	Power to make certain non-freehold land the subject of a covenant.
The trustee of trust land, the lessee of lease land or the sublessee of subleased land.	373A(2)	Power to consent to a document creating a covenant.
Person	373B(1)(a)	Power to sign a document creating a covenant.
Person	373C(2)(a)	Power to sign a document amending the covenant.
Covenantee	373D(2)	Power to sign a document releasing the covenant.

Division 8B – Profits a prendre

Entity power given to	Section of LANA	Description
Lessee	373L(a)	Power to ask the Chief Executive to extinguish the profit a prendre.

Division 11A – Caveats

Entity power given to	Section of LANA	Description
Caveatee	389H(1)	Power to apply to the Supreme Court for an order that a caveat lodged under this division be removed.

CHAPTER 7 – GENERAL

Part 2 – Unlawful occupation of non-freehold and trust land

Division 3 – Action by lessee, licensee, permittee or trustee

Entity power given to	Section of LANA	Description
Trustee or Lessee or Licensee or Permittee	415(1)	In certain circumstances, power to start a proceeding in the Magistrates Court.

Division 4 – Court matters

Entity power given to	Section of LANA	Description
Party	420	Power to appeal to the District Court on a question of law if dissatisfied with a trespass order.

Part 2A – General provisions for applications

Entity power given to	Section of LANA	Description
Entity	420CB(1)	Power to make a submission against the proposed application to: (a) the person who gave the entity the notice; or (b) the Chief Executive.

Part 3 – Review of decisions and appeals

Division 2 – Internal review of decisions

Entity power given to	Section of LANA	Description
Person who has a right of appeal against an original decision	423	Power to apply to the Minister for a review of the decision.
Applicant	425(1)	Power to apply for a stay of the decision to the Court.

Division 3 – Appeals

Entity power given to	Section of LANA	Description
A person who has applied for the review of a decision under division 2	427	Power to appeal to the Court if dissatisfied with the review decision.

Part 3B – Making land available for public use as beach

Entity power given to	Section of LANA	Description
Local Government	431V(3)	Power to consult with the owner of the lot.
Manager	431W(6)(a)	Power to authorise an officer or employee of the manager of a declared beach area, to enter the area at any time without notice to any other person.
Manager	431X(1)(b)(ii)	Power to authorise or direct a person acting in the performance of functions or powers.

Part 4 – Miscellaneous

Entity power given to	Section of LANA	Description
Offeree	442(4)	In certain circumstances, power to apply to the person who made the offer to extend the time stated in the offer or that otherwise applies under subsection (1).
Offeror	442(9)	Power to amend the offer by changing the price or premium to a price or premium decided by the offeror in the way prescribed by regulation.

CHAPTER 8 – CONTINUED RIGHTS AND TENURES

Part 5 – Licences and permits

Division 1 – Occupation licences

Entity power given to	Section of LANA	Description
Licensee	481A	Power to surrender, absolutely, all or part of an occupation licence: (a) on terms agreed to between the Minister and the licensee; (b) and with the Minister’s written approval.
Public Utility Provider (an <i>applicant</i>)	481B(1)	Power to apply to cancel all or part of an occupation licence.
Licensee (an <i>applicant</i>)	481B(3)	Power to apply to surrender, absolutely, all or part of an occupation licence.
Applicant	481B(4)	Power to give notice of the applicant’s intention to apply to each of the following: (a) if the applicant is not the licensee of the occupation licence – the licensee;

		(b) any other person with a registered interest in the occupation licence; (c) if the occupation licence is a designated occupation licence – the Chief Executive of the department having responsibility for the administration of the forest reserve, national park, State forest or timber reserve the subject of the designated occupation licence.
Applicant	481B(5)	Power to give notice to any other person the applicant considers has an interest in the occupation licence.
Licensee of occupation licence	481J(1)	Power to apply to remove licensee’s improvements on a licence.

Part 7 – Tenures under other Acts
Division 1 – Sale to Local Authorities Land Act 1882

Entity power given to	Section of LANA	Description
Local Government	492(1)	In certain circumstances, power to apply to exchange a conditional deed for a reserve or deed of grant in trust with Council as trustee or a lease issued under the <i>Land Act 1994</i> .

CHAPTER 9 – TRANSITIONAL AND REPEAL PROVISIONS

Part 1K – Transitional provisions for Land, Water and Other Legislation Amendment Act 2013

Entity power given to	Section of LANA	Description
Lessee	521ZE(2)	Power to apply in writing to the Minister for the cancellation of the land management agreement for the lease.

Part 1M – Transitional provisions for Land and Other Legislation Amendment Act 2014

Entity power given to	Section of LANA	Description
Lessee of a lease	521ZL(2)	Power to agree to the renewal application being treated as an extension application and advise the Chief Executive of same.
Lessee of a lease	521ZM(2)	Power to advise the Chief Executive that the lessee wishes the lease to become a rolling term lease.

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2020 07 01 - LANA - Delegation Instrument]

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Land Regulation 2020 ("LANR")*

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Land Regulation 2020 ("LANR")

Part 3 – Matters affecting land holdings

Division 1 – Purchase price and valuations for particular purposes

Entity power given to	Section of LANR	Description
Lessee	19	Power to appeal against the purchase price decision.

Part 4 – Rents and instalments

Division 2 – Categorisation of tenures for rental purposes

Subdivision 3 – Allocating particular tenures to rental categories

Entity power given to	Section of LANR	Description
Prospective lessee or licensee	31(3)	Power to appeal against the rental category decision.
Lessee	31(4)	In the circumstances stated in section 31(4), power to appeal against a decision of the Minister to change the rental category of the lease.
Prospective permittee	32(3)	Power to appeal against a decision of the chief executive to allocate the permit to a rental category for calculating the rent payable for the permit.

Part 8 – General

Division 2 – Declared beach areas

Subdivision 2 – Use conditions

Entity power given to	Section of LANR	Description
Manager of a declared beach area	85(1)	Power to form a reasonable belief that the closure of the declared beach area is necessary, and power to temporarily close the declared beach area.
Manager of a declared beach area	85(2)	Power to authorise a person to access a closed beach area.

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2020 07 01 - LANR - Delegation Instrument]

8.5 CP - CHANGE OF COUNCIL GENERAL MEETING DATE**File Number:** 16-09-2020**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Change of General Meeting Date

SUMMARY

Due to the LGAQ Conference being held from 19-21 October 2020 requiring the attendance of some Councillors, it is necessary to change Council's October General Meeting date.

OFFICER'S RECOMMENDATION

That Council's General Meeting scheduled for Wednesday 21 October 2020 be changed to Wednesday 14 October 2020.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan:

EC1 An informed and engaged community

EXC1 Effective financial management

EXC2 Effective corporate management

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council advertises the dates, times and location of Council meetings and provides information on how the community can participate through a number of mediums.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of Council meetings is required pursuant to *Section 277(1) of the Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Nil

ATTACHMENTS

Nil

8.6 MONTHLY FINANCIAL REPORT

File Number: 16-Sep-2020
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31 August 2020.

SUMMARY

The following information provides Council's position as at 31 August 2020.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works, Road Maintenance Expenditure and Works for Queensland (W4Q3) as at 31 August 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 August 2020 [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim August 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 August 2020. This financial report is prepared based on interim financial results as at 31 August 2020.

Key Points - Income Statement

	YTD	2020/2021 Budget
Net Result	\$ 18,064,974	\$ 14,134,300
Net Operating Result	\$ 16,282,393	-\$ 3,675,499

	YTD	2020/2021 Budget	% of Budget	% Variance
Recurrent Revenue	\$ 28,823,545	\$ 67,092,117	43%	26%
Recurrent Expenditure	\$ 12,541,152	\$ 70,767,616	18%	-1%

- Recurrent Revenue is high year to date compared to budget largely due to the 6 monthly rates being levied during August. This percentage variance will slowly decrease over the next few months.
- Minor timing variances in materials and services under Recurrent Expenditure due to timing in annual invoices such as land valuations, insurance and LGAQ membership.

Key Points - Balance Sheet

	YTD	2020/2021 Budget	Variance
Total Assets	\$ 933,911,289	\$ 951,162,644	-\$ 17,251,355
Total Liabilities	\$ 61,898,603	\$ 61,119,482	\$ 779,121
Community Equity	\$ 872,012,686	\$ 890,043,162	-\$ 18,030,476
Unrestricted Cash	\$ 12,485,852		
Restricted Cash	\$ 28,554,270		
Total Cash Balance	\$ 41,040,122		

	Total Balance	90 days overdue	Monthly movement	Comment
P&R Debtors	\$ 243,922	\$ 168,250	↑	Approximately half with debt collectors or payment plans
AR Debtors	\$ 387,826	\$ 177,892	↑	\$73k with debt collectors.
Rates Debtors	\$ 28,822,908			Rates levied in August

Capital Budget	WIP Balance	Total To Spend	Spent to Date	% Spent
\$ 38,228,662	\$ 7,370,809	\$ 45,599,471	\$ 10,124,396	22%

Executive Summary

- High Trade and Other Receivables balance at the end of August due to the rates being levied in August. This will decrease over the next month as rates are paid.
- Decrease in Property, Plant and Equipment balances due to the 2019/2020 comprehensive revaluation of the buildings and land assets. Water and Wastewater assets are currently undergoing a comprehensive revaluation and it is unknown at this stage what effect this will have on property, plant and equipment.
- Other Liabilities balance has decreased due to the Memerambi Estate Liability being derecognised in the 2019/2020 financial year in line with the adoption of the new accounting standard AASB 15 *Revenue for Contracts with Customers*.

Key Points - Other

Ratios	Ratio	Target	In Target	Comment
Cash Ratio	9.15	>=3	✓	
Operating Cash Ratio	2.78	>=3	✗	<ul style="list-style-type: none"> • Will increase as rates monies are received • Restricted cash will decrease as capital works are completed
Current Ratio	5.37	Between 2 and 4	✗	<ul style="list-style-type: none"> • High asset balance due to rates being levied in August. • Ratio will decrease as year progresses
Funded Long-Term Liabilities	65.7%	>=59%	✓	
Debt Servicing Ratio	2.6%	<=10%	✓	
Debt to Asset Ratio	3.9%	<=10%	✓	
Interest Coverage Ratio	1.0%	Between 0% and 5%	✓	

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 August 2020
17% of Year Complete

	R	2020	Original Budget	Variance
		\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges		26,819,277	50,092,435	53%
Fees and Charges		665,560	3,830,704	17%
Rental Income		72,136	319,954	23%
Interest Received		94,847	1,016,500	9%
Sales Revenue		457,999	3,025,851	15%
Other Income		106,246	748,975	14%
Grants, Subsidies, Contributions and Donations		807,481	8,057,698	10%
		<u>28,623,545</u>	<u>67,092,117</u>	
Capital Revenue				
Grants, Subsidies, Contribution and Donations		1,655,000	17,409,799	10%
		<u>30,478,545</u>	<u>84,501,916</u>	
Total Income				
Expenses				
Recurrent Expenses				
Employee Benefits		4,165,667	24,215,197	17%
Materials and Services		4,439,174	22,821,228	19%
Finance Costs		364,730	2,301,704	16%
Depreciation and Amortisation		3,571,581	21,429,487	17%
		<u>12,541,152</u>	<u>70,767,616</u>	
Capital Expense				
		(127,581)	(400,000)	32%
		<u>12,413,571</u>	<u>70,367,616</u>	
Total Expense				
		<u>18,064,974</u>	<u>14,134,300</u>	
Net Result				
		<u>16,282,393</u>	<u>(3,675,439)</u>	
Net Operating Result				

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.

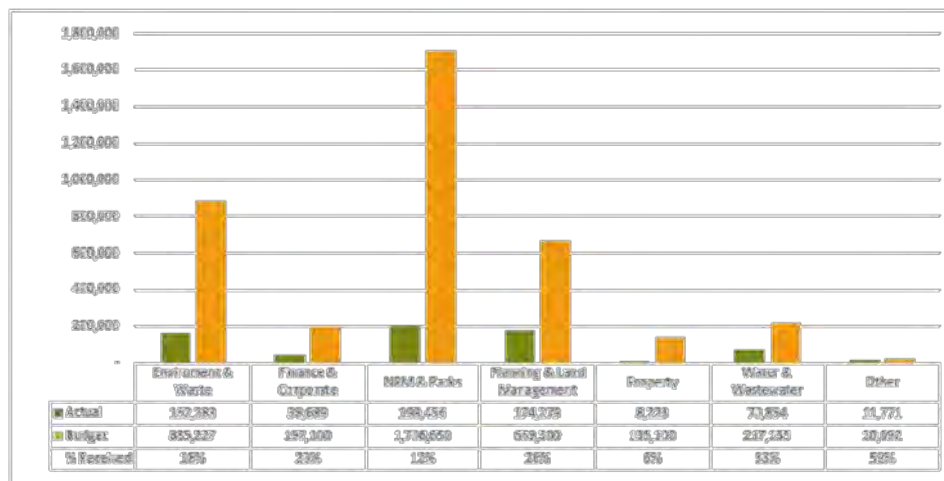
<i>Rates or Charges</i>	ACTUALS 2020/2021	ORIGINAL BUDGET 2020/2021
General Rates	\$ 15,545,840	\$ 28,709,347
Quarry Special Charge	\$ 4,464	\$ -
Water Charges	\$ 5,119,587	\$ 10,315,723
Sewerage Charges	\$ 3,162,297	\$ 5,828,973
Waste Collection Charges	\$ 1,220,235	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 43,797	\$ 70,000
Waste Management Levy	\$ 1,423,404	\$ 2,795,285
Memerambi Estate Levies	\$ 99,652	\$ 199,000
Total	\$ 26,619,277	\$ 50,092,435

As at 31 August 2020, rates, levies and charges are tracking slightly over at 53%. The August rate run has now been processed. The discount period is still open and therefore is yet to be deducted from rates revenue which will bring actuals back on target.

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.

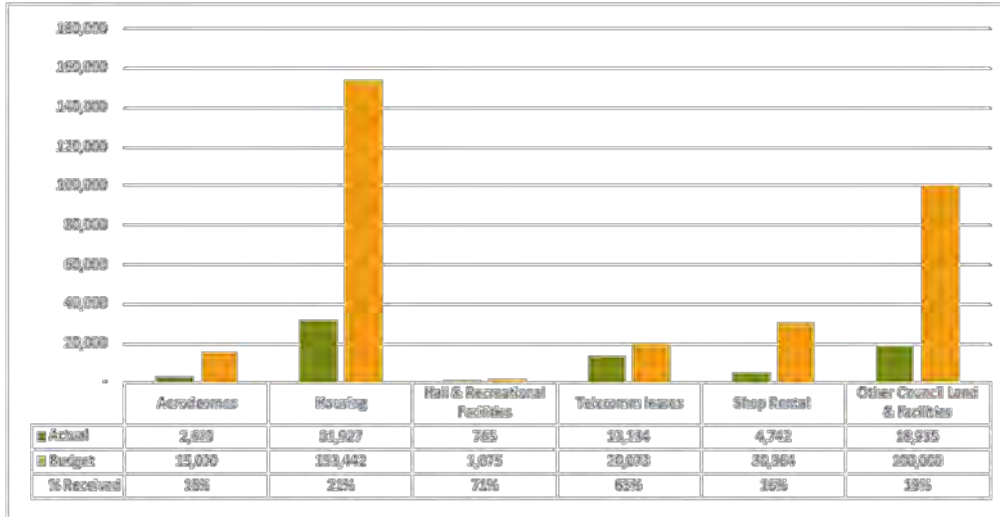
As at 31 August 2020, fees and charges are tracking on target at 17%. Most areas are on track or slightly over with their revenue after the first two months. This month, like July, NRM & Parks and Property are slightly under budget, with both having seasonal considerations in their revenue streams and therefore will catch up on their revenue when they are in peak season. The tourist parks are continuing to take accommodation bookings and re-opened 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.

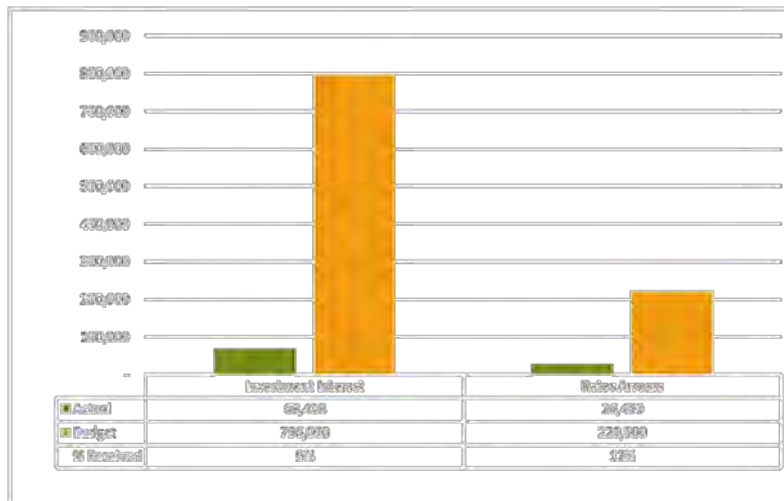
As at 31 August 2020, rental income is tracking high at 23% due to timing in annual rental of various facilities, including telecommunication towers.



2.1.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

As at 31 August 2020, interest received is tracking slightly low at 9%. This is partly due to the combined cash balances in interest bearing accounts as well as low interest rates. The cash balances available to earn interest will increase over the next few months as rates continue to be paid.



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 August 2020, sales revenue is tracking just below target at 15%. Works and claims for this financial year are in progress.

Sales Stream	Actual	Budget
RPC	\$ -	\$ 680,000
RMPC	\$ 433,151	\$ 2,095,000
Soil Lab	\$ 22,053	\$ 250,851
Private Works	\$ 2,795	\$ -
Total	\$ 457,999	\$ 3,025,851

2.1.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 August 2020, other income is tracking below target at 14%. Majority of these income streams are seasonal and or activity based in nature so have a timing delay.

Income Stream	Actual	Budget	% Received
VIC Income	\$ 22,038	\$ 80,800	27%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ -	\$ 38,000	0%
Irrigation Income	\$ 26,780	\$ 100,000	27%
Fines	\$ 12,720	\$ 4,000	318%
Scrap Steel	\$ 348	\$ 72,000	0%
Library Sales	\$ 512	\$ 3,730	14%
Museum Sales	\$ -	\$ 2,500	0%
Agency Income	\$ 3,470	\$ 40,895	8%
Tourist Parks	\$ 20,115	\$ 175,000	11%
Legal Recovery	\$ 929	\$ 190,000	0%
Insurance Claims	\$ 8,150	\$ 20,000	41%
Misc Other	\$ 11,183	\$ 21,550	52%
Total	\$ 106,246	\$ 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 August 2020, operating grants are tracking at 10%. Receipt of grant income often depends on grant schedules and or acquittals. To date majority of operational grants that have been received relate to the first two payments for the Financial Assistance Grant, which will continue to be received quarterly.

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.

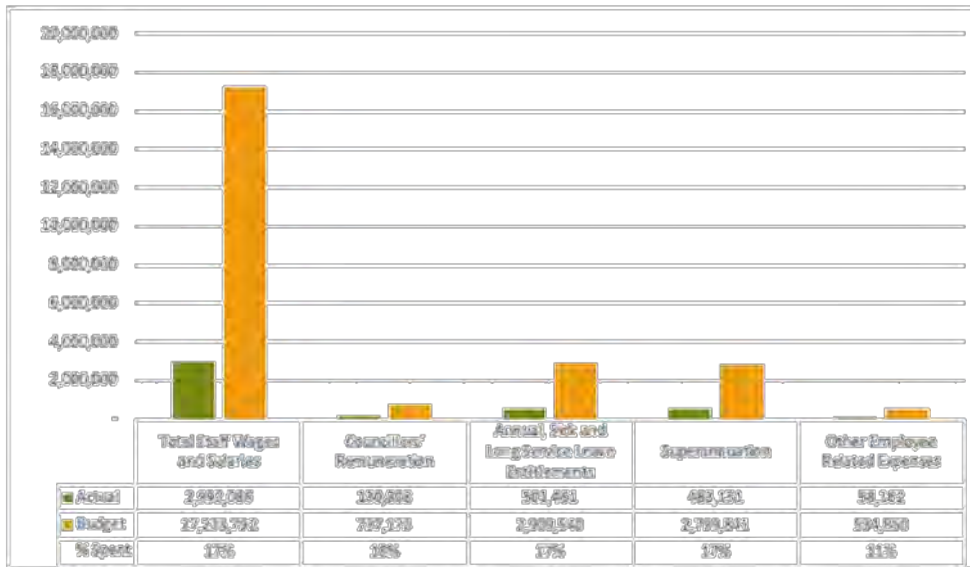
As at 31 August 2020, capital grants are tracking at 10%. The receipt of most capital grant revenue depends on grant acquittals, submission of programs and or % of works completed by Council. Council has so far received the initial 50% payment for the W4Q round 4 COVID.

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 August 2020, employee benefits are tracking on target at 17% and will continue to be closely monitored.



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 August 2020, materials and services is tracking slightly high at 19% and will be closely monitored through the year. The current overrun is mainly due to;

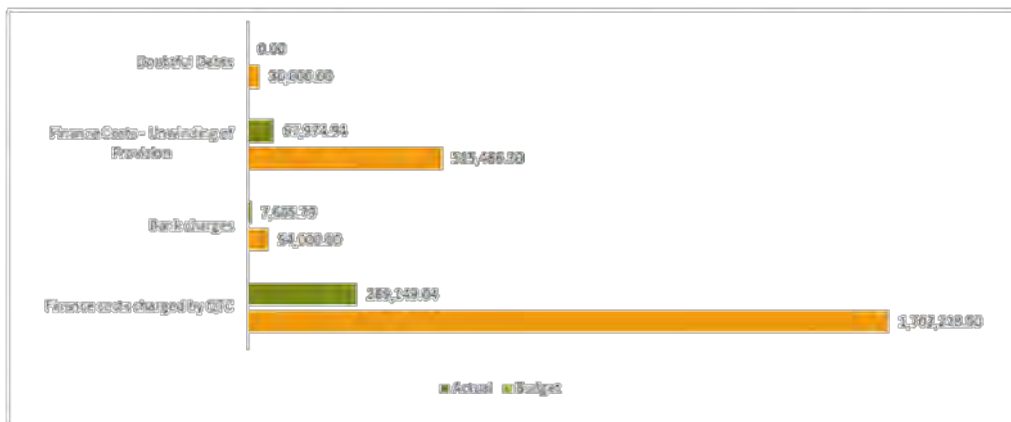
- Timing in yearly Insurance, Land Valuation and LGAQ membership expenses.
- Overruns in disaster management – this will be offset by grant income under the Disaster Recovery Funding Arrangements with QRA once grant is received.

Description	Actual	Budget	% Spent
Donations	146,127	625,435	23%
Materials	3,265,320	19,043,538	17%
Services	1,331,576	5,219,444	26%
Internal Plant Charges	1,168,138	6,420,915	18%
Internal Plant Recoveries	- 1,471,986	- 8,488,104	17%
	4,439,174	22,821,228	

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.

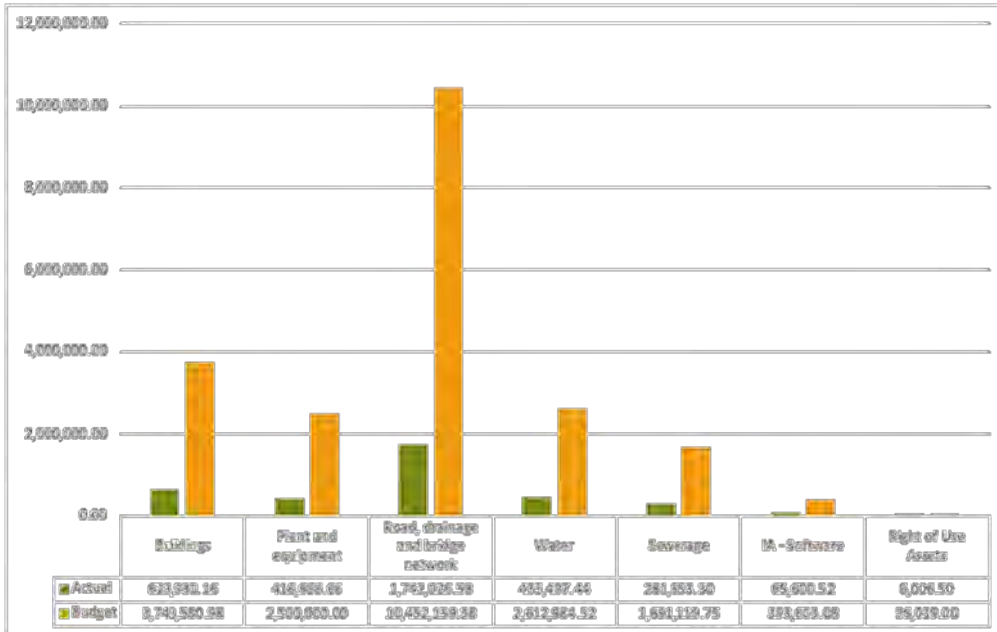
As at 31 August 2020, finance costs are tracking just below target at 16% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions.



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 August 2020, depreciation is tracking on target at 17%.



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 August 2020, Council sold 10 items from the Fleet register with a written down value of \$112,500.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 August 2020

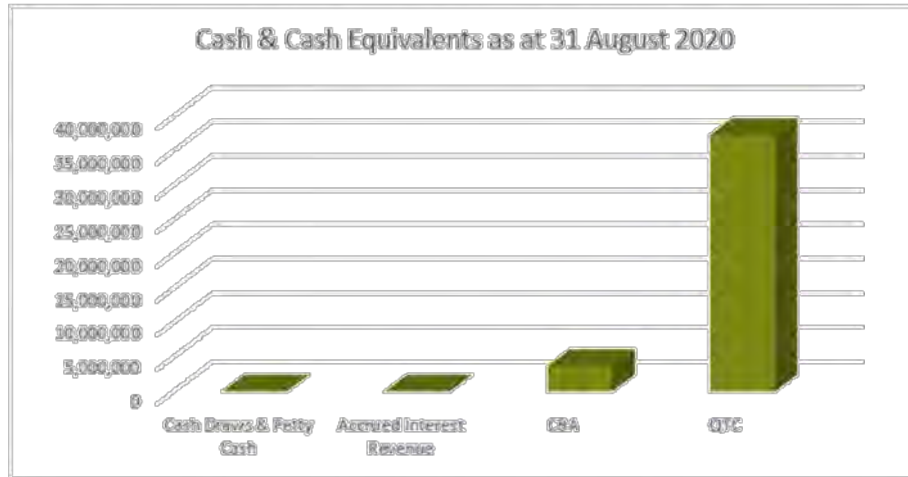
	2020 AUGUST \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	41,040,122	43,116,747
Trade and Other Receivables	29,672,439	5,313,216
Inventories	780,790	772,356
Investments	-	-
Total Current Assets	71,493,350	49,202,319
Non-Current Assets		
Trade and Other Receivables	1,306,115	1,112,211
Property, Plant and Equipment	851,821,343	891,929,354
Right of Use Asset	1,037,983	1,019,397
Intangible Assets	8,252,496	7,899,364
Total Non-Current Assets	862,417,939	901,960,326
TOTAL ASSETS	933,911,289	951,162,644
Current Liabilities		
Trade and Other Payables	6,769,765	5,749,454
Borrowings	2,877,630	3,013,874
Lease Liabilities	24,260	-
Provisions	3,475,299	3,671,079
Other Liabilities	168,428	2,369,464
Total Current Liabilities	13,315,382	14,803,871
Non-Current Liabilities		
Trade and Other Payables	26,044	1,017,943
Borrowings	33,937,241	30,633,993
Lease Liabilities	1,031,819	-
Provisions	13,588,117	13,755,564
Other Liabilities	-	908,112
Total Non-Current Liabilities	48,583,221	46,315,611
TOTAL LIABILITIES	61,898,603	61,119,482
NET COMMUNITY ASSETS	872,012,686	890,043,162
Community Equity		
Retained Surplus/(Deficiency)	444,559,002	440,762,572
Asset Revaluation Surplus	427,453,684	449,280,590
TOTAL COMMUNITY EQUITY	872,012,686	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 August 2020, Council's actual cash and cash equivalents balance was \$41,040,122. The below table shows the breakup of this balance sheet element.

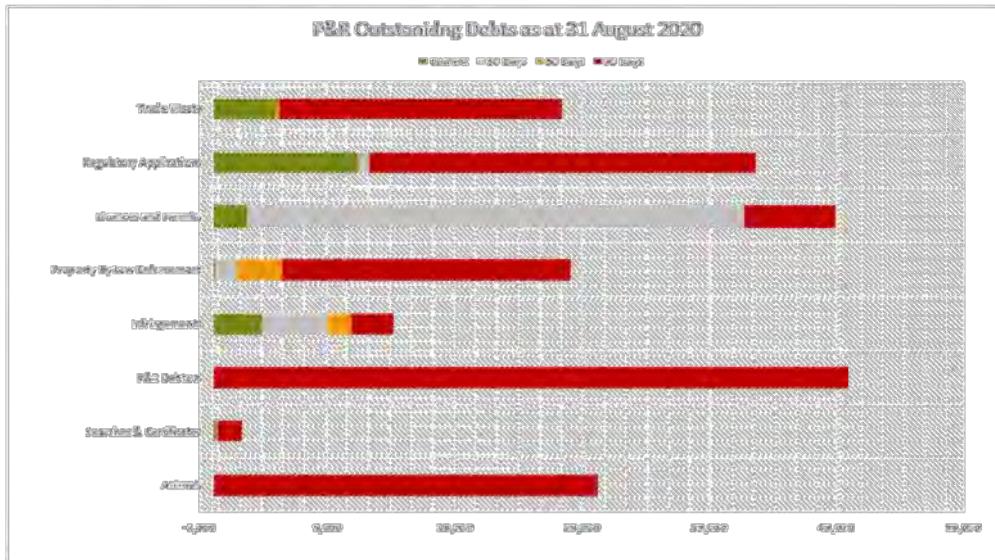


As at the end of August 2020, the restricted cash balance was \$28.554m. This balance will be monitored monthly and adjusted as capital works is spent over the year.

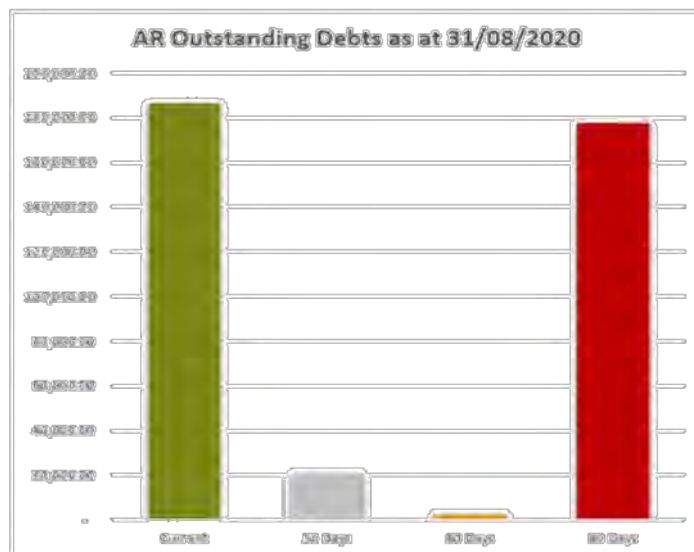
RESTRICTED CASH	
	Aug-20
Recurrent Expenditure	1,387,645
Future Capital Works	
Roads	2,997,467
Buildings	4,121,826
Waste	3,234,888
Land	25,322
Plant & ICT	1,317,211
Water	3,763,043
Wastewater	4,933,196
Unspent - Developer Contributions	4,598,671
Unspent - Grants, Subsidies & Donations	-
Unspent - Loan Funds	2,175,000
Total	28,554,270

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.

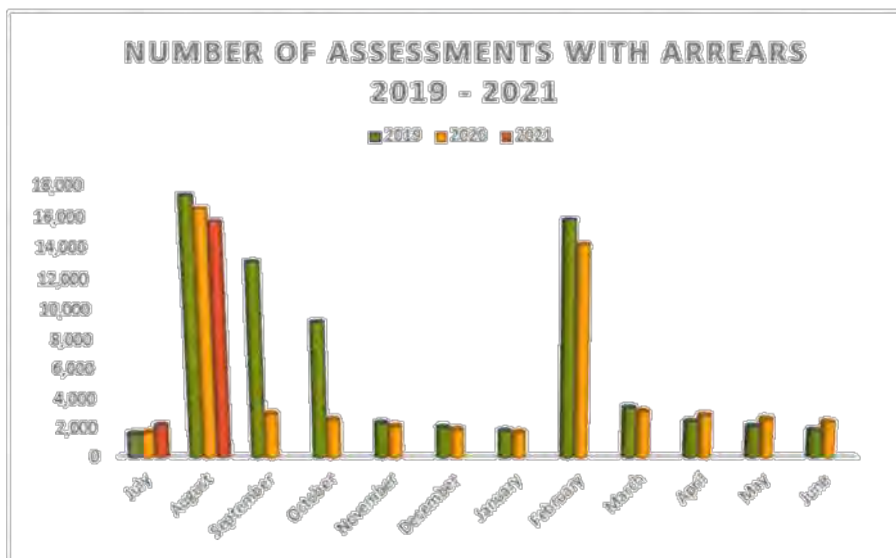
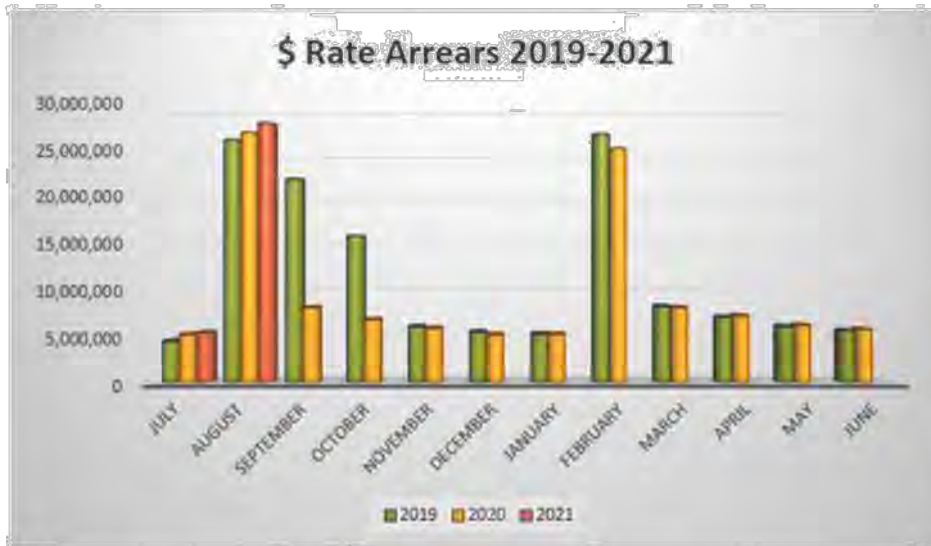


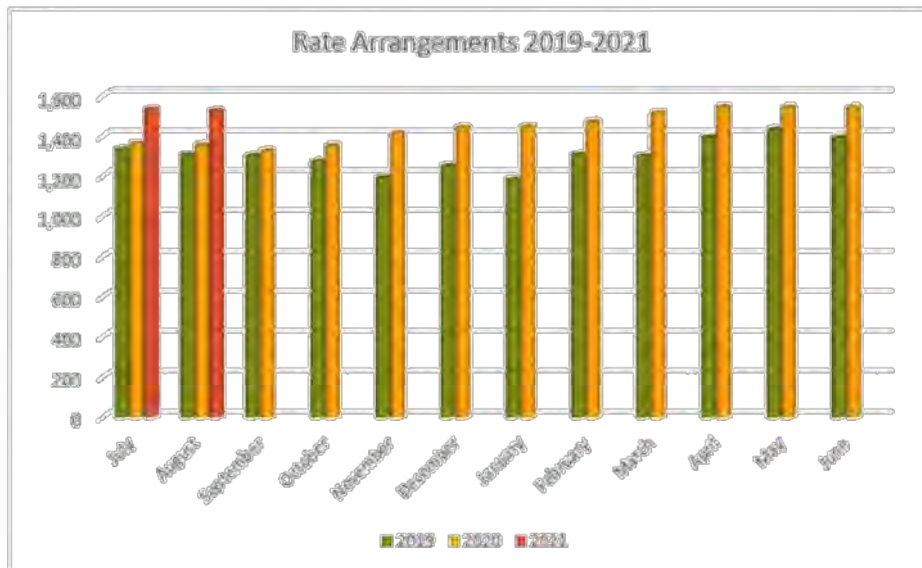
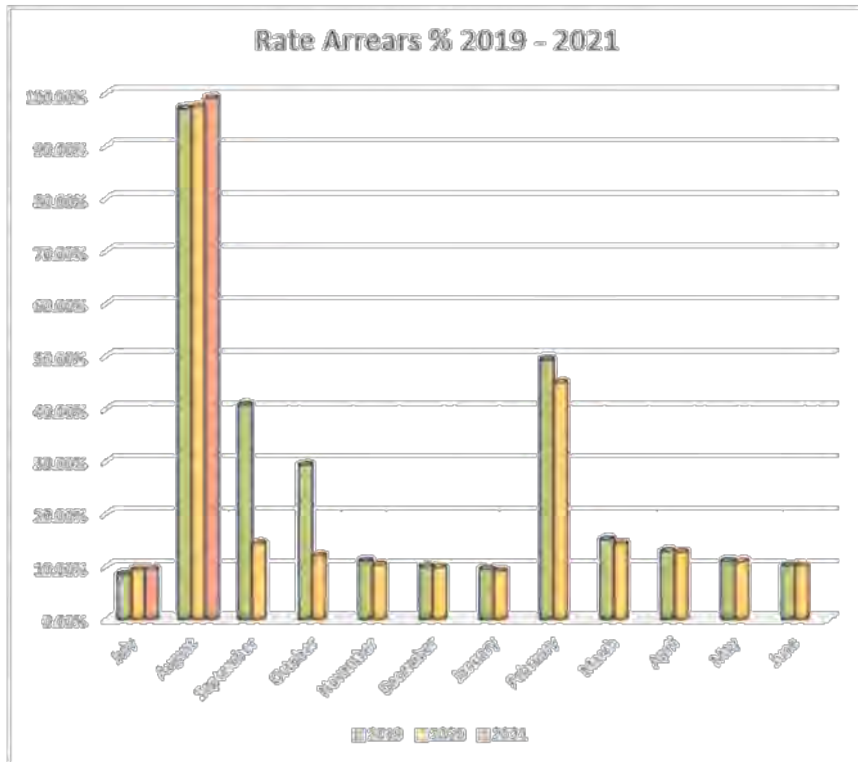
Finance are continuing to work with managers to clean up old outstanding debtors from our property and rating system. Following up on outstanding debts has now recommenced.



The AR outstanding debts 90+ days has increased slightly from last month with a few debts becoming overdue by 90+ days. A large majority of the value sitting in 90 days remains with debt collectors.

Rates in arrears as at 31 August 2020 is sitting at \$28.248 million or 99.16% with 1,527 assessments with rate arrangements in place. This rate arrears value in dollars is trending higher this period compared to the previous two financial years and is high this period due to the six-monthly rate run being processed this month.





3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held.

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. Any projects deemed work in progress from 2019/2020 have been identified in restricted cash for completion in the 2020/2021 year which gives a total available budget of \$45.6m.

Actual expenditure with committed costs as at 31 August 2020 is \$10.124m, which is tracking above target at 22.2%. Of the \$10.124m, \$2.558m is actual expenditure with the remaining \$7.565m sitting as committed costs.

Council has accepted and finalised the comprehensive revaluations for buildings and land effective 30 June 2020. The water and wastewater comprehensive revaluations will be processed in the 2020/2021 financial year. This project continues between Council and the external valuers.

2020/2021 Capex Report for Council

		EXPENDITURE BUDGET					EXPENDITURE ACTUALS		
Function Code	Project Description	Capital Item Priority	Funding Source	2020/2021 Budget	2020/2021 in Progress	Total Available Budget	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments	Project Life to Date Budget
Buildings & Other Structures									
Admin Office - Kings									
	100110			200,000.00		200,000.00	200,000.00		
	100112			200,000.00		200,000.00	200,000.00		
	Sub Activity Subtotal			400,000.00		400,000.00	400,000.00		
Admin Office - Wanda									
	100220			24,000.00		24,000.00	24,000.00		
	Sub Activity Subtotal			24,000.00		24,000.00	24,000.00		
Archives - Kings									
	100022			438,000.00	25,000.00	463,000.00	438,000.00	438,000.00	463,000.00
	100023			438,000.00	25,000.00	463,000.00	438,000.00	438,000.00	463,000.00
	Sub Activity Subtotal			876,000.00	50,000.00	926,000.00	876,000.00	876,000.00	926,000.00
Archives - Wanda									
	100022			47,000.00	10,000.00	57,000.00	47,000.00	47,000.00	57,000.00
	100710			47,000.00	10,000.00	57,000.00	47,000.00	47,000.00	57,000.00
	Sub Activity Subtotal			94,000.00	20,000.00	114,000.00	94,000.00	94,000.00	114,000.00
Composites - Mackillop									
	100180			26,000.00		26,000.00	26,000.00		26,000.00
	Sub Activity Subtotal			26,000.00		26,000.00	26,000.00		26,000.00
Day of Kings									
	100180			8,000.00		8,000.00	8,000.00		8,000.00
	Sub Activity Subtotal			8,000.00		8,000.00	8,000.00		8,000.00
Day of Wanda									
	100180			12,000.00		12,000.00	12,000.00		12,000.00
	Sub Activity Subtotal			12,000.00		12,000.00	12,000.00		12,000.00
EDC - Kings									
	100710			21,000.00		21,000.00	21,000.00		21,000.00
	Sub Activity Subtotal			21,000.00		21,000.00	21,000.00		21,000.00
EDC - Wanda									
	100710			15,000.00		15,000.00	15,000.00		15,000.00
	Sub Activity Subtotal			15,000.00		15,000.00	15,000.00		15,000.00
Hall - Kingsley Town									
	100710			50,000.00		50,000.00	50,000.00		50,000.00
	Sub Activity Subtotal			50,000.00		50,000.00	50,000.00		50,000.00
Hall - Kingsley Cully									
	100710			190,000.00		190,000.00	190,000.00		190,000.00
	Sub Activity Subtotal			190,000.00		190,000.00	190,000.00		190,000.00
Hall - Pleasant									
	100710			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			40,000.00		40,000.00	40,000.00		40,000.00
Hall - Clifton									
	100710			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			40,000.00		40,000.00	40,000.00		40,000.00
Hall - Oatona									
	100710			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			40,000.00		40,000.00	40,000.00		40,000.00
Hall - Manderson									
	100400			8,000.00		8,000.00	8,000.00		8,000.00
	100710			8,000.00		8,000.00	8,000.00		8,000.00
	Sub Activity Subtotal			16,000.00		16,000.00	16,000.00		16,000.00
Hoisting									
	100200			8,000.00		8,000.00	8,000.00		8,000.00
	Sub Activity Subtotal			8,000.00		8,000.00	8,000.00		8,000.00
Museum - Kingsley									
	100710			20,000.00		20,000.00	20,000.00		20,000.00
	Sub Activity Subtotal			20,000.00		20,000.00	20,000.00		20,000.00
Museum - Manderson H									
	100201			42,000.00	19,121.64	61,121.64	42,000.00	42,000.00	61,121.64
	100710			42,000.00	19,121.64	61,121.64	42,000.00	42,000.00	61,121.64
	100701			42,000.00	19,121.64	61,121.64	42,000.00	42,000.00	61,121.64
	Sub Activity Subtotal			126,000.00	57,364.92	183,364.92	126,000.00	126,000.00	183,364.92
Museum - Wanda Hill									
	100800			40,000.00		40,000.00	40,000.00		40,000.00
	100710			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			80,000.00		80,000.00	80,000.00		80,000.00
Museum - Kingsley Hill									
	100800			44,219.54		44,219.54	44,219.54		44,219.54
	Sub Activity Subtotal			44,219.54		44,219.54	44,219.54		44,219.54
Parks & Gardens									
	104140			40,000.00		40,000.00	40,000.00		40,000.00
	100710			40,000.00		40,000.00	40,000.00		40,000.00
	100714			40,000.00		40,000.00	40,000.00		40,000.00
	100716			40,000.00		40,000.00	40,000.00		40,000.00
	100718			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			200,000.00		200,000.00	200,000.00		200,000.00
Swimming Pool - King									
	104910			150,000.00		150,000.00	150,000.00		150,000.00
	104912			150,000.00		150,000.00	150,000.00		150,000.00
	Sub Activity Subtotal			300,000.00		300,000.00	300,000.00		300,000.00
Swimming Pool - King									
	104910			200,000.00		200,000.00	200,000.00		200,000.00
	Sub Activity Subtotal			200,000.00		200,000.00	200,000.00		200,000.00
Swimming Pool - Wanda									
	104910			40,000.00		40,000.00	40,000.00		40,000.00
	104912			40,000.00		40,000.00	40,000.00		40,000.00
	104916			40,000.00		40,000.00	40,000.00		40,000.00
	Sub Activity Subtotal			120,000.00		120,000.00	120,000.00		120,000.00

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Project Code	Project Description	Current Financial Year	2019/20 Budget	2020/21 Budget	2020/21 Actual	Current Financial Year	2019/20 Actual	2020/21 Actual	Financial Year to Date Total
Plan & Debt Mgmt									
100000									
Road									
W10 (Round 3)									
Streetlights									
Shelters									
Orch Rental									
Payment Hub									
Teagasc & Cytrox									
Shop in Reading									
Sub Activity Subtotal									
Activity Total									

Project Code	Project Description	Current Plan Line Category	Current Plan Line Priority	2020-21 Budget	2020-21 % Progress	2020-21 Actual	2020-21 Commitment	2020-21 Expenditure	2020-21 Balance	Project Life to Date
100121
Tech Development										
100121
Sub Activity Summary				4,887,242.00	0.00	4,887,242.00	25,769.96	325,426.10	4,861,472.04	11,443,165.25
TDR - ABE Projects										
100121
Sub Activity Summary				0.00	0.00	0.00	0.00	0.00	0.00	0.00
General										
100121
Sub Activity Summary				182,038.25	0.00	182,038.25	0.00	0.00	182,038.25	859,323.48
Unit Changes										
100121
Sub Activity Summary				500,000.00	0.00	500,000.00	7,602.00	0.00	492,398.00	1,009,792.00
Activity Total				5,469,280.25	0.00	5,469,280.25	33,371.96	325,426.10	5,141,482.19	13,462,159.73
Water - General Oper										
100226
Sub Activity Summary				350,000.00	0.00	350,000.00	0.00	0.00	350,000.00	1,889,287.83
Water - Highflow										
100227
Sub Activity Summary				1,270,118.20	0.00	1,270,118.20	89,947.28	98,446.67	1,171,671.53	18,447,287.99
Water - Marginal										
100228
Sub Activity Summary				100,000.00	0.00	100,000.00	0.00	0.00	100,000.00	1,012,732.29
Water - Prerogative										
100229
Sub Activity Summary				200,000.00	0.00	200,000.00	0.00	0.00	200,000.00	445,825.50

Project Code	Project Description	Current Plan Line Priority	Current Project	2020/21 Budget	2020/21 Actual to Date	2020/21 Budget	2020/21 Commitment	2020/21 Provision	2020/21 Encumbrance	Project Line to Date Total
Water - Wenda										
100273				150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
100274				150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
100275				150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
Sub Activity Subtotal				450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00
Activity Total				450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00
Wastewater Services										
Wastewater - General										
100276				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100277				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Wastewater - Kingsdale										
100278				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100279				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Wastewater - Morgan										
100280				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100281				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Wastewater - Hartley										
100282				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100283				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Wastewater - Wenda										
100284				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100285				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100286				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
Activity Total				300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
Water - Matigahire										
100287				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
100288				100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Sub Activity Subtotal				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total				200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Activity Total										
				3,223,000.00	2,314,713.14	4,042,713.14	2,365,935.14	314,177.45	3,479,112.61	21,041,351.82

3.2.3 Intangible Assets

Council's water allocation and computer software currently make up the intangible asset balance.

3.3 Liabilities

3.3.1 Trade and other Payables

Trade and Other Payables is made-up of creditors, which is recognised upon receipt of invoice at the amount owed. Amounts are generally settled on 30-day terms. Liabilities are also recognised for employee benefits such as wages and salaries, annual leave, RDO and TOIL.

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as at 31 August 2020 was \$36,814,871 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 675,072
Finance	\$ 1,160,026
Property	\$ 1,137,600
Economic Development	\$ 428,381
Environment & Waste	\$ 797,747
Infrastructure	\$ 12,349,010
Water & Wastewater	\$ 20,267,035
Total	\$ 36,814,871

3.3.3 Provisions

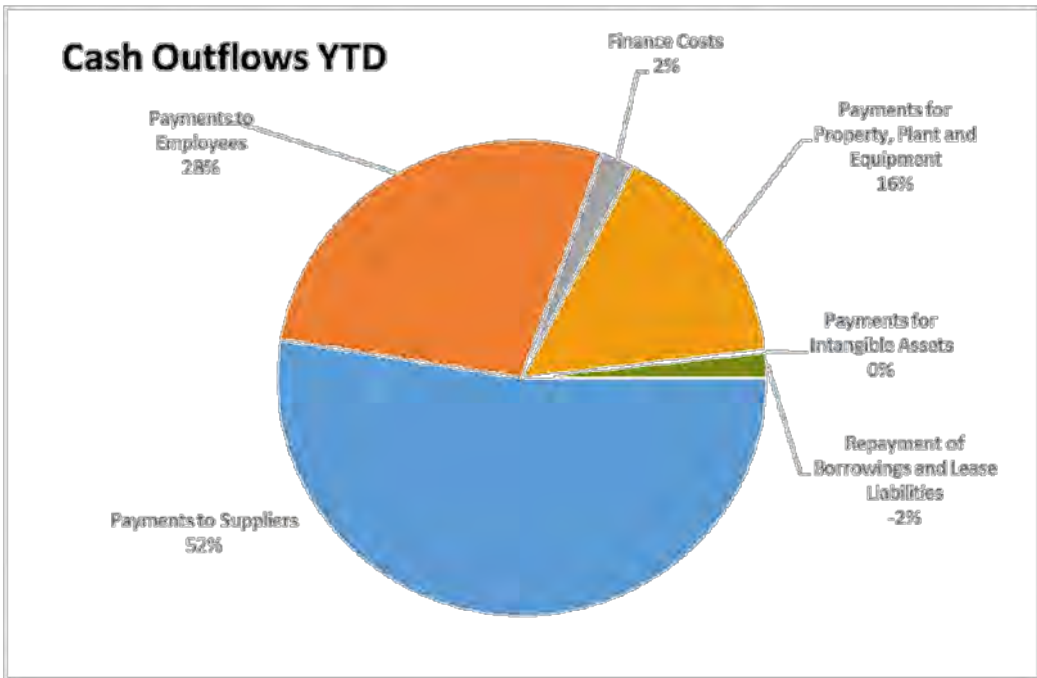
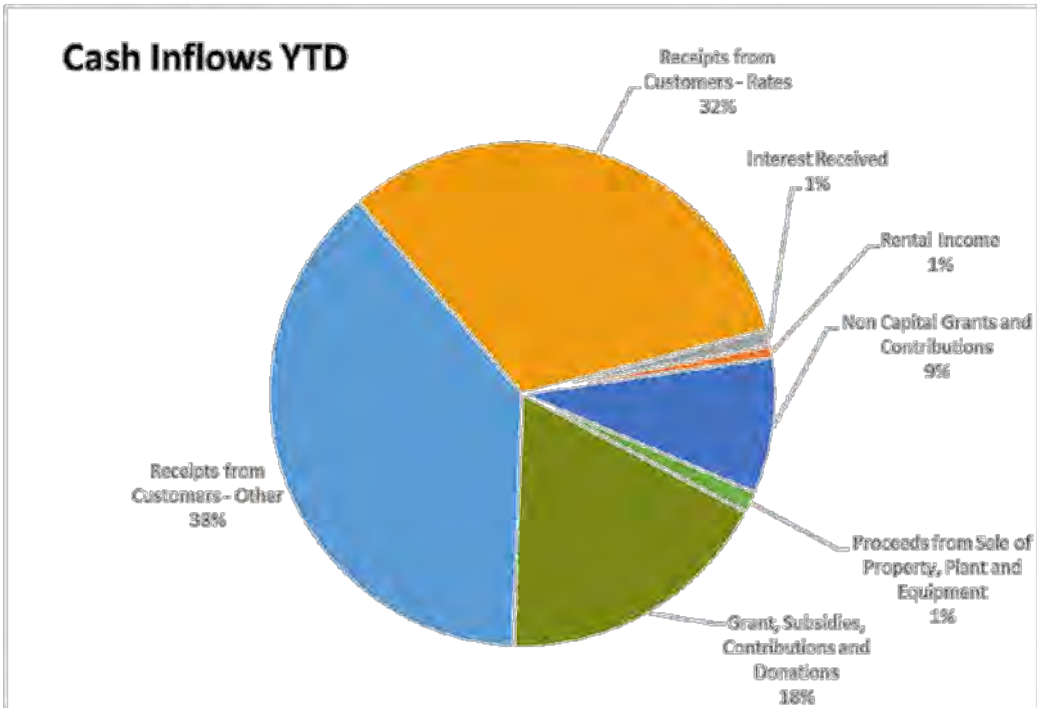
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave.

3.3.4 Other Liabilities

Other liabilities are made-up of the State Waste Levy payment received in advance.

4.0 Interim Cash Flow

Monthly Cashflow	July	Aug	YTD
Cash Flows from Operating Activities			
Receipts from Customers	\$3,771,986	\$2,774,320	\$6,546,305
Payments to Suppliers and Employees	(\$9,987,627)	(\$3,035,854)	(\$13,023,480)
	(\$6,215,641)	(\$261,534)	(\$6,477,175)
Interest Received	\$65,992	\$28,855	\$94,847
Rental Income	\$38,456	\$33,680	\$72,136
Non Capital Grants and Contributions	\$1,500	\$805,981	\$807,481
Finance Costs	(\$182,233)	(\$182,497)	(\$364,730)
Net Cash Inflow (Outflow) from Operating Activities	(\$6,291,926)	\$424,485	(\$5,867,441)
Cash Flows from Investing Activities			
Payments for Property, Plant and Equipment	(\$542,121)	(\$1,991,746)	(\$2,533,867)
Payments for Intangible Assets	(\$25,130)	-	(\$25,130)
Advances/(Repayments) of Loans and Advances	-	-	-
Proceeds from Sale of Property, Plant and Equipment	\$15,081	\$112,500	\$127,581
Grant, Subsidies, Contributions and Donations	\$1,655,000	-	\$1,655,000
Net Cash Inflow (Outflow) from Investing Activities	\$1,102,831	(\$1,879,246)	(\$776,416)
Cash Flows from Financing Activities			
Proceeds from Borrowings and Leasing Liabilities	-	-	-
Repayment of Borrowings and Leasing Liabilities	\$139,688	\$139,688	\$279,376
Net Cash Inflow (Outflow) from Financing Activities	\$139,688	\$139,688	\$279,376
Cash and Cash Equivalents at the Beginning of the Period	\$47,404,602	\$42,355,195	\$47,404,602
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$5,049,407)	(\$1,315,074)	(\$6,364,481)
Cash and Cash Equivalents at the End of the Period	\$42,355,195	\$41,040,122	\$41,040,122
Restricted Cash	\$28,554,270	\$28,554,270	\$28,554,270
Cash Available for Use	\$13,800,925	\$12,485,852	\$12,485,852



5.0 Interim Changes in Equity

	<i>Jul-20</i>	<i>Aug-20</i>
	\$	\$
Asset Revaluation Surplus		
Opening Balance	427,453,684	427,453,684
Inc/(dec) in asset revaluation surplus	-	-
Closing Balance	427,453,684	427,453,684
Retained Surplus		
Opening Balance	426,494,028	423,152,438
Net Result	- 3,341,590	21,406,564
Closing Balance	423,152,438	444,559,002
Total Community Equity	850,606,122	872,012,686

6.0 Financial Ratios

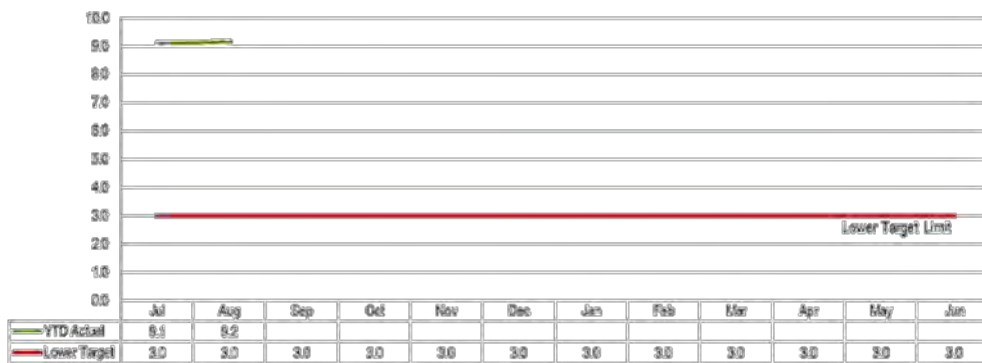
Ratio	Description	Formula	\$BEC's Target	Status	Aug-20
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	9.2
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	X	2.8
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	X	5.37
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 50%	✓	66%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	2.6%
Cash Balance-\$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	41.04
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.9%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.0%

The current monthly ratios are tracking on target, except for the Operating Cash Ratio and the Current Ratio.

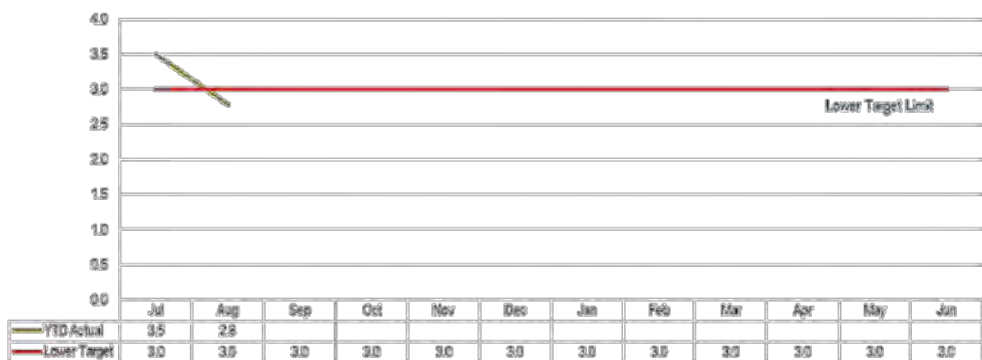
The **Operating Cash Ratio** is currently indicating 2.8 months, just under target. This is due to the increase in restricted cash as a result of the 30 June 2020 review and a decision to restrict capital project work-in-progress balances at year end. This ratio will come back into alignment as the restricted cash balance reduces which will be reviewed monthly in conjunction with the capital program. This ratio will also improve as Council's cash balance increases as rates are paid.

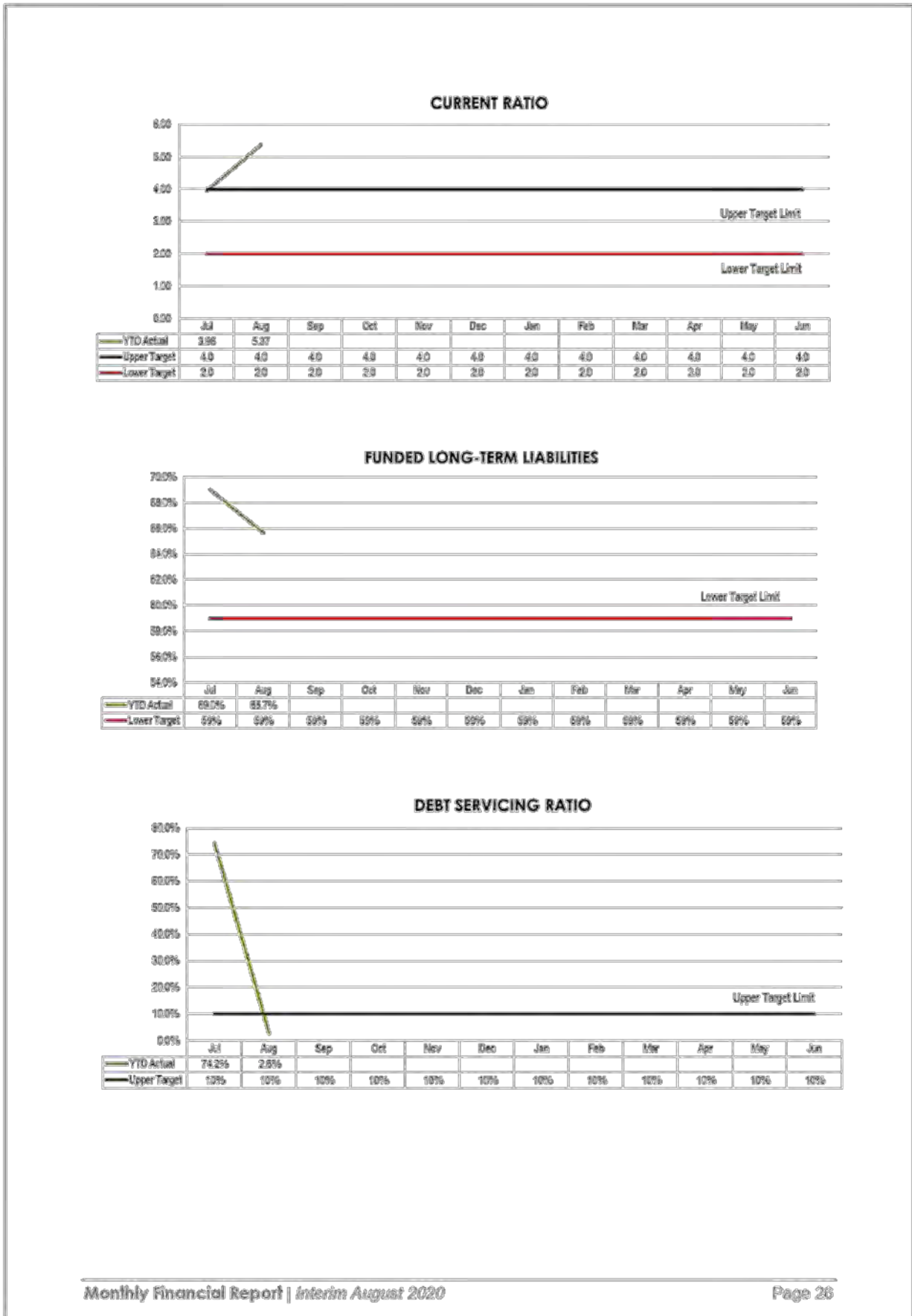
The **Current Ratio** is currently at 5.37 which is above the higher target limit of 4.0. This is largely due to the fact that the current assets are high due to rates being run this month. This ratio will start decreasing over the next few months as rates monies are used to pay expenses.

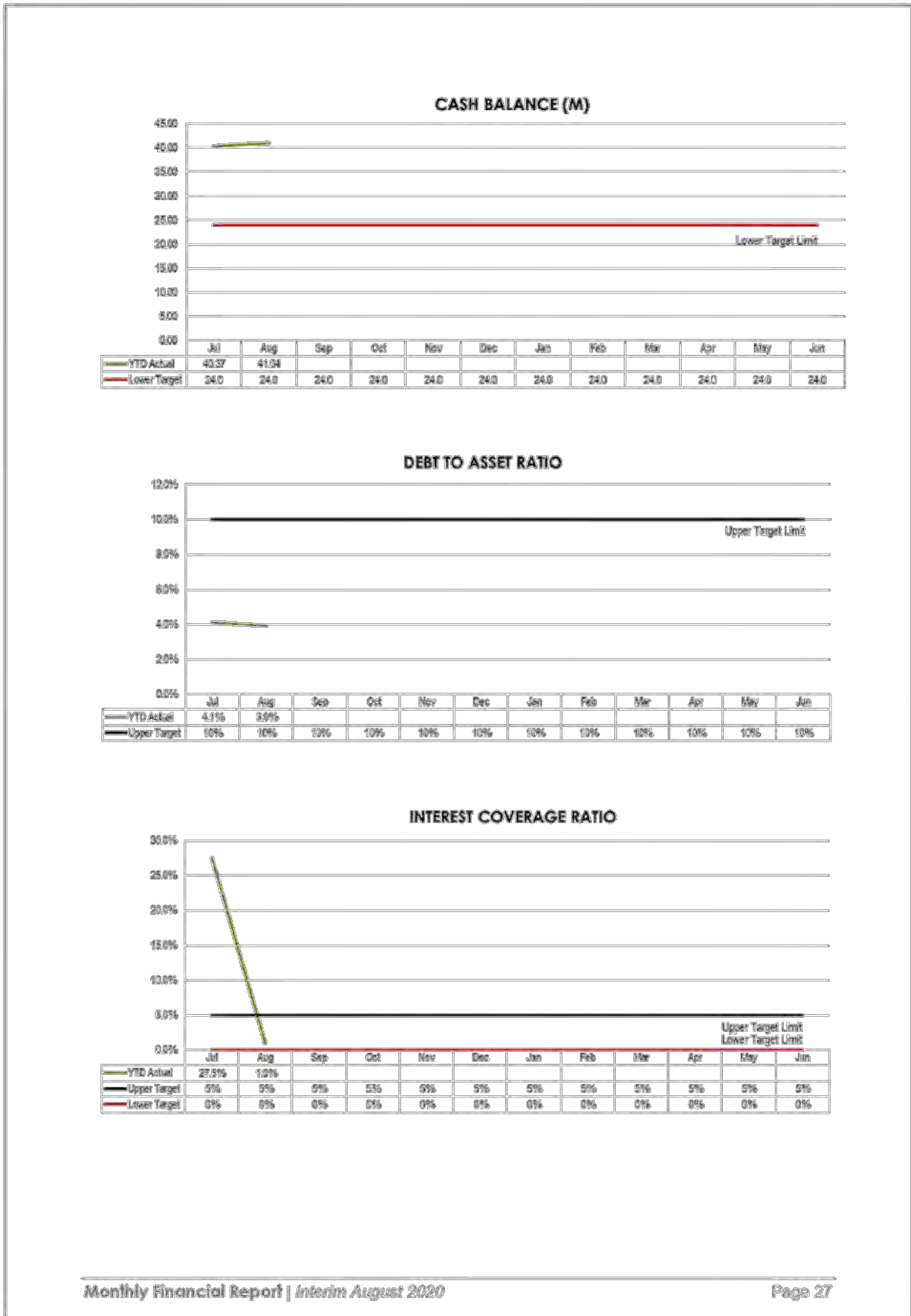
CASH RATIO



OPERATING CASH RATIO







7.0 Long Term Financial Forecast

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2020/2021 to 2029/2030. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

- (a) income of the local government;
- (b) expenditure of the local government; and
- (c) the value of assets, liabilities and equity of the local government.

The local government must:

- (a) consider its long-term financial forecast before planning new borrowings; and
- (b) review its long-term financial forecast annually.

7.1 Income and Expenditure Statements

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	51,633,800	53,230,532	54,883,248	56,597,354
Fees and Charges	4,071,778	4,138,770	4,206,882	4,276,135
Rental Income	295,703	276,406	281,612	286,917
Interest Received	1,045,463	1,061,745	1,078,298	1,095,197
Sales Revenue	3,085,330	3,148,981	3,207,827	3,270,892
Other Income	762,571	775,749	789,156	802,799
Grants, Subsidies, Contributions and Donations	7,929,017	8,010,214	8,092,300	8,175,285
	68,823,662	70,839,396	72,539,313	74,504,579
Capital Revenue				
Grants, Subsidies, Contribution and Donations	10,766,291	3,555,221	3,266,291	3,466,291
	10,766,291	3,555,221	3,266,291	3,466,291
Total Income	79,589,953	74,394,617	75,805,604	77,970,870
Expenses				
Recurrent Expenses				
Employee Benefits	24,639,958	25,133,406	25,636,733	26,150,128
Materials and Services	22,917,728	23,321,452	24,145,447	24,153,082
Finance Costs	2,171,008	2,081,381	2,039,531	1,876,996
Depreciation and Amortisation	21,889,270	22,254,492	22,707,631	23,045,087
	71,627,962	72,790,741	74,529,342	75,225,293
Capital Expense				
	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	71,221,162	72,377,025	74,108,593	74,797,391
Net Result	8,368,791	1,817,592	1,697,011	3,173,479
Net Operating Result	(2,804,300)	(2,151,345)	(1,990,029)	(720,714)

	Year 6 2020/2026	Year 7 2020/2027	Year 8 2021/2028	Year 9 2026/2029	Year 10 2029/2030
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	58,172,176	60,014,621	61,922,600	63,809,015	65,946,346
Fees and Charges	4,346,550	4,418,142	4,490,941	4,564,957	4,640,215
Rental Income	292,324	297,832	303,447	309,168	315,000
Interest Received	1,112,377	1,129,833	1,147,570	1,165,590	1,183,900
Sales Revenue	3,335,200	3,400,774	3,467,641	3,535,826	3,605,355
Other Income	816,670	830,782	845,140	859,749	874,609
Grants, Subsidies, Contributions and Donations	8,259,178	8,343,991	8,429,734	8,516,419	8,604,056
	<u>76,334,475</u>	<u>78,435,975</u>	<u>80,607,163</u>	<u>82,650,724</u>	<u>85,169,481</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	3,266,291	3,266,291	3,466,291	3,266,291	3,266,291
	<u>3,266,291</u>	<u>3,266,291</u>	<u>3,466,291</u>	<u>3,266,291</u>	<u>3,266,291</u>
Total Income	<u>79,600,766</u>	<u>81,702,266</u>	<u>84,073,454</u>	<u>85,917,015</u>	<u>88,435,772</u>
Expenses					
Recurrent Expenses					
Employee Benefits	26,673,799	27,207,961	27,752,810	28,308,559	28,875,453
Materials and Services	24,581,315	25,183,539	25,718,738	25,918,395	26,556,290
Finance Costs	1,705,794	1,663,109	1,477,770	1,299,180	1,108,591
Depreciation and Amortisation	23,377,650	24,022,657	24,358,725	24,798,401	25,234,144
	<u>76,336,557</u>	<u>78,077,266</u>	<u>79,308,042</u>	<u>80,324,544</u>	<u>81,774,478</u>
Capital Expense					
	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
	<u>(435,176)</u>	<u>(442,574)</u>	<u>(450,098)</u>	<u>(457,750)</u>	<u>(465,532)</u>
Total Expense	<u>75,903,381</u>	<u>77,634,692</u>	<u>78,857,944</u>	<u>79,866,794</u>	<u>81,308,946</u>
Net Result	<u>3,697,385</u>	<u>4,067,574</u>	<u>5,215,510</u>	<u>6,250,221</u>	<u>7,126,826</u>
Net Operating Result	<u>(4,032)</u>	<u>358,709</u>	<u>1,209,121</u>	<u>2,626,180</u>	<u>3,395,003</u>

7.2 Financial Position

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220	\$ 43,612,379
Receivables	\$ 4,755,876	\$ 4,861,515	\$ 5,067,035	\$ 5,377,408
Inventories	\$ 764,632	\$ 756,986	\$ 749,416	\$ 741,922
Total Current Assets	\$ 45,524,523	\$ 56,786,942	\$ 47,262,671	\$ 49,731,709
Non-Current Assets				
Receivables - Non-Current	\$ 910,507	\$ 708,848	\$ 512,314	\$ 315,780
Infrastructure, Property, Plant and Equipment	\$ 906,732,876	\$ 905,591,292	\$ 913,269,458	\$ 910,725,852
Right of Use Assets	\$ 983,358	\$ 947,319	\$ 911,280	\$ 877,104
Intangible Assets	\$ 7,853,843	\$ 7,815,222	\$ 7,783,790	\$ 7,357,984
Total Non-Current Assets	\$ 916,480,584	\$ 915,062,681	\$ 922,476,842	\$ 919,276,720
Total Assets	\$ 962,005,107	\$ 971,849,623	\$ 969,739,513	\$ 969,008,429
Liabilities				
Current Liabilities				
Payables	\$ 6,155,577	\$ 5,838,523	\$ 5,869,946	\$ 5,921,470
Borrowings	\$ 3,383,849	\$ 3,960,845	\$ 4,117,466	\$ 3,931,759
Provisions	\$ 3,867,021	\$ 3,710,395	\$ 3,627,923	\$ 3,746,422
Unearned Revenue	\$ 2,433,625	\$ 2,500,091	\$ 2,568,887	\$ 2,640,239
Total Current Liabilities	\$ 15,840,072	\$ 16,009,853	\$ 16,184,222	\$ 16,239,890
Non-Current Liabilities				
Payables - Non-Current	\$ 992,145	\$ 965,675	\$ 940,464	\$ 914,574
Borrowings - Non-Current	\$ 32,250,143	\$ 40,089,289	\$ 35,971,832	\$ 32,040,073
Provisions - Non-Current	\$ 13,801,984	\$ 14,045,745	\$ 14,406,235	\$ 14,602,183
Unearned Revenue	\$ 708,809	\$ 509,506	\$ 310,203	\$ 111,674
Total Non-Current Liabilities	\$ 47,753,081	\$ 55,610,224	\$ 51,628,734	\$ 47,668,504
Total Liabilities	\$ 63,593,153	\$ 71,620,078	\$ 67,812,957	\$ 63,908,394
Net Assets	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035
Equity				
Retained Earnings	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	\$ 455,819,445
Revaluation Reserve	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Total Equity	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035

	Year 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194	\$ 71,788,331
Receivables	\$ 6,744,621	\$ 6,225,462	\$ 6,821,123	\$ 7,541,815	\$ 8,392,626
Inventories	\$ 734,503	\$ 727,158	\$ 719,886	\$ 712,687	\$ 705,580
Total Current Assets	\$ 70,688,648	\$ 62,896,902	\$ 71,747,405	\$ 70,685,695	\$ 80,886,516
Non-Current Assets					
Receivables - Non-Current	\$ 8,352	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 905,528,540	\$ 913,597,564	\$ 806,115,524	\$ 909,599,223	\$ 902,545,896
Right of Use Assets	\$ 842,926	\$ 808,752	\$ 774,659	\$ 740,649	\$ 706,593
Intangible Assets	\$ 6,927,920	\$ 6,493,555	\$ 8,054,846	\$ 5,811,750	\$ 5,164,223
Total Non-Current Assets	\$ 913,345,740	\$ 920,899,871	\$ 912,945,069	\$ 915,951,619	\$ 908,418,712
Total Assets	\$ 984,034,388	\$ 983,796,773	\$ 984,692,474	\$ 986,637,314	\$ 989,305,228
Liabilities					
Current Liabilities					
Payables	\$ 5,956,665	\$ 6,006,469	\$ 8,059,811	\$ 6,097,549	\$ 6,149,826
Borrowings	\$ 4,766,413	\$ 4,448,647	\$ 4,602,168	\$ 4,653,607	\$ 4,814,969
Provisions	\$ 3,766,002	\$ 3,757,688	\$ 3,864,769	\$ 3,938,367	\$ 5,152,022
Unearned Revenue	\$ 2,705,793	\$ 2,893,360	\$ 2,673,734	\$ 2,744,877	\$ 2,830,100
Total Current Liabilities	\$ 17,244,873	\$ 17,106,174	\$ 17,200,532	\$ 17,434,300	\$ 18,946,907
Non-Current Liabilities					
Payables - Non-Current	\$ 857,088	\$ 860,818	\$ 832,915	\$ 804,260	\$ 774,832
Borrowings - Non-Current	\$ 42,243,660	\$ 37,795,013	\$ 33,182,825	\$ 28,539,318	\$ 23,724,350
Provisions - Non-Current	\$ 14,820,448	\$ 15,169,774	\$ 15,385,686	\$ 15,526,711	\$ 14,369,589
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 57,920,996	\$ 53,825,605	\$ 49,411,438	\$ 44,872,289	\$ 38,898,770
Total Liabilities	\$ 75,236,969	\$ 70,931,779	\$ 66,611,970	\$ 62,306,589	\$ 57,845,677
Net Assets	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551
Equity					
Retained Earnings	\$ 459,516,830	\$ 423,534,404	\$ 468,769,914	\$ 475,050,135	\$ 482,178,951
Revaluation Reserve	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Total Equity	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551

7.3 Cash Flow

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 72,102,040	\$ 73,389,291	\$ 75,321,258	\$ 77,294,725
Interest Received	\$ 1,045,463	\$ 1,061,745	\$ 1,078,288	\$ 1,095,197
Rental Income	\$ 295,703	\$ 276,405	\$ 281,612	\$ 286,917
Non-Capital Grants and Contributions	\$ 7,929,017	\$ 8,010,214	\$ 8,092,300	\$ 8,175,285
<i>Payments:</i>				
Payment to Suppliers	-\$ 59,401,147	-\$ 61,389,327	-\$ 62,410,440	-\$ 63,082,793
Borrowing Costs	-\$ 1,621,793	-\$ 1,530,744	-\$ 1,493,107	-\$ 1,338,399
Net Cash Provided (or Used) in Operating Activities	\$ 20,349,283	\$ 19,817,584	\$ 20,869,911	\$ 22,430,931
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 10,766,291	\$ 3,555,221	\$ 3,266,291	\$ 3,466,291
<i>Payments:</i>				
Payments for PPE	-\$ 36,621,232	-\$ 21,038,248	-\$ 30,318,326	-\$ 20,041,499
Net Cash Provided (or Used) in Investing Activities	-\$ 25,448,141	-\$ 17,069,311	-\$ 26,631,286	-\$ 16,147,306
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 5,000,000	\$ 11,800,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,013,874	-\$ 3,383,849	-\$ 3,960,845	-\$ 4,117,466
Net Cash Provided (or Used) in Financing Activities	\$ 1,986,126	\$ 8,416,151	-\$ 3,960,845	-\$ 4,117,466
Net Increase/(Decrease) in Cash and Cash Equivalent	-\$ 3,112,732	\$ 11,164,425	-\$ 9,722,220	\$ 2,166,159
Cash and Cash Equivalents at Beginning of Period	\$ 43,116,747	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220
Cash and Cash Equivalents at End of Period	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220	\$ 43,612,379

	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 79,384,369	\$ 81,457,736	\$ 83,226,088	\$ 85,792,924	\$ 88,179,201
Interest Received	\$ 1,112,377	\$ 1,129,833	\$ 1,147,570	\$ 1,165,590	\$ 1,183,900
Rental Income	\$ 292,324	\$ 297,832	\$ 303,447	\$ 309,168	\$ 315,000
Non-Capital Grants and Contributions	\$ 8,259,178	\$ 8,343,991	\$ 8,429,734	\$ 8,516,419	\$ 8,604,056
<i>Payments:</i>					
Payment to Suppliers	-\$ 64,200,084	-\$ 65,876,967	-\$ 66,931,439	-\$ 68,050,592	-\$ 69,636,743
Borrowing Costs	-\$ 1,176,528	-\$ 1,145,083	-\$ 977,105	-\$ 825,612	-\$ 667,358
Net Cash Provided (or Used) in Operating Activities	\$ 23,581,635	\$ 24,407,344	\$ 25,198,296	\$ 26,907,896	\$ 27,978,058
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 3,266,291	\$ 3,266,291	\$ 3,466,291	\$ 3,266,291	\$ 3,266,291
<i>Payments:</i>					
Payments for PPE	-\$ 17,754,098	-\$ 31,565,138	-\$ 16,403,023	-\$ 27,804,951	-\$ 17,699,237
Net Cash Provided (or Used) in Investing Activities	-\$ 14,052,631	-\$ 27,876,274	-\$ 12,487,534	-\$ 24,080,910	-\$ 13,967,414
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,931,759	-\$ 4,796,413	-\$ 4,448,647	-\$ 4,602,188	-\$ 4,653,507
Net Cash Provided (or Used) in Financing Activities	\$ 11,068,241	-\$ 4,796,413	-\$ 4,448,647	-\$ 4,602,188	-\$ 4,653,507
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 20,597,246	-\$ 8,265,343	\$ 8,262,116	-\$ 1,775,202	\$ 9,357,137
Cash and Cash Equivalents at Beginning of Period	\$ 43,612,379	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194
Cash and Cash Equivalents at End of Period	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194	\$ 71,788,331

7.4 Changes in Equity

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025	
Asset Revaluation Surplus					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	
Closing Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	
Retained Surplus					
Opening Balance	\$ 440,762,572	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	
Net Result	\$ 8,368,792	\$ 1,817,592	\$ 1,697,011	\$ 3,173,479	
Closing Balance	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	\$ 455,819,445	
Total Community Equity	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035	
Year 6 2025/2026					
Year 7 2026/2027					
Year 8 2027/2028					
Year 9 2028/2029					
Year 10 2029/2030					
Asset Revaluation Surplus					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Retained Surplus					
Opening Balance	\$ 455,819,445	\$ 459,516,830	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135
Net Result	\$ 3,697,385	\$ 4,067,574	\$ 5,215,510	\$ 6,250,221	\$ 7,126,826
Closing Balance	\$ 459,516,830	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135	\$ 482,176,961
Total Community Equity	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551

8.0 Investments

Council had \$42.054m held in bank accounts at 31 August 2020. Out of this balance 89% was held with QTC with an end of month interest rate of 0.72% and the remaining 11% was with Commonwealth Bank with an interest rate of 0.75%. With low interest rates causing the term deposit market to be uncompetitive, Council has not invested any funds in term deposits with other institutions at this time.

Institution	Rating	Rate at 30/06/2020	Current Rate
QTC	A1+	0.86%	0.72%
CBA General Account (new)	A1+	0.75%	0.75%
CBA General Account	A1+	0.75%	0.75%

Investment Portfolio Report
As at 31 August 2020

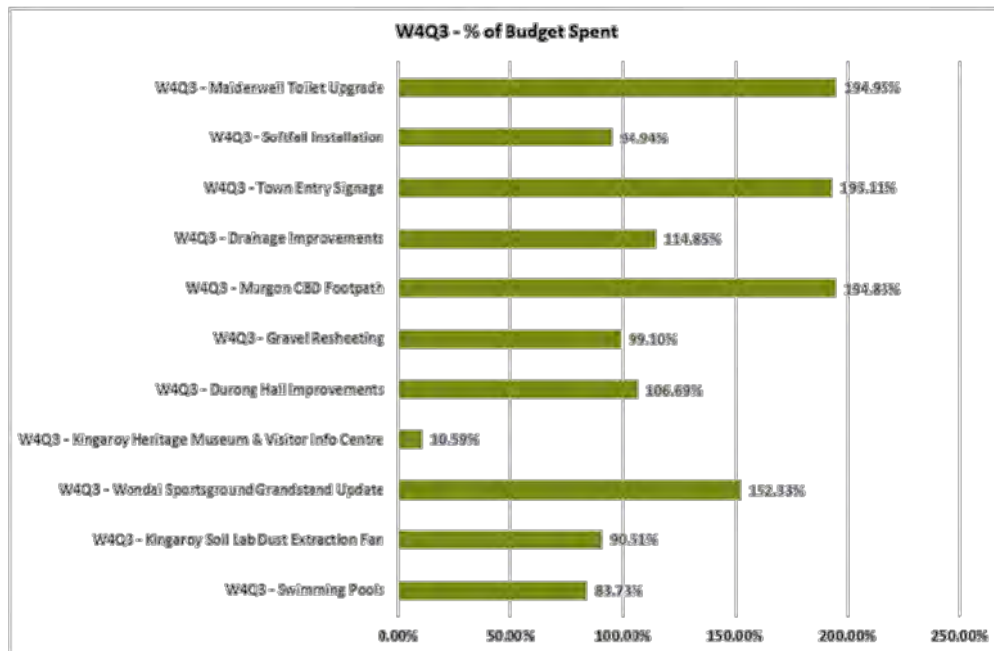
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 August 2020	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	0.72%		4,000,000	37,289,201	59,994	10,107	49,887	37,339,088	0.89	A1+	100%	No Limit
Commonwealth Bank													
Australia General Operating Account	6,211,212	0.75%	23,227,032	24,730,326	4,707,918	7,447		7,447	4,715,365	0.11	A1+	25% to 35%	\$20M
Total	47,500,413		23,227,032	28,730,326	41,997,119	67,441	10,107	57,334	42,054,453				

9.0 Works for Queensland

9.1 Works for Queensland Round 3

The Works for Queensland total budget is \$4.5m. To-date, \$5.033m of actuals has been spent with a further committed cost of \$229k identified. As at the end of August 2020, \$4.362m was eligible expenditure under the grant with the remaining 671k funded by Council.

Project Code	Project Description	Final Budget	14/21 Project Actual Cost	July 2020	August 2020	Commenced	Project Life To Date	Eligible Expenditure	Final FY Cost
100456	W403 - Swimming Pools	235,000.00	197,641.52	70.2%	47.5%	0.00%	134,418.35	176,641.78	0.00
100458	W403 - Kingaroy Soil Lab Dust Extraction Fan	62,000.00	55,992.00	0.00	0.00	0.00	55,992.00	55,992.00	0.00
100457	W403 - Wondal Sportsground Grandstand Update	22,000.00	28,213.50	0.00	0.00	0.00	28,213.50	28,213.50	0.00
100459	W403 - Kingaroy Heritage Museum & Visitor Info Centre	20,000.00	2,422.00	0.00	0.00	0.00%	2,422.00	2,422.00	0.00
100459	W403 - Durong Hall Improvements	15,000.00	16,013.00	0.00	0.00	0.00	16,013.00	16,013.00	0.00
100470	W403 - Gravel Resheeting	2,250,000.00	2,222,544.00	211,976.00	62.5%	7,488.00	2,222,544.00	2,222,544.00	0.00
100471	W403 - Murgon CBD Footpath	22,000.00	66,542.00	12,950.00	104,804.00	23,414.44	66,542.00	66,542.00	474,510.33
100472	W403 - Drainage Improvements	150,000.00	167,021.01	4,021.00	0.00	0.00	40,261.97	150,000.00	12,561.97
100473	W403 - Town Entry Signage	100,000.00	111,500.00	0.00	0.00	0.00%	111,500.00	100,000.00	60,300.00
100474	W403 - Softfall Installation	150,000.00	262,000.00	0.00	0.00	0.00	262,000.00	258,000.00	0.00
100475	W403 - Maidenwell Toilet Upgrade	15,000.00	29,248.00	0.00	0.00	0.00	29,248.00	15,000.00	24,143.00
		4,500,000.00	4,811,603.00	358,976.23	51,544.57	319,858.57	5,031,974.70	4,362,875.75	671,998.95



9.2 Works for Queensland Round 4 – COVID

The Works for Queensland round 4 total budget is \$3.31m. To-date, \$25.4k of actuals has been spent with a further committed cost of \$196k identified. This round has only just started with only 4 projects with actual costs to date.

W4Q4 COVID- Capital Grant Projects Report

Project Code	Project Description	Project Budget	July 2020	August 2020	Commitments	Project Life to Date Actual
100712						
005992	W4Q4-Wendai Airport Lighting Upgrade	50,000.00	-	-	-	-
		50,000.00	-	-	-	-
100713						
005993	W4Q4-Kingaroy-Forensic & Carpark CCTV	150,000.00	-	-	-	-
005994	W4Q4-Nanango-Cultural Centre Abston	150,000.00	-	1,035.40	43,105.00	1,035.40
005995	W4Q4-Regional-Roof Replacements	220,000.00	-	-	43,105.00	-
005996	W4Q4-Regional-Repairing	220,000.00	-	-	-	-
005997	W4Q4-Regional-Replace Flooring	120,000.00	-	-	10.04	-
005998	W4Q4-Regional-Security System	175,000.00	-	4,252.50	-	4,252.50
005999	W4Q4-Murgon-Squash Courts	140,000.00	-	-	43,105.00	-
006000	W4Q4-Wendai-Showground Grandstand	170,000.00	-	-	43,105.00	-
006001	W4Q4 - Durong -Public Amenities - Bare	85,000.00	-	-	-	-
006002	W4Q4 - Kingaroy - Youth Public Amenities	80,000.00	-	-	-	-
006003	W4Q4-Kingaroy-Glenlea St Amenities	25,000.00	-	-	103.04	-
		1,585,000.00	-	5,287.98	172,674.55	6,287.98
100714						
005999	W4Q4 - Kingaroy -Vege Planting	250,000.00	-	-	15,350.00	-
005980	W4Q4 - Murgon -GE2 Park Tree Replacement	75,000.00	-	-	1,303.64	-
005981	W4Q4 - Regional Parks-Park Furniture	150,000.00	-	-	-	-
005982	W4Q4-Kroy & Benarkin Lines Park Signage	20,000.00	-	-	-	-
005983	W4Q4 - Regional Tourism - Statues	200,000.00	-	-	-	-
		695,000.00	-	-	17,653.64	-
100715						
005990	W4Q4-Escondoma-Homestead-Water	20,000.00	18,181.82	1,818.18	-	20,000.00
005992	W4Q4-Prozno-Dump Point	15,000.00	-	-	-	-
005994	W4Q4-Wendai-Casuarina Park	180,000.00	-	-	-	-
005995	W4Q4-Escondoma Dam-Sanktonso Rehabilitation	205,000.00	-	-	-	-
005996	W4Q4 - Dams - Escondoma - Tennis Courts	20,000.00	-	-	434.55	-
005997	W4Q4-Wendai-Heritage Museum Footpath	10,000.00	-	-	4,103.00	-
005998	W4Q4 - Yallockool Dam - Boat Ramp Repairs	70,000.00	-	-	-	-
005984	W4Q4 - Dams - Yallockool - Tennis Courts	20,000.00	-	-	-	-
		475,000.00	18,181.82	1,818.18	4,612.55	20,000.00
100716						
005985	W4Q4 - Nanango-Floreser Park Playground	120,000.00	-	-	-	-
005986	W4Q4 - Nga Butter Factory Fb-Playground	50,000.00	-	-	-	-
005987	W4Q4 - Kingaroy - Memorial Park Softball	40,000.00	-	-	-	-
005988	W4Q4 - Kingaroy-Azza Park-Park Furniture	25,000.00	-	-	-	-
005989	W4Q4 - Wendai-State Park Upgrade	50,000.00	-	-	-	-
005990	W4Q4 -Nanango-Roy McCallum Fb-Playground	180,000.00	-	-	-	-
005991	W4Q4-Nanango-Scott Street Carpark Shade	70,000.00	-	-	-	-
005992	W4Q4-Prozno-Playground Shadedal Regies	50,000.00	-	124.70	1,590.00	124.70
		605,000.00	-	124.76	1,590.00	124.76
		3,310,000.00	18,181.82	7,280.92	199,490.14	26,462.74



8.7 REVIEW OF CAPITAL BUDGET 2020/2021

File Number: 16-Sep-2020
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Review Capital Budget for the 2020/2021 financial year to include budget for projects that remained open, at 30 June 2020, as work in progress.

SUMMARY

A review of the Capital Budget ending 30 June 2020 has been undertaken to identify all projects which remained as work in progress which will continue and be finalised in 2020/2021. All identified work in progress projects have now be added to the Capital Budget for 2020/2021.

The following table summarises the result.

Capital Budget

	Adopted Budget 2020/2021	Work in Progress 2019/2020	Total Available Budget 2020/2021
Buildings	\$5,865,000	\$1,751,821	\$7,616,821
Intangibles	\$480,000	-	\$480,000
Plant and Equipment	\$2,315,000	\$1,317,211	\$3,632,211
Road and Drainage	\$22,483,662	\$939,396	\$23,423,058
Water	\$3,000,000	\$1,041,750	\$4,041,750
Wastewater	\$3,735,000	\$2,310,711	\$6,045,711
Waste	\$350,000	\$9,920	\$359,920
Total	\$38,228,662	\$7,370,809	\$45,599,471

The revised Capital Program is attached. The first quarter review is currently being completed and is expected to be presented to the October Council meeting.

OFFICER'S RECOMMENDATION

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 Capital Budget be adopted.

FINANCIAL AND RESOURCE IMPLICATIONS

The revised capital budget maintains the link with achieving the Operational Plan 2020/2021 and is in line with the revenue and expenditure priorities of the Original Budget.

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)

Budgets were reviewed with the relevant budget manager.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

ASSET MANAGEMENT IMPLICATIONS

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

REPORT

Not applicable.

ATTACHMENTS

1. **Review of Capex Budget 2020-2021 - August 2020** [↓](#) 

2020/2021 Capex Report for Council

				EXPENDITURE BUDGET		
Project Code	Project Description	Corporate Plan Link - Primary	Financial Project	2020/2021 Adopted Budget	2019/2020 Work in Progress	Total Available Budget
Buildings & Other Structures						
Admin Office - Kinga						
005993	W4Q4-Kingaroy-Forcourt & Carpark CCTV		100713	150,000.00	-	150,000.00
006004	Kingaroy-Admin Building-Airconditioning		100192	125,000.00	-	125,000.00
Sub Activity Subtotal				275,000.00	-	275,000.00
Admin Office - Wonda						
006005	Wondai-Record Building-Fire Wall		100628	14,000.00	-	14,000.00
Sub Activity Subtotal				14,000.00	-	14,000.00
Aerodrome - Kingaroy						
005771	CP - Aerodrome-Kingaroy-Boundary Fencing		100523	47,000.00	35,000.00	82,000.00
006006	CP - Aerodrome Kingaroy - Apron Seal		100523	59,000.00	-	59,000.00
Sub Activity Subtotal				106,000.00	35,000.00	141,000.00
Aerodrome - Wondai						
005770	CP - Wondai-Aerodrome-Boundary Fencing		100523	47,000.00	15,000.00	62,000.00
005972	W4Q4-Wondai Airport Lighting Upgrade		100712	50,000.00	-	50,000.00
Sub Activity Subtotal				97,000.00	15,000.00	112,000.00
Cemeteries - Blackbu						
006007	CP - Blackbutt-New Columbarium Wall		100196	28,000.00	-	28,000.00
Sub Activity Subtotal				28,000.00	-	28,000.00
Depot - Kingaroy						
006008	Kingaroy-Depot-Replace External Doors		100198	6,500.00	-	6,500.00
Sub Activity Subtotal				6,500.00	-	6,500.00
Depot - Murgon						
005884	Workshop Office-Murgon Depot		100198	-	25,000.00	25,000.00
Sub Activity Subtotal				-	25,000.00	25,000.00
SES - Kingaroy						
006035	DCP-Kingaroy-SES-External Paint/Flooring		100719	21,000.00	-	21,000.00
Sub Activity Subtotal				21,000.00	-	21,000.00
SES - Wondai						
006036	DCP-Wondai-SES- Insulate/Aircon/Roof		100719	15,000.00	-	15,000.00
Sub Activity Subtotal				15,000.00	-	15,000.00
Hall - Kingaroy Town						
005967	DCP- Kingaroy-Town Hall Floor Sand		100719	56,000.00	-	56,000.00
Sub Activity Subtotal				56,000.00	-	56,000.00
Hall - Nanango Cultu						
005994	W4Q4-Nanango-Cultural Centre Aircon		100713	160,000.00	-	160,000.00
Sub Activity Subtotal				160,000.00	-	160,000.00
Hall - Proston						
006041	DCP-Proston-Showground-Repairs		100719	10,000.00	-	10,000.00
Sub Activity Subtotal				10,000.00	-	10,000.00
Hall - Cloyna						
006040	DCP-Cloyna-Hall-Building Repairs		100719	10,000.00	-	10,000.00
Sub Activity Subtotal				10,000.00	-	10,000.00
Hall - Durong						
006042	DCP-Durong-Hall-Water Tanks		100719	10,000.00	-	10,000.00
Sub Activity Subtotal				10,000.00	-	10,000.00
Hall - Maidenwell						
005866	Maidenwell Hall - Replace Softfall		100498	-	-	-
006039	DCP-Maidenwell-Hall-Upgrade		100719	8,000.00	-	8,000.00
Sub Activity Subtotal				8,000.00	-	8,000.00
Housing						
006011	Nanango-Appin Street-Bathroom Repairs		100200	5,000.00	-	5,000.00
Sub Activity Subtotal				5,000.00	-	5,000.00
Museum - Kingaroy						
006037	DCP-Kingaroy-Heritage Museum-Ext Paint		100719	35,000.00	-	35,000.00
Sub Activity Subtotal				35,000.00	-	35,000.00
Museum - Boondooma H						
005848	Boondooma Heritage Building - Mortar		100201	-	19,131.64	19,131.64
005970	W4Q4-Boondooma-Homestead-Water		100715	20,000.00	-	20,000.00
006012	Boondooma-Homestead Renovations		100201	25,000.00	-	25,000.00
Sub Activity Subtotal				45,000.00	19,131.64	64,131.64