



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 14 October 2020

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

Date: Wednesday, 14 October 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 16 SEPTEMBER 2020

File Number: 14-10-2020

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 16 September 2020 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 16 September 2020**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 16 September 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, 16 SEPTEMBER 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), Tim Low (Acting 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

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

5 DECLARATION OF INTEREST

Cr Schumacher declared a conflict of interest in relation to Item 9.2 - Kingaroy Transformation Council Community Reference Group Terms of Reference - Cr Schumacher is an executive member of the Kingaroy Chamber of Commerce and Industry.

Cr Schumacher declared a conflict of interest in relation to Item 17.4 - Management and Operation of the South Burnett Aquatic Centre SBRC-20/21-04 – Cr Schumacher’s sister in-law and business partner works as a swimming instructor for Summer Country Aquatics at the South Burnett Aquatic Centre.

Cr Schumacher advised the meeting in relation to Item 11.2 - P&LM - 2625648 - Material change of use application for Expansion of existing piggeries at 161 & 225 Elbow Road and other properties - 13 SP139361, 15-17 FY425 and other lots - Applicant: Sunnynook Farms Pty Ltd - MCU19/0011 that Cr Schumacher knows Many Bishopp through her involvement with the South Burnett Community Leadership Program and Red Earth Community Foundation

Cr Schumacher advised the meeting in relation to Item 13.3 - Outdoor Furniture at the Roy Emerson Museum – Blackbutt that in Cr Schumacher’s previous employment with Stanwell she supported the Blackbutt and District Heritage Association to obtain funding for activities, event and projects relating to the Roy Emmerson Museum precinct.

Cr Jones declared a conflict of interest in relation to Item 13.3 – Outdoor Furniture at the Roy Emerson Museum – Blackbutt - Cr Jones is a community representative on the committee.

Mayor Otto declared a conflict of interest in relation Item 9.2 - Kingaroy Transformation Council Community Reference Group Terms of Reference and Item 17.5 - Purchase of Commercial Property. Mayor Otto's company has a business in Kingaroy of which he is a director, and lease a building in the Kingaroy CBD area and will take no further part in the Kingaroy Transformation Project. The Commercial Property is also located in the Kingaroy CBD.

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 AUGUST 2020

RESOLUTION 2020/111

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Minutes of the Council Meeting held on 19 August 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 2020/112

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

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

Social & Corporate Performance:

Governance

My fellow Councillors and I fully support the ongoing local government reforms designed to further strengthen the transparency, accountability and integrity measures that apply to the system of local government in Queensland.

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* was passed by the Legislative Assembly on 18 June 2020 with the majority of local government amendments coming into effect next month on 12 October. These include:

-
- new registers of interests requirements;
 - new and clarified conflicts of interest requirements; and
 - improvements to transparency in relation to meeting agendas, minutes and when matters can be considered in closed meetings.

To this end, a rolling review of Council's policies and procedures is being undertaken during this financial year to ensure that Council is best placed to deliver sound outcomes for our community whilst meeting our obligations under the relevant legislation.

Over 180 policies and procedures make up Council's robust governance to guide and direct the organisation and at today's Council meeting, there are a number of policies presented for adoption of which include the Corporate Risk and Internal Audit Framework.

Customer Contact and Records Team

Our valued dedicated customer contact and records staff over this last month have been busy assisting the community with enquiries, requests and bookings. During the month of August, customer contact staff:

- answered 2875 calls;
- issued 1327 receipts over the counter;
- raised 1141 customer requests; and
- processed 522 applications

Behind the scenes, as part of the Records Management Audit, 120 archive record boxes of correspondence from the former Nanango Shire Council, 223 boxes of Finance records and numerous Council Plumbing / Planning files were relocated to the Wondai records storage facility.

People & Culture:

Qld Training Awards – Darling Downs and South West Region finalist

SBRC made it to the finals for the large employer of the year category and was up against Toowoomba Regional Council and Western Downs Regional Council. Council's nomination focussed on the considerable work SBRC does in the community employing ten trainees and two apprentices, in addition to the learning and development opportunities to educate and upskill existing staff. The winner of this category was Toowoomba Regional Council. This year is the first year that SBRC has entered this category and to final is a tremendous effort.

Communications / Media:

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

Media Releases x 19:

- 030. Media Release 04-08-20 - UPDATE - Gravel Resheeting – Aug Sep
- 031. Media Release 04-08-20 - Show Holiday – Monday 10 August 2020
- 032. Media Release 04-08-20 - Come along Rate information session – Murgon
- 033. Media Release 04-08-20 - Emergency relief and financial counselling available
- 034. Media Release 04-08-20 - Welcome to Montage - South Burnett Libraries new Online Access Catalogue
- 035. Media Release 05-08-20 - Come along... Rate Information Sessions
- 036. Media Release 06-08-20 - No cases of COVID-19 in the South Burnett
- 037. Media Release 14-08-20 - Free online courses – Preventing Dementia
- 038. Media Release 21-08-20 - Niagara Rd – Boyneside Reconstruction & Associated Works (Windfarm)
- 039. Media Release 21-08-20 - Council Embraces Tourism Industry Partnership
- 040. Media Release 24-08-20 - Rates notices issued
- 041. Media Release 26-08-20 - FREE Ballet For Seniors with Queensland Ballet
- 042. Media Release 26-08-20 - Kingaroy Museum Peanut Thresher Restoration Update

- 043. Media Release 27-08-20 - LDMG update on COVID-19 restrictions
- 044. Media Release 27-08-20 - We want you - Volunteers wanted to assist at our Visitor Information Centres
- 045. Media Release 27-08-20 - Community Group Infrastructure Charges Policy
- 046. Media Release 27-08-20 - have your say - New Waste Transfer Station - Maidenwell
- 047. Media Release 27-08-20 - Closure Limited Access - Friebergs Road Warnung
- 048. Media Release 28-08-20 - Lamb Street Murgon Footpath Update

Media Releases 20-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	30	19				
2021	Jan	Feb	Mar	Apr	May	Jun

Media enquiries x 23:

- 4/08/2020 South Burnett Online - Enquiry - Rates Information Sessions
- 5/08/2020 South Burnett Times - Enquiry - Nanango residents falsifying on declaration form re COVID
- 5/08/2020 South Burnett Times - False information re border declaration form - follow up
- 7/08/2020 South Burnett Times - Available Apprenticeships
- 7/08/2020 4SB - Mayor's Radio Topics
- 7/08/2020 Crow FM - Mayor's Radio Topics
- 11/08/2020 ABC Southern Queensland - Request for regular interview
- 14/08/2020 South Burnett Times - Complaints section on website
- 19/08/2020 ABC - Request call back
- 19/08/2020 South Burnett Today - Streetscape Project
- 20/08/2020 South Burnett Today - Council Meeting Brief
- 21/08/2020 South Burnett Times - Lying on border declaration form
- 21/08/2020 South Burnett Today - Request to interview VIC volunteers
- 21/08/2020 South Burnett Today - Request for image - Council embraces tourism industry
- 23/08/2020 Echo - Cancellation of rates Information sessions
- 24/08/2020 South Burnett Times - Request to interview VIC volunteer
- 25/08/2020 South Burnett Times - Request for interview - cancer Council / Daffodil Day
- 27/08/2020 ABC Southern Queensland - Request for interview with Mayor re COVID and new restrictions
- 28/08/2020 ABC Radio - Ballet with Seniors
- 30/08/2020 South Burnett Today - Draft Community Engagement Strategy
- 30/08/2020 South Burnett Times - Interview with Mayor - Rates and Land valuation
- 30/08/2020 Martoo Review - Draft Community Engagement Strategy
- 31/08/2020 7 News - Interview with Mayor re COVID restrictions

Media Enquiries 2020-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	25	23				
2021	Jan	Feb	Mar	Apr	May	Jun

Social Media: Facebook Posts x 61

The most popular post: 20-08-20 ‘Council has the following vacancies’ reached an audience of 10,798.

Council’s ‘southburnettregion’ Facebook page ended the month with 7,773 likes and 8,028 followers.

Social Media – Facebook Posts 2020-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	58	61				
2021	Jan	Feb	Mar	Apr	May	Jun

ENews:

Council progressed 1 eNews during August.

Printed Advertising:

- Council progressed two full page ads (Page 4) in the South Burnett Today during August – 13-08-20 and 27-08-20.
- Council progressed one full page ad in the Murgon Moments for What’s on @ South Burnett libraries and one half page ad for the region’s dams.
- Council progressed 1 x advertisement in the South Burnett Today - ‘Rates Info Session’ 06-08-20 / 1 x advertisement in the Queensland Country Life ‘Wild Dog Feral Pig Baiting’ 28-08-20

Graphical Design:

- South Burnett Regional Council Style Guide 2020
- South Burnett Regional Council 2021 Advocacy Action Plan
- South Burnett Regional Council 2020-21 Schedule of Rates – Insert

Finance & ICT:

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%

- 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	x	<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	x	<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%	✓	

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

RESOLUTION 2020/113

Moved: Cr Kirstie Schumacher
 Seconded: Cr Gavin Jones

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

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

RESOLUTION 2020/114

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

That the South Burnett Regional Council Corporate Risk and Internal Audit Framework 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

RESOLUTION 2020/115

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Corporate Risk Management Policy – Statutory 020 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

RESOLUTION 2020/116

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory 022 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

RESOLUTION 2020/117

Moved: Cr Kirstie Schumacher
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Fraud & Corruption Prevention Management Policy – Statutory 021 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

RESOLUTION 2020/118

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

That the South Burnett Regional Council Internal Audit Policy – Statutory 019 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

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

RESOLUTION 2020/119

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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.

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 CP - CHANGE OF COUNCIL GENERAL MEETING DATE

RESOLUTION 2020/120

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

8.6 MONTHLY FINANCIAL REPORT

RESOLUTION 2020/121

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

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.

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 REVIEW OF CAPITAL BUDGET 2020/2021

RESOLUTION 2020/122

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

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

8.8 TENDER CONSIDERATION PLAN FOR COUNCIL HEALTH CARE PROVIDERS

RESOLUTION 2020/123

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

That pursuant to Section 230 of the *Local Government Regulation 2012*, Council receives and adopts the Tender Consideration Plan as tabled.

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 QUOTE SBRCQ-20/21-08 - REPLACEMENT OF WASTE HOOKLIFT TRUCK [PLANT 2019]

RESOLUTION 2020/124

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That Council purchase a Fuso Hooklift Truck for the sum of \$300,612.37 plus GST from Daimler Trucks Toowoomba.

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 2020/125

Moved: Cr Gavin Jones
 Seconded: Cr Danita Potter

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

In Progress & Planned Works September

Updated as of 1 September 2020

Capital Works

Name	Description	Status
Alford Street Carpark, Kingaroy	Rehabilitation of carpark	Project underway, asphaltting planned for September.
Murgon CBD	Footpath upgrade – Lamb Street, Murgon	Project underway with final seal spray pave Southern side.
Niagara Road, Boyneside	Rehabilitation of existing seal, drainage construction and flood damage repairs.	Project is currently underway.

Bitumen Reseal Preparation

Name	Description	Expected Start Date	Expected Completion Date
Kinleymore School Road	Reseal Preparation	Aug	Aug
Mannuem Road	Reseal Preparation	Sep	Sep
McAllisters Road	Reseal Preparation	Sep	Sep
MP Creek Road	Reseal Preparation	Sep	Sep
Verdelho Drive	Reseal Preparation	Sep	Sep
Waterview Drive	Reseal Preparation	Sep	Sep

Gravel Resheeting & Heavy Formation Grade

Name	Description	Expected Start Date	Expected Completion Date
Boondooma Dam Road	Pavement Repairs	Aug	Aug
Burra Burri Road	Gravel Resheet	Aug	Sep
Friebergs Road	Gravel Resheet, Clearing & Drainage	Sep	Sep
Glenmore Road	Gravel Resheet & Flood Damage	Aug	Sep
Harchs Road	Gravel Resheet	Sep	Sep

Memerambi Gordonbrook Road	Shoulder Grading	Aug	Sep
Ryan Reagon Road	Gravel Resheet	Sep	Oct
Silverleaf Road	Reseal Prep, Heavy Shoulder Grading and Gravel Patching	Sep	Sep
Tarong Yarraman Road	Gravel Resheet	Sep	Sep

Patrol Grading

Locality	Description	Expected Start Date	Expected Completion Date
Benarkin North	Bradley Road	Sep	Sep
Blackbutt	Margaret Street, Haynes Kite Miller Road	Sep	Sep
Blackbutt South	Ogilvie Road	Sep	Sep
Boondooma	Coes Boundary Road	Sep	Sep
Chahpingah	Garden Creek Road, Freshwater Road	Sep	Sep
Charlestown	Bessons Road	Sep	Sep
Durong	Paines Road, Jacksons Road, Burra Burri Creek Road, Coven Road, McLean Road, McPhee Road, Ridge Road, Iron Bark Road	Sep	Sep
Nukku	Nukku North Road, Ulampa Creek Road	Sep	Sep
Taromeo	Pamela Drive, Harper Road, Wild Deer Drive	Sep	Sep
Teelah	Stretton Drive	Sep	Sep

Roadside Slashing / Boom Mowing

Locality	Description	Expected Start Date	Expected Completion Date
Brooklands	Nanango Brooklands	Sep	Sep
East Nanango	East Nanango	Sep	Sep
Hodgleigh	Hodgleigh North Road	Sep	Sep
Nanango	Carbeen Crescent, Hicken Way, South Kerton Road	Sep	Sep
Tarong	Devereux Drive, Tanduringie Drive, Norman Road, Raymond Road	Sep	Sep

Storm Damage

Description
Work is currently under underway with both Council crews and contractors engaged in repairing road damage resulting from the February 2020 storm.

Completed Works - August

Capital Works

Name	Description
Stehbens Street, Kingaroy	Upgrade to bitumen seal standard, including kerb and channel.
Memerambi Rail Trail Footpath	Construction of new concrete footpath.

Bitumen Reseal Prep

Name	Description
Back Creek Road	Reseal Preparation
Edenvale South Road	Reseal Preparation
Range Road	Reseal Preparation
Speedwell Abbeywood Road	Reseal Preparation

Gravel Resheeting & Heavy Formation Grade

Name	Description
Edenvale South Road	Reseal Preparation
Franklins Road	Gravel Resheet & Flood Damage
Memerambi Barkers Creek Road	Heavy Formation Grade
Oakey Creek Back Road, Ellesmere	Heavy Formation Grade

Patrol Grading

Locality	Description
Alice Creek	Tuckers Road, Glenclyffe Road, Williams Road, Alice Creek Road, Barbours Road, Parkers Road, Clarks Road, Ellesmere Road
Blackbutt South	Googa Creek Road
Boondooma	Jerrards Road, Manar Road, Allies Creek Road, Krugers Road, Quiet Glenn Road, Seilers Lane,
Brooklands	Brooklands Peron Road, Greenslade Road
Durong	Staines Road
Ellesmere	Oakey Creek Road
Goodger	Boonenne Ellesmere Road, Weeks Road
Gordonbrook	Halfmile Road, Smiths Road, Weens Road, Wicks Road, Slattery Road, Holts Road, Pointons Road, Linds Road, Cooleys Road, Carews Road, Findowie Road, Trouts Road
Inverlaw	Minmore Road, Luck Road, Inverlaw School Road, Barrons Road North, Hoopers Road, Ten Chain Road, Woodalls Road, Beils Road Barrons Road South
Nukku	Nukku Road
Wattle Camp	Memerambi Barkers Creek Road, Carseldine Road

Roadside Slashing / Boom Mowing

Locality	Description
Benarkin North	McLaughlan Road, Williams Road
Blackbutt	Service Road, Bowman Road, Griffin Road
Blackbutt North	Crumpton Drive, Anita Road
Bunya Mountains	Bunya Mountains Road (TMR)
Crownthorpe	Crownthorpe Road
Taromeo	Taromeo Rise

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 Interest:

Cr Kirstie Schumacher declared a conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 9.2 – Kingaroy Transformation Council Community Reference Group Terms of Reference.

Cr Schumacher is an executive member of the Kingaroy Chamber of Commerce and Industry.

Cr Kirstie Schumacher voluntarily left the meeting at 9:58am while the matter was discussed and voted on.

Mayor Brett Otto declared a conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 9.2 – Kingaroy Transformation Council Community Reference Group Terms of Reference.

Mayor Otto has a business in Kingaroy of which he is a director, and lease a building in the Kingaroy CBD area and will take no further part in the Kingaroy Transformation Project.

Cr Brett Otto voluntarily left the meeting at 9.58am while the matter was discussed and voted on.

The Deputy Mayor assumed the chair.

9.2 KINGAROY TRANSFORMATION COUNCIL COMMUNITY REFERENCE GROUP TERMS OF REFERENCE

RESOLUTION 2020/126

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That Council adopt the terms of reference for the Kingaroy Transformation Council Community Reference Group subject to amendments of Deputy Mayor as Chair and Division 3 Councillor as member

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

Against: Nil

CARRIED 5/0

ATTENDANCE:

At 10:03 am, Cr Brett Otto returned to the meeting.

At 10:03 am, Cr Kirstie Schumacher returned to the meeting.

The Mayor resumed the Chair.

9.3 WORKS - APPLICATION FOR PROPOSED PERMANENT ROAD CLOSURE OF UNNAMED ROAD WONDAI ADJACENT TO KEMP STREET THAT JOINS LOT 106 SP212971 PARKSIDE BUILDING SUPPLIES PTY LTD

RESOLUTION 2020/127

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That Council offers no objections to the permanent road closure of the un-named road adjacent to Kemp Street, Wondai that adjoins Lot 106 SP212971 and this section of road be amalgamated into Lot 106 SP212971 with reference to Attachment A: Plan of proposed part road closure.

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

Against: Nil

CARRIED 7/0

9.4 WORKS - REQUESTING COUNCIL NAME INDUSTRIAL ESTATE LOCATED ON RETSCHLAG STREET MURGON TO BOTTLE TREE ESTATE

RESOLUTION 2020/128

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That Council names the industrial estate located on Retschlag Street, Murgon to Bottle Tree Industrial Estate with the following conditions:

1. The applicant bears all cost associated with the sign;
2. The applicant must give the local government specified indemnities and take out and maintain insurance against personal injury and property damage. This includes taking out and maintain public liability insurance cover in an amount not less than \$10,000,000.00;
3. The sign is to be:
 - a. Located within the Retschlag Street, road reserve;
 - b. Maximum size of 1.2m high and 2.4m long;
 - c. As shown in attachment A, B and C;
 - d. Not cause a nuisance and must not cause obstruction of, or distraction to, pedestrian or vehicular traffic;
 - e. Apply to Council's Works Branch for any changes to the approved sign;
 - f. Plans (sign, footings and structure) are to be certified by an RPEQ (Registered Professional Engineer of Queensland). The certified plans must be issued to Council before construction works commence;
 - g. Installation works must be under the direct supervision of an RPEQ and a Certificate of Completion, certifying the sign has been installed in accordance with industry standards and plan must be provided to Council on completion of the works;
4. Council reserves the right at any time, to request the repair, removal or relocation of the sign with all costs to be borne by the asset owner;

5. A Permit to Work on Council Roads or Footpaths must be completed and approved before the works can commence; and
6. Seek advice from the Department of Transport and Main Roads in relation to this sign to confirm any requirement they have.

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 2020/129

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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

Community:

Throughout the month I have meet with many different groups and organisations and had discussions regarding suicide, support groups, mental health, emergency relief and housing to help our community.

Farmers Night Out

- Funded under the Federal Government’s Drought Communities Program
- There will be four dinners held at four locations Kingaroy, Blackbutt, Proston and Murgon.
- SAVE A DATE flyer went out and we have already had enquiries as to making a booking for the night out.
- Workplace Health and Safety have finalised seating numbers for each of the halls (Kingaroy 150 seated, Blackbutt 78, Murgon 68 and Proston 80, all family unit seating will be spaced 1.5m.
- Guest Speakers on the night will be Larry Cann the Rodeo/Radio Announcer and Mary O’Brien from “Are you Bogged Mate”.
- Judy Crawford will be catering for the Kingaroy and Blackbutt dinners and Roberta Schablon will be catering for the Proston and Murgon dinners. The dinner will consist of a two-course meal with drinks served at the table on the night.
- Another 2,000 letters will be sent out this week which will provide booking information and details for the night.

Libraries

2020 Queensland Senior’s Week Digital ‘Living Library’ Series

South Burnett Libraries 2020 Senior’s Week ‘Living Library’ was well received, with the series of 10 episodes attracting over 2,000 views on the South Burnett Libraries Facebook page. This series also garnered interest from the State Library of Queensland, with a request to submit a blog post to the Public Libraries Connect newsletter about the series and its design.

All episodes from the 'Living Library' series are available on the library's webpage.

The Kingdom of Libraria – South Burnett Libraries' New Children's Loyalty Program

From 21 September 2020, children across the region are invited to explore the magical Kingdom of Libraria - South Burnett Libraries new children's loyalty program. Libraria is a Kingdom made up of six Houses, ruled by an array of faithful subjects known as Librarians (otherwise referred to as Book Wizards). Designed with a whimsical twist to spark the imagination of those who join, the program is based on the South Burnett Region and encourages families to visit each of our wonderful libraries. With plenty of missions, bonus activities, prizes and incentives, the Kingdom of Libraria is sure to capture the imagination of our young community members.

South Burnett Libraries Stock Rotation

As part of South Burnett Libraries collection management process, library staff perform a monthly rotation of approximately 150 items between each of the 6 branches. The aim of this exchange is to provide fresh stock for library patrons. In August, each branch selected 150 DVDs from the shelves to be transferred to their new locations.

Creepy Critters Craft

To help keep boredom at bay during the upcoming school holidays, Creepy Critter Craft packs have been produced by library staff. These packs contain assorted craft items that children can collect from their local library to take home and produce their very own creepy critter. Available from 19 September – 2 October 2020, children can share their creations by taking a photo of their critter and posting it to the South Burnett Libraries Facebook page (with help from an adult).

St Mary's Catholic College Art Exhibition

Visit the Kingaroy Library during September and October to view the work of St Mary's Catholic College art students. Based on works from well-known artists, students explored ways artists can create social comment through art and how Indigenous artists can use alternate painting materials such as fingertips or sticks.

Arts:

During the last month I have had great pleasure attending the Kingaroy Art Gallery to view some exceptional work by Niketa Law and a very thought-provoking piece that allows you to have your own say as to who the three people in the painting are. Wondai Art Gallery have some amazing pieces from Tangled Threads, work from Ute Grigill, Moffatdale School and Trish Erkens.

South Burnett Arts Inc. coordinated a 'South Burnett Public Art Roundtable' to provide a platform for arts and community groups to share ideas and information on potential public art projects for the region. The Roundtable encouraged information sharing and collaboration between groups and was attended by representatives from groups across the South Burnett including Blackbutt, Yarraman, Nanango, Kingaroy, Hivesville, Proston & Murgon.

Kingaroy-based arts worker Olivia Everitt was awarded funding by the Queensland Government through the Arts Queensland Individuals Fund to undertake a mentorship and research project on Cultural Resource Mapping. Olivia is working to map the arts and cultural resources in the South Burnett and produce a snapshot report about the scope of cultural and creative practice in the region.

CQ RASN are in the process of developing a strategic plan for WBBROC Arts Committee to help benefit and identify key priorities for our area including working towards more collaboration projects. CQ RASN will also be organising the 'Shine Bright Cross Regional Festival', this will mean lighting up our communities at night with Council and CQ RASN working closely together to plan the events.

Heritage:

Mural at Kingaroy Museum

Brothers Ben and Harry Young, of Memerambi, are widely regarded as the pioneers of the South Burnett peanut industry. The sons of a Chinese immigrant, Ah Young, they planted their first crop in

1919. Harry Young subsequently designed the first peanut thresher in Queensland and Ben became a director of the Peanut Marketing Board (PMB – now known as the Peanut Company of Australia).

To celebrate 100 years of the peanut industry in the South Burnett local artist Robin Dower has painted a mural at the Kingaroy Heritage Museum commemorating the peanut industry. The vision of Wilf Young, a Museum volunteer, Robin has captured the peanut harvest over the past 100 years. A great example of partnerships for a purpose, the painting is a grand addition to the Museum.

The project cost \$3380, which included \$1880 RADF funding, \$480 funded by Wilf Young himself and in-kind contributions from artist Robin Dower and Kingaroy Heritage Museum volunteers.

While we are talking about centenary's, the Burrandowan Picnic Races are in the process of organising their Centenary in two years' time with the writing of a book to celebrate. If anyone has any information or would like to be involved, please contact Cr Henschen or the Burrandowan Picnic Race Committee.

Thresher

The Kingaroy Heritage Museum's historic Peanut Thresher has been restored and was returned to the museum at the end of August.

The thresher was built by local peanut farmer Mr George Stolzenberg who used the thresher on his own property. Mr Stolzenberg's family donated the thresher to the Kingaroy Heritage Museum shortly after the Kingaroy Information Art and Heritage Precinct opened in 2005.

Wagon

Hans (Peter) Hansen was born in Denmark 21 March 1863. He arrived in Australia September/October 1879 working for several years in Ipswich and Lockyer Valley. He joined the Police force in 1894 after that service he built the wagon about 1986 to bring family and possession to Kingaroy.

Sometime after the sale of the family property, the wagon was taken to Hervey Bay where Mrs Joy Baltzer, a direct descendant of HP Hansen, cared for it. Mrs Baltzer kindly donated the wagon to the museum on 16 August 2020.

Sport & Recreation:

South Burnett Saints had a few good runs over the last couple of weeks and I expect by the end of the season both teams will be on top of the leader board, they both have some extremely talented players.

I would also like to ask Community Groups, Sporting Clubs or Not For Profit Organisations if they have anything they would like me to mention during my report to please let me know.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2020/130

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting adjourn for morning tea.

CARRIED 7/0

RESOLUTION 2020/131

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That the meeting resume at 10.49am.

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 2020/132**

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

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

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

Pest Management contractors and staff treated 1.7 hectares of restricted weeds in August including;

- **Mother of Millions** – Treatment on Council roads and reserves in Byee, Boondooma, Wondai, Tingoora, Cushnie, Coolabunia, Booie, Brooklands, Maidenwell and Gordonbrook. Property inspections were completed in Wattlecamp, Wilkesdale and Wengenville areas.
- **Hudson Pear** – Inspections in the Wilkesdale area in conjunction with Biosecurity Qld

Councils spray trailer was hired out to one landowner to treat Giant Rats Tail Grass in the Cloyna area and Splatter guns were used by landholders in the Brooklands, Cloyna and Dangore areas for Lantana control.

Wild Dog and Feral Pig Control

A total of two Landowners were supplied with 200 wild dog baits in the Wengenville and 7 kg meat was injected to manage Feral Dogs in the Brooklands area.

Rabbit Control

Carrots were injected with K5 calici virus and distributed on properties in Wondai, Booie, South Nanango, Corndale Road, Coolabunia, Kingaroy Showgrounds, Wondai Showgrounds, Wondai Dip Yards and Jorgensen Road area.

Wandering Livestock

Council received 21 requests to attend to wandering livestock across the region. One cow was impounded in the month of August.

Stock Route Grazing Permits

No Stock Route Agistment applications were received or processed during August.

Fire Management

South Burnett Rural Fire Brigades completed a prescribed burn at Maidenwell Reserve, completing the three priority Council burns identified by the regional fire management group for operation cool burn 2020. Whilst other reserves were scheduled to be burnt this year COVID-19 social distancing

practices have significantly reduced the capacity of QFES resources to undertake prescribed burns this season.

Saleyards

Saleyard staff inspected 771 and processed 925 through the dip in August. A total of 166 head were sold through the Coolabunia Saleyards for a total of \$471,255.70.

Environmental assessments

Natural Resources staff completed 33 environmental assessments prior to the commencement of gravel re sheeting works and visibility clearing.

Planning:

Planning Regulation: Walkable Neighbourhoods Amendment

The Amendment Regulation, that come into effect on 28 September 2020, requires that development applications for residential subdivisions are assessed by the Council against the requirements of the amended regulation for the provision of connected street layout, shorter block lengths, footpaths, street trees and proximity to parks and open space. These five design elements are recognised as contributing to creating supportive environments for improved physical activity and health outcomes.

The new requirements will apply to development applications for reconfiguring a lot (subdivision) into two or more lots for residential purposes in certain residential zones (except rural residential zones), where at least one road is created or extended.

Council must assess the development application against the requirements that include:

- connectivity for pedestrians is provided through a grid-like street layout responding to the local landscape
- block lengths are a maximum of 250 metres
- footpaths are provided on at least one side of local neighbourhood roads and on both sides of main streets
- at least one street tree is provided per 15 metres on each side of all streets
- blocks are within 400 metres of a park or open space to the extent topography and other physical constraints reasonably permit. A park may refer to any of the types of park defined for this assessment benchmark.

In-fill development, where no new roads are created are not subject to these requirements.

Walkability Improvement Tool

While Queensland's planning framework encourages the creation of new walkable neighbourhoods, many existing residential neighbourhoods are not conducive to walking.

Retrofitting existing environments to improve walkability can require significant investment involving many challenges. These challenges are not insurmountable and provide good potential for return on those investments including health and environmental benefits.

The Walkability Improvement Tool provides built environment professionals, such as town planners, surveyors and engineers, with a methodology to identify and prioritise walkability improvements in existing neighbourhoods. This tool provides an approach for determining how pedestrian-friendly an existing residential neighbourhood is and how to achieve a cost-effective approach to implementing identified improvements as, and when, funding becomes available.

The tool is available on the Department of State Development, Manufacturing, Infrastructure and Planning's website.

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 P&LM - 2625648 - MATERIAL CHANGE OF USE APPLICATION FOR EXPANSION OF EXISTING PIGGERIES AT 161 & 225 ELBOW ROAD AND OTHER PROPERTIES - 13 SP139361, 15-17 FY425 AND OTHER LOTS - APPLICANT: SUNNYNOOK FARMS PTY LTD - MCU19/0011

RESOLUTION 2020/133

Moved: Cr Gavin Jones
 Seconded: Cr Kirstie Schumacher

That Council approve the Material change of use – development permit for an Intensive animal industry (piggery expansion - Stages 1 to 3) located at Lot 13 on SP139361 – 225 Elbow Road, Lot 4 on SP157518 – 161 Elbow Road, Lot 1 on RP911368 - William Webber Road, Lot 15 on FY425 - 1894 Murgon-Gayndah Road, Lot 16 on FY425 – William Webber Road and Lot 17 on FY425 - William Webber Road subject to the following conditions:

ALL STAGES – 1 TO 3

GENERAL

GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:

Drawing Title	Prepared by	Reference no.	Revision	Date
Proposed Site Plan	Premise	SKA02	D	13/05/20
BPA Layout Weaner Shed	Stockyard Industries	BPWN01082000A00	-	01/08/20
BPA Shed Layout Weaner Shed	Stockyard Industries	BPWN01082000C00	-	01/08/20
BPA Section A-A Weaner Shed	Stockyard Industries	BPWN01082000D00	-	01/08/20S
Constructure [sic] Layout Plan	Bishop Shed-Architectural Drawing	Sheet Number: 01		
Elevation & Section View	Bishop Shed-Architectural Drawing	Sheet Number: 02		
Roof Plan	Bishop Shed Architectural Drawing	Sheet Number: 03		

Amendment: Revise the site plan (SKA02 Rev D) in Appendix A of the Environmental Management Plan (MIS-0577/1903323) to indicate the correct lot and property details where Stages 1-3 will occur.

GEN2. Where there is any conflict between the conditions of approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

FUTHER PERMITS REQUIRED

GEN3. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works;
- Permit for Plumbing and Drainage Work;

-
- Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal).

STAGED DEVELOPMENT PERIOD

- GEN4. All stages must be completed within eight (8) years of the development approval starting to have effect.
- GEN5. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the approved plans, subject to and modified by any conditions of this approval.

APPROVED USE

- GEN6. The approved use of the premises is for an Intensive animal industry (piggery expansion – Stages 1-3).
- GEN7. Staging of the development is to occur in strict accordance with the following staging indicated on the approved plans, subject to and modified by the conditions of this approval:-

Stage 1-

- Addition of 8 weaner sheds to William Webber Road Piggery
- Stage 1 GFA – 6,624.4sqm
- Total capacity 13,200 standard pig units of William Webber Road Piggery (^8,000 standard pig units)
- Total capacity 17,700 standard pig units across the 3 sites
- No change to other piggeries
- Conversion of deep litter sheds to conventional sheds (no floor area change)

Stage 2-

- Addition of 23 new grower sheds at William Webber Road Piggery
- Stage 2 GFA – 9,660sqm
- Total capacity 24,700 standard pig units of William Webber Road Piggery (^16,700 standard pig units)
- Destocking Elbow Road Piggeries

Stage 3-

- Addition 6 new grower sheds at William Webber Road Piggery
- Stage 3 GFA – 2,520sqm
- Total capacity 27,700 standard pig units rounded to 28,000 standard pig units for approval purposes of William Webber Road Piggery (^3,000 standard pig units)

- GEN8. Stages must be completed in sequential order, or may be combined and constructed at one time, subject to compliance with all conditions applicable to the relevant stages.

ENVIRONMENTAL MANAGEMENT PLAN

- MCU1. Submit a final Environmental Management Plan (EMP) for endorsement by Council prior to the use commencing which includes:
- Amendment to reflect the staging as approved by Council and as referred to in condition GEN7;
 - Complaint management procedures and register that includes:
 - o Full details of complaints received;
 - o Results of investigations into complaints; and
 - o Corrective actions.

-
- MCU2. Ensure that all external lighting is in accordance with Australia Standard – AS4282 – Control of the Obtrusive Effects of Outdoor Lighting so as not to cause nuisance to nearby residents or passing motorists. Lighting must be maintained by the owner of the buildings in a safe and good working order.
- MCU3. All development involved the emission of noise, odour and dust from ongoing uses, building and/or construction activities must ensure that the emissions are in accordance with requirements of the *Environmental Protection Act 1994*.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG8. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG9. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.
- ENG10. Design and construct stormwater drainage incorporating measures to prevent adverse impacts on surface waters external to the effluent utilisation areas.

WATER SUPPLY

- ENG11. Provide an adequate water supply for staff suitable to meet the requirements of the development.

ON-SITE SEWERAGE

ENG12. Connect the development to an on-site effluent disposal system for staff, in accordance with Schedule 6, Division 3 – Water Supply and Sewerage, AS1547, and the Queensland Plumbing and Wastewater Code.

PARKING AND ACCESS - SERVICING

ENG13. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

DRIVER CODE OF CONDUCT

ENG14. Implement a driver Code of Conduct to facilitate safe and professional driving practices. The Code of Conduct shall include the following points as a minimum:

- All trucks are required to drive in a safe and professional manner, and show respect and courtesy to other road users. Speeding, aggressive driving and tail gating will not be tolerated.
- Drivers are required to drive in a manner appropriate for the weather and associated road conditions.
- All vehicles visiting the site must be in good working conditions and must comply with the Australian Design Rules under the Motor Vehicles Standards Act 1989 of the Commonwealth.
- All trucks travelling between the site and the point of delivery must be driven in a manner that minimises noise. This includes limiting the use of engine brakes and horns unless in an emergency, and using low engine revs to the maximum practicable extent.
- Truck trailers must also be maintained in good condition so that when empty, noise is limited.
- Drivers must adhere to the speed limits and designated traffic signs.
- All drivers will take extra care when in vicinity of the Cloyna State School, and particularly during school zone hours 8:00am to 9:30am and 2:30pm to 4:00pm.

TRANSPORT ROUTE

ENG15. William Webber Road is not an approved B-Double Route, and B-Doubles are not permitted for any reason.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG16. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG17. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE**WHEN APPROVAL STARTS TO HAVE EFFECT**

ADV1. This development approval starts to have effect in accordance with the provisions of Section 71 of the *Planning Act 2016*.

WHEN APPROVAL LAPSES

ADV2. This development approval will lapse in accordance with the provisions contained within Sections 85 and 88 of the *Planning Act 2016*, unless otherwise stated elsewhere within this development approval.

HERITAGE

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

ADV4. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

CONCURRENCE AGENCY

ADV5. The Queensland Treasury has imposed conditions on the development permit as attached as Attachment A.

STAGE 1 – CONDITIONS

USE1. Prior to commencement of the Stage 1 on the site, written notice must be given to Council that the use (development and/or works) full complies with Council's Decision Notice issued in respect to this development.

USE2. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any successive legislation.

ENGINEERING WORKS

ENG1. Submit to Council, an Operational Work application for all civil works including roadworks and access works.

MAINTENANCE

ENG2. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.

ENG3. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

VEHICLE ACCESS - TURNOUT

ENG4. Design and construct a vehicle turnout generally in accordance with Council's Standard Drawing No. 00049 Rev B, with the splay constructed sufficiently wide to accommodate the swept paths of all vehicles accessing the site.

ENG5. Construct a Basic Right Turn Treatment (BAR) at the access location, generally in accordance with Figure A 28, Guide to Road Design Part 4: Intersections and Crossings – General.

Comment: The existing access to William-Webber Rd requires upgrading to meet the above requirements, and shall be subject to an Operational Work application.

Roadworks - Signage

ENG6. Install on William-Webber Rd, 500m either side of the access location, W5-22 “Trucks (crossing or entering” signage as specified in the Manual of Uniform Traffic Control Devices - Part 2 Traffic Control Devices for General Use.

STAGE 2 – CONDITIONS

USE1. Prior to commencement of Stage 2 at the William Webber Road site, written notice must be given to Council that the use (development and/or works) full complies with Council’s Decision Notice issued in respect to this development.

USE2. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any successive legislation.

MCU1. Prior to the completion of Stage 2 at the William Webber Road site on Lot 17 on FY425 all piggery sheds and all effluent storage ponds and associated facilities, on the Elbow Road sites at Lot 13 on SP139361 (225 Elbow Road) and Lot 4 on SP157518 (161 Elbow Road) must be demolished or removed off-site. The effluent treatment systems to be filled in and the site restored to pasture.

STAGE 3 – CONDITIONS

USE1. Prior to commencement of Stage 3 on the William Webber Road site over Lot 13 on SP139361 and Lot 17 on FY425, written notice must be given to Council that the use (development and/or works) full complies with Council’s Decision Notice issued in respect to this development.

USE2. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any successive legislation.

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

Against: Nil

CARRIED 7/0

11.3 CODE OF PRACTICE FOR THE KEEPING AND BREEDING OF DOGS AND CATS IN THE SOUTH BURNETT REGION

RESOLUTION 2020/134

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Council approve for release the draft Code of Practice for the Keeping and Breeding of Dogs and Cats in the South Burnett Region for public consultation.

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 2020/135

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

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

Local Disaster Management:

The South Burnett Local Disaster Management Group is currently at Alert. Key agencies within the LDMG continue to meet on a regular basis to ensure that the group remains aware and prepared should there be any further cases of COVID-19 within the South Burnett.

In addition, the Human & Social and Economic Sub Group continue to remain engaged, with the South Burnett Local Disaster Recovery Group now at 'Lean Forward', they are continuing to assist with the coordination and communications for community recovery as required.

The Local Disaster Management Group are continuing to liaise with Queensland Health being the lead agency of the COVID-19 pandemic. We recently participated in a District Disaster Management Group scenario/exercise with the following agencies involved - Queensland Police, Aged Care Facilities, Queensland Health and the District Disaster Management Group. This type of scenario/exercise ensures that we are on the front foot in planning to ensure that we are assisting Queensland Health where required and ensure that we are well equipped to keep our community safe.

Following on from our last Local Disaster Management Group meeting it was agreed that Council would assist businesses in ensuring they were aware of their requirements from the public health directions and had their COVID Safe Plans / Checklists and Industry plans together with contact tracing information.

South Burnett Regional Council has recently compiled "Business Information packs" to ensure businesses were aware of their requirements. These packs were hand delivered to all businesses (specifically food, pubs/hotels, accommodation and personal appearance (beauty, hairdressers, barbers)) in the main towns of the South Burnett Region.

2020/21 Get Ready Queensland Grant Program has this week been approved for South Burnett. This year Get Ready Queensland are running a schools competition between 7 September 2020 to 6 November 2020. Queensland schools have the chance to win a visit from Johnathan Thurston as part of a [Get Ready Queensland](#) competition that's designed to help children prepare for disasters. This information has been distributed to our local schools and we are hoping their involvement might win them a visit from Jonathan Thurston and also provide great opportunity and awareness for school students to work with their families to prepare their own Evacuation Kits / Household emergency plans coming into storm/fire season. Council will continue to promote this competition.

Water & Waste Water:**Works in Progress & Future Works Summary for August / September 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 24/8/2020

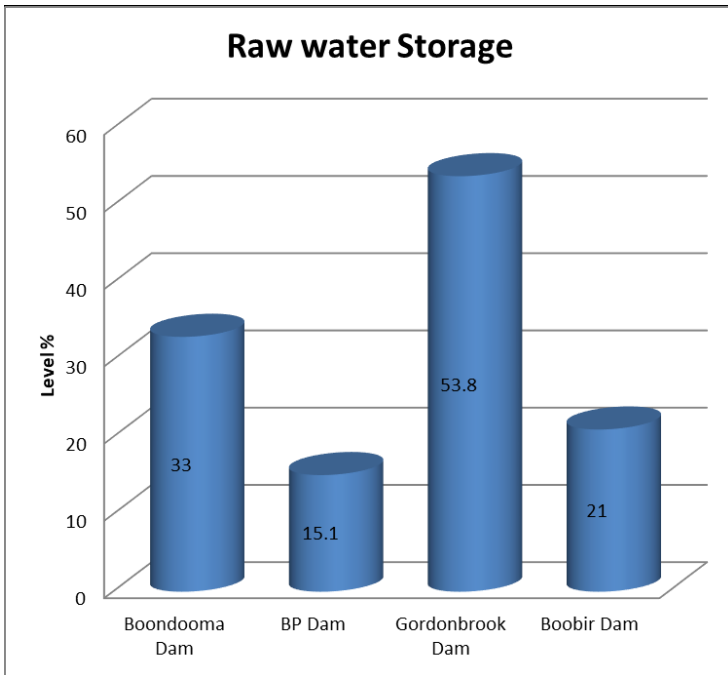
In the last reporting period, BP dam is 15.1% Boondooma dam is 33%

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

All towns remain on Level 3 restrictions.

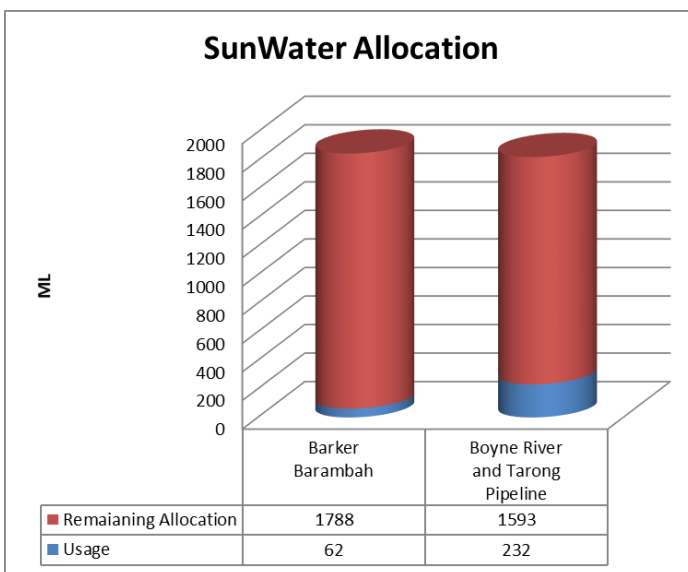
Recorded at: 24/8/2020

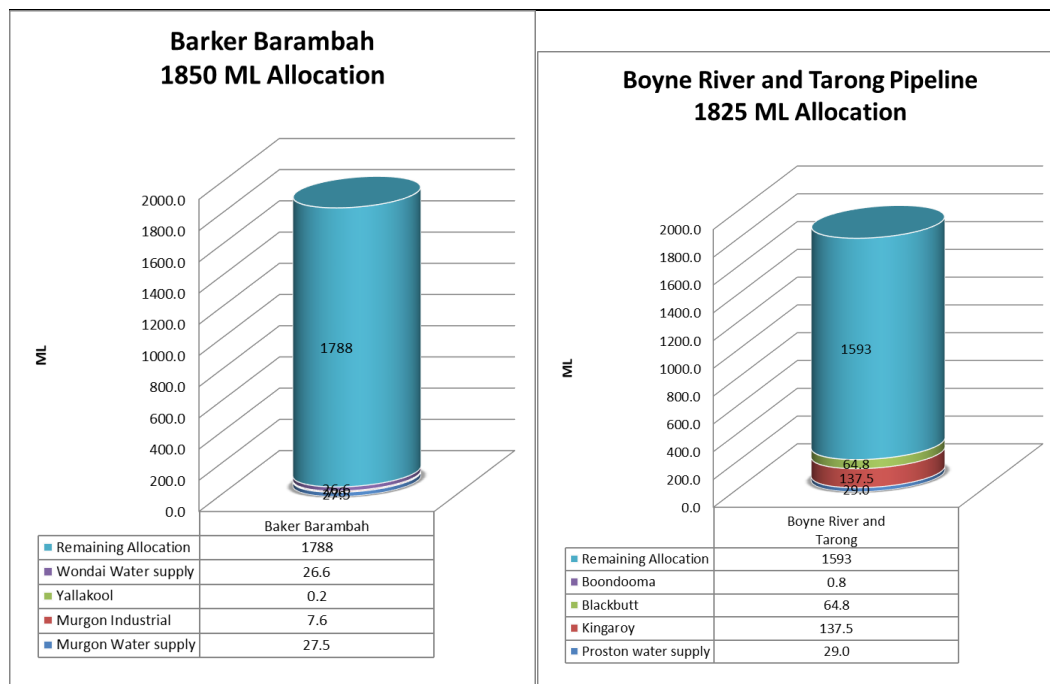
Sunwater supply scheme	Water storage	Schemes supplied	FSL (m)	Current level	FS Volume (ML)	Current Volume (ML)	Current capacity (%)	High Priority water Allocation	Medium Priority Allocation
Boyne River & Tarong	Boondooma Dam	Boondooma Scheme, Proston Rural scheme, Kingaroy, Blackbutt	280.4	268.29	204,200	67,345	33	100%	0%
Barker Barambah	BP Dam	Wondai, Murgon	307.3	298.17	134,900	20,397	15.1	100%	3%
	Gordonbrook Dam	Kingaroy	391.5	389.9	6,800	3,550	53.8	N/A	N/A
	Boobir Dam	Blackbutt	434	428.7	170	29	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	27.5	1400	1364.7	97%	85%
	Murgon Industrial	7.6				
	Yallakool	0.2				
	Wondai Water supply	26.6	450	423.351	94%	
	Sub Total	62	1850	1788	97%	
Boyne River and Tarong Pipeline	Proston water supply	29.0	500	471.0	94%	
	Kingaroy	137.5	1110	972.5	88%	
	Blackbutt	64.8	200	135.2	68%	
	Boondooma	0.8	15	14.2	95%	
	Sub Total	232	1825	1593	87%	





*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	4	2		1		62	
Murgon	0	1		0		10	
Wondai	1	0		1		14	
Nanango	2	2		0		21	
Blackbutt	0	0		0		9	
Proston	0	0		0		3	
Proston Rural	NA	NA		0		7	
Kumbia	NA	NA		0		0	
Wooroolin	NA	NA		0		3	

Other Issues	Sewer	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston
Sewer Main/Jump Up Repair	1	0	0	0	0	0	0
Odour	0	0	0	0	0	0	0
Manhole/Lid Repair	1	0	0	0	2	0	0
Enquiry Only	0	0	0	0	0	0	0
Owners Side	0	1	0	0	0	0	0

Other Issues	Water	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston	Kumbia	Wooroolin
Water Main Repairs	2	0	2	1	0	2	0	0	
Hydrant/Valve Repair	4	3	1	3	0	3	0	0	

Water Meter Repair	29	6	5	4	3	1	0	1
Water Meter Replaced	1	0	0	3	0	0	0	0
Water Service Repair	16	1	1	4	3	2	0	2
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	3	0	N/A	N/A
Enquiry Only	3	0	3	3	0	1	0	0
Owners Side	6	0	1	3	0	1	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

12.2 WWW REVIEW OF STANDPIPE CHARGES

MOTION

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That Council undertake a further review of options to manage consumption and access to standpipes across the South Burnett and that a report be presented to Council at its December 2020 meeting for consideration with details of options and costs.

AMENDMENT

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council undertake a further review of options to manage consumption and access to standpipes across the South Burnett by commercial operators and that a report be presented to Council at its December 2020 meeting for consideration with details of options and costs.

In Favour: Crs Brett Otto and Kirstie Schumacher

Against: Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen

LOST 2/5

The Original Motion was PUT

RESOLUTION 2020/136

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That Council undertake a further review of options to manage consumption and access to standpipes across the South Burnett and that a report be presented to Council at its December 2020 meeting for consideration with details of options and costs.

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

Against: Crs Brett Otto and Kirstie Schumacher

CARRIED 5/2

ATTENDANCE:

At 12:13 pm, Cr Danita Potter left the meeting.

At 12:16 pm, Cr Danita Potter returned to the meeting.

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That on compassionate grounds due to the drought we set the price for standpipes at \$4.50 per kl for potable water and \$4 per kl for non-potable water and that these prices remain in place until our region's drought declaration is removed by DAFF and after that any proposed change in price to be brought back to a future Council Meeting.

In Favour: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

Against: Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen

LOST 3/4

FORESHADOWED MOTION

Cr Roz Frohloff foreshadowed the following motion:

That an amendment for water standpipe charges be made to have it be brought back to \$7.00kl for the remainder of the 2020/2021 year, and the standpipe price be increased to \$10.00kl for the 2021/2022 financial year with a % increase as adopted for water charges as per that financial year after that.

MOTION

RESOLUTION 2020/137

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the meeting adjourn at 12.52pm.

CARRIED 7/0

PRESENTATION:

During the adjournment a presentation was made to Helen Swendson for her 20 years of service to Council.

RESOLUTION 2020/138

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting resume at 1.47pm.

CARRIED 7/0

MOTION

Moved: Cr Roz Frohloff
 Seconded: Cr Gavin Jones

That an amendment for water standpipe charges be made to have it be brought back to \$7.00kl for the remainder of the 2020/2021 year, and the standpipe price be increased to \$10.00kl for the 2021/2022 financial year with a % increase as adopted for water charges as per that financial year after that.

In Favour: Nil

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

LOST 0/7

RESOLUTION 2020/139

Moved: Cr Kirstie Schumacher
 Seconded: Cr Roz Frohloff

That Council bring Item 15.1 – Notice of Motion – Water Standpipes forward.

CARRIED 7/0

15.1 NOTICE OF MOTION - WATER STANDPIPES

MOTION

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

That the fees and charges schedule be reset to allow the price for standpipes to be \$4.10 per kilolitre and this price is to remain in place until the infrastructure team completes and presents back to Council a full review of water standpipe charges across our region.

AMENDMENT

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

That the fees and charges schedule be reset to allow the price for standpipes to be \$6.00 per kilolitre for potable water and \$5.00 per kilolitre for non potable water and this price is to remain in place until the infrastructure team completes and presents back to Council a full review of water standpipe charges across our region.

In Favour: Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen

Against: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

CARRIED 4/3

The amendment became the resolution

RESOLUTION 2020/140

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

That the fees and charges schedule be reset to allow the price for standpipes to be \$6.00 per kilolitre for potable water and \$5.00 per kilolitre for non potable water and this price is to remain in place until

the infrastructure team completes and presents back to Council a full review of water standpipe charges across our region.

In Favour: Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen

Against: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

CARRIED 4/3

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 2020/141

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:

As part of the Drought Relief Funding, we are holding "10 Minutes with a Master" events in Maidenwell on 8 October, Booie on 16 October, Mondure on 22 October and Burrandowan on 29 October. These events will be held with Masters in separate marquees outside the halls due to COVID-19 limitations inside the halls and also the need for spacing and privacy. We plan to have seven Masters to meet for 10 minutes with each farmer. These will include Rural Financial Counselling, Mental Health Services, Regional Housing & other support services, SBRC Council rates, Salvation Army, DAF to talk about Water Infrastructure Rebates & Q-Rider for drought loans. Some local agencies will be located in the halls for additional information and support for the farmers.

There has been just under 2000 letters posted out last week and we have started to take bookings already. Every attendee will receive a goody bag with support brochures from local agencies, vegemite peanuts proudly sponsored by Bega, an SBRC stubbie cooler with pictures of our region and phone numbers of lifeline and beyond blue and some hand sanitizer. There will be a free light lunch for attendees provided by a local community organisation. All COVID-19 measures will be in place with a COVIDSafe Checklist signed off by General Manager O'May.

Parks & Gardens:

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

Parks & Garden crews have completed all CBD & Urban tree pruning in Kingaroy, Murgon & Wondai. General mowing and maintenance is continuing throughout the region.

Playground equipment/seating is hot pressure cleaned every month, and COVID-19 spraying has now increased from one per week to two a week following the latest COVID-19 outbreaks in South East Queensland, amenity cleaning/COVID-19 spraying has also increased throughout the region.

All COVID-19 signage has been updated in parks to reflect the State Government changes reducing gatherings to 10 persons.

Red Chairs

Photos and locations have been requested by Red Rose Foundation Coordinator for use on their website, this information has been forwarded. Red chairs are now located in Hivesville, Wooroolin, Kumbia, Proston, Murgon, Wondai, Kingaroy & Nanango installation of Red Chairs will continue across the region as chairs become available until all towns/villages have a chair.

Dams

Council re-opened both Lake Boondooma & Bjelke-Petersen Dam on the 1 August and numbers have been better than expected. Both dams have had an increase in guest numbers compared with the same period last year.

Facility	Occupants 2019	Occupants 2020	Increase/Decrease
Lake Boondooma	662	1184	+522
Bjelke-Petersen	632	797	+165

The parks are looking great and Council is receiving very positive feedback from guest.

Guest comment: Yallakool Caravan Park on BP Dam

“We brought a large group out at the dam in January and swore that we would never return due to the lack of the simplest things being clean.

New management has now taken over so the decision was made to give them a go. I’m so very glad we did! We were greeted by people who actually wanted to see us, they could not possibly have been more inviting. The amenities are immaculate, the park is so very much tidier and you no longer have to be concerned about being poisoned off the bbqs in the camp kitchen! The pool is clean and a very inviting space to bring everyone to. I would love to see some more shade structures erected around the pool and playground and I’m sure given some more time things will continue to improve.

Thanks guys for making my weekend and ensuring everything was better than expected”.

Festival of the Dams fishing competition was conducted at Boondooma Dam on the 14-16 August, 46 teams comprising of 42 boating & 4 Kayak teams went head to head over the weekend.

Total of 230 legal fish were checked in for scoring over the weekend with more than 400 undersize fish caught.

Biggest Bass caught was 51.5cm and Biggest Golden Perch caught was 54cm.

This event brings around 200-250 people/families to Boondooma Dam during this weekend.

Cemeteries

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

Rail Trail

Cosmetic repairs are continuing and monthly inspections are being undertaken.

Public Conveniences

Glendon Street, O’Neill Square, Lions Park and & QE11 public amenities remain closed between 8pm to 6am. This has assisted with the reduced level of reported vandalism.

Capital Works/W4Q/Drought Funding

Capital Works, W4Q & Drought funding projects are progressing with many projects in the procurement phase.

Property & Facility Maintenance:

All swimming pools will commence the swimming season on Saturday 19th of September. All pools will open with an approved COVID-19 Safe Aquatic Industry Plan. Pool managers will have ‘sign in’ and ‘sign out’ stations to record attendance and special cleaning regimes around the pool, change rooms and kiosk areas. Pool managers will be responsible for coordinating swimming lessons, squads, lap swimming and exercise programs within the in the approved COVID-19 Safe Aquatic Industry Plan. Restrictions on number of people allowed in each facility and cleaning times to clean

between different users is going to be challenging for all pool managers. Therefore, Council request full cooperation from the community, schools and visitors when utilising Council's public pools.

Wondai Show Society and Wondai Racecourse Committee met with Council officers and Cardno Project Manager on the 1st of September to discuss the Grandstand and Pavilion repairs. Wondai Racecourse Committee are also replacing the Stewards and Race caller's announcement building to comply with Queensland Racing requirements. The grandstand options are restricted due to the site and surrounding infrastructure. Cardno Project team will prepare concepts for future discussion with the committees.

Murgon PCYC meet with Council officers and Cardno Project Manager to discuss squash court repairs on 1st of September. PCYC has recently repaired the squash court timber floors. Council officers will work with PCYC and companies that supply and install court materials to design a fix for the failed squash walls.

Quotations are been called for floor covering replacement in Kingaroy Finance building, Nanango Aquatic Centre and Kingaroy VIC.

Cardno building services team have commenced predesign and site inspections for Nanango Cultural Centre Air conditioning and window replacement and for air con replacement at Kingaroy Administration Office. Quotes are being called from local building designers for the louver and wall replacements under the glazing. Site inspections occurred at both sites on the 1st of September.

Property team have provided ongoing support and COVID-19 advice to community groups utilising Councils buildings and land. Councils Property team have provided ongoing advice regarding leasing, land and building enquiries, and community group request for support of contribution to grant funding submissions. Council encourages community groups to talk to Council officers well in advance if they are asking for support or assistance with grant submissions if they are making improvements or repairs to Councils land of buildings.

Indigenous Affairs:

Council has recently acquired a new flag stand which will be on permanent display in the Warren Truss Chamber. The new stand will proudly display both the indigenous flags (Aboriginal & Torres Strait Islanders). 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 TENDER TO LEASE RINGSFIELD, NANANGO

RESOLUTION 2020/142

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That, in accordance with section 228 of the *Local Government Regulation 2012* Council invite formal tenders from community groups to operate and manage Ringsfield, Nanango.

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 Interest:

Cr Gavin Jones declared a perceived conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 13.3 – Outdoor Furniture at the Roy Emerson Museum - Blackbutt

Cr Gavin Jones is a community representative on the committee

Cr Gavin Jones voluntarily left the meeting at 2.55pm while the matter was discussed and voted on.

13.3 OUTDOOR FURNITURE AT THE ROY EMERSON MUSEUM - BLACKBUTT

RESOLUTION 2020/143

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

That

1. Council approve the Blackbutt and District Tourism and Heritage Association Inc permanently install one outdoor table and shelter setting in the grounds of the Roy Emerson Museum at the Blackbutt Railhead of the Brisbane Valley Rail Trail on the condition that the table and shelter setting remain the property and maintenance responsibility of the Blackbutt and District Tourism and Heritage Association Inc.

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

Against: Nil

CARRIED 6/0

Attendance:

At 2:58 pm, Cr Gavin Jones returned to the meeting.

13.4 HIVESVILLE BBQ SHELTER

RESOLUTION 2020/144

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That

1. Council grant approval for the Hivesville Progress Association to enclose an existing sheltered building to secure an area of storages of items on the condition that:
 - (a) All costs to enclose the existing structure are to be borne by the Hivesville Progress Association and
 - (b) Works performed are to be of a competent manner and
 - (c) Security and items stored in the park are the responsibility of the Hivesville Progress Association

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

Against: Nil

CARRIED 7/0

13.5 NAMING OF NANANGO SPORTSGROUND

RESOLUTION 2020/145

Moved: Cr Roz Frohloff
Seconded: Cr Scott Henschen

That the Nanango Sports Association be permitted to name the sportsground at Burnett Street, Nanango, the "Alan Downie Sports Fields" in recognition of Alan's many years of service and commitment to Nanango Soccer.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2020/146

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That Council not accept the tender for demolition of the shed at 6 Macalister Street, Murgon, and proceed to seek quotes for the demolition of the building.

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

Against: Nil

CARRIED 7/0

13.7 SALE OF MACALISTER STREET MURGON BY TENDER (HOUSE ONLY)

RESOLUTION 2020/147

Moved: Cr Danita Potter
Seconded: Cr Kirstie Schumacher

That Council sell for removal the house located at 41 Macalister Street, Murgon, a valuable non-current asset, in accordance with Section 227 of the *Local Government Regulation 2012*, to the successful tenderer, Atlas House Removers.

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

Against: Nil

CARRIED 7/0

13.8 SALE BY TENDER OF 20 WILLIAM STREET, KINGAROY

OFFICER'S RECOMMENDATION

That Council finalise the tender process for the sale of Lot 4 on RP7914, 20 William Street, Kingaroy by:

1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, enter into a contract of sale for the property or
 2. If negotiations with the highest tenderer does not result in a sale of the property at current market value, list the property for sale on the open market.
-

RESOLUTION 2020/148

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table.

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 2020/149

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

Enabling Economic Development

I'm pleased to report Council's partnership agreement with BIEDO has been reviewed. BIEDO, a not-for-profit organisation will expand its work across the North and South Burnett and will continue to provide targeted economic development support for small businesses, industry and the agricultural sector across our region. Council's support of BIEDO's operations will enable increased service provision across the region.

The three key drivers of this partnership agreement have been designed to address gaps in services, sustain the businesses we have and drive proactive growth in our region. This agreement includes key performance indicators that will be reported to the community, in a way that ensures our shareholders, the ratepayers of our region understand the return on their investment.

Key Driver 1: South Burnett Agricultural Network

Council and BIEDO share a passion for working together with primary producers across the South Burnett to enhance and grow the business capabilities of the agricultural sector. According to the Australian Bureau of Statistics 2018 - 19, a dominant 44 per cent of the businesses in our region operate within the agriculture sector, contributing a total agricultural output to the value of more than \$346 million in the 2018-19 financial year (ABS 2019). This attributes to 11 per cent of the South Burnett's workforce who are employed within the ag sector (ABS 2019).

For me these facts quantify the significance of BIEDO's Ag Network program, that started in 2017 as a social platform for producers to network with their peers, government representatives, support agencies and industry body representatives. I look forward to working with BIEDO to ensure Council listens when it sits at this table, that we as Councillors maintain regular open lines of communication with producers and empower them to innovate and influence positive change with their strong united voice. This collaborative approach will enable Council and key stakeholders to openly discuss issues, investigate solutions and together advocate for relevant projects and activities that support further economic development outcomes in our region. The next Ag Network meeting is currently being date claimed for October pending COVID-19 restrictions.

I am passionate about our region's broad and diverse agricultural production, which ranges from some of the largest commodity groups of livestock slaughtering's and cereal crops through to milk, nuts, hay and other broad acre crops. I am proud of our region's producers whose outputs represent 14 per cent of the total agricultural output from the Wide Bay Burnett region, and I look forward to working with them to understand how we may be able to grow and increase our production (ABS 2015/16).

Through this network, I also hope to understand ways in which Council may be able to partner and support our agricultural sector to maximise their returns on their investments, increase local jobs and explore the opportunities that exist in both domestic and international markets through further value adding and manufacturing here in the South Burnett.

Key Driver 2: Business Extension Program

There are more than 3,160 registered businesses operating within the South Burnett Regional Council footprint (ABS 2019). The Business Extension program aims to provide responsive one-on-one support across our diverse business community, while providing a central port-of-call to:

- Create links and make referrals for businesses to access available financial coaching, funding or business development support.
- Introduce businesses to relevant agencies, industry bodies and BIEDO's broader network of stakeholders who may be relevant to meeting the targeted needs of the business.
- Be the conduit for streamlined discussions between all levels of government, chambers of commerce and local business networks, particularly in times of crisis or natural disaster.
- Support business operators to access mental health and wellbeing services as required by being the listening and supportive connection in times of difficulty.

I am pleased to announce the Business Extension Program, and can see enormous value in the personalised support this program will provide to businesses in our region. I'd like to thank Council for its support in enabling BIEDO to continue to play this key role in our community and further supporting our local businesses to sounding out ideas, help them to start-up business ventures, troubleshooting issues and find the right pathway for them.

Key Driver 3: Strategic Economic Development Advice and Support

I personally am very passionate about empowering business and industry to lead the way. Just this past month I met with Gympie Chamber of Commerce President Tony Goodman and was impressed by the actions of their chamber in achieving their members mandate - to create more jobs in their region. It's my view the Gympie Chamber of Commerce is a fiercely independent group that actively voice their views and bring solutions to the table that support, grow and nurture their region. I admire that they don't ask for permission, they don't complain, instead they have taken a leadership role in influencing change and growing Gympie's economic footprint. I'd like to thank Tony and the Gympie Regional Council Mayor Glen Hartwig for their willingness to share their learnings here in the South Burnett. For me, this conversation has highlighted the critical role our businesses, chambers and associations must play in working with decision makers, including this Council and across all three levels of Government to boost confidence and drive our region forward.

We look forward to working with all partners to positively promote and develop our region

I'm pleased to report this key driver will enable BIEDO to act as a conduit between businesses and industry and provide Council with direct economic development advice and support.

This will also include continued conversations and focus on the economic recovery from the impacts of COVID-19, prolonged drought and the challenges faced recently in export markets. I have been watching these issues closely and meeting with a variety of different stakeholders to understand the impact in our region, and how we may be able to respond. My door is always open, and I welcome the opportunity to discuss these issues with impacted businesses and individuals so that we can together work on the appropriate solutions.

Investigate planning incentives

In closing, I'd like to thank and acknowledge the many real estate agents, builders, tradies and alike, and welcome many others in our region, to continue the conversations I have started with them about how we as a Council could stimulate further building and development activity. I've also been investigating some of the strategies other Council's have applied to make the prospect of building projects more viable in ways that helps to generate economic growth and jobs. I am currently undertaking some research about how our Council may be able to apply incentives and address some of the concerns and challenges that have been raised by our business in local construction and development. I am preparing to table these with my Council colleagues for consideration over the coming months.

Tourism Strategy

I have also been involved in the recent Drive Inland meetings and encourage our community to look at their webpage should you be planning a drive holiday like many others in Queensland who are currently around our region. I'd like to acknowledge Tina Torrens from Torkit Business Solutions who is in my view a community champion of tourism in our region. Tina has helped the Drive Inland to create a 60 second teaser video showcasing all the region has to offer that will be soon uploaded on the Drive Inland website. The video is fantastic, and Tina I wanted you and our region to know how much we value the incredible work you do with Nancy Strong, often for the love of our region. Thank you.

In closing, I'd also like to thank CEO Mark who recently met with Visit South Burnett and has been working with Southern Queensland Country Tourism to finalise Council's partnership agreement and define appropriate key performance indicators. It is my understanding the agreement will be finalised this week.
In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

15 NOTICE OF MOTION

Item - 15.1 Notice of Motion - Water Standpipes - has been moved to another part of the document.

16 INFORMATION SECTION

16.1 IS - LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2020/150

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

16.2 DELEGATED MEETING REPORTS

RESOLUTION 2020/151

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 2020/152

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

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

17.1 Customer Request: RV2020/1008 | Financial Hardship Rates Application – Assessment Number 41732-00000-000

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

17.2 Customer Request: RV2020/1216 | Additional Rate Concession Due to Inability to Generate Income Due to COVID-19 - Assessment Number 20616-00000-022

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

17.3 Rate Exemptions and Remissions - Additions to Approved List - Assessment Numbers: 11312-00000-000, 10842-90000-000 and 30488-10000-000

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

17.4 Management and Operation of the South Burnett Aquatic Centre SBRC-20/21-04

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

17.5 Purchase of Commercial Property

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

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 Kirstie Schumacher declared a conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 17.4 - Management and Operation of the South Burnett Aquatic Centre SBRC-20/21-04

Cr Schumacher’s sister in-law and business partner works as a swimming instructor for Summer Country Aquatics at the South Burnett Aquatic Centre.

Cr Kirstie Schumacher voluntarily left the meeting at 3:19PM while the matter was discussed.

At 3:20 pm, Cr Kirstie Schumacher returned to the meeting.

Declaration of Conflict of Interest:

Cr Brett Otto declared a conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 17.5 – Purchase of Commercial Property

Cr Brett Otto’s company has a business in Kingaroy of which he is a director, and lease a building in the Kingaroy CBD area. The Commercial Property is also located in the Kingaroy CBD.

Cr Brett Otto voluntarily left the meeting at 3.29pm while the matter was discussed and did not return to the meeting until after the matter was voted on.

Cr Jones assumed the chair.

RESOLUTION 2020/153

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

17.5 PURCHASE OF COMMERCIAL PROPERTY

RESOLUTION 2020/154

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Council investigate the purchase of a commercial building in Kingaroy Street to provide access from Kingaroy Street through to the carpark area on Glendon Street.

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

Against: Nil

CARRIED 6/0

Attendance:

At 3:40 pm, Cr Brett Otto returned to the meeting and resumed the chair.

17.1 CUSTOMER REQUEST: RV2020/1008 | FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 41732-00000-000

RESOLUTION 2020/155

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 41732-00000-000;
2. Write-off interest charges for Assessment 41732-00000-000 to the value of \$24.37 and suspend interest from accumulating until 31-Dec-2020;
3. Request the owner enter into a payment arrangement for Assessment Number 41732-00000-000 for \$41.00 per week commencing 1 January 2021; with the view to clearing all outstanding amounts within a two (2) year period;
4. Payments of \$41.00 per week or \$178.00 per month are to continue until the rate arrears are cleared and rates are up to date;
5. No interest will be charged on overdue rates if the agreed payments are maintained;
6. This Payment Plan will be reviewed 30-Jun-2021; or at other times if Council is advised that the applicant's circumstances have changed significantly; and
7. This Payment Plan will expire upon payment in full of all outstanding rates and charges.

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

Against: Nil

CARRIED 7/0

17.2 CUSTOMER REQUEST: RV2020/1216 | ADDITIONAL RATE CONCESSION DUE TO INABILITY TO GENERATE INCOME DUE TO COVID-19 - ASSESSMENT NUMBER 20616-00000-022

RESOLUTION 2020/156

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 20616-00000-022;
2. Request the owner enter into a payment arrangement for Assessment Number 20616-00000-022 for \$240.00 per week commencing 1 January 2021; with the view to clearing all outstanding amounts within a two (2) year period;
3. Payments of \$240.00 per week or \$1,010.00 per month are to continue until the rate arrears are cleared and rates are up to date;
4. No interest will be charged on overdue rates if the agreed payments are maintained;
5. This Payment Plan will be reviewed 30-Jun-2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
7. The General Manager Finance and Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - ASSESSMENT NUMBERS: 11312-00000-000, 10842-90000-000 AND 30488-10000-000

RESOLUTION 2020/157

Moved: Cr Scott Henschen
 Seconded: Cr Danita Potter

That Council agree to provide a rate remission for Assessment Numbers: 11312-00000-000 and 30488-10000-000 effective from 01-Jul-2020 and does not provide a rate remission for Assessment Number 10842-90000-000 in support of maintaining that other similar facilities do not receive a rate remission.

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 Kirstie Schumacher declared a conflict of interest (as defined in section 175D) of the Local Government Act 2009) in agenda item 17.4 - Management and Operation of the South Burnett Aquatic Centre SBRC-20/21-04

Cr Schumacher’s sister in-law and business partner works as a swimming instructor for Summer Country Aquatics at the South Burnett Aquatic Centre.

Cr Kirstie Schumacher voluntarily left the meeting at 3:41PM while the matter was discussed and voted on.

17.4 MANAGEMENT AND OPERATION OF THE SOUTH BURNETT AQUATIC CENTRE SBRC-20/21-04

RESOLUTION 2020/158

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Council enter into a Council Services Contract with Summer Country Aquatics for the Management and Operation of the South Burnett Aquatic Centre for a period of 5 years.

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

Against: Nil

CARRIED 6/0

Attendance:

At 3:42 pm, Cr Kirstie Schumacher returned to the meeting.

Item - 17.5 Purchase of Commercial Property - has been moved to another part of the document.

13 CLOSURE OF MEETING

The Meeting closed at 3.42pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 14 October 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: 14-10-2020

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 CORPORATE RISK AND AUDIT ADVISORY COMMITTEE MEETING HELD ON TUESDAY 29 SEPTEMBER 2020

File Number: 14/10/2020

Author: Manager Social and Corporate Performance

Authoriser: Chief Executive Officer

PRECIS

Unconfirmed minutes of the Corporate Risk and Audit Advisory Committee meeting held on Tuesday 29 September 2020.

SUMMARY

Provision of the unconfirmed minutes of the Corporate Risk and Audit Advisory Committee held on Tuesday 29 September 2020.

OFFICER'S RECOMMENDATION

That Council receive the unconfirmed minutes of the Corporate Risk and Audit Advisory Committee held on Tuesday 29 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 ('Council') has established a Corporate Risk and Audit Advisory Committee ('Committee') comprising of three (3) voting members.

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

The third voting member of the Committee is external and independent to Council. The independent member has been appointed based on personal qualities / 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 independent 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 Team, 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.*

Human Rights Act 2019

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council’s planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report other than what has been identified in Council's financial budgeting, planning documents and policies.

REPORT

The South Burnett Regional Council's Corporate Risk and Audit Advisory Committee met on Tuesday 29 September 2020 and considered a number of items. The unconfirmed minutes of the meeting are provided for Council's consideration and adoption.

ATTACHMENTS

1. **Unconfirmed minutes of the Corporate Risk and Audit Advisory Committee held on 29 September 2020** [↓](#) 



MINUTES

**Corporate Risk & Audit Advisory
Committee Meeting
Tuesday, 29 September 2020**

Order Of Business

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6	Business Arising	4
7	General Business	4
7.1	General Purpose Financial Statements 2019/2020	4
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8	Closure of Meeting	4

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING
HELD IN THE CORPORATE MEETING ROOM, 45 GLENDON STREET, KINGAROY
ON TUESDAY, 29 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), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Celina Branch (Manager Finance), Carolyn Knudsen (Manager Social & Corporate Performance), Peter Vesely (Senior Manager, QAO), Jillian Richards (Audit Partner, KPMG), Lachlan Malcolm (Manager, KPMG), Kerri Anderson (Financial Accountant), Karen Searle (Corporate Risk/Internal Audit Officer)

1 OPENING

The Mayor declared the meeting open at 1:45 pm.

2 WELCOME

The Mayor welcomed all attendees to the meeting.

3 LEAVE OF ABSENCE / APOLOGIES

Aaron Meehan (General Manager Infrastructure)

4 DEPUTATION / PETITIONS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE AUDIT ADVISORY COMMITTEE MEETING HELD ON 3 SEPTEMBER 2020****COMMITTEE RESOLUTION**

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Melissa Schroffel

That the Minutes of the Audit Advisory Committee Meeting held on 3 September 2020 be received and the recommendations therein be adopted.

CARRIED

6 BUSINESS ARISING

7 GENERAL BUSINESS

7.1 GENERAL PURPOSE FINANCIAL STATEMENTS 2019/2020

COMMITTEE RESOLUTION

Moved: Cr Kirstie Schumacher
 Seconded: Independent Member Melissa Schroffel

That the Corporate Risk and Audit Advisory Committee 'receives' and endorse signing by the authorised officers of the audited South Burnett Regional Council's General Purpose Financial Statements 2019/2020 as presented.

CARRIED

At 2.06 Pm, Cr Kirstie Schumacher left the meeting after declaring a perceived conflict of interest as she is a community member of the South Burnett Community Hospital Foundation Limited Board.

COMMITTEE RECOMMENDATION

Moved: Mayor Brett Otto
 Seconded: Independent Member Melissa Schroffel

That the Corporate Risk and Audit Advisory Committee 'receives' and notes signing by the authorised officers of the audited South Burnett Community Hospital Foundation Limited Annual Financial Statements 2019/2020 as presented.

At 2:06 pm, Cr Kirstie Schumacher returned to the meeting.

Resolved that the Corporate Risk and Audit Advisory Committee notes that there will be no material changes made to the South Burnett Community Hospital Foundation Limited Annual Financial Statements 2019/2020 and that the committee be provided a copy when finalised.

CARRIED

7.2 EXTERNAL AUDIT CLOSING REPORT 2019/2020

COMMITTEE RESOLUTION

Moved: Mayor Brett Otto
 Seconded: Cr Kirstie Schumacher

That the Corporate Risk and Audit Advisory Committee 'receives' the KPMG and Queensland Audit Office – South Burnett Regional Council External Audit Closing Report 2019/2020 and Representations by Management of South Burnett Regional Council.

CARRIED

8 CLOSURE OF MEETING

The Meeting closed at 2:40 pm.

The minutes of this meeting were confirmed at the Corporate Risk & Audit Advisory Committee held on 25 February 2021.

.....
CHAIRPERSON

8.3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE LOCAL GOVERNMENT REGULATION 2012

File Number: 14/10/2020

Author: Senior Governance Officer

Authoriser: Chief Executive Officer

PRECIS

Review and update South Burnett Regional Council ('Council') delegation of powers to the Chief Executive Officer ('CEO') under the *Local Government Regulation 2012* ('LOGR').

SUMMARY

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

1. *Local Government Regulation 2012*
-

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 Appendix, 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 Council officers acting on Council's behalf is legislatively compliant.

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

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

GO - Growth and opportunity

INF - Infrastructure

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The CEO, General Manager Finance & Corporate, Manager Social & Corporate Performance and MacDonnells Law have been consulted regarding the delegation of powers under LOGR.

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.

Section 4(b) of the Human Rights Act 2019 ('HRA') requires public entities to act and make decisions in away compatible with human rights. The HRA requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the HRA 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

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.

LOCAL GOVERNMENT REGULATION 2012 (LOGR)

The LOGR will be amended by the *Local Government Legislation (Integrity) Amendment Regulation 2020* which commences on 12 October 2020, immediately after the commencement of *Section 81* of the *Electoral and Other Legislation (Accountability and Other Matters) Amendment Act 2020 (Qld)*. The amendments to the Act consist of changes to:

- 1) promote transparency, accountability and consistency in relation to the requirements for the organisation and conduct of meetings of a local government and a committee of the local government (local government meetings);
- 2) promote transparency, accountability and consistency in relation to registers of interests;
- 3) provide for the following matters in relation to councillor advisors:
 - a) prescribe which local governments may engage advisors and the maximum number of advisors that may be appointed by Councillors in those local governments;
 - b) the criteria to which the Remuneration Commission must have regard when making a recommendation to the Minister about making a regulation relating to advisors;
 - c) register of interests requirements for advisors and persons related to them;
- 4) approve a new Code of Conduct for Councillors under the LOGR to implement recommendation 2 of the Government's response to the Yabber Report and to reflect the new process in the Integrity Act for managing councillors' conflict of interest; and
- 5) make other minor and/or consequential amendments as necessary.

COVID-19 UPDATE

MacDonnells Law draw Council's attention to the modification of the LOGA. The LOGA was modified by the *Local Government (COVID-19 Emergency Response) Regulation 2020 (Qld)* made under *Section 8* of the *COVID-19 Emergency Response Act 2020 (Qld)*. Legislation affected under the *COVID-19 Emergency Response Act 2020 (Qld)* operates as modified but the modification does not amend the text of the law as would be the case for ordinary legislative changes. The *Local*

Government (COVID-19 Emergency Response) Regulation 2020 (Qld) and all modifications created by it will expire on 31 December 2020.

The relevant modification is to *Section 150CJ* of the LOGA which is the power to require attendance in relation to investigations in respect of Councillor conduct. *Section 150CJ* allows an investigator to require a person to answer questions related to the investigation of the conduct of a Councillor or an offence against a conduct provision by attending before the investigator to answer the questions, in person, at a stated reasonable time and place, or by audio link or audio visual link, at a stated reasonable time or providing answers to the questions by email or other electronic means at or before a stated reasonable time.

This section is not included in the current Table of Delegable Powers however we draw this to Council's attention, so it is aware of the modification.

OTHER REVIEWED LEGISLATION

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

- *Local Government Act 2009 (modified 31 July 2020)*

ATTACHMENTS

1. **Instrument of Delegation - Local Government Regulation 2012 - Chief Executive Officer - Dated 14 October 2020** [!\[\]\(2cbb40928a34ecf5ce700a63c52aa374_img.jpg\) !\[\]\(ce05ba64c497267b6ad2e23c0c6ca4e1_img.jpg\)](#)

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Local Government Regulation 2012 ("LOGR")***

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

Local Government Regulation 2012 ("LOGR")

CHAPTER 3 – THE BUSINESS OF LOCAL GOVERNMENTS

Part 2 – Business reform, including competitive neutrality

Division 7 – Competitive neutrality complaints

Subdivision 2 – Complaint process

Entity power given to	Section of LOGR	Description
Local Government	55(4)	Power to, within seven (7) days after making the resolution, give notice of the resolution to: (a) The complainant; and (b) The QCA; and (c) If a corporatised business entity is conducting the business activity—the corporatised business entity.

CHAPTER 4 – RATES AND CHARGES

Part 5 – Differential general rates

Division 2 – Entering land to categorise land

Entity power given to	Section of LOGR	Description
Chief Executive Officer	83(1)	Power to appoint a qualified person as a categorisation officer for this division.
Local Government	83(2)(b)	Power to authorise a person for the purpose of this division.
Chief Executive Officer	84(1)	Power to give a categorisation officer an identity card.

Division 4 – Objecting to rates category

Entity power given to	Section of LOGR	Description
Chief Executive Officer	91(2)	Power to consider the objection and decide: (a) to change the rating category for the land: (i) to the rating category to which the owner claims in the objection notice the land should belong; or (ii) to another rating category; or (b) not to allow the objection.
Chief Executive Officer	91(3)	Power to give the owner notice of the decision and the reasons for the decision.

Part 12 – Overdue rates and charges

Division 3 – Selling or acquiring land for overdue rates or charges

Subdivision 2 – Selling land for overdue rates or charges

Entity power given to	Section of LOGR	Description
Local Government	138(3)	Power to give the State or government entity that has the interest in the land under the State encumbrance a notice of the local government's intention to sell the land, before the local government sells the land.
Local Government	140(3)	In certain circumstances, power to give all interested parties a notice of intention to sell the land.
Local Government	143(1)	Power to set a reserve price for the auction.
Local Government	143(2)	In certain circumstances, power to enter into negotiations with the highest bidder at auction to sell the land by agreement.

Subdivision 3 – Acquiring land for overdue rates or charges

Entity power given to	Section of LOGR	Description
Local Government	149(2)	In certain circumstances, power to, as soon as practicable, give all interested parties a notice of intention to acquire the land.

Part 13 – Land record of local government

Division 1 – Land record

Entity power given to	Section of LOGR	Description
Chief Executive Officer	156(2)	In certain circumstances, power to, as soon as practicable, give the ratepayer an information notice about the amendment.

CHAPTER 5 – FINANCIAL PLANNING AND ACCOUNTABILITY

Part 5 – Community grants

Entity power given to	Section of LOGR	Description
Local Government	194(a)	Power to be satisfied: (a) the grant will be used for a purpose that is in the public interest; and (b) the community organisation meets the criteria stated in the local government's community grants policy.

Part 8 – Local government funds and accounts

Division 1 – Trust fund

Entity power given to	Section of LOGR	Description
Local Government	201(2)	In certain circumstances, power to transfer money from a trust fund.
Local Government	201B(4)	Power to, after the adoption of the budget by the Local Government, publish a notice containing the prescribed things.

Chief Executive Officer	202(2)(a)(ii)	In the specified circumstances, power to approve an allocation of the councillor's discretionary funds.
Chief Executive Officer	202A(2)	In the specified circumstances, power to publish a notice under section 202A(1) on the Local Government's website.

Part 9 – Accounting records

Entity power given to	Section of LOGR	Description
Chief Executive Officer	204(2)	Power to present the financial report: (a) if the local government meets less frequently than monthly—at each meeting of the local government; or (b) otherwise—at a meeting of the local government once a month.
Chief Executive Officer	205(1)	Power to present the local government's annual budget meeting with a statement of estimated financial position.

CHAPTER 6 – CONTRACTING

Part 3 – Default contracting procedures

Division 2 – Entering into particular contracts

Entity power given to	Section of LOGR	Description
Local Government	225(3)	Power to not accept any of the quotes received.
Local Government	225(4)	Power to decide to accept a quote.
Local Government	225(4)	Power to decide which quote is most advantageous to Council, having regard to the sound contracting principles.
Local Government	228(8)	Power to decide not to accept any tenders received.
Local Government	228(9)	Power to decide to accept a tender.
Local Government	228(9)	Power to decide which tender is most advantageous to Council, having regard to the sound contracting principles.

Division 3 – Exceptions for medium-sized and large-sized contractual arrangements

Entity power given to	Section of LOGR	Description
Local Government	232(2)	In certain circumstances, power to enter into the contract without first inviting written quotes or tenders.
Local Government	232(4)	In certain circumstances, power to invite suppliers to tender to be on a register of pre-qualified suppliers.

CHAPTER 8 – ADMINISTRATION

Part 1 – Councillors

Division 1 – Councillor remuneration

Entity power given to	Section of LOGR	Description
Local Government	248(1)	Power to consider that, having regard to exceptional circumstances that apply, a councillor of its local government is entitled to a different amount of remuneration from the remuneration stated in the remuneration schedule for the category of local government to which the local government belongs.

Part 3 – Local government employees

Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description
Chief Executive Officer	279	Power to be satisfied that that the employee has: (a) failed to perform their responsibilities under the Act; or (b) failed to perform a responsibility under the Act in accordance with the local government principles; or (c) taken action under the Act in a way that is not consistent with the local government principles.
Chief Executive Officer	282(1)	Power to be satisfied, on reasonable grounds, that a local government employee will be subject to disciplinary action.
Chief Executive Officer	282(1)	Power to suspend the employee from duty.
Chief Executive Officer	283(1)	Power to give the employee: (a) written notice of the following: (i) the disciplinary action to be taken; (ii) the grounds on which the disciplinary action is taken; (iii) the particulars of conduct claimed to support the grounds; and (b) a reasonable opportunity to respond to the information contained in the written notice.

Part 5 – Register of interests

Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description
Chief Executive Officer	296	In certain circumstances, the power to inform the informed person.

CHAPTER 9 – OTHER PROVISIONS

Part 3 – Delegation of powers

Entity power given to	Section of LOGR	Description
Chief Executive Officer	305(2)	Power to consider it appropriate to include other information in the register.

Part 6 – Loss of local government asset

Entity power given to	Section of LOGR	Description
Chief Executive Officer	307A(1)(b)	Power to form reasonable suspicion that there has been a reportable loss of an asset belonging to the local government.
Chief Executive Officer	307A(3)	Power to be satisfied the material loss is also a reportable loss and power to advise the person specified in subsection (3) as soon as practicable but not more than 6 months after the CEO becomes aware of the loss.

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.

[2019 11 18 - LOGR - Delegation Instrument]

8.4 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020

File Number: 14 October 2020
Author: Manager Social and Corporate Performance
Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2020/2021 Implementation Progress Report for the period beginning 1 July 2020 ending 30 September 2020.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

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

In the course of the development of the first quarter progress report, it was prudent to review the annual operational plan key activities. As a result of the review, amendments were made as identified within the report.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 30 September 2020 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 30 September 2020 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Section 4(b) of the *Human Rights Act 2019* (the 'Act') requires public entities to act and make decisions in a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected

under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council’s planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report other than what has been identified in Council’s financial budgeting and planning documents.

REPORT

The South Burnett Regional Council (‘Council’) Annual Operational Plan (‘Plan’) details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

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

In the course of the development of the first quarter progress report, it was prudent to review the annual operational plan key performance indicators. As a result of the review, the following amendments were made as identified:

Key Activities	Outcomes/Measures	Lead Department/Branch	Key Partners
Deliver public library services to the region pursuant to the State Library of Queensland Service Level Agreement and First 5 Forever Family Literacy Initiative.	Services and Programmes delivered; Patronage Statistics	Community	South Burnett Community

Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations in relations to the operation of the Lady Bjelke-Petersen Community Hospital	Use of facility; Number of meetings of the foundation and amount of funds raised	Community Executive Services / Office of the CEO	Partnership with DDHB and Public Health Network; Southbank Day Hospital
Review of the VICs	Investigation and review undertaken	Community Executive Services / Office of the CEO	Volunteers and Community
South Burnett Arts Development Strategy	To progress an Arts Development Strategy to encourage and foster the arts in the South Burnett community	Community Executive Services / Office of the CEO	South Burnett arts community
Roy Emerson Way	Advocate and pursue	Community Infrastructure	Blackbutt District Tourism Heritage Association
Plan, design and develop a sustainable tourism strategy that services and encourages economic growth with the region	Adoption of Tourism Strategy and implementation of plan	Community Executive Services / Office of the CEO	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Business Groups; DSDMIP
Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	Effective and efficient stores and procurement function Investigate Centralised Procurement Options Incorporated in another key activity Whole of life costing is considered for all new capital works Zero Based Budgeting implemented and reviewed Moved down below to be part of another key activity	Finance & Corporate / Finance Infrastructure	Senior Management Team; Elected Members
Rate Category Review	Full category Rate Review including averaging and capping Key Activity deferred for consideration 2021/2022	Finance & Corporate / Finance	Senior Management Team; Elected Members

<p>Council decision making that is underpinned by fiscal sustainability</p>	<p>Conduct Budget, Financial and Rating Workshops with Elected Members for the development of the 2021/2022 annual budget</p> <p>Full category Rate Review including averaging and capping</p> <p>Zero Based Budgeting implemented and reviewed</p>	<p>Finance & Corporate / Finance</p>	<p>Senior Management Team; Elected Members</p>
<p>Value for money sourcing of materials, services and works recognising local providers</p> <p>Removed as duplication.</p>	<p>Effective and efficient stores and procurement function</p> <p>Investigate Centralised Procurement Options</p>	<p>Finance & Corporate / Finance</p>	<p>Senior Management Team; Elected Members</p>
<p>Encourage and maintain a high standard of leadership and management at all levels of Council that's promotes a values-based culture that trains, develops, appreciates and empowers its workforce</p>	<p>HR department delivers cost effective support;</p> <p>Management and leadership satisfaction;</p> <p>Foster diversity, merit and equity, reward and recognition in the workplace</p>	<p>Executive Services / People & Culture</p>	<p>Senior Management Team</p>
<p>Encourage and maintain a high standard of leadership and management at all levels of Council.</p> <p>Incorporated into key activities in this section</p>	<p>Management and leadership satisfaction.</p>	<p>Executive Services / People & Culture</p>	<p>Senior Management Team</p>
<p>Training Needs Analysis (TNA) undertaken. Provide training and education programs to increase the capacity of Council officers to understand and exercise their delegations and authorisations</p>	<p>TNA's completed for Business Units</p> <p>At least three (3) training sessions per year</p>	<p>Executive Services / People & Culture</p>	<p>Training Providers; & Social Corporate Performance</p> <p>Senior Management Team; Elected Members</p>
<p>Training Needs Analysis Undertaken</p> <p>Incorporated into key activities in this section</p>	<p>TNA's completed for Business Units</p>	<p>Executive Services / People & Culture</p>	<p>Senior Management Team; Elected Members</p>

ATTACHMENTS

1. **Annual Operational Plan 2020/2021 Implementation Progress Report ending 30 September 2020** [↓](#) 



OPERATIONAL PLAN

2020-2021

1st Quarter Review

PO Box 336 Kingaroy Qld 4610 Phone: 07 4189 9100

Version Control

date	comment	version
20 May 2020	Presented to Councillors for information Workshop	Draft 0.1
29 May 2020	Changes made by GM Susan Jarvis	Draft 0.2
03 June 2020	Workshop / Briefings	Draft 0.3
10 June 2020	Workshop / Briefings	Draft 0.4
23 & 24 June 2020	Workshop / Briefing	Draft 0.5
30 June - 7 July 2020	Review by Senior Management Team	Draft 0.6
8 July 2020	Workshop Briefing	Draft 0.7
30 September 2020	1 st Quarter Review and Update	Draft 0.8

Introduction

The South Burnett Regional Council 2020-21 Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the twelve month period in order to implement the longer term goals detailed in the South Burnett Regional Council Corporate Plan for the period 2018-23.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will –
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. The long-term strategies within the Corporate Plan are allocated to one (1) or more Departments to progress. Therefore, the Operational Plan has displayed the Operational Initiatives and Operational Services according to Departmental/Branch responsibility, to provide clarity and accountability, as well as providing operational focus for the Departments/Branches within South Burnett Regional Council. All day to day core business activities and services are not necessarily listed in the Operational Plan; instead the Operational Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies, which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals. This plan is closely linked to South Burnett Regional Council's 2020-21 budget and Council's available resources.

The Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the long-term strategies set out in the Corporate Plan for the current financial year. This Operational Plan is prepared in conjunction with the budget, both of which are to be effective from 1 July 2020 through to 30 June 2021 and adopted at the Budget Meeting on 15 July 2020.

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Theme 1 : Enhancing our Community - Building a vibrant, healthy, supportive and inclusive community

Goal EC1: An informed and engaged community

Strategy: EC1.1 Develop a range of initiatives to engage and inform the community			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department / Branch</i>	<i>Partners</i>
Community Plan renewed by Council	Community engaged through consultation and plan adopted by Council	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community
Update as at 30 September 2020: Community plan discussed during budget workshops with schedule to be reviewed in second half of financial year. Very preliminary discussions undertaken with potential partners for the review.			
Review and implement Council’s Community Engagement Strategy	Strategy reviewed and implemented including communications strategy and plan	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community
Update as at 30 September 2020: Communication activities delivered through media releases, social media engagement and in response to media enquiries. Monthly statistics provided through Portfolio Reports to the Ordinary Meeting of Council. Review of related policies to be undertaken in line with the policy governance framework and post review of the corporate plan.			
Develop a cohesive Council through cultural change and individual ownership of corporate values supported by consistent and responsible leadership	Adopt a new Corporate Plan	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community
Update as at 30 September 2020: 1 st workshop conducted with Councillors. Quotations called for Corporate Plan review with Blackadder Associations successful and engaged.			

Deliver the outcomes of the externally funded Drought Communities Programme	Delivery of a “10 minutes with a Master” drought response program Adaption of an Adverse Event Plan Delivery of Community Well-Being events	Community	Burnett Inland Economic Development Organisation (BIEDO)
<p>Update as at 30 September 2020:</p> <p>- Arrangements have been made to deliver the following programs</p> <p>“Ten Minutes with a Master” to facilitate an opportunity for primary producers across the region to individually and privately meet and talk one on one to a cross section of agency experts and specialists regarding available drought assistance and available information.</p> <ul style="list-style-type: none"> • Maidenwell Sportsground - Thursday 8 October 2020 • Boobie Hall - Friday, 16 October 2020 • Mondure Hall - Thursday, 22 October 2020 • Burrandowan Racecourse - Thursday, 29 October 2020 <p>Community Well-Being events - Farmers Night Out – Fully catered night out with numbers limited due to COVID 19 restrictions.</p> <p>Guest Speaker Mary O’Brien “Are you Bogged”</p> <ul style="list-style-type: none"> • Proston Hall - Friday, 28 November 2020 • Murgon Hall - Saturday, 29 November 2020 • Blackbutt Hall - Thursday, 3 December 2020 • Kingaroy Hall - Friday, 4 December 2020 <p>A Partnership Agreement has been signed with BIEDO to deliver the following initiatives</p> <ul style="list-style-type: none"> • Engagement of a Drought Resilience Officer • Implementation of Business Extension Program • Provision of Strategic Economic Development Support to Council • Development of an Adverse Event Plan 			
Council Branding	Development of a Council Style Guide and consistent implementation of the same	Executive Services / Office of the CEO	Council Departments
<p>Update as at 30 September 2020:</p> <p>Style Guide developed and adopted by Council at the August General Meeting - Resolution No. 2020/80.</p>			

Goal EC2: Sustainable community groups

Strategy: EC2.1 Encourage and support community organisations to enhance their sustainability

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department / Branch</i>	<i>Key Partners</i>
Community Grants Program	Delivery of the program on behalf of Council within budget complying with the Community Grants Program Policy Review of program and policy considering the audit report by QRIDA, changes in legislation, feedback ongoing and consultation with Council Include a grant category for Rural Services related activities	Finance & Corporate / Social & Corporate Performance	South Burnett community; Elected Members; Queensland Rural and Industry Development Authority (QRIDA)
<p>Update as at 30 September 2020: Round One (1) advertising prepared and released during August. Council received 35 applications in the following categories: Australia Day Event -2, Community Events – 6, Community Hall Insurance – 5, Healthy Communities – 2, Project/One-off program – 16, RADF – 2, School Awards – 2. It is anticipated that the successful Round One (1) applications will be announced at the Ordinary Meeting of Council in October. Council has been advised the outcome of the RADF Bid for 2020/21 however is unable to announce until approval from State government. Under the RADF agreement Council can only open a round with existing (carryover funding) which is \$1,554. Review of the Community Grants Program is scheduled to commence in October 2020 to be completed by December 2020 with anticipated adoption by Council in January 2021 for implementation February 2021. Councillor Discretionary Fund has distributed year to date \$3,428 for a variety of projects from an outdoor timber buddy bench to sand & mud pit covers.</p>			
Provide support for grants processes for community groups to improve leased premises in line with asset management plans	Engage with community groups at concept stage to align with asset management plans	Community / Property	South Burnett Community Groups; DNRM
<p>Update as at 30 September 2020: Progressed new and renewal of existing community leases of Council owned land and facilities. Council has resolved to entered to these leases at the Ordinary Meetings of Council in this quarter.</p>			
Proactively engage with community and other partners to promote activities and events that support community well-being and economic outcomes	Support community events and programs	Community	South Burnett Community
<p>Update as at 30 September 2020:</p>			

As per Drought Communities Programme update

Goal EC3: An active safe and healthy community

Strategy: EC3.1 Facilitate the implementation of Council's Sport and Recreation Plan			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department / Branch</i>	<i>Key Partners</i>
Implementation of the Sport & Recreation Infrastructure and Strategic Plan (<i>within budget limitations</i>) in conjunction with the applicable Asset Management Plans	Support and advice to community and local clubs on funding opportunities Undertake annual review of plan and report on number of priority actions completed within budget limitations	Community / NRM & Parks	Queensland & Federal Government; South Burnett community groups
Update as at 30 September 2020: Ongoing, Parks Coordinator working with local sporting clubs to asses any upcoming funding opportunities.			
Stocking of fingerlings Boondooma & Bjelke-Petersen Dams	Undertake annual financial contribution to Fish Stocking Groups. Fingerlings released in all dams	Community / NRM & Parks	Boondooma & Bjelke-Petersen Fish Stocking Associations
Update as at 30 September 2020: Not started, will work with the Fish Stocking Clubs to value add to their existing release program.			
Actively seek and encourage major sporting events to the region	Secure major sporting event Number of events / participants /supporters	Community / NRM & Parks	South Burnett community groups; Queensland Government
Update as at 30 September 2020: No Activities programmed. Note: COVID 19 restrictions may limit ability to deliver activities			
Coordinate Healthy Active Programs	Develop a program in consultation and undertake events/programs in partnership Number of events/participants	Community / NRM & Parks	South Burnett community groups; Queensland Government
Update as at 30 September 2020: No Activities programmed, COVID19 restrictions may limit the ability to deliver some programs.			

Strategy: EC3.2 Enhance community culture through the support of initiatives and the provision of community facilities			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
<p>Develop a Lease Policy and Procedure</p> <p>Progress a review of all arrangements with community groups introducing consistent leasing terms when entering into lease arrangements</p>	<p>Council Lease Policy developed and adopted</p> <p>All new leases/licences have standard terms</p>	Community / Property	Queensland Natural Resource Management; South Burnett community groups
<p>Update as at 30 September 2020: Draft standard aerodrome lease under review. Revised Disposal of Real Estate Policy progressing draft. Development a draft procedure to community groups seeking support or approvals to upgrade facilities.</p>			
<p>Manage community leases of Council-owned premise through the Council Lease Register.</p> <p>Lease invoicing, Lessees contact and insurance information updated.</p> <p>Manage leasing requests in accordance with existing lease terms and agreements</p>	<p>Lease documents prepared and uploaded into Lease Register</p> <p>Invoices issues monthly or annually as per Lease agreement. Lessee contact details and insurance details updated annually</p> <p>Requests acknowledged within five (5) business days providing an expected timeframe for an outcome</p>	Community / Property	Queensland Natural Resource Management; Sport and Recreation
<p>Update as at 30 September 2020: Invoices issued as part of operational activities - ongoing. Lease Register maintained ongoing.</p>			
Implementation of Swimming Pool Service level agreements and Capital improvements	Improvement plans and service agreements delivered within budget and agreed scope.	Community / Property	Queensland Department of Education; Schools Principals; School P & Cs; Pool Managers or Lessees;

			Queensland Royal Life Saving
<p>Update as at 30 September 2020: Swimming Pool tender for Nanango has been awarded and agreement signed. All other Council owned swimming agreements are in place and active with these facilities opening in the region.</p>			
Implementation of Community Hall maintenance and services within Operational budget	Seven well-maintained and cleaned community halls, which are made available to hirers	Community / Property	South Burnett Community
Manage hall bookings and hall equipment	Hall hirer Agreements and Fees and Changes managed within Council Hall Management systems (TechOne Business System)		
<p>Update as at 30 September 2020: Customer Contact Team has assisted the community in understanding the changed requirements relating to the bookings of Council hall facilities due to COVID-19 Pandemic management restrictions. The team has processed bookings as follows per Council facility: 62 Proston Culture Centre, 59 Nanango Cultural Centre, 44 Kingaroy Town Common Hall, 40 Kingaroy Town Hall, 40 Maidenwell Town Hall, 29 Wondai Town Hall, 27 Murgon Town Hall, 20 Proston Town Hall.</p>			
Support community organisations in the management and leasing or disposal of Council owned halls	Community groups have up to date and consistent leases. Council partners with committees for management and capital improvements to the halls	Community / Property	Community Hall Committees
<p>Update as at 30 September 2020: Capital works have been identified within the 2020/2021 budget and scoping works have commenced. External grant funding has been secured for components of work.</p>			
Implementation of Reactive and Preventative maintenance programs for Community Facilities	Provide safe and cleaned facilities for the community to utilise	Community / Property	South Burnett Community
<p>Update as at 30 September 2020: A process is in place to identify preventive maintenance as a result of the outcome of the Asset condition assessments – ongoing. Reactive maintenance is assessed and undertaken as required.</p>			
Implementation of Maintenance programs and Capital works programs within Building and Property managed assets	As per the asset management plans, implement the maintenance and capital works programs within budget.	Community / Property	South Burnett community groups
<p>Update as at 30 September 2020: As stated in update relating to maintenance and capital works programs.</p>			

Provide project support to Wondai Showgrounds Cattle Arena Upgrade project <i>(if successful with grant)</i>	Provide Project Management for the construction of new cattle arena Implement site levelling and earthworks in preparation for the building a new cattle arena and cattle stalls	Community / Property	Wondai Agricultural, Pastoral and Industrial Society Inc.
Update as at 30 September 2020: External grant funding has not been secured at this time. Upgrade of the grandstand has been a focus for Council in this 1 st quarter.			
Maintain Maidenwell Sportsground, Hivesville sportsground, Tingoora sportsground, Proston Showgrounds	Four (4) well maintained facilities and grounds	Community / Property	South Burnett community
Update as at 30 September 2020: Maintenance undertaken as assessed and as per budget allocation.			
Maintain leases with showground committees within Wondai, Murgon, Nanango and Proston	Leases in place and operational for four (4) Showground Committees	Community / Property	South Burnett Show Societies
Update as at 30 September 2020: Three (3) leases in place.			
Maintain lease agreements with Sportsground Committees, Tennis, Netball, Cricket, Football, Soccer, Equestrian, Murgon PCYC and other sporting facilities and land	Leases in place for all sporting associations utilising Council facilities and land	Community / Property	Lessees
Update as at 30 September 2020: Leases in place and operational. New leases draft as need arises.			
Investigate the opportunity for an arts production to come to the region which enhances the arts culture in the community through cost recovery model	Production is supported through ticket sales to recover costs	Executive Services / Office of the CEO	South Burnett art groups; External Arts production provider
Update as at 30 September 2020: Investigation and consultation undertaken with a production company for opportunity in 3 rd quarter of reporting period. Proposal discussed with Councillors at workshop and opportunity has limited available dates which do not work with Council timelines.			

<p>Deliver public library services to the region pursuant to the State Library of Queensland Service Level Agreement and First 5 Forever Family Literacy Initiative.</p>	<p>Services and Programmes delivered; Patronage Statistics</p>	<p>Community</p>	<p>South Burnett Community</p>
<p>Update as at 30 September 2020: South Burnett Libraries launched a new online public access catalogue ‘Montage’ on 27 July 2020. South Burnett Libraries online author talk with Tony Park on 4 August attracted 2304 views. (Presented in partnership with Western Downs Regional Libraries). South Burnett Libraries new children’s loyalty program ‘Kingdom of Libraria’ was launched on 21 September 2020. First 5 Forever outreach sessions delivered to 149 attendees. These outreach sessions were developed as a response to the continued suspension of library programming due to COVID 19. Over 350 school holiday packs were distributed across the service. 1,258 physical resources were added to the collection, using funds allocated by the State Library of Queensland’s Public Libraries Grant. 26,482 physical items loaned and renewed, with 53,925 returned. 201 new members joined the service.</p>			
<p>Strategy: EC3.3 Advocate for improvements in community safety</p>			
<p><i>Key Activities</i></p>	<p><i>Outcomes/ Measures</i></p>	<p><i>Lead Department /Branch</i></p>	<p><i>Key Partners</i></p>
<p>Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations in relations to the operation of the Lady Bjelke-Petersen Community Hospital</p>	<p>Use of facility; Number of meetings of the foundation and amount of funds raised</p>	<p>Executive Services / Office of the CEO</p>	<p>Partnership with DDHB and Public Health Network; Southbank Day Hospital</p>
<p>Update as at 30 September 2020: Board meeting held July 2020. Development of the strategic plan and discussion of future of foundation in support of health services within the region and the Lady Bjelke-Petersen Community Hospital. Development of audited statements and directors report.</p>			
<p>Strategy: EC3.4 Manage identified public health and environmental issues in accordance with relevant legislation</p>			
<p><i>Key Activities</i></p>	<p><i>Outcomes/ Measures</i></p>	<p><i>Lead Department /Branch</i></p>	<p><i>Key Partners</i></p>

Public health licence applications, routine inspections of licensed premises, customer request management and mosquito management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Queensland Health
<p>Update as at 30 September 2020: Environment and Waste Services report regularly on various operational statistics to the monthly Community Portfolio Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.</p>			
Regulation of Council's Local Laws	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	RSPCA; Queensland Department of Agriculture and Fisheries; Queensland Biosecurity Department drumMUSTER; Queensland Main Roads
<p>Update as at 30 September 2020: Environment and Waste Services report regularly on various operational statistics to the monthly Community Portfolio Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.</p>			
Adopt and implement a compliance strategy	Strategy developed and adopted	Community / Social and Corporate Performance / Planning & Land Management	
<p>Update as at 30 September 2020: Formal strategy completed. Compliance enforcement undertaken on a case by case basis as required.</p>			
Maintain and provide public access to a register of testable backflow prevention devices, greywater use and on-site sewage	Registers updated within five (5) days of permit issue, service reports entered within five (5) days of receipt, service reminders issued within ten (10) days of the end of each quarter.	Community / Planning & Land Management	

facilities under the Plumbing and Drainage Regulation 2019, Part 8, Division 2			
<p>Update as at 30 September 2020: Registers are updated as required. Reminder notices not issued due to resource constraints, but vacant position now filled.</p>			
<p>Strategy: EC3.5 Recognise and embrace the region’s cultural diversity</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Promote and deliver the Indigenous Affairs Fund as part of the Community Grants Program	This Council funding recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Organisations can apply for funding to support their initiatives such as those associated with NADIOC and Reconciliation Week	Finance & Corporate / Social & Corporate Performance	South Burnett community organisations
<p>Update as at 30 September 2020: A short clip has been developed to promote this category as part of the advertising for Round One (1). This category is highlighted in some of the advertising as being available all year round. Further promotion will occur out of round post September 2020 with the focus primarily on the Round categories in the first quarter. Council has received two (2) applications to date.</p>			
Reconciliation of traditional custodians	Council acknowledge and participate in official activities associated with recognising the Traditional Custodians of the land on which Council gathers/meets paying respects to their Elders past and present.	Executive Services / Office of the CEO	Council Departments
<p>Update as at 30 September 2020: Aboriginal and Torres Strait Islander Flags displayed in Council Chambers, Acknowledgement of Country incorporated into and conducted at General Meetings. Increased cultural diversity introduced into staff inductions.</p>			

Theme 2 : Our Environment – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Goal ENV1: Our region’s environmental assets are promoted, protected and enhanced

Strategy: ENV1.1 Protect and enhance the diverse array of Council controlled natural assets			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Manage environmental authority registration applications, routine inspections of registered activities and environmental protection customer request management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
<p>Update as at 30 September 2020: Environment and Waste Services report regularly on various operational statistics to the monthly Community Portfolio Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.</p>			
Illegal dumping surveillance, investigation and enforcement	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
<p>Update as at 30 September 2020: There has been a delay in implementing the littering and illegal dumping State Partnership grant due to COVID-19 and subsequently co-ordinating with the North Burnett regional Council and Cherbourg Aboriginal Shire Council. It is hoped that advertising for a joint Littering and Illegal dumping Officer to be shared between the three (3) Shires will occur in early 2021. However, in the interim Environment and Waste Services are reporting some local illegal dumping statistics to the monthly Community Portfolio Meeting.</p>			
Undertake fire management programs across the region	Undertake annual fire risk, assessment and resource requirements with Queensland Rural Fire Service;	Community / NRM & Parks	Queensland Rural Fire Service/QFES
Investigate Fire Management options for entry corridors and Council controlled land	Operation Cool Burn Complete 100% of program		
<p>Update as at 30 September 2020: Annual prescribed burn meeting held in February with QFES and brigades to determine priorities on Council land. Area Fire Management Group Meeting held in March with QFES, DTMR, QPWS and HQ Plantations to determine regional priorities. Three Council properties identified as regional</p>			

<p>priorities being: Staines Road Reserve, Blackbutt Tip and Maidenwell Reserve. QFES identified that social distancing requirements for prescribed burning would impact on the delivery of Council prescribed burn program and that the focus would be regional priorities. All regional priority burns completed. Seven scheduled Council prescribed burns outstanding to be included in next year's cool burn program.</p>			
Adoption of a heritage plan for Boondooma homestead	Strategy adopted and implemented	Community / Property	Community organisations; Building and Planning
<p>Update as at 30 September 2020: Council is liaising with the Boondooma Homestead Committee to support the preparation of a grant application for funding to assist with the development of a Conservation Management Plan.</p>			
<p>Strategy: ENV1.2 Promote and improve Council's natural resource management and bio-security activities</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Implement on-ground declared and environmental weed control programs	Treat all known areas of high risk and restricted weeds Complete 6000hrs of treatment	Community / NRM & Parks	Contractors South Burnett landholders
<p>Update as at 30 September 2020: 500 hours completed. Treatment restricted to districts that have had rain and weed treatment will be effective.</p>			
Implement Transport and Main Roads element 5 program for control of high risk and restricted weeds on Main Roads	Compile a treatment program and receive approval and funding from TMR Complete the program approved and expend the budget provided by TMR	Community / NRM & Parks	Queensland Main Roads
<p>Update as at 30 September 2020: Contract for 20/21 developed and approved. Works commenced on Mother of Millions program.</p>			
Undertake a robust Rural Service and Pest Management program	Meets legislative and customer expectations Record the number and type of assistance programs delivered each quarter for baiting and feral animal control, equipment loan,	Community / NRM & Parks	South Burnett landholders

	wandering livestock and grazing permits issued		
Update as at 30 September 2020: Landholders assisted with weed control – 69 Landholders assisted with feral animal control – 136 Landholders assisted with equipment loan for weed and pest management – 24 Wandering livestock requests – 52 Grazing permit applications – 1			

Goal ENV2: Environmentally responsible and efficient waste management

Strategy: ENV2.1 Provide efficient and effective waste management services			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Compliance with Council's Environmental Authority for Waste Disposal	Acceptable Audit by the State Department of Environment and Science	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 30 September 2020: No audits/inspections from the State Department of Environment and Science of any Waste Facilities in the 2020/2021 financial year so far.			
Provision of acceptable and environmentally responsible waste management facilities	Two (2) acceptable internal audits per year of Council's Waste Facilities	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 30 September 2020: No audits as yet conducted of the Council's Waste Facilities.			
Administration of State Waste Levy	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 30 September 2020:			

<p>The first full year of reporting and payment of the State Waste Levy Liability to the State for the 2019/2020 financial year has been completed. Council's Waste Services has also continued in the 2020/2021 financial year to monitor, report and lodge State Waste Levy Liability payments to the State. The first quarter payment of the Annual Payment to Local Government was received by Council in September 2020.</p>			
<p>Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy</p>	<p>Attendance at Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee (WBBWRAC) Meetings</p>	<p>Community / Environment & Waste</p>	<p>Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee</p>
<p>Update as at 30 September 2020: There has been one (1) meeting of the Waste and Recycling Advisory Committee (WBBWRAC) of the Wide Bay Burnett Regional Organisation of Councils so far in the 2020/2021 financial year in August 2020 and Council's Waste Services were represented.</p>			
<p>Adequate provision and suitable location of public place waste bins and the timely collection thereof</p>	<p>Public placed bins collected twice weekly</p>	<p>Community / Environment & Waste</p>	<p>Waste Services; Parks & Gardens</p>
<p>Update as at 30 September 2020: This measure has been achieved for the first quarter of the 2020/2021 financial year.</p>			
<p>Provision of cost effective and environmentally responsible waste collection services</p>	<p>Equal to or less than 1 missed wheelie bin collection per 1000 services</p>	<p>Community / Environment & Waste</p>	<p>JJ Richards and sons Pty Ltd</p>
<p>Update as at 30 September 2020: This measure has been achieved for the first quarter of the 2020/2021 financial year. A total of 183,356 wheelie bin collections have been conducted with only 12 wheelie bins being missed. This equates to a collection rate of significantly less than one missed wheelie bin collections per 1000 services.</p>			
<p>Investigation of Recycling options</p>	<p>Review of recycling options undertaken</p>	<p>Community / Environment & Waste</p>	
<p>Update as at 30 September 2020: A review of potential recycling options for waste timber, green waste, batteries and paint has occurred in the first quarter of 2020/2021.</p>			

Theme 3: Growth and Opportunity - A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms

Goal GO1: A strong and sustainable regional economy

Strategy: GO1.1 Implement the Council's Economic Development Strategy			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Review and implement Council's Economic Development Strategy	Draft strategy placed on community consultation and adopted by Council; Implementation of Economic Development Strategy and objectives contained within plan	Community	DSDMIP; Industry; BIEDO; Chambers and business associations
<p>Update as at 30 September 2020: Development of Economic Strategy placed on hold for 1st quarter whilst Corporate Plan process commenced. Expected to recommence development of the plan in the 2nd quarter of the year. Previous drafts of the plan to be reviewed in accordance with Council's forward strategies.</p>			
New business attraction through a region wide ideas package which will also increase capital investment in the region by development of a regional investment information pack	Business investment strategy finalised and implemented	Executive Services / Office of the CEO	DSDMIP; Industry; Chambers and business associations
<p>Update as at 30 September 2020: Council workshop with DSDTI in July which reported on work previously completed which includes:</p> <ul style="list-style-type: none"> • The Benchmark report. • The Benchmark Action Plan that details specific actions that could enhance Council investment readiness score. • The Investment Readiness Report. 			
Work collaboratively with neighbouring Councils for operation and future opportunities for Rail Trails	Number of meetings held, investigation of collaborative ventures	Community	Neighbouring Local Authorities; Parks NRM and Executive
<p>Update as at 30 September 2020: Collaboration opportunities discussed at Councillor level with neighbouring local government areas and with community groups.</p>			

<p>Develop a Dam Strategy and Master Plan as a key tourism and recreational facility for the region ensuring that Boondooma and Yallakool are functional destinations</p>	<p>Seek external funding for development of a master plan. Successful placement of management of the dams through contract after tender. Number of visitations and return on investment Maintained and serviced to meet expectation of our customers < 5 complaints per facility in any quarter</p>	<p>Community</p>	
<p>Update as at 30 September 2020: Investigations undertaken regarding a partner(s) for 5-year dam strategy commenced.</p>			

Goal GO2: Balanced development that preserves and enhances our region

<p>Strategy: GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability</p>			
<p><i>Key Activities</i></p>	<p><i>Outcomes/ Measures</i></p>	<p><i>Lead Department /Branch</i></p>	<p><i>Key Partners</i></p>
<p>Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region</p>	<p>Process 85% of Planning Development Applications within 45 days or less</p>	<p>Community / Planning & Land Management</p>	
	<p>Process 85% of Building Development Applications within 45 days or less</p>		
	<p>Process 85% of Plumbing Permit Applications within 10 days</p>		
	<p>Process 90% of Concurrency Agency referrals within 10 days</p>		
<p>Update as at 30 September 2020: Processing timeframe has been met. Additional resources secured to process building applications. Permeant administrative support position for plumbing services has been filled.</p>			
<p>Actively participate in Dispute Resolution Mediation in relation Planning & Environment Appeals lodged for development permits issued by Council</p>	<p>Disputes are settled within Court appointed timeframe</p>	<p>Community / Planning & Land Management</p>	<p>Legal Counsel; Expert Witnesses; Parties</p>

Update as at 30 September 2020: None undertaken during this quarter as Council decisions were not subject to appeal.			
Undertake a major amendment to the South Burnett Regional Council Planning Scheme	Complete and adopt major amendment to the South Burnett Regional Council Planning Scheme to address implementation and compliance issues	Community / Planning & Land Management	Planning Consultant; State Department
Update as at 30 September 2020: Timeframe has been prepared to align with the Minister’s guidelines for making a major amendment to the planning scheme.			
Amendment of Infrastructure Charges Resolution	Review and adopt changes to Council’s Infrastructure Charges Resolution.	Community / Planning & Land Management	Infrastructure Department
Update as at 30 September 2020: Review has commenced and outcome subject to capital works programmes review undertaken by Infrastructure Department.			
Provide development engineering advice to internal and external customers	Provide advice for 80% of requests within 5 days	Community / Planning & Land Management	Infrastructure Department
Update as at 30 September 2020: Target has been met by employment of contractor.			

Goal GO3: The South Burnett is a recognised tourism destination

Strategy: GO3.1 Promote and support the development of the South Burnett as a premier tourist destination			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Review of the VICs	Investigation and review undertaken	Executive Services / Office of the CEO	Volunteers and Community
Update as at 30 September 2020: Operation of the VICs undertaken with public calls for volunteers. Information and previous reports into the VICs circulated to Councillors with a specific workshop to be conducted in 2 nd quarter of reporting period.			

Annual Festival of the Dams Event	Coordination and support of event. Event is undertaken	Community / NRM & Parks	South Burnett community groups
<p>Update as at 30 September 2020: Event undertaken at Boondooma on the 14th – 16th August 2020 and despite the restrictions of COVID19 was well supported by competitors and community. A total of 46 teams competed with a total of 230 legal fish were checked in for scoring over the weekend. The event brings around 200-250 people/families to Boondooma Dam during this weekend. Another successful held Festival of the Dams event was held at Bjelke-Petersen Dam 12/13 September 2020. No further events to be held until the 2021 calendar year.</p>			
Maintain and enhance caravan park facilities, camping and rest areas to promote visitation and recreational opportunities	Level of visitation Return on investment	Community	
<p>Update as at 30 September 2020: Despite the effects of COVID19 and the loss of interstate travellers both Boondooma (3073 occupants) and Yallakool (2054 occupants) have seen reasonable visitor numbers for the first quarter. Bookings are already being received for the Christmas period with the long weekend of the 3-5 October well supported with the COVID19 park limit of 500 visitors has been reached at Boondooma.</p>			
Plan, design and develop a sustainable tourism strategy that services and encourages economic growth with the region	Adoption of Tourism Strategy and implementation of plan	Executive Services / Office of the CEO	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Business Groups; DSDMIP
<p>Update as at 30 September 2020: Development of Tourism Strategy placed on hold for 1st quarter whilst Corporate Plan process commenced. Expected to recommence development of the plan in the 2nd quarter of the year. Previous drafts of the plan to be reviewed in accordance with Council’s forward strategies. Council partnership with Visit South Burnett Inc. renewed and supported financially.</p>			
Roy Emerson Way	Advocate and pursue	Infrastructure	Blackbutt District Tourism Heritage Association
<p>Update as at 30 September 2020: Advocacy to be commenced post State election.</p>			

World Expo 88 Trail	Art Buster Statues – create a trail and put them into the various towns – 20 drovers still available Expo Wall of Fame – Girl Guides Mural wall	Community	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Local business and arts groups;
Update as at 30 September 2020: Engagement undertaken with custodians of art works.			
South Burnett Arts Development Strategy	To progress an Arts Development Strategy to encourage and foster the arts in the South Burnett community	-Executive Services / Office of the CEO	South Burnett arts community
Update as at 30 September 2020: Meetings held with Galleries. Art projects being conducted through CQRSN and SB Arts.			

Theme 4: Organisational Excellence – An organisation that is characterised by effective leadership, responsible management and quality service delivery

Goal EXC1: Effective financial management

Strategy: EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	Whole of life costing is considered for all new capital works	Infrastructure	Senior Management Team; Elected Members
Update as at 30 September 2020: Whole of life costing model to be reviewed with asset management plans and formation of 10-year programs and long-term financial plans. Project expected to commence in the third quarter.			
Strategically upgrade and improve council information technology systems	Improved performance and efficiency of Council corporate systems	Finance & Corporate / Information	Senior Management Team

	Implement live streaming of Council Meetings	Communication Technology (ICT)	
<p>Update as at 30 September 2020: Live stream solution commissioned and operating. Viewing stats forwarded to GM Finance and Corp and available by request. Commenced TechOne SaaS Transition project and initiated discovery workshops. Key millstones updates to be provided at next review.</p>			
Identify land holdings that could be offered for sale to support financial efficiency but retain service delivery	Properties that could be offered for sale on the open market are investigated and reported to Council for consideration	Community / Property	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Commenced – additional resources will be dedicated in 2nd quarter.</p>			
Operate in accordance with the adopted budget	Compliance with budget limits. Regular quarterly budget reviews Monthly reporting of budget variations and financial sustainability markers	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Monthly reporting for July, and August completed. September underway with report to go to October Council meeting. First quarter budget revision underway – report to October Council meeting.</p>			
Implement long term financial planning to reduce financial risks and ensure financial sustainability	Maintain and monitor a current 10-year Long Term Financial Plan Long Term Financial Plan to form part of Finance Monthly Report to Council	Finance & Corporate	Senior Management Team; Elected Members; South Burnett community
<p>Update as at 30 September 2020: Long term financial plan added to monthly Finance meeting reports. Will be reviewed in line with first quarter budget revision.</p>			
Develop and implement a performance management and accountability system	Improved executive leadership team performance	Executive Services / People & Culture	
<p>Update as at 30 September 2020: Performance Management Review to be conducted for all senior staff. Reporting on outstanding Council resolutions actioned.</p>			
Build diversification of revenue sources and increase percentage of revenue from non-rate sources.	Actively pursue all external funding opportunities.	Finance & Corporate / Finance	Senior Management Team; Elected Members

	Actively support external funding applications with financial budgeting input		
<p>Update as at 30 September 2020: External funding sources identified, and budget allocated for these items complimented by milestone reporting. Zero index on 20/21 financial year general rates, to be reviewed in December 2020.</p>			
A long-term focus in our decision making to ensure we have downward pressure on operational expenditure and rates	10 Year Financial Management Plans with consideration of operational expenditure and rates considering ability to pay	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Consideration of rate payer’s ability to pay was incorporated into the original budget when the decision was made to apply a zero index on general rates for the 20/21 financial year. This is to be reviewed in December 2020. Whole of organisation review is being undertaken to identify cost savings and increase efficiencies.</p>			
Deliver the priorities in the Information and Communication Technology (ICT) and Business Units (TechOne) Department	Business Units mapping of processes in TechOne Full diagnosis of TechOne Dashboards fully implemented ICT services supported by state-of-the-art technology	Finance & Corporate / ICT	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Eight (8) business unit process mapping sessions completed. Accumulation of outstanding issues related to TechOne centralised. Dashboards development and rollout of (Leave, Budget, ECM Task lists). Initial pilot group (ICT) migrated to exchange online.</p>			
Council decision making that is underpinned by fiscal sustainability	Conduct Budget, Financial and Rating Workshops with Elected Members for the development of the 2021/2022 annual budget Full category Rate Review including averaging and capping Zero Based Budgeting implemented and reviewed	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: First set of rates workshops booked for October and November 2020. Further workshops will be developed as rating decisions are known.</p>			

Review cost allocation methodologies to improve visibility and ability to control overheads	Implement full cost recovery initiatives Undertaken a forensic audit to review cost allocation methodologies	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 30 September 2020: Strategy under review to process this project including budget requirements.			
Compliant with sustainability ratios	Monthly monitoring and reporting of Net Financial Liabilities Ratio	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 30 September 2020: Net Financial Liabilities Ratio reported to Council on a monthly basis. Net Financial Liabilities Ratio is only 1 of 3 ratios in the sustainability guidelines. Operating Surplus Ratio will remain outside the target of 0-10% due to having a deficit budget. Asset Sustainability ratio calculations are being investigated to see whether reporting monthly is of benefit as this is usually a yearly calculation.			

Goal EXC2: Effective corporate management

Strategy: EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards	Adoption and implementation of the Council Policy Framework Number of polices reviewed and adopted /approved Effective implementation of Council policies and procedures	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Elected Members
Update as at 30 September 2020: Draft Policy Governance Framework reviewed by Senior Management Team and Council and tabled for consideration / adoption at the Ordinary Meeting of Council, 19 August 2020. Framework policy and procedure signed and implemented. Complete. Number of policies reviewed/adopted/approved = policies – 13; procedures – 4. Awareness training across the recently adopted policies and procedures has commenced utilising various platforms.			

Regular awareness training sessions undertaken with Council representatives through various platforms such as skype and committee agendas. Individual enquiries responded to as required.			
Provide elected members with opportunities and access to quality training, professional development, networking at a local, regional, state and national level	Establish a council training and development plan	Executive Services / Office of the CEO	People and Culture; Elected Members
Update as at 30 September 2020: Councillor training opportunities coordinated by People and Culture Section. Opportunities circulated to councillors as they come available. LGAQ Elected Member Update completed. Dept. of Local Government training in legislation changes completed in reporting period.			
Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	100% of Right to Information and Information Privacy applications processed within legislative timeframes	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Elected Members
Update as at 30 September 2020: RTI -Four (4) applications received. Two (2) applications processed to completion within legislative timeframes. One (1) application was non-compliant and resulted in an outcome where information had already been provided. One (1) application was withdrawn by applicant during processing within legislative timeframes. IP - Nil applications received to date. 100 per cent.			
Review identified priority Local Laws to ensure relevance to the region and understanding by Council and the community	Relevant priority local laws identified, reviewed and public consultation completed	Community / Planning & Land Management	Legal Counsel; Finance & Corporate Department
Update as at 30 September 2020: Review not commenced due to resource constraints.			
Provide the Delegations and Local Government Authorised Persons governance process	Update and provide delegations and authorisations as approved by Council and the CEO accordingly	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Delegations service provider
Update as at 30 September 2020: July - reviewed 15 pieces of legislation and updated delegations for two (2) pieces of legislation with report to the Ordinary Meeting of Council in September. August – reviewed two (2) pieces of legislation and report prepared for the Ordinary Meeting of Council in October.			
Maintain the legal proceedings and legal advice Registers	Development and implementation of a process by which Council officers can seek external legal advice and representation of legal services on behalf of Council	Finance & Corporate / Social & Corporate Performance	Senior Management Team
Update as at 30 September 2020:			

<p>Process emailed to Senior Management Team for officers to contact Branch to seek approval to utilise the budget. Tracking of utilisation undertaken through CES and ECM business system modules. Maintenance of legal advice / legal proceedings registers undertaken. Completed.</p>			
<p>Capture and correctly manage Council’s corporate documents using recordkeeping good practice</p>	<p>Implement staged process of assessing and management of records in storage from pre-amalgamation</p> <p>Ensure that appropriate and accurate records are documented, preserved and made accessible</p> <p>Providing compliance training to Council officers and Elected members</p>	<p>Finance & Corporate / Social & Corporate Performance</p>	<p>Senior Management Team; Elected Members</p>
<p>Update as at 30 September 2020: Staged process has commenced with the review, removal or disposal of records as per the retention guidelines for good recordkeeping. Record storage containers located at various sites within Council facilities have been identified with reviews commenced. 343 archive boxes of records have been relocated to Wondai storage facility for review/re-labelling/storage prior to relocation of selected records to offsite storage. Stage 2 has been booked in for October to pack down the building files from the Kingaroy office (approximately 200 boxes) to be transported to the Wondai Records Storage Facility. Review and subsequent retention or disposal of former Murgon Shire Council records in two (2) offsite facilities is a significant volume of work and will be progressed prior to December 2020. Continue to process records through ECM and P&R business system modules as per day to day records management operations.</p>			
<p>Develop and implement sound corporate risk management and internal audit policies and strategies</p>	<p>Deliver the internal audit function of Council driving the completion of the Audit Recommendation register, administration of the Audit and Corporate Risk Management Committees, facilitating internal audits as per the three (3) years Internal Audit plan</p> <p>Development of the 2020/21 Corporate Risk Register and treatment plans with a review of the associated policies</p> <p>6-mthly update on corporate risk registers and treatment plans</p>	<p>Finance & Corporate / Social & Corporate Performance</p>	<p>Advisory Committee; Working and Steering Groups; Elected Members; External Auditors</p>

	<p>Internal review and support the Fraud & Corruption Prevention Management Framework</p> <p>Internal review and support the Internal Audit and Risk Management Framework</p>		
<p>Update as at 30 September 2020: Internal Audit Plan 2020/2021 as part of the three (3) Internal Audit Plan has been reviewed and approved by the CEO as per the endorsement of the Corporate Risk and Audit Advisory Committee (former ‘Audit Advisory Committee’). Budget allocation for 2020/2021 for two (2) internal audits to be conducted by external provider is being progressed with draft procurement documents prepared to go to market to secure an internal auditor service. Sampling of high-risk administrative processes to be undertaken internally has commenced with a sample of Payroll process in September. Process areas identified for sampling will progressively be undertaken one (1) per month. Final 6-mthly review of the 2019/2020 Corporate Risk Registers and Treatment Plans has been completed with draft documents presented to the CEO for review/approval prior to distribution to the Corporate Risk and Audit Advisory Committee.</p> <p>Development of the Corporate Risk Registers and Treatment Plans 2020/2021 has been completed and approved by the CEO after endorsement by the Corporate Risk and Audit Advisory Committee in August. Completed.</p> <p>Review of the suite of Corporate Risk and Internal Audit (including Fraud & Corruption Prevention Management) policies has been completed with the revised policies approved by Council at the Ordinary Meeting in September. Awareness training sessions have commenced with Council representatives. Renaming of committees has been actioned. Completed.</p>			
<p>Encourage and maintain a high standard of leadership and management at all levels of Council</p>	<p>Implement a management and leadership satisfaction survey</p>	<p>Executive Services / People & Culture</p>	<p>Senior Executive Team</p>
<p>Update as at 30 September 2020: Working through a system of communication as a starting point, including increased communications channels to field staff. Regular updates provided by the CEO in addition to messages from Management in Field and Office Handbooks. A satisfaction survey will be focused on in the last quarter of the plan.</p>			
<p>Create a positive future-focused culture that demonstrates and supports Council’s values within the workforce</p>	<p>Employee satisfaction</p>	<p>Executive Services / People & Culture</p>	<p>Senior Management Team; Elected Members</p>
<p>Update as at 30 September 2020: More emphasis on communication is essential to satisfaction, hence communication strategies are being developed for wider spread messaging. Pot of Gold Sessions for supervisors are critical to satisfaction of employees – so working on the Topics at these events.</p>			

Ensure ongoing training to 100% of organisation to strengthen focus on code of conduct and managing conflicts of interest and integrity matters	Consistent and regular training sessions and workshops for 100% of organisation	Finance & Corporate / Social & Corporate Performance	Senior Management Team; People & Culture
<p>Update as at 30 September 2020: Commenced discussions with People and Culture Branch to consider most effective and appropriate platforms for delivery and engagement. Current Employee Code of Conduct reviewed by S&CP and provided to People & Culture Branch to commence the review of the policy.</p> <p>Gifts & Benefits Policy and Procedure, Acceptable Request Guidelines and Policy Governance Framework awareness sessions conducted with Coordinators and Supervisors through 'Pot of Gold' training sessions. Acceptable Request Guidelines awareness training completed with Council representatives.</p>			
Review the 2020/2021 Operational Plan	Monthly reviews of Operational Plan by Branches with quarterly progress reporting to Council	Finance & Corporate / Social & Corporate Performance	Senior Management Team
<p>Update as at 30 September 2020: Adopted Annual Operational Plan 2020/2021 provided to Senior Management Team for implementation. Monthly reviews by Branches with Senior Management Team. Monthly updates for Finance and Corporate Branches tabled through Portfolio Briefing. 1st quarterly report update called mid-September with timelines for Branches to submit responses so as to meet the reporting timelines for the Ordinary Meeting of Council in October.</p>			
Business continuity plans to meet organisational needs	Business Continuity Plans and Sub Plans to be developed to reflect the needs of the organisation	Finance & Corporate	Senior Management Team
<p>Update as at 30 September 2020: Business continuity sub-plans in place and tested for COVID-19 pandemic response.</p>			
<p>Strategy: EXC2.2 Appropriately resource the organisation to deliver Council's strategic objectives</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
A Council that makes better informed decisions based on improved report writing which provides a thorough options analysis	Best Practice report writing which provides full background and details for improved and strategic decision making	Executive Services / Office of the CEO	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: New agenda software launched with internal training of staff for administration and report writing. Standardisation of agendas for various council and management meetings. Action reports being produced for Council resolutions and being presented to Snr Management Team.</p>			
Promote a culture of pride and satisfaction amongst the workforce	Recognition program, staff service awards	Executive Services / People & Culture	Senior Management Team;

			Elected Members
<p>Update as at 30 September 2020: Regularly promoting Zero Hero Awards for recognition, staff service awards for the 19/20 years are almost complete. 10-year service awards will be held in last 3 months of 2020.</p>			
<p>Strategy: EXC2.3 Deliver corporate business solutions that meet corporate and customer needs</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Provide opportunities for a leadership professional development to enhance management and officer skills	Effective utilisation and delivery of Council’s Learning and Development program	Executive Services / People & Culture	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: COVID has put on hold a number of L&D programs however, as restrictions ease, more programs are coming back online. L&D will continue to work with Managers on their needs.</p>			
Review the procurement processes to achieve more efficient procurement outcomes including embedding the preferred supplier arrangements	Effective and efficient stores and procurement function Investigate Centralised Procurement Options High functioning preferred supplier arrangements	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Investigate Centralised Procurement process. Changes in procure to pay processes within Tech 1 moving to Cia need to be considered before designing program plan and implementation schedule. Local marketplace has been implemented to enhance local preference in procurement activities.</p>			
Security Review including Cyber Security. Ensure the provision of appropriate security systems (including cyber security) and services to protect Council’s data and information	Ensure the provision of appropriate security systems (including cyber security) and services to protect Council’s data and information. Cyber Security to be identified in annual insurance renewal	Finance & Corporate / ICT	Senior Management Team; Elected Members
<p>Update as at 30 September 2020: Hardware refresh of council firewalls to provide additional security features for cloud apps. Review and update of ICT policy. 1st Draft of Bring Your Own Device policy.</p>			

Full review of Plant and Fleet operations	Effective management of Plant and Fleet operations reflecting best practise usage logging, data collection and costings. Review and implement plant replacement program.	Finance & Corporate	Senior Management Team / Elected Members
Update as at 30 September 2020: Inaugural workshop for complete plant and fleet review completed. Two subsequent workshops actioned identifying critical plant and associated cost savings. Process to continue with regular reports to Council on progress.			
Comprehensive Insurance Review	Review of Council insurance	Finance & Corporate	Senior Management Team / Elected Members
Update as at 30 September 2020: Scheduled for October 2020. Key stakeholders ie JLT and managers of SBRC to workshop full review including consideration of insurable assets.			

Goal EXC3: A skilled and sustainable workforce

Strategy: EXC3.1 Deliver contemporary human resource practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Develop and implement a performance management and accountability system	Improved executive leadership team performance	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: EDR format was revisited this year and due 1.10.2020, positive feedback from teams regarding the changes to the information collected. Policies and Procedures also under review will assist with leadership.			
Review of Recruitment processes/practices	Recruiting the best person for the job	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: Mapping of the Recruitment process was facilitated with Mead Perry. Work now underway to streamline processes and information gathered for recruitment.			

Clarifying Organisational Roles and Responsibilities	Review of organisational Structure and Position Descriptions in line to align with Corporate Plan	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: Work in progress. Structure will be aligned to Corporate Plan review and outcomes as required.			
Strategy: EXC3.2 Promote a 'zero harm' environment through implementation of Council's Workplace Health Safety Plan			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
External Audit 2020 (Health and Safety Plan)	Undertake an external audit	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: Audit was planned, however, COVID restrictions resulted in the external audit being postponed. Will provide update when an audit date is established.			
Implement corrective actions as outlined in the Workplace Health Safety Audit	100% implementation by 30 June 2021	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: No update as no audit			
Strategy: EXC3.3 Foster an organisational culture which reflects our shared vision and values			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Partners</i>
Encourage and maintain a high standard of leadership and management at all levels of Council that's promotes a values-based culture that trains, develops, appreciates and empowers its workforce	HR department delivers cost effective support; Management and leadership satisfaction; Foster diversity, merit and equity, reward and recognition in the workplace	Executive Services / People & Culture	Senior Management Team
Update as at 30 September 2020: Recruitment, employee relations and industrial relations support provided as required with ongoing review of policies and procedures to align practice. Reviews undertaken as programmed for management and leadership satisfaction drawing from a number of sources. Staff recognition of service awards undertaken through year.			
Review of People and Culture Policies along with Health and Safety Policies	Full review of Policies and Procedures by June 2021	Executive Services / People & Culture	Senior Management Team

Update as at 30 September 2020: Policies and Procedures are now under review with the new Process being resolved by Council. Where possible, P&C will reduce policies and procedures if they can be covered in other areas.			
Strategy: EXC3.4 Provide appropriate training to ensure a skilled workforce that meets organisational needs			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Training Needs Analysis (TNA) undertaken. Provide training and education programs to increase the capacity of Council officers to understand and exercise their delegations and authorisations	TNA's completed for Business Units At least three (3) training sessions per year	Executive Services / People & Culture	Training Providers; Social & Corporate Performance Senior Management Team; Elected Members
Update as at 30 September 2020: In line with Employee Development Review (EDR)'s a TNA will be developed for each business unit. EDR's are due by 01.10.2020. Internal training sessions completed in the 1 st quarter reporting period.			

Goal EXC4: Effective advocacy and strategic partnerships

Strategy: EXC4.1 Develop and maintain productive working relationships with relevant stakeholders			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Active partner with WBBROC and all of its committees	Number of meetings and representations made	Executive Services / Office of the CEO	Elected Members
Update as at 30 September 2020: WBBROC Regional priorities workshop held in Maryborough 24 July 2020. Participation in WBBROC and RRTG meeting held at Cherbourg on 27 August 2020.			
Collaborate with corporate and key regional and community stakeholders to ensure a unified and strengthened approach to national, state and regional advocacy	Enhancement of regional services and infrastructure Number of meetings and representations made	Executive Services / Office of the CEO	Elected Members

Update as at 30 September 2020: SBRC Advocacy Plan developed and presented to Minister of Local Government, copy provided to Leader of the Opposition.			
Investigate opportunities for improved internet and telecommunications activity	Mobile Blackspot Program Improved connectivity opportunities for high speed broadband Broadband conduit installed during Kingaroy Transformation Project	Executive Services / Economic Development / Community	Government
Update as at 30 September 2020: Information and application submitted for black spot funding. Mobile Phone Tower announced for Cooranga North. Dark Fibre opportunities being explored and being integrated into Kingaroy Transformation project.			
Strategy: EXC4.2 Advocate Council's strategic and operational position on key issues to government sectors			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Public Health Network	2 Councillor representation, Issue of health services in the region Access to general medical practice (GPs) PHN services on offer and how private hospital can work in	Executive Services / Office of CEO	Queensland Health; Local Practitioner Alliance
Update as at 30 September 2020: Mayor, Councillor and CEO on committee and attending meeting held in 1 st quarter reporting period.			
Advocate to all tiers of government and relevant industry organisations	Number of meeting and representations External resources to region	Executive Services / Office of CEO	Elected Members
Update as at 30 September 2020: Mayor met with the Premier of Queensland. Meetings held with Minister of Natural Resources, Mines and Energy. Meetings held with Federal 3 Federal Members for Local Government Area.			

Goal EXC5: Quality customer service

Strategy: EXC5.1 Develop and implement Customer Service Charter			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>

<p>Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community</p>	<p>Implementation and delivery of the Complaints Management Framework</p> <p>Foster customer satisfaction through the development and implementation of a Customer Service Charter</p> <p>Strategy completed with full communication loop, providing open and timely feedback to customers – number of requests received / completed</p>	<p>Finance & Corporate / Social & Corporate Performance</p>	<p>Senior Executive Team; Elected Members</p>
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Update as at 30 September 2020:
 Implementation of Council’s complaint management policy Currently:

- Administrative action complaints received and processed within timeframes aligned to policy;
- Councillor complaints received by Council referred to the Office of the Independent Assessor (OIA) for review. Councillor Complaint Register updated with outcomes as advised by the OIA;
- Fraud & Corruption complaints – nil received;
- Human Rights Complaints – nil received.

Customer Service Charter development has commenced with Customer Contact undertaking research and drafting of the policy. Draft policy has been finalised in consultation with Manager S&CP and General Manager Finance & Corporate. Draft policy released to Councillors, Senior Management Team and Customer Contact Team for review. It is anticipated that by December 2020 the charter will be presented to Council for adoption.
 Strategy / full communication loop to be progressed in 2021.

Strategy: EXC5.2 Develop and implement affordable service levels

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
<p>Introduce a program that embeds customer service industry best practice across the organisation</p>	<p>Professional development and external networking opportunities for customer contact officers</p> <p>Service levels development and implemented with associated training and monitoring/review cycles</p>	<p>Finance & Corporate / Social & Corporate Performance</p>	

<p>Update as at 30 September 2020: Employee Development Review process to be finalised by September. From this process there will be listed of identified training and development needs for Customer Contact officers. Training to be progressed after first quarter. Services levels to be progressed in 2021 - once Customer Service Charter has been adopted by Council.</p> <p>Employee Development Review process to be finalised by September/October. From this process there will be a list of identified training and development needs for Customer Contact officers. Training to be progressed after first quarter. Discussions have commenced with People & Culture to determine group training needs. Service level agreements to be progressed in conjunction with the development of the organisational Customer Service Charter anticipated adoption by Council late 2020/early 2021. Discussions to commence between Customer Contact and Branches during September. Customer Contact mapping of processes completed. Statistics relating to the services provided by customer contact will be tables in the quarterly update.</p>			
Introduce innovations to improve customer experience including delivery of self-service options for high frequency transactions and the ability for customers to track progress online	>60% number of enquiries resolved at the first point of contact through self-service options	Finance & Corporate / ICT	Social and Corporate Performance
<p>Update as at 30 September 2020: NAR prerequisite project plan created to progress new username creation convention. Eliminates to reoccurrence of NAR related issues. 2nd phase - business unit agreement and compliance to new convention. Awareness session to be scheduled. Once completed engagement with Exec Services to soft launch eServices</p>			

Theme 5: Infrastructure – The provision of quality services and infrastructure for our community that is planned, provided and managed on sound asset management

Goal INF1: Infrastructure that meets our community needs

Strategy: INF1.1 Provide and maintain road infrastructure in accordance with sustainable asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Quality Management System and ISO9001 certification maintained	Quality Assurance certification achieved and maintained	Infrastructure / Works	
<p>Update as at 30 September 2020: The Quality Policy is currently being reviewed. It is planned for that the review and update of the Quality Policy will be complete by 30 September 2020.</p>			

Review Service levels for transport assets and implement a Maintenance Management system	Maintenance system is implemented in accordance with council and community service levels	Infrastructure / Works	
<p>Update as at 30 September 2020:</p> <p>A draft maintenance management plan has been presented to Council and will be implemented for trial this financial year. Status: 80 per cent completed. Council has purchased the software system Reflect which will form an integral part of the maintenance management plan. The process for the implementation of this system has commenced. Status: 60 per cent completed.</p>			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing transport assets	10 year works program completed in accordance with asset management strategy	Infrastructure / Works; Infrastructure Planning	
<p>Update as at 30 September 2020:</p> <p>Council currently is redeveloping its 10-year program including developing prioritised asset programs for its infrastructure renewals, upgrades and new works. Status: 75 per cent completed.</p>			
Develop strategic plan for replacement and future development of footpaths	Adoption of a regional footpath network plan in accordance with asset management strategy	Infrastructure / Works; Infrastructure Planning	
<p>Update as at 30 September 2020:</p> <p>Project yet to commence.</p>			
Develop a multi-year program for the development of concept town entry and CBD footpath plans for towns	Formulation of a multi-year program and commencement of pre-design concepts in accordance with prioritised projects	Infrastructure / Infrastructure Planning	
<p>Update as at 30 September 2020:</p> <p>Concept town entry plans for Kingaroy and Murgon complete. Status: 10 per cent complete.</p>			
Review and implement Core Asset Management Plan for transport assets	Asset management plan developed in accordance with council and community service levels	Infrastructure / Infrastructure Planning	
<p>Update as at 30 September 2020:</p> <p>A transport asset management plan was developed and submitted to Council for endorsement in June 2020 and subsequently adopted. Status: 100 per cent complete.</p>			

Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Infrastructure / Works; Infrastructure Planning	
Update as at 30 September 2020: A desktop valuation of the transport asset class was done as part of the 2019/20 financial year's year-end audit requirement.			
Strategy: INF1.2 Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Water Wastewater achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved	No breach of licence conditions / Statutory reports submitted in require timeframes	Infrastructure / Water and Wastewater	
Update as at 30 September 2020: On target with key activities, no breach of licence conditions with statutory reports submitted within required timeframes.			
Review and implement Core Asset Management Plan for water and wastewater assets	Asset management plan developed in accordance with council and community service levels	Infrastructure / Infrastructure Planning	
Update as at 30 September 2020: A water and wastewater asset management plan was developed and submitted to Council for endorsement in June 2020 and subsequently adopted. The plan is currently being reviewed.			
Review and comply with customer service standards for water and wastewater infrastructure	Completed review is advertised for customer feedback and posted on web site as required by the regulator	Infrastructure / Water and Wastewater	
Update as at 30 September 2020: Water and wastewater customer service standards was reviewed and subsequently adopted by Council in April 2020. Status: 100 per cent completed.			
Development of water security reports for each potable water scheme	Completion of future water security reports for each potable scheme with recommendations for future planning	Infrastructure / Water and Wastewater	
Update as at 30 September 2020: Reports are nearing completion with recommendations for future planning. Status: 80 per cent completed.			

Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works program completed in accordance with asset management strategy	Infrastructure / Water and Wastewater; Infrastructure Planning	
Update as at 30 September 2020: A 10-year works program for the replacement, upgrade and construction of new water and wastewater assets is in place. Review of future years is in progress.			
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Infrastructure / Water and Wastewater; Infrastructure Planning	
Update as at 30 September 2020: A desktop valuation of the water and wastewater asset class was done as part of the 2019/20 financial year's year-end audit requirement. A comprehensive valuation of the water and wastewater asset class has commenced as part of the 2020/21 financial year's year-end audit requirement.			
Strategy: INF1.3 Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Kingaroy Aerodrome Master Plan	Develop Master Plan for operation and capital works and use of site	Community / NRM & Parks	Aerodrome Lessees and users
Update as at 30 September 2020: Not commenced in 1 st quarter of reporting period. Scheduled to undertake procurement process in the second quarter.			
Facilitate tick dipping services	Dip services put to public tender for lease	Community / NRM & Parks	
Update as at 30 September 2020: Coolabunia Saleyards tender released with applications currently under assessment			
Develop and implement maintenance service levels for NRM & Parks assets	Maintenance plan is implemented in accordance with council and community service levels	Community / NRM & Parks	
Update as at 30 September 2020: Scheduled to commence during third quarter.			

Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing NRM and Parks assets	10 year works program completed in accordance with asset management strategy	Community / NRM & Parks	Infrastructure Planning; Elected Members
Update as at 30 September 2020: Scheduled to commence during third quarter as part of service level program and in readiness for the fourth quarter budget deliberations.			
Review and implement Core Asset Management Plan for NRM and Parks assets	Asset management plan developed in accordance with council and community service levels	Community / NRM & Parks	Infrastructure Planning; Elected Members
Update as at 30 September 2020: Completed and adopted by Council in June 2020, ongoing review and implementation with next full review is scheduled for 2022.			
Investigate options for partnership and service agreements for the management of Council properties with community groups	Development of service and partnership agreements in accordance with Council's asset management plans and legislative requirements	Community / Property	Elected Members
Update as at 30 September 2020: As reported for leases update.			
Development of initial feasibility and pre-construction options for prioritised major projects	Kingaroy pool concept plan	Community / Assets / Property	Senior Executive Team; Elected Members
Update as at 30 September 2020: Project Manager appointed and working group established to progress the develop concept.			
Develop and implement maintenance service levels for Building assets	Maintenance plan is implemented in accordance with council and community service levels	Community / Property	Senior Executive Team; Elected Members
Update as at 30 September 2020: Scheduled to commence during third quarter.			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing Building assets	10 year works program completed in accordance with asset management strategy	Community / Property	Infrastructure Planning; Elected Members
Update as at 30 September 2020: Progressing Asset Management and Maintenance Plans as defined.			

Review and implement Core Asset Management Plan for Building assets	Asset management plan developed in accordance with council and community service levels	Community / Property	Infrastructure Planning; Elected Members
Update as at 30 September 2020: Service levels to be progressed in line with the review of the corporate plan.			
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Community / Property	Infrastructure Planning; Elected Members
Update as at 30 September 2020: Work in progress.			

8.5 MONTHLY FINANCIAL REPORT AND FIRST QUARTER BUDGET REVISION

File Number: 14-Oct-2020

Author: Coordinator Finance, Finance Planning/Reporting/Operations

Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 30 September 2020 including First Quarter Budget Revision.

SUMMARY

The following information provides Council's position as at 30 September 2020 including recommendations for first quarter budget revision changes for both operational and capital budgets.

OFFICER'S RECOMMENDATION

1. That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q3) as at 30 September 2020 be received and noted.
2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 operational budget be adopted.
3. 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

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 15 July 2020.

The revised budget maintains the link with achieving the Operational Plan 2020/2021 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council 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 and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

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.

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

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 capital projects when the expenditure is transferred from Work in Progress.

REPORT

Please see attachment.

ATTACHMENTS

1. **Monthly Financial Report** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim September 2020



SOUTH BURNETT
REGIONAL COUNCIL

Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the adopted budget, at an organisational level, for the period ended 30 September 2020.

Key Points - Income Statement

	YTD	2020/2021 Budget
Net Result	\$ 11,013,279	\$ 14,134,300
Net Operating Result	\$ 9,191,315	-\$ 3,675,499

	YTD	2020/2021 Budget	% of Budget	% Variance
Recurrent Revenue	\$ 28,254,537	\$ 67,092,117	42%	17%
Recurrent Expenditure	\$ 19,063,222	\$ 70,767,616	27%	-2%

- 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, fleet registrations, IT licences and LGAQ membership.
- Additional materials and services under disaster management for expenses relating to Queensland Reconstruction Authority grant funding. This will offset against additional revenue which will be received during the year.

Key Points - Balance Sheet

	YTD	2020/2021 Budget	Variance
Total Assets	\$ 921,245,511	\$ 951,162,644	-\$ 29,917,133
Total Liabilities	\$ 56,284,520	\$ 61,119,482	\$ 4,834,962
Community Equity	\$ 864,960,991	\$ 890,043,162	-\$ 25,082,171
Unrestricted Cash	\$ 22,970,843		
Restricted Cash	\$ 26,385,609		
Total Cash Balance	\$ 49,356,452		

	Total Balance	90 Days Overdue	Monthly Movement	Comment
P&R Debts	\$ 217,272	\$ 169,176	↑	Approximately half with debt collectors or payment plans
AR Debtors	\$ 458,696	\$ 170,901	↓	\$73k with debt collectors, \$5k negotiating payment plan, \$59k following up with debtor
Rates Debtors	\$ 8,194,019			

Capital Budget	WIP Balance	Total To Spend	Spent to Date	% Spent	Comment
\$ 38,228,662	\$ 7,370,809	\$ 45,599,471	\$ 13,500,865	30%	Additional \$244k to be added to budget as per 1st quarter review

- Increase in cash balance due to inflows from rates levies being paid by property owners prior to discount period ending on the 23rd of September.
- Decrease in Property, Plant and Equipment balances due to the 2019/2020 comprehensive revaluation of the buildings and land assets. This figure has been revised under the proposed budget first quarter review to be in line with predicted balances for building and land assets for this year. 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*. The derecognition of this liability has been adjusted in the proposed budget as part of the first quarter review.

Key Points - Other

Ratios	Ratio	Target	In Target	Comment
Cash Ratio	10.80	>=3	✓	
Operating Cash Ratio	5.03	>=3	✓	
Current Ratio	4.83	Between 2 and 4	x	<ul style="list-style-type: none"> • High asset balance due to cash inflows from rates levies being received. • Ratio should decrease over the next few months as cash decreases.
Funded Long Term Liabilitie.	88.3%	>=59%	✓	
Debt Servicing Ratio	4.0%	<=10%	✓	
Debt to Asset Ratio	3.5%	<=10%	✓	
Interest Coverage Ratio	1.4%	Between 0% and 5%	✓	

Executive Summary

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Executive Summary

1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 30 September 2020
25% of Year Complete

	2020 \$	Original Budget \$	Proposed Budget \$	Variance %
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	24,800,009	50,092,435	49,893,435	50%
Fees and Charges	1,198,856	3,830,704	3,918,414	31%
Rental Income	130,036	319,954	319,954	41%
Interest Received	172,286	1,016,500	620,500	17%
Sales Revenue	57,572	3,025,851	3,025,851	2%
Other Income	191,308	748,975	748,975	26%
Grants, Subsidies, Contributions and Donations	1,704,471	8,057,698	7,881,778	21%
	<u>28,254,537</u>	<u>67,092,117</u>	<u>66,408,907</u>	<u>42%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	1,682,746	17,409,799	17,409,799	10%
Total Income	<u>29,937,284</u>	<u>84,501,916</u>	<u>83,818,706</u>	
Expenses				
Recurrent Expenses				
Employee Benefits	5,899,529	24,215,197	24,306,855	24%
Materials and Services	7,267,258	22,821,228	22,931,661	32%
Finance Costs	539,064	2,301,704	2,301,704	23%
Depreciation and Amortisation	5,357,372	21,429,487	21,429,487	25%
	<u>19,063,222</u>	<u>70,767,616</u>	<u>70,969,707</u>	
Capital Expense				
	(139,217)	(400,000)	(400,000)	35%
Total Expense	<u>18,924,005</u>	<u>70,367,616</u>	<u>70,569,707</u>	
Net Result	<u>11,013,279</u>	<u>14,134,300</u>	<u>13,248,999</u>	
Net Operating Result	<u>9,191,315</u>	<u>(3,675,499)</u>	<u>(4,560,800)</u>	

2.1 Revenue

2.1.1 Rates Levies and Charges

This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

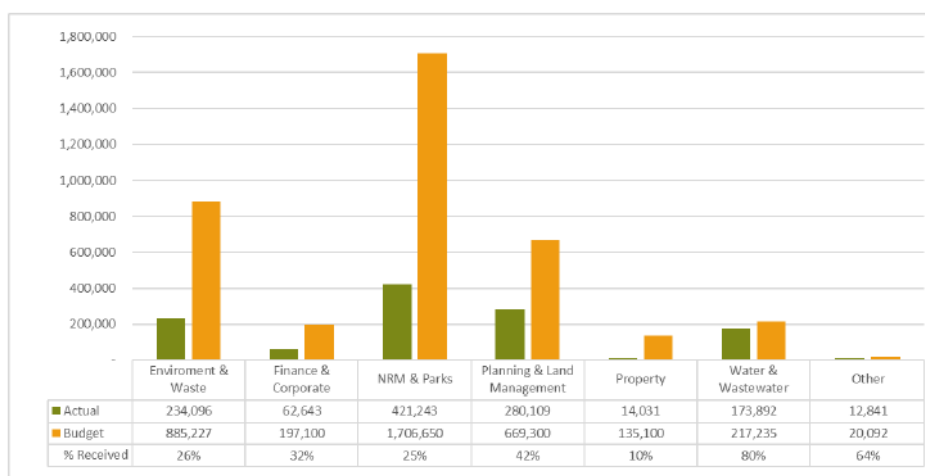
<i>Rates or Charges</i>	<i>ACTUALS 2020/2021</i>	<i>ORIGINAL BUDGET 2020/2021</i>
General Rates	\$ 14,365,056	\$ 28,709,347
Quarry Special Charge	\$ 4,464	\$ -
Water Charges	\$ 4,904,408	\$ 10,315,723
Sewerage Charges	\$ 2,929,162	\$ 5,828,973
Waste Collection Charges	\$ 1,128,928	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 43,819	\$ 70,000
Waste Management Levy	\$ 1,424,170	\$ 2,795,285
Memerambi Estate Levies	\$ -	\$ 199,000
Total	\$ 24,800,009	\$ 50,092,435

As at 30 September 2020, rates, levies and charges are tracking above target at 50% due to timing of biannual rates charges. The discount period for the July to December rating period ended in September with 80% of properties taking advantage of the discount option. This equated to approximately \$2.046m in discount reductions being recognised.

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.

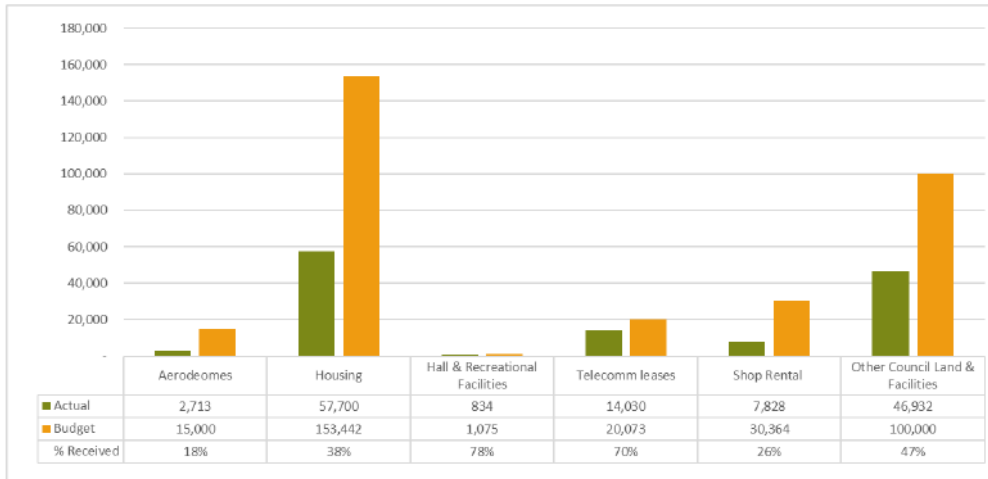
As at 30 September 2020, fees and charges are tracking above target at 31%. Planning has seen an increase in building and development applications in the first three months of this financial year partly due to the announcement of the Federal Government's Home Builder Grant. Water and wastewater are also above target due to increases in water sales. An adjustment has been made in the 1st quarter budget review to better reflect the expected water income for this financial year.



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.

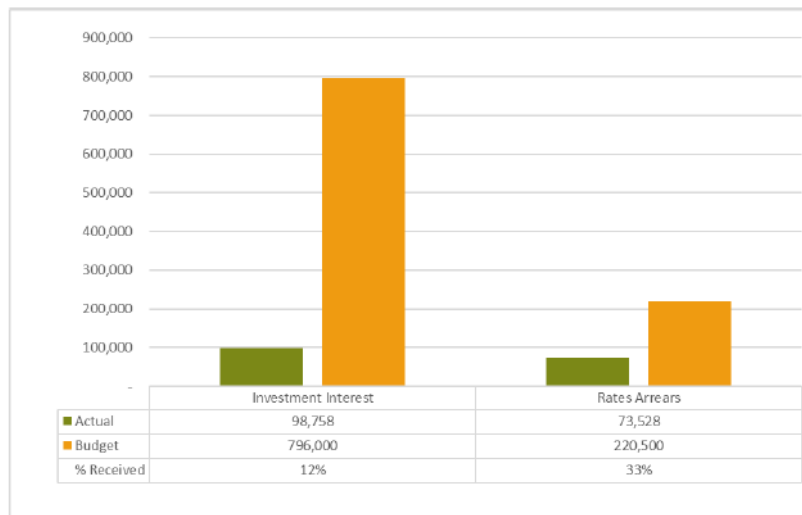
As at 30 September 2020, rental income is tracking high at 41% due to timing in annual rental of various facilities, including telecommunication towers.



2.1.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

As at 30 September 2020, interest received is tracking low at 17%. This is largely due to low interest rates being offered on investment accounts at this point in time. Interest income on investments has been re-evaluated in the 1st quarter review and has been reduced based on the prediction that interest rates will continue to remain low for the remainder of the financial year.



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 30 September 2020, sales revenue is tracking just below target at 2%. An RMPC claim of \$276k has been submitted for works completed in July and August and will hit revenue in October.

Sales Stream	Actual	Budget
RPC	\$ -	\$ 680,000
RMPC	\$ -	\$ 2,095,000
Soil Lab	\$ 53,034	\$ 250,851
Private Works	\$ 4,539	\$ -
Total	\$ 57,572	\$ 3,025,851

2.1.6 Other Income

Other income is sundry income derived from all other sources.

As at 30 September 2020, other income is tracking slightly above target at 26%. 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	\$ 34,387	\$ 80,800	43%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 524	\$ 38,000	1%
Irrigation Income	\$ 26,780	\$ 100,000	27%
Fines	\$ 20,577	\$ 4,000	514%
Scrap Steel	\$ 616	\$ 72,000	1%
Library Sales	\$ 674	\$ 3,730	18%
Museum Sales	\$ 617	\$ 2,500	25%
Agency Income	\$ 4,999	\$ 40,895	12%
Tourist Parks	\$ 61,633	\$ 175,000	35%
Legal Recovery	\$ -	\$ 190,000	0%
Insurance Claims	\$ 8,150	\$ 20,000	41%
Misc Other	\$ 32,351	\$ 21,550	150%
Total	\$ 191,308	\$ 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 30 September 2020, operating grants are tracking at 21%. 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 and various disaster management grants from the Queensland Reconstruction Authority.

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.

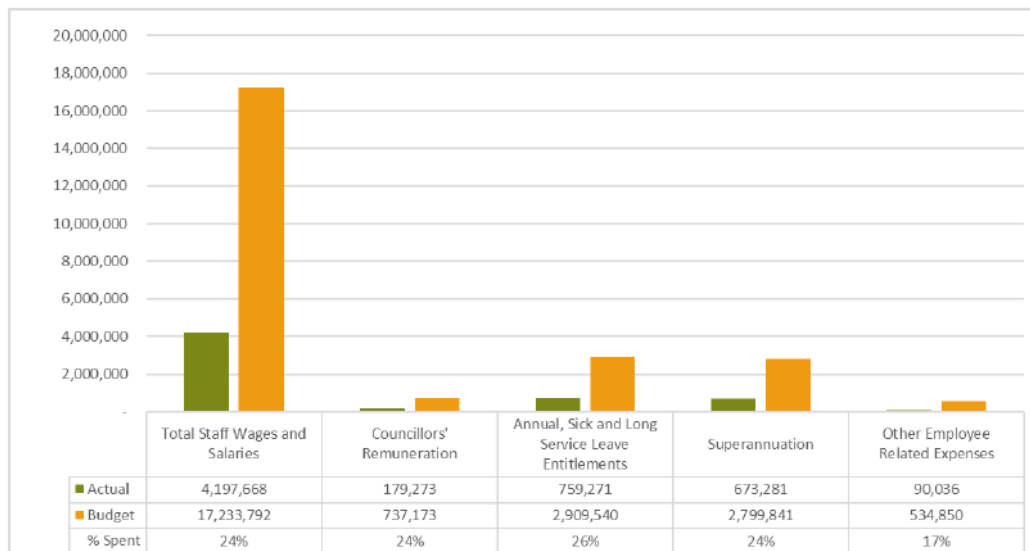
As at 30 September 2020, capital grants are tracking at 10%. The receipt of most capital grant revenue depends on grant acquittals, submission of programs and or % of works completed by Council. Council has so far received the initial 50% payment for the W4Q round 4 COVID.

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 30 September 2020, employee benefits are tracking on target at 24% 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 30 September 2020, materials and services is tracking high at 32% and will be closely monitored through the year. The current overrun is mainly due to;

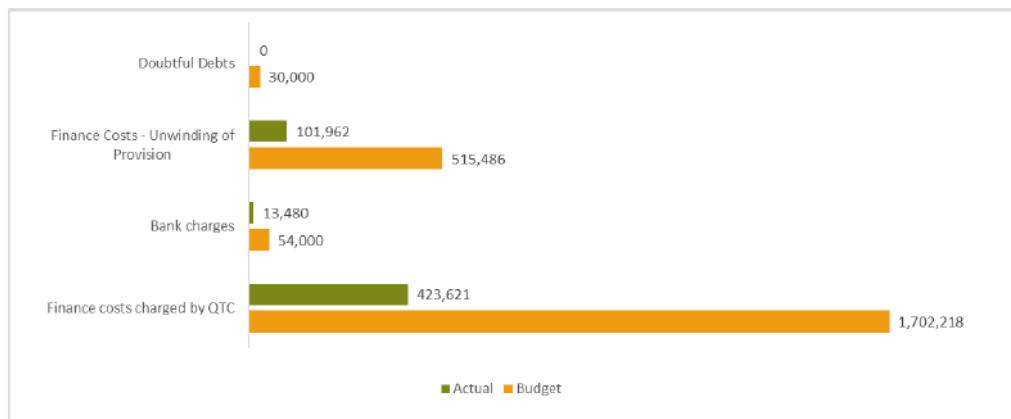
- Timing in yearly Insurance, fleet registrations, Land Valuation, IT licences and LGAQ membership expenses.
- Overruns in disaster management – this will be offset by grant income under the Disaster Recovery Funding Arrangements with QRA once grant is received.

Description	Actual	Budget	% Spent
Donations	148,885	625,435	24%
Materials	5,213,074	19,043,538	27%
Services	2,458,318	5,219,444	47%
Internal Plant Charges	1,656,541	6,420,915	26%
Internal Plant Recoveries	- 2,209,559	- 8,488,104	26%
	7,267,258	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 30 September 2020, finance costs are tracking just below target at 23% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions.

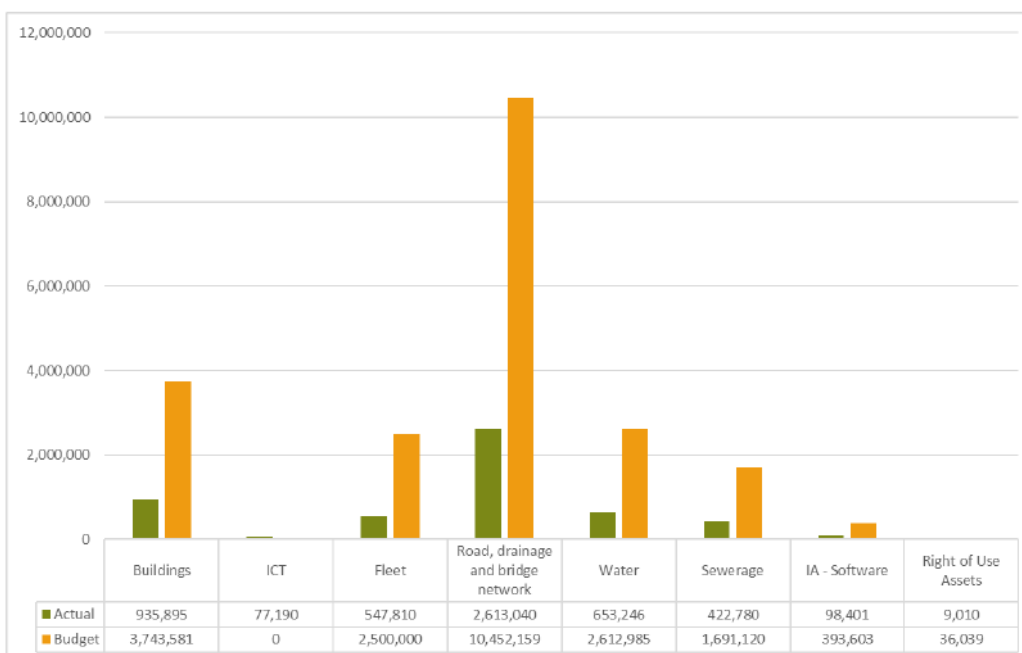


2.2.4 Depreciation

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 30 September 2020, depreciation is tracking on target at 25%.

Each year Council wait until the Financial Statements have been signed off by QAO before the asset registers are rolled. As a result, depreciation expense cannot be run automatically through the system until this time. In the interim, each month, the asset accountant processes a manual journal for depreciation expense based on the best estimate of monthly depreciation expense from the prior year. Once the Financial Statements are signed off these manual journals are reversed, and depreciation expense is processed through TechOne monthly.



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.

So far this year, Council has sold various items of plant and fleet for \$124,136 and a small parcel of land for \$15,081.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 30 September 2020

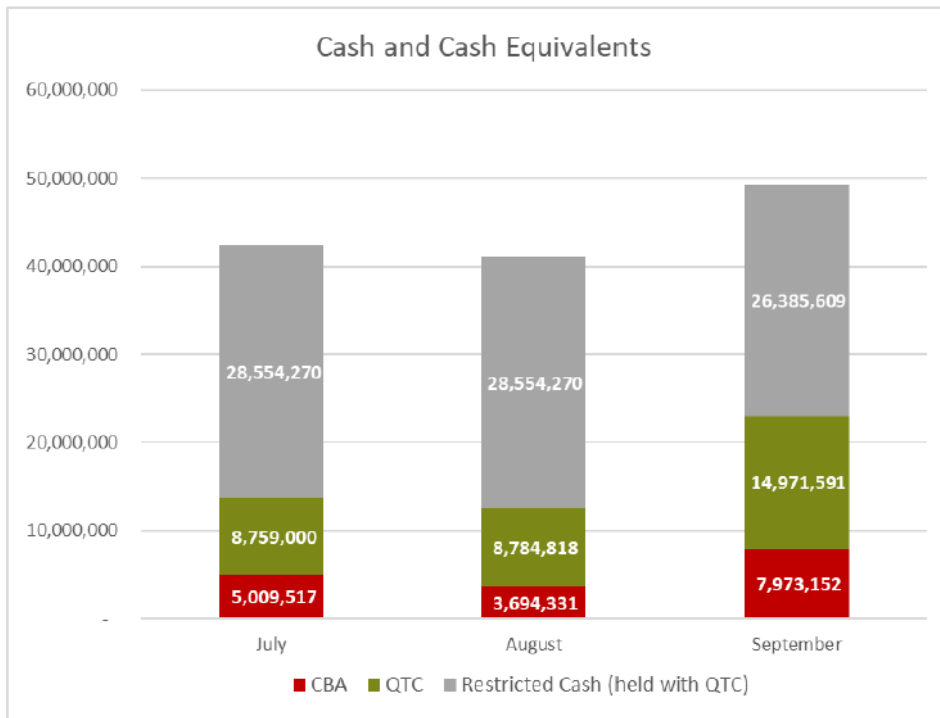
	2021 SEPTEMBER \$	Original Budget \$	Proposed Budget \$
Current Assets			
Cash and Cash Equivalents	49,356,452	43,116,747	42,249,848
Trade and Other Receivables	8,582,735	5,313,216	5,296,631
Inventories	725,904	772,356	772,356
Investments	-	-	-
Total Current Assets	58,665,091	49,202,319	48,318,835
Non-Current Assets			
Trade and Other Receivables	1,306,115	1,112,211	1,112,211
Property, Plant and Equipment	852,016,360	891,929,354	863,390,237
Right of Use Asset	1,034,980	1,019,397	1,019,397
Intangible Assets	8,222,964	7,899,364	7,899,364
Total Non-Current Assets	862,580,420	901,960,326	873,421,209
TOTAL ASSETS	921,245,511	951,162,644	921,740,043
Current Liabilities			
Trade and Other Payables	5,524,509	5,749,454	5,751,271
Borrowings	2,877,630	3,013,874	3,013,874
Lease Liabilities	24,260	-	-
Provisions	3,521,225	3,671,079	3,671,079
Other Liabilities	187,672	2,369,464	2,170,161
Total Current Liabilities	12,135,296	14,803,871	14,606,385
Non-Current Liabilities			
Trade and Other Payables	26,044	1,017,943	1,017,943
Borrowings	29,540,160	30,633,993	30,633,993
Lease Liabilities	1,031,819	-	-
Provisions	13,551,201	13,755,564	13,755,564
Other Liabilities	-	908,112	-
Total Non-Current Liabilities	44,149,224	46,315,611	45,407,499
TOTAL LIABILITIES	56,284,520	61,119,482	60,013,884
NET COMMUNITY ASSETS	864,960,991	890,043,162	861,726,159
Community Equity			
Retained Surplus/(Deficiency)	437,507,307	440,762,572	440,984,686
Asset Revaluation Surplus	427,453,684	449,280,590	420,741,473
TOTAL COMMUNITY EQUITY	864,960,991	890,043,162	861,726,159

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 30 September 2020, Council's actual cash and cash equivalents balance was \$49,356,452. The below table shows the breakup of this balance sheet element.

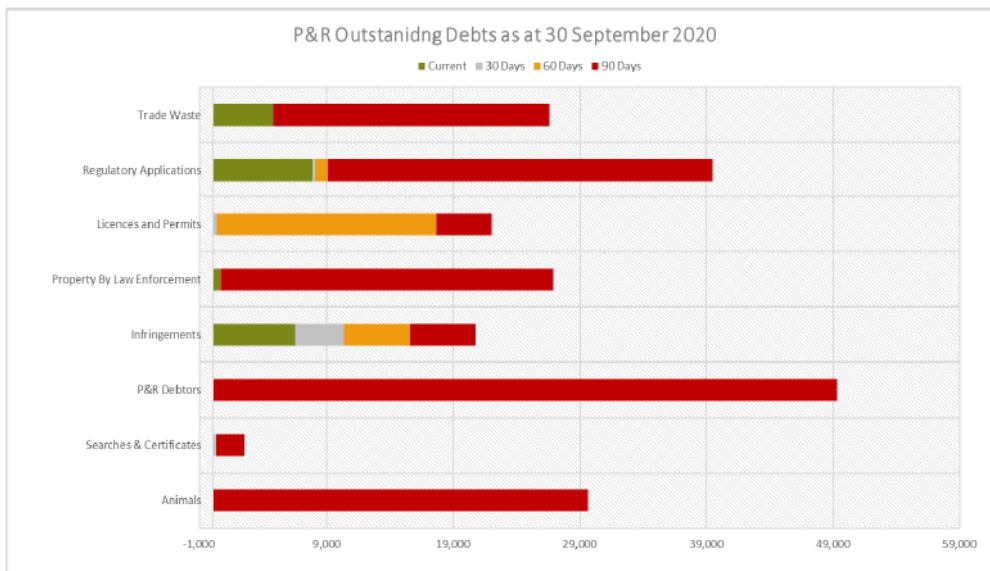


As at the end of September 2020, the restricted cash balance was \$26.386m. This has decreased from the previous month by \$2.169m as a result of capital expenditure on projects which had identified commitments at 30 June 2020 and were therefore restricted, as Work in Progress at year end. This balance will continue to decrease over the coming months as the identified Work in Progress projects are completed. A monthly review will be done to ensure money is released from restricted cash in a timely manner and to ensure Work in Progress projects are finalised.

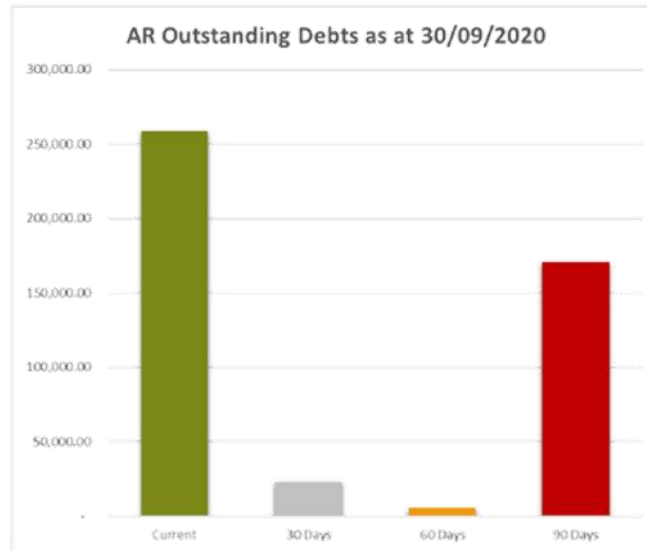
RESTRICTED CASH	Jul-20	Aug-20	Sep-20
Recurrent Expenditure	1,387,645	1,387,645	1,387,645
Future Capital Works			
Roads	2,997,467	2,997,467	2,311,674
Buildings	4,121,826	4,121,826	4,041,476
Waste	3,234,888	3,234,888	3,234,888
Land	25,322	25,322	25,322
Plant & ICT	1,317,211	1,317,211	558,782
Water	3,763,043	3,763,043	3,419,060
Wastewater	4,933,196	4,933,196	4,633,089
Unspent - Developer Contributions	4,598,671	4,598,671	4,598,671
Unspent - Grants, Subsidies & Donations	-	-	-
Unspent - Loan Funds	2,175,000	2,175,000	2,175,000
Total	28,554,270	28,554,270	26,385,609

3.1.2 Trade and Other Receivables

Current trade and other receivables are made up of notices and invoices that have been issued but cash has not yet been collected. The below tables show the breakdown of the components in this balance sheet element – excluding rates.

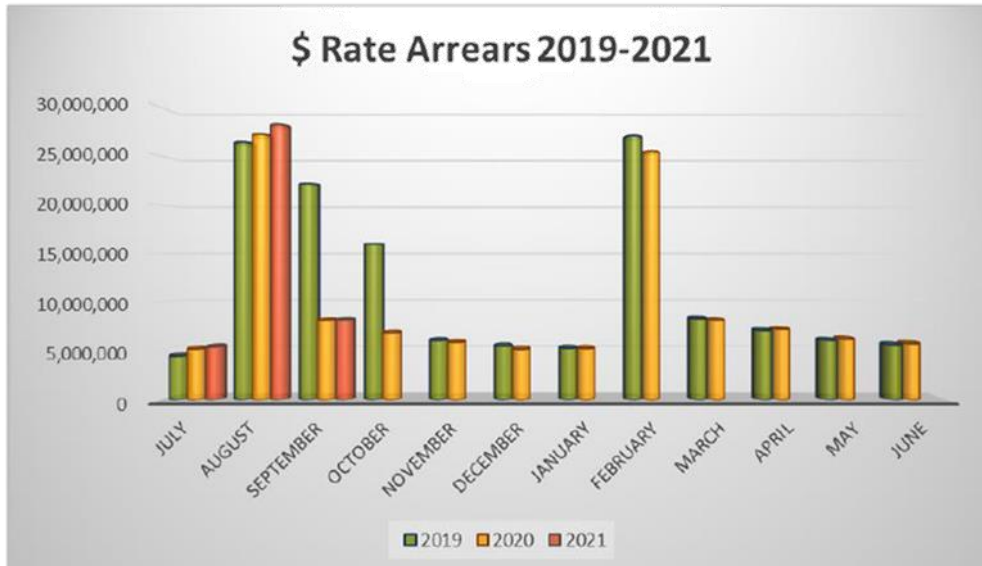


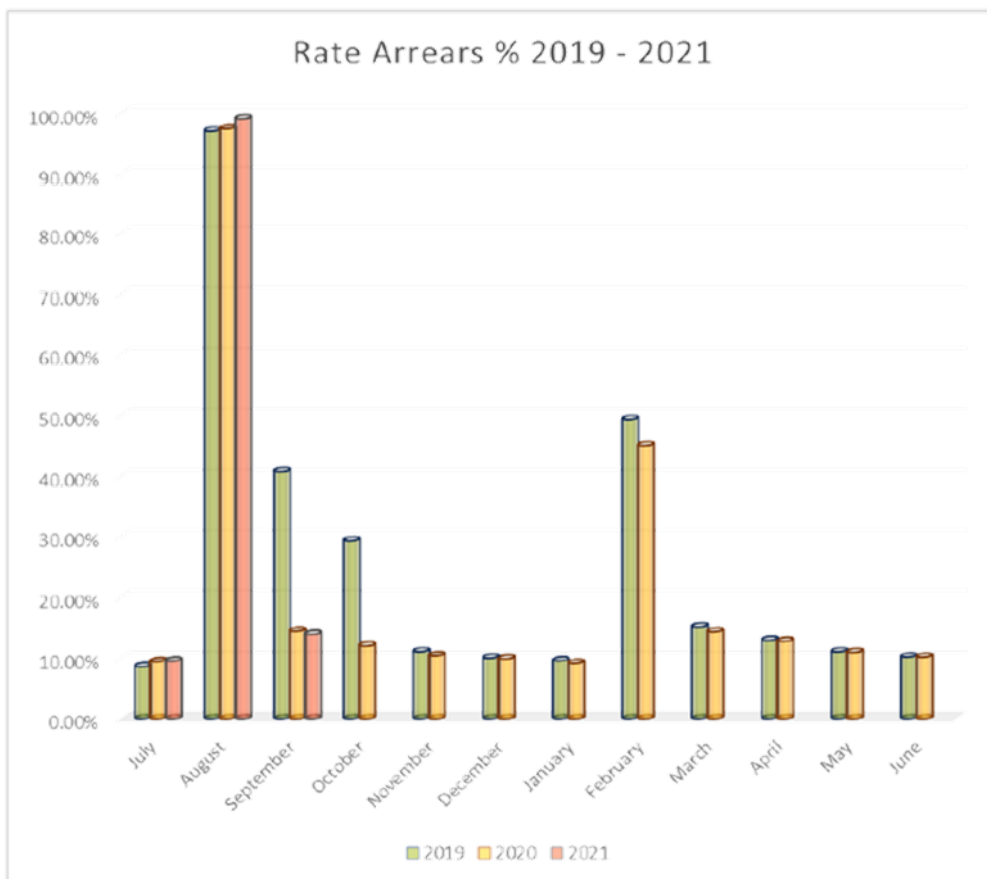
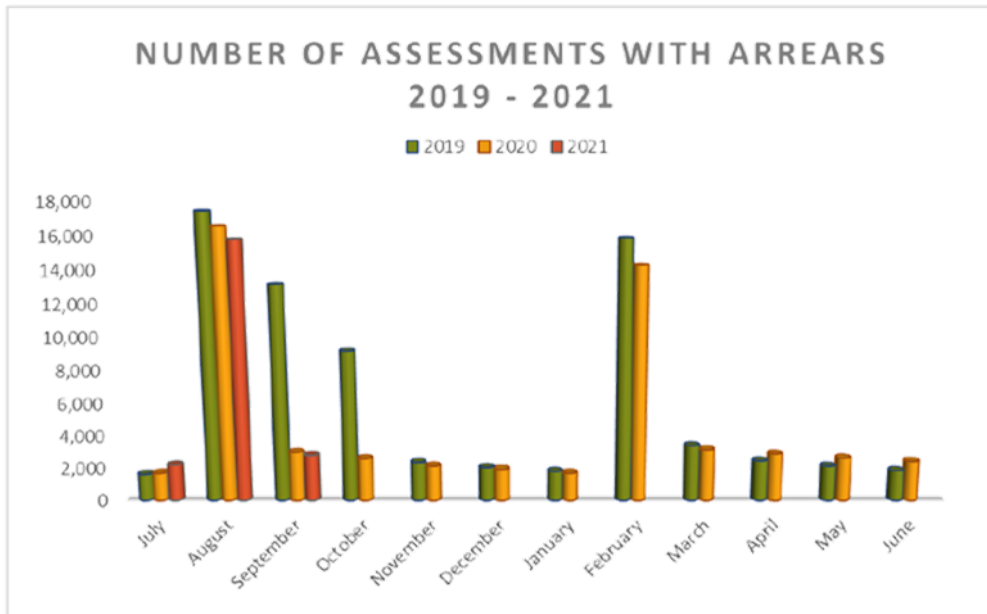
Finance are continuing to work with managers to clean up old outstanding debtors from our property and rating system. Following up on outstanding debts has now recommenced.

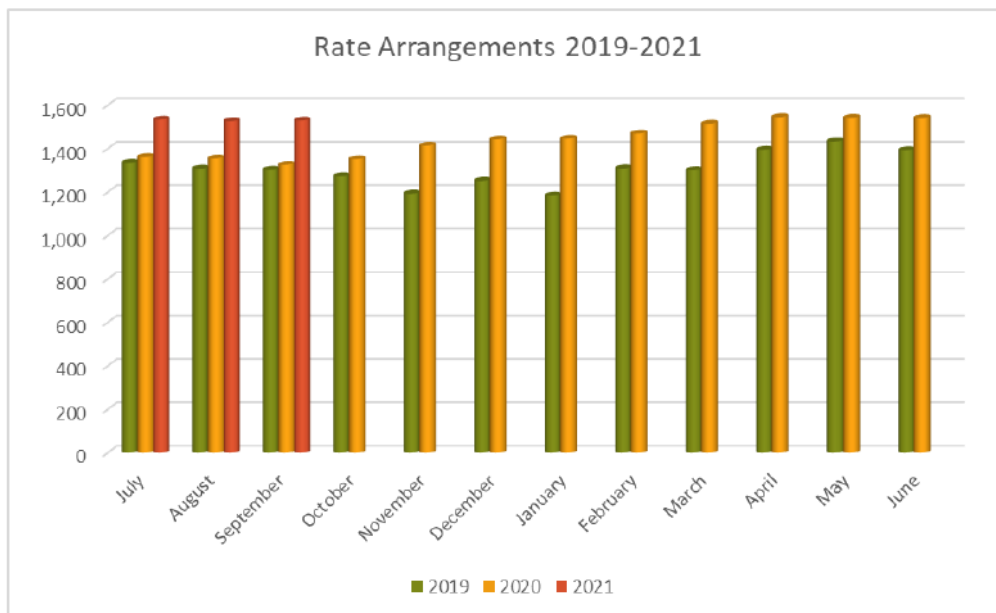


The AR outstanding debts 90+ days has decreased slightly from last month. A large majority of the value sitting in 90 days remains with debt collectors or are liaising with Council on payment of debt.

Rates in arrears as at 30 September 2020 is sitting at \$8,194 million or 14.00% with 1,530 assessments with rate arrangements in place. This rate arrears value in dollars is trending lower this period compared to the previous two financial years and this value is expected to continue decreasing over the next few months until the next 6 monthly rate run.







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.

A further \$244k was also identified as an adjustment in the first quarter budget review which will increase the total capex budget for the year to \$45.844m.

Actual expenditure with committed costs as at 30 September 2020 is \$13.501m, which is tracking above target at 30%. Of the \$13.501m, \$4.509m is actual expenditure with the remaining \$8.992m sitting as committed costs.

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

Project Code	Project Description	Corporate Plan Link - Primary	Financial Project	EXPENDITURE BUDGET				EXPENDITURE ACTUALS			
				2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments	Project Life to Date Actual
Buildings & Other Structures											
Admin Office - Kinga											
00593	W4Q4-Kingary-Forecourt & Carpark OCTV		100713	150,000.00	-	-	150,000.00	-	-	-	-
00604	Kingary-Admin Building-Airconditioning		100192	125,000.00	-	-	125,000.00	25,351.82	349.08	25,700.90	349.08
Sub Activity Subtotal				275,000.00	-	-	275,000.00	25,351.82	349.08	25,700.90	139,660.70
Admin Office - Wonda											
00605	Wonda-Record Building-Fire Wall		100628	14,000.00	-	-	14,000.00	-	-	-	-
Sub Activity Subtotal				14,000.00	-	-	14,000.00	-	-	-	-
Aerodrome - Kingaroy											
00571	CP - Aerodrome-Kingaroy-Boundary Fencing		100623	47,000.00	35,000.00	-	82,000.00	-	-	-	-
00606	CP - Aerodrome Kingaroy - Apron Seal		100623	59,000.00	-	-	59,000.00	-	-	-	-
Sub Activity Subtotal				106,000.00	35,000.00	-	141,000.00	-	-	-	666,771.11
Aerodrome - Wonda											
00570	CP - Wonda-Aerodrome-Boundary Fencing		100523	47,000.00	15,000.00	-	62,000.00	-	-	-	-
00572	W4Q4-Wonda Airport Lighting Upgrade		100712	50,000.00	-	-	50,000.00	-	-	-	-
Sub Activity Subtotal				97,000.00	15,000.00	-	112,000.00	-	-	-	141.71
Cemeteries - Blackbu											
00607	CP - Blackbutt-New Columbarium Wall		100196	28,000.00	-	-	28,000.00	-	-	-	-
Sub Activity Subtotal				28,000.00	-	-	28,000.00	-	-	-	14,409.09
Depot - Kingaroy											
00608	Kingary-Depot-Replace External Doors		100198	6,500.00	-	-	6,500.00	-	-	-	-
Sub Activity Subtotal				6,500.00	-	-	6,500.00	-	-	-	269,914.88
Depot - Murgon											
00584	Workshop Office-Murgon Depot		100198	-	25,000.00	-	25,000.00	-	-	-	-
Sub Activity Subtotal				-	25,000.00	-	25,000.00	-	-	-	-
SES - Kingaroy											
00635	DCP-Kingaroy-SES-External Paint/Flooring		100719	21,000.00	-	-	21,000.00	227.27	-	227.27	-
Sub Activity Subtotal				21,000.00	-	-	21,000.00	227.27	-	227.27	-
SES - Wonda											
00636	DCP-Wonda-SES- Insulate/Aircon/Roof		100719	15,000.00	-	-	15,000.00	13,238.18	-	13,238.18	-
Sub Activity Subtotal				15,000.00	-	-	15,000.00	13,238.18	-	13,238.18	-
Hall - Kingaroy Town											
00567	DCP - Kingaroy-Town Hall Floor Sand		100719	56,000.00	-	-	56,000.00	23,000.00	29,041.90	52,041.90	29,041.90
Sub Activity Subtotal				56,000.00	-	-	56,000.00	23,000.00	29,041.90	52,041.90	560,882.09
Hall - Nanango Cultu											
00594	W4Q4-Nanango-Cultural Centre Aircon		100713	160,000.00	-	-	160,000.00	44,413.90	3,466.58	47,880.48	3,466.58
Sub Activity Subtotal				160,000.00	-	-	160,000.00	44,413.90	3,466.58	47,880.48	389,236.59
Hall - Mondure											
00588	Mondure Hall Refurbishment		100663	-	-	-	-	4,670.00	-	4,670.00	-
Sub Activity Subtotal				-	-	-	-	4,670.00	-	4,670.00	2,227.27
Hall - Proston											
00641	DCP-Proston-Showground-Repairs		100719	10,000.00	-	-	10,000.00	-	-	-	-
Sub Activity Subtotal				10,000.00	-	-	10,000.00	-	-	-	8,778.28
Hall - Cloyna											
00640	DCP-Cloyna-Hall-Building Repairs		100719	10,000.00	-	-	10,000.00	12,116.07	-	12,116.07	-
Sub Activity Subtotal				10,000.00	-	-	10,000.00	12,116.07	-	12,116.07	-
Hall - Durong											
00642	DCP-Durong-Hall-Water Tanks		100719	10,000.00	-	-	10,000.00	-	-	-	-
Sub Activity Subtotal				10,000.00	-	-	10,000.00	-	-	-	19,518.72
Hall - Maidenwell											
00639	DCP-Maidenwell-Hall-Upgrade		100719	8,000.00	-	-	8,000.00	181.82	-	181.82	-
Sub Activity Subtotal				8,000.00	-	-	8,000.00	181.82	-	181.82	-
Housing											
00611	Nanango-Appin Street-Bathroom Repairs		100200	5,000.00	-	-	5,000.00	21,640.00	-	21,640.00	-
Sub Activity Subtotal				5,000.00	-	-	5,000.00	21,640.00	-	21,640.00	95,692.07
Museum - Kingaroy											
00637	DCP-Kingaroy-Heritage Museum-Ext Paint		100719	35,000.00	-	-	35,000.00	227.27	-	227.27	-
Sub Activity Subtotal				35,000.00	-	-	35,000.00	227.27	-	227.27	-
Museum - Boondooma H											
00548	Boondooma Heritage Building - Mortar		100201	-	19,131.64	-	19,131.64	-	-	-	869.96
00570	W4Q4-Boondooma-Homestead-Water		100715	20,000.00	-	-	20,000.00	-	20,000.00	20,000.00	-
00612	Boondooma-Homestead Renovations		100201	25,000.00	-	-	25,000.00	-	-	-	-
Sub Activity Subtotal				45,000.00	19,131.64	-	64,131.64	-	20,000.00	20,000.00	38,884.46
Museum - Wonda Heri											
00524	Wonda-Records Facility-Compactus		100699	-	-	-	-	2,955.00	-	2,955.00	77,403.42
00577	W4Q4-Wonda-Heritage Museum Footpath		100715	10,000.00	-	-	10,000.00	4,158.00	-	4,158.00	-
Sub Activity Subtotal				10,000.00	-	-	10,000.00	7,113.00	-	7,113.00	77,483.42
Museum - Nanango Rin											
00543	Ringsfield House-Resheet roof		100680	-	44,016.54	-	44,016.54	-	-	-	148,983.46
Sub Activity Subtotal				-	44,016.54	-	44,016.54	-	-	-	597,810.92
Parks & Gardens											
00549	Signage 48 Hour Overnight Areas		104648	-	17,500.00	-	17,500.00	5,179.62	-	5,179.62	11,791.04
00579	W4Q4-Proston-Dump Point		100718	15,000.00	-	-	15,000.00	-	-	-	-
00579	W4Q4 - Kingaroy -Vege Planting		100714	250,000.00	-	-	250,000.00	16,250.00	-	16,250.00	-
00590	W4Q4 - Murgon -E2 Park Tree Replacement		100714	75,000.00	-	-	75,000.00	1,363.64	-	1,363.64	-
00591	W4Q4 - Regional Parks-Park Furniture		100714	150,000.00	-	-	150,000.00	2,478.18	-	2,478.18	-
00592	W4Q4-Kroy & Benarkin Lions Park Signage		100714	20,000.00	-	-	20,000.00	-	-	-	-

Project Code	Project Description	Corporate Plan Link - Primary	Financial Project	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments	Project Life to Date Actual
005983	W4Q4 - Regional Tourism - Statues		100714	200,000.00	-	-	200,000.00	-	-	-	-
005992	W4Q4-Prison-Playground Shadecal Replac		100716	50,000.00	-	-	50,000.00	-	2,751.12	2,751.12	2,751.12
Sub Activity Subtotal				750,000.00	17,500.00	-	777,500.00	25,271.44	2,751.12	28,022.56	2,011,828.74
Swimming Pool - King											
005846	Kingaroy-Pool-Refurbishment		104618	500,000.00	-	-	500,000.00	-	-	-	-
006029	Kingaroy-Pool-Refurbishment-Concept Plan		104618	250,000.00	-	-	250,000.00	-	-	-	-
006038	DCP-Kingaroy-Childrens Pool Painting		100719	8,000.00	-	-	8,000.00	-	-	-	-
Sub Activity Subtotal				758,000.00	-	-	758,000.00	-	-	-	522,007.29
Swimming Pool - Murg											
006030	Murgon-Pool-Plant Room Replacement		104614	200,000.00	-	-	200,000.00	42,553.00	552.00	43,105.00	552.00
Sub Activity Subtotal				200,000.00	-	-	200,000.00	42,553.00	552.00	43,105.00	1,568,925.83
Swimming Pool - Nana											
006031	Nanango-Pool-Expansion Joints & Repair		104614	45,000.00	-	-	45,000.00	-	-	-	-
006032	Nanango-Solar Heating		104619	60,000.00	-	-	60,000.00	-	-	-	-
006033	Nanango-Pool-Shade Sail Post Rustproof		104619	5,000.00	-	-	5,000.00	-	-	-	-
006034	Nanango-Pool-Changeroom Return		104619	90,000.00	-	-	90,000.00	-	-	-	-
Sub Activity Subtotal				200,000.00	-	-	200,000.00	-	-	-	233,876.07
Tourism - Yallakool											
005765	CAP-Yallakool TP-Powerhead Replacements		100209	-	31,000.00	-	31,000.00	-	28,497.33	28,497.33	91,292.72
005769	CAP-Yallakool TP-Ensuite Refurbishment		100209	-	27,200.00	-	27,200.00	909.09	23,008.62	30,467.71	71,545.91
005769	CAP-Yallakool TP-Office Screens/Picnic A/		100209	-	5,000.00	-	5,000.00	-	5,241.36	5,241.36	26,408.85
005978	W4Q4 - Yallakool Dam - Boat Ramp Repairs		100715	75,000.00	-	-	75,000.00	-	-	-	-
005984	W4Q4 - Dams - Yallakool - Tennis Courts		100715	20,000.00	-	-	20,000.00	-	-	-	-
006016	CP - Dams - Yallakool - New Amenities		104612	191,000.00	-	-	191,000.00	578.24	103.58	681.82	103.58
Sub Activity Subtotal				286,000.00	63,200.00	-	349,200.00	1,487.33	63,400.89	64,888.22	1,339,259.98
Tourism - Lake Boon											
005751	Boondooma-Dam-Amenities Upgrades		104616	-	14,000.00	-	14,000.00	681.82	19,305.28	19,987.10	53,399.40
005768	Boondooma-Dam-Cabin Furniture		104616	-	150.00	-	150.00	-	150.00	150.00	31,005.91
005769	Boondooma-Dam-Airconditioner Replacement		104616	-	1,400.00	-	1,400.00	-	1,363.64	1,363.64	12,654.55
005975	W4Q4-Boondooma Dam-Burkhouse Relocation		100715	215,000.00	-	-	215,000.00	79,497.00	8,563.00	88,060.00	8,563.00
005976	W4Q4 - Dams - Boondooma - Tennis Courts		100715	20,000.00	-	-	20,000.00	2,909.10	467.27	3,376.37	467.27
006014	CP - Dams - Boondooma-Playground Day Area		104616	28,900.00	-	-	28,900.00	3,943.64	-	3,943.64	-
006015	CP - Dam -Boondooma Burkhouse Renovation		104616	19,500.00	-	-	19,500.00	3,385.33	5,059.30	8,444.63	5,059.30
006017	CP - Boondooma-Dam-Carpark & Pathways		104616	34,500.00	-	-	34,500.00	-	9,653.95	9,653.95	9,653.95
Sub Activity Subtotal				317,500.00	15,550.00	-	333,050.00	90,416.89	44,562.44	134,979.33	620,093.44
Public Conveniences											
005758	CAP - Toilets - Stuart River Rest Area		104648	-	1,000.00	-	1,000.00	-	422.50	422.50	11,861.00
006001	W4Q4 - Durong - Public Amenities - Bore		100713	80,000.00	-	-	80,000.00	-	-	-	-
006002	W4Q4 - Kingaroy - Youth Public Amenities		100713	80,000.00	-	-	80,000.00	-	-	-	-
006003	W4Q4-Kingaroy-Cleonson St Amenities		100713	25,000.00	-	-	25,000.00	-	159.41	159.41	159.41
006025	CP - Mackinnell-Public Amenities Upgrade		100204	34,500.00	-	-	34,500.00	-	-	-	-
006027	CP - Taromeo-Jessies Well-Amen Refurbish		100204	12,000.00	-	-	12,000.00	-	-	-	-
Sub Activity Subtotal				231,500.00	1,000.00	-	232,500.00	581.91	581.91	620,636.84	
Spiground-Murgon											
005999	W4Q4-Murgon-Squash Courts		100713	140,000.00	-	-	140,000.00	41,223.00	1,882.00	43,105.00	1,882.00
006043	DCP-Murgon-OE Amenities Upgrade/Graffit		100719	35,000.00	-	-	35,000.00	-	-	-	-
Sub Activity Subtotal				175,000.00	-	-	175,000.00	41,223.00	1,882.00	43,105.00	222,530.82
Spiground-Wondal											
005926	Wondal-Showgrounds-Grandstand Replace		100701	40,000.00	-	-	40,000.00	-	-	-	-
006000	W4Q4-Wondal-Showground Grandstand		100713	175,000.00	-	-	175,000.00	47,453.00	552.00	48,005.00	552.00
Sub Activity Subtotal				215,000.00	-	-	215,000.00	47,453.00	552.00	48,005.00	5,989.26
Tennis Courts - Reg											
006044	DCP-Nanango-Tennis Club-Roof Replacement		100719	17,000.00	-	-	17,000.00	40,511.72	2,776.10	43,286.82	2,776.10
Sub Activity Subtotal				17,000.00	-	-	17,000.00	40,511.72	2,776.10	43,286.82	70,120.85
W4Q - Round 3											
005608	W4Q3-Wondal-Swimming Pool-Solar		100665	-	-	-	-	-	9,805.46	9,805.46	39,520.81
005609	W4Q3-Wondal-Swimming Pool-Filtration		100665	-	-	-	-	686.05	472.58	1,159.13	123,841.00
005612	W4Q3 - Kroy Heritage Museum & VIC		100668	-	-	-	-	3,498.18	1,608.07	5,106.25	6,900.80
005720	W4Q3 - Mackinnell Toilet Upgrade		100678	-	60,000.00	-	60,000.00	-	-	-	29,242.89
Sub Activity Subtotal				-	60,000.00	-	60,000.00	4,184.73	11,886.11	16,070.84	760,186.81
Parks - Kingaroy											
005760	Mt Woodcote BBO Replacement		100202	-	600.00	-	600.00	-	569.32	569.32	8,483.60
005987	W4Q4 - Kingaroy - Memorial Park Softfall		100716	40,000.00	-	-	40,000.00	-	-	-	-
005988	W4Q4 - Kingaroy-Apex Park-Park Furniture		100716	25,000.00	-	-	25,000.00	-	-	-	-
006018	CP K'Roy Apex Park-Carpark, Path & Plant		100202	30,500.00	-	-	30,500.00	-	552.72	552.72	552.72
006019	CP - K'Roy Memorial Pk-Garden Bed Replac		100202	28,000.00	-	-	28,000.00	-	-	-	-
006020	CP K'roy - Lions Park - Playground, Pathe		100202	100,000.00	-	-	100,000.00	-	-	-	-
006024	DCP - Kingaroy - Apex Park-Lookout Return		100717	35,000.00	-	-	35,000.00	-	407.27	407.27	407.27
Sub Activity Subtotal				258,500.00	600.00	-	259,100.00	-	1,629.31	1,629.31	1,015,132.81
Parks - Nanango											
005985	W4Q4 - Nanango-Pioneer Park Playground		100716	120,000.00	-	-	120,000.00	-	903.24	903.24	903.24
005986	W4Q4 - N'go Butter Factory Pk-Playground		100716	50,000.00	-	-	50,000.00	71,316.25	1,092.56	72,408.81	1,092.56
005990	W4Q4 - Nanango-Reg McCallum Pk-Playground		100716	100,000.00	-	-	100,000.00	-	-	-	-
005991	W4Q4-Nanango-Scott Street Carpark Shade		100716	70,000.00	-	-	70,000.00	54,470.00	-	54,470.00	-
006021	DCP - Nanango - Butter Factory Park-Shade		100717	42,500.00	-	-	42,500.00	40,365.73	-	40,365.73	-
006022	DCP - Nanango - Pioneer Park - Shade		100717	42,500.00	-	-	42,500.00	-	490.00	490.00	490.00
Sub Activity Subtotal				425,000.00	-	-	425,000.00	166,151.98	2,485.80	168,647.78	136,022.81
Parks - Blackbutt											
005702	Bemarkin-Playground & Softfall		100202	-	4,760.00	-	4,760.00	-	4,760.00	4,760.00	40,110.69
005755	Blackbutt-Les Muller Park-Equipment		100202	-	800.00	-	800.00	681.82	-	681.82	129,545.27
006025	DCP - Blackbutt-Skate Park Shade Shelter		100717	80,000.00	-	-	80,000.00	-	1,947.00	1,947.00	1,947.00
Sub Activity Subtotal				80,000.00	5,560.00	-	85,560.00	6,441.82	1,947.00	7,388.82	212,640.96
Parks - Wondal											
005974	W4Q4-Wondal-Coronation Park		100719	100,000.00	-	-	100,000.00	-	-	-	-
005989	W4Q4 - Wondal-Skate Park Upgrade		100716	50,000.00	-	-	50,000.00	-	-	-	-
Sub Activity Subtotal				150,000.00	-	-	150,000.00	-	-	-	89,138.55
Rail Trails											
005762	MurgonKingaroy-Rail Trail Crossing		100602	-	22,000.00	-	22,000.00	17,000.00	-	17,000.00	500.00

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004308	KWS - Burnell St Water Main Replacement		100227	-	-	-	397.77	729.22	729.22	129,113.21	
004311	KWS - West St Water Main Replacement		100227	-	-	-	869.02	1,042.95	1,911.97	227,754.38	
005315	Kingaroy-Crana Reservoir-Roof Replace		100227	-	665,514.51	-	665,514.51	615,949.21	56,743.71	103,907.43	
005456	KWS-Youngman Street (Haly to Avoca)		100227	-	-	-	5,211.19	9,160.64	3,949.45	568,910.08	
005471	KWS-Toomey St (Youngman to William) WMR		100227	-	-	-	3,682.14	440.64	4,122.78	123,205.35	
005472	KWS-Youngman St (Venmen to DI PS) WMR		100227	-	-	-	179.18	215.05	394.24	77,829.36	
005473	KWS-Knight St (Railway Toe to Hodge) WMR		100227	-	-	-	519.38	623.37	1,142.75	158,462.70	
005547	Gordonbrook WTP - Post Con Contract Work		100227	-	67,600.79	-	67,600.79	196,437.36	54,214.24	240,551.50	159,005.45
006046	KTP-Alford St (Youngman-Glendons) WMR		100710	800,000.00	-	-	800,000.00	23,833.34	7,050.00	30,883.34	7,950.00
006047	KTP - Alford St (Glendon - Short St) WMR		100710	-	-	-	-	23,833.33	7,050.00	30,883.33	7,950.00
006048	KTP - Kingaroy (Alford - Haly St) WMR		100710	-	-	-	-	23,917.89	7,000.00	30,917.89	7,950.00
006049	KTP - Haly (Kingaroy - Glendon St) WMR		100710	-	-	-	-	23,833.34	7,050.00	30,883.34	7,950.00
006050	KTP - Haly St (Glendon - Youngmans) WMR		100710	-	-	-	-	23,833.32	7,050.00	30,883.32	7,950.00
006051	KTP-Glendon St (Alford to Haly St) WMR		100710	300,000.00	-	-	300,000.00	23,833.33	7,050.00	30,883.33	7,950.00
006054	Water Meter Replacement Program - 20/21		100225	100,000.00	-	-	100,000.00	-	33,595.00	33,595.00	33,595.00
006060	Gordonbrook Dam AFC Design Works		100227	200,000.00	-	-	200,000.00	-	-	-	-
006053	KWS-WMR-Youngman St Nth		100227	175,000.00	-	-	175,000.00	43,341.06	15,873.79	59,214.87	15,873.79
006094	KWS-WMR- Reen St		100227	100,000.00	-	-	100,000.00	-	-	-	-
Sub Activity Subtotal				1,675,000.00	733,118.30	-	2,408,118.30	999,604.56	198,337.18	1,917,947.74	18,621,880.56
Water - Murgon											
006026	Murgon-ACM Replacement		100229	100,000.00	-	-	100,000.00	-	506.12	506.12	506.12
Sub Activity Subtotal				100,000.00	-	-	100,000.00	-	506.12	506.12	2,013,048.88
Water - Proston											
006055	Proston-SCADA Platform Update	62	100231	250,000.00	-	-	250,000.00	16,733.51	-	16,733.51	-
006059	Proston-ACM Replacement		100231	175,000.00	-	-	175,000.00	-	660.17	560.17	560.17
Sub Activity Subtotal				425,000.00	-	-	425,000.00	16,733.51	560.17	17,293.68	441,899.82
Water - Wondal											
006318	Wondal-Scott St Reservoir-Roof		100233	-	183,631.39	-	183,631.39	224,580.05	200,887.54	425,467.59	285,525.16
006096	Wondal-SCADA Platform Update	62	100233	50,000.00	-	-	50,000.00	6,202.44	-	6,202.44	-
006080	WWS-WMR-Haly St (Hodge/Scott)		100233	300,000.00	-	-	300,000.00	-	-	-	-
Sub Activity Subtotal				350,000.00	183,631.39	-	533,631.39	230,782.49	200,887.54	431,670.03	1,196,411.48
Activity Total				3,000,000.00	1,041,749.69	-	4,041,749.69	1,541,817.78	448,868.07	1,991,675.85	24,874,395.94
Wastewater Services											
Wastewater - General											
006025	Regional-Arc Flash Compliance Wastewater		100275	-	125,000.00	-	125,000.00	2,413.95	48,130.41	50,544.36	101,185.93
006026	Update Scada/Cyber Security		100275	-	99,026.50	-	99,026.50	74,000.00	-	74,000.00	77,503.00
Sub Activity Subtotal				-	224,026.50	-	224,026.50	76,413.95	48,130.41	124,544.36	190,041.39
Wastewater - Kingaro											
004904	Maans & Manholes - Network Renewals Kn	64	100236	-	99,940.38	-	99,940.38	436,356.75	86,161.02	522,517.77	706,023.42
006050	KWW-Sewer Replacement Works		104626	2,385,000.00	-	-	2,385,000.00	-	-	-	-
Sub Activity Subtotal				2,385,000.00	99,940.38	-	2,484,940.38	436,356.75	86,161.02	522,517.77	27,143,858.44
Wastewater - Murgon											
004905	Maans & Manholes - Network Renewals	64	100237	-	535,724.27	-	535,724.27	483,607.62	-	483,607.62	257,574.38
Sub Activity Subtotal				-	535,724.27	-	535,724.27	483,607.62	-	483,607.62	1,246,148.42
Wastewater - Nanango											
004906	Maans and Manholes - Network Renewals	64	100238	-	655,795.09	-	655,795.09	1,949,156.12	-	1,949,156.12	2,680.80
006027	WWTP Reconfiguration - Nanango		100238	-	-	-	-	307.82	307.82	148,313.50	-
006096	NWW-Sewer Replacement Works		100238	1,050,000.00	-	-	1,050,000.00	-	-	-	-
Sub Activity Subtotal				1,050,000.00	655,795.09	-	1,705,795.09	1,949,156.12	307.82	1,948,463.94	1,118,323.80
Wastewater - Wondal											
004907	Maans & Manholes - Network Renewal Wor	64	100240	-	456,881.39	-	456,881.39	87,078.32	-	87,078.32	248,318.61
005165	Wondal-Recycled Water Plant Upgrade	64	100240	-	388,343.53	-	388,343.53	122,220.02	165,815.94	288,035.96	596,854.50
006064	Wondal-SCADA-STP/WWTP		100240	300,000.00	-	-	300,000.00	30,490.00	-	30,490.00	-
Sub Activity Subtotal				300,000.00	795,224.92	-	1,095,224.92	239,788.34	165,815.94	405,604.28	1,512,408.65
Activity Total				3,738,000.00	2,310,711.16	-	6,048,711.16	3,185,322.78	260,415.19	3,485,737.97	31,210,780.70
Waste											
Waste Management - R											
005488	Kingaroy-Landfill-Land Acquisition		100241	-	9,919.64	-	9,919.64	9,919.64	-	9,919.64	4,331.82
005850	Maldenwell-Transfer Station		100241	350,000.00	-	-	350,000.00	-	-	-	-
Sub Activity Subtotal				350,000.00	9,919.64	-	359,919.64	9,919.64	-	9,919.64	977,046.46
Activity Total				350,000.00	9,919.64	-	359,919.64	9,919.64	-	9,919.64	977,046.46
Activity Total				38,228,862.00	7,370,809.29	244,465.00	45,844,936.29	8,992,205.52	4,668,659.26	13,606,864.78	138,483,913.47

3.2.3 Right of Use Assets

Council's right of use assets consists of long-term leases that are in place for various land parcels, with most of this value relating to the lease for land at Yallakool which is currently due to end in 2051.

3.2.4 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). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The balance as at 30 September 2020 was \$32,417,790 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 567,148
Finance	\$ 914,256
Property	\$ 864,981
Economic Development	\$ 359,895
Environment & Waste	\$ 691,998
Infrastructure	\$ 11,014,685
Water & Wastewater	\$ 18,004,827
Total	\$ 32,417,790

3.3.3 Lease Liabilities

Lease Liabilities relate to AASB 16 requirements for lessees to calculate the lease liability of any long-term operating lease agreements on the balance sheet using an incremental borrowing rate for the period of the lease. Council has 3 lease agreements with the Department of Natural Resources, Mines and Energy that have been taken up as part of this standard.

3.3.4 Provisions

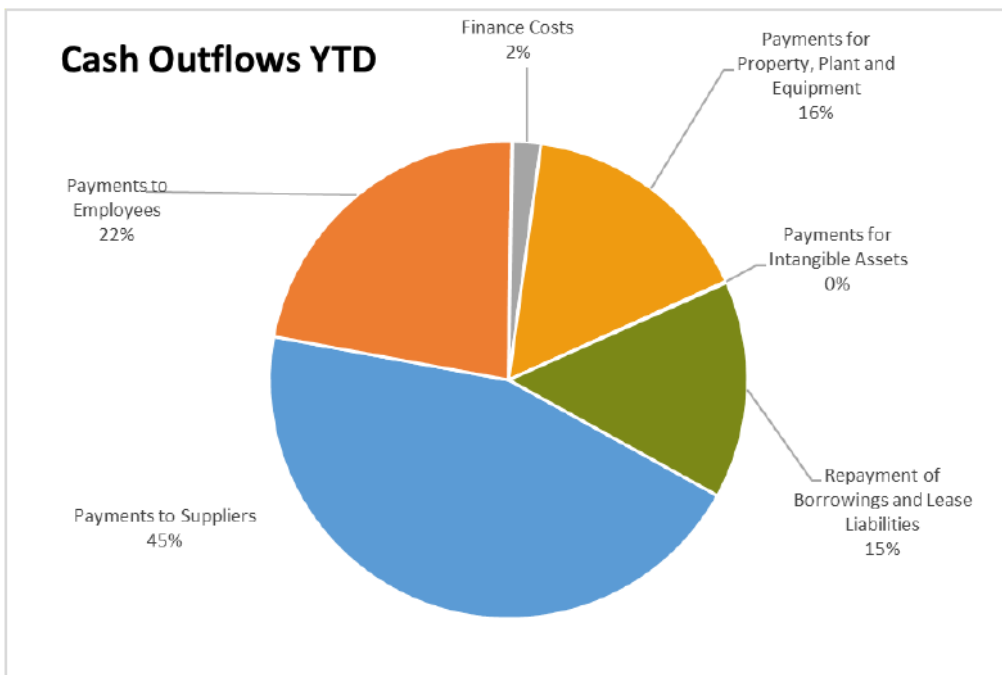
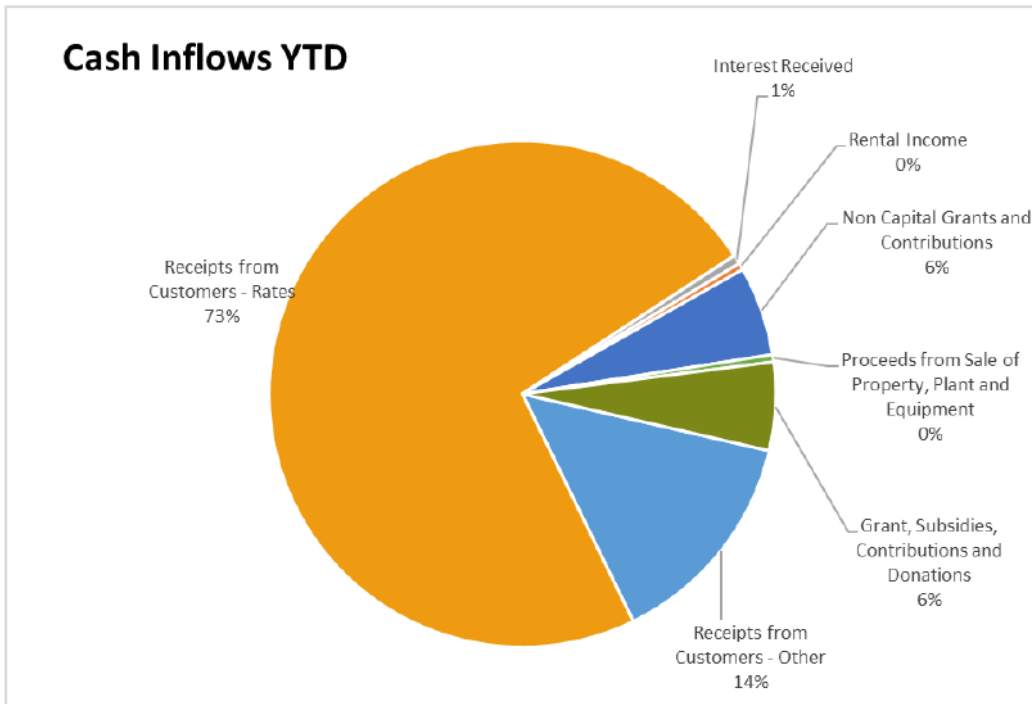
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave.

3.3.5 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	Sept	YTD
Cash Flows from Operating Activities				
Receipts from Customers	\$3,771,986	\$2,774,035	\$19,507,896	\$26,053,917
Payments to Suppliers and Employees	(\$9,987,627)	(\$2,983,034)	(\$5,796,126)	(\$18,766,786)
	(\$6,215,641)	(\$208,998)	\$13,711,771	\$7,287,132
Interest Received	\$65,992	\$28,855	\$77,439	\$172,286
Rental Income	\$38,456	\$33,680	\$57,900	\$130,036
Non Capital Grants and Contributions	\$1,500	\$823,981	\$878,990	\$1,704,471
Finance Costs	(\$182,233)	(\$182,497)	(\$174,334)	(\$539,064)
Net Cash Inflow (Outflow) from Operating Activities	(\$6,291,926)	\$495,021	\$14,551,765	\$8,754,860
Cash Flows from Investing Activities				
Payments for Property, Plant and Equipment	(\$542,121)	(\$2,044,282)	(\$1,892,468)	(\$4,478,871)
Payments for Intangible Assets	(\$25,130)	-	(\$3,267)	(\$28,397)
Advances/(Repayments) of Loans and Advances	-	-	-	-
Proceeds from Sale of Property, Plant and Equipment	\$15,081	\$112,500	\$11,636	\$139,217
Grant, Subsidies, Contributions and Donations	\$1,655,000	-	\$27,746	\$1,682,746
Net Cash Inflow (Outflow) from Investing Activities	\$1,102,831	(\$1,931,782)	(\$1,856,353)	(\$2,685,305)
Cash Flows from Financing Activities				
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-
Repayment of Borrowings and Leasing Liabilities	\$139,688	\$139,688	(\$4,397,081)	(\$4,117,705)
Net Cash Inflow (Outflow) from Financing Activities	\$139,688	\$139,688	(\$4,397,081)	(\$4,117,705)
Cash and Cash Equivalents at the Beginning of the Period	\$47,404,602	\$42,355,195	\$41,058,122	\$47,404,602
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$5,049,407)	(\$1,297,074)	\$8,298,331	\$1,951,850
Cash and Cash Equivalents at the End of the Period	\$42,355,195	\$41,058,122	\$49,356,452	\$49,356,452
Restricted Cash	\$28,554,270	\$28,554,270	\$26,385,609	\$26,385,609
Cash Available for Use	\$13,800,925	\$12,503,852	\$22,970,843	\$22,970,843



5.0 Interim Changes in Equity

	<i>Jul-20</i>	<i>Aug-20</i>	<i>Sep-20</i>
	\$	\$	\$
Asset Revaluation Surplus			
Opening Balance	427,453,684	427,453,684	427,453,684
Inc/(dec) in asset revaluation surplus	-	-	-
Closing Balance	427,453,684	427,453,684	427,453,684
Retained Surplus			
Opening Balance	426,494,028	423,152,438	444,551,557
Net Result	- 3,341,590	21,399,119	- 7,044,251
Closing Balance	423,152,438	444,551,557	437,507,307
Total Community Equity	850,606,122	872,005,241	864,960,991

6.0 Financial Ratios

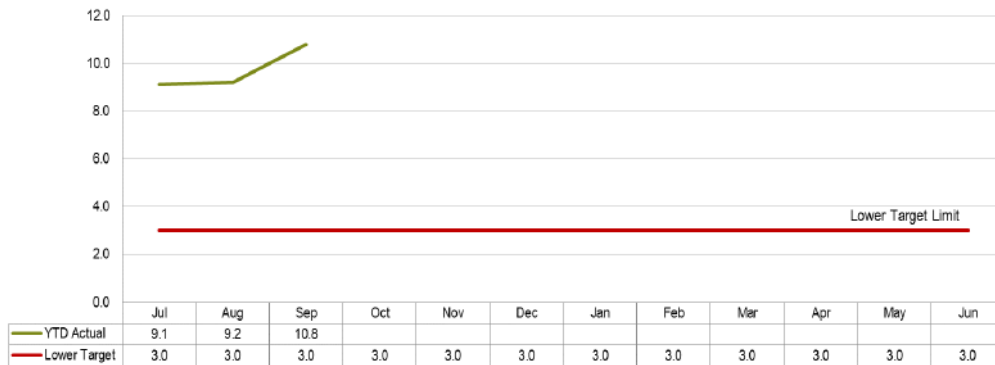
Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SARC's Target	Status	Sep-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	✓	10.8
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	✓	5.0
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	✗	4.83
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 59%	✓	88%
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%	✓	4.0%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	49.36
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%	✓	3.5%
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%	✓	1.4%

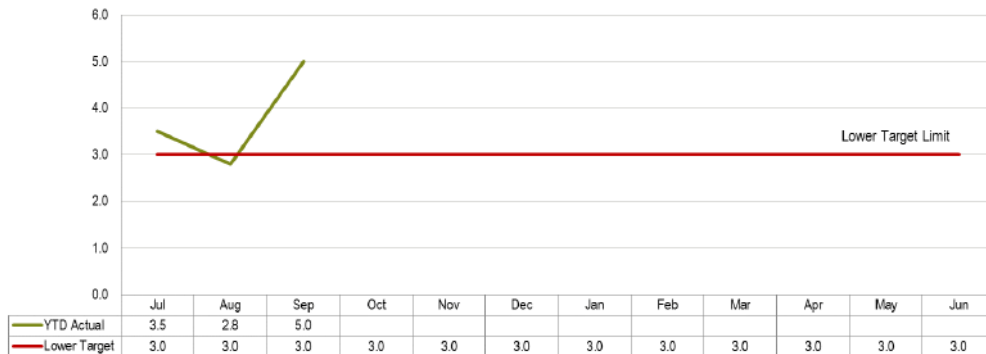
The current monthly ratios are tracking on target, except for the Current Ratio.

The **Current Ratio** is currently at 4.83 which is above the higher target limit of 4.0. This is largely due to the fact that the current assets are high at present due to the level of cash on hand and balance of the rates receivables. This ratio will decrease over the next few months as rates monies are used to pay expenses.

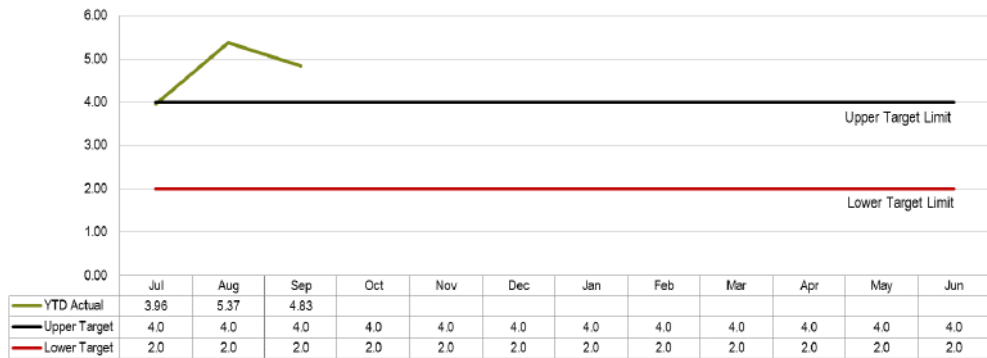
CASH RATIO



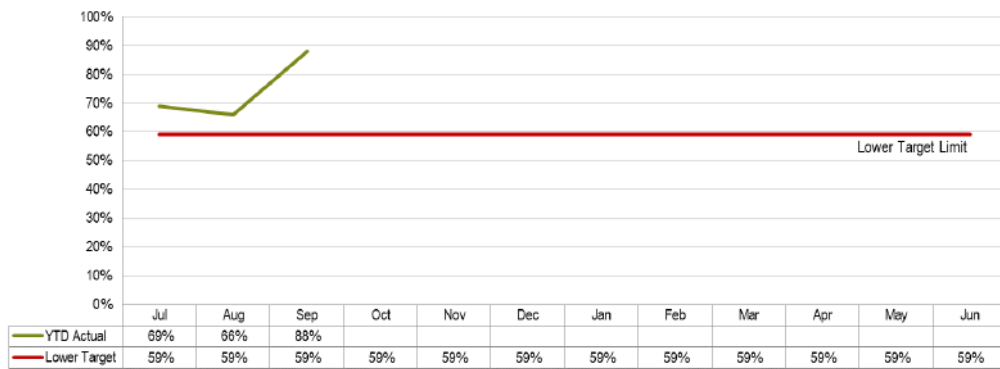
OPERATING CASH RATIO



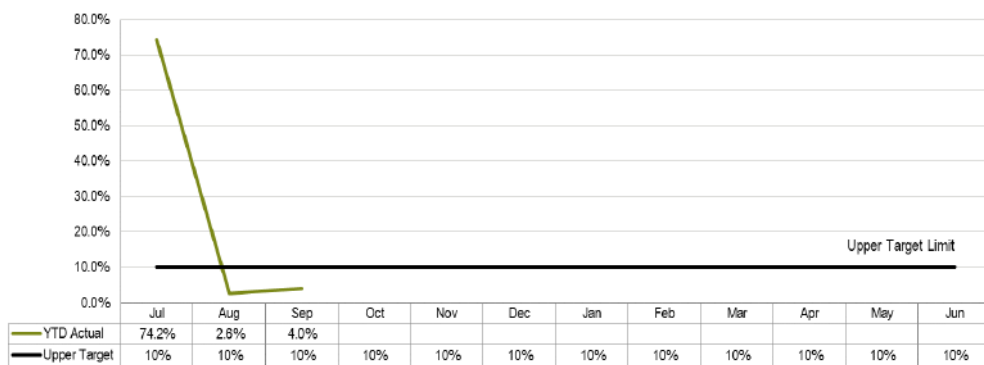
CURRENT RATIO

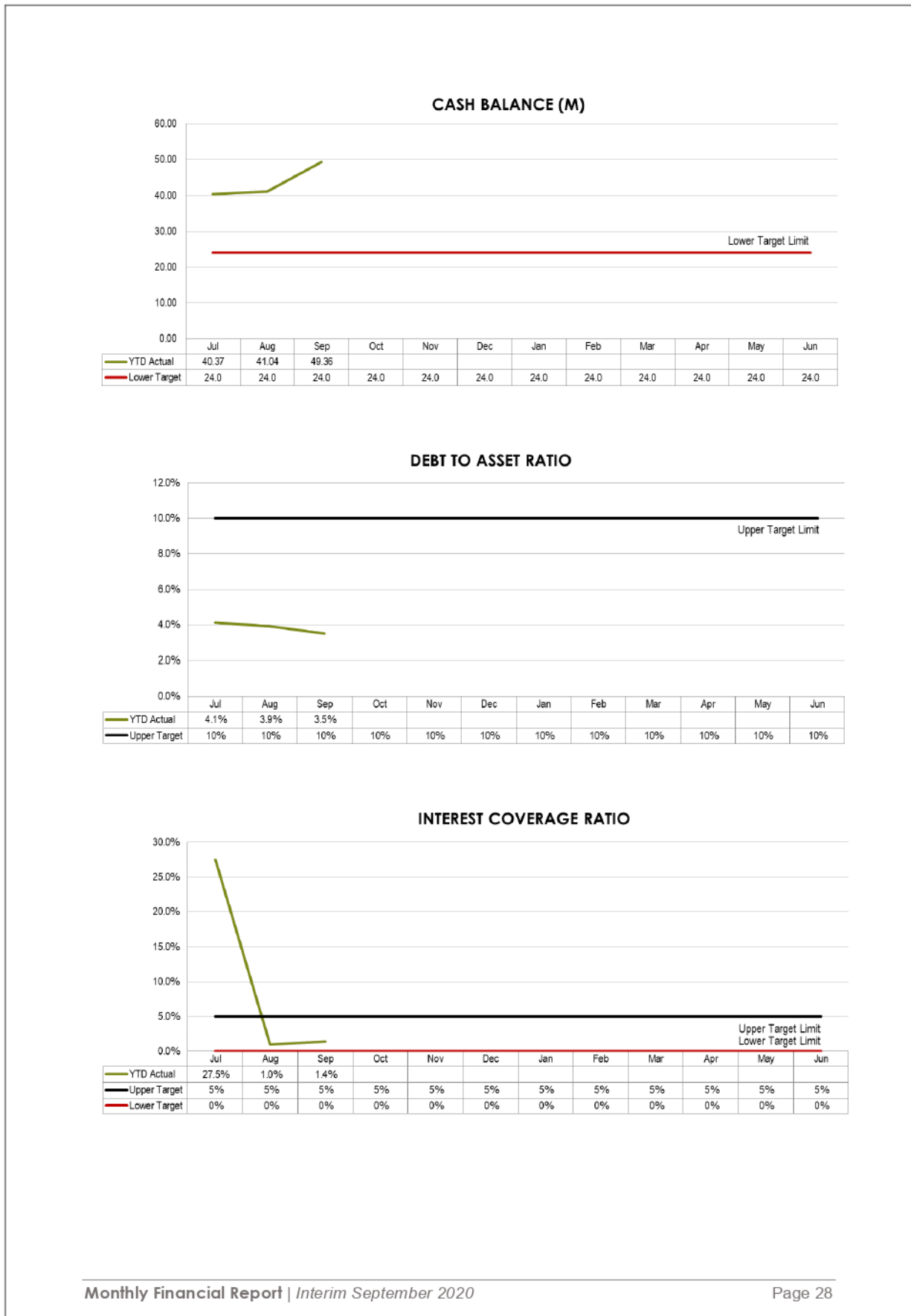


FUNDED LONG-TERM LIABILITIES



DEBT SERVICING 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	296,703	276,405	281,612	286,917
Interest Received	1,045,463	1,061,745	1,078,288	1,095,197
Sales Revenue	3,085,330	3,145,981	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
	<u>68,823,662</u>	<u>70,639,396</u>	<u>72,539,313</u>	<u>74,504,579</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	10,766,291	3,555,221	3,266,291	3,466,291
	<u>10,766,291</u>	<u>3,555,221</u>	<u>3,266,291</u>	<u>3,466,291</u>
Total Income	<u>79,589,953</u>	<u>74,194,617</u>	<u>75,805,604</u>	<u>77,970,870</u>
Expenses				
Recurrent Expenses				
Employee Benefits	24,639,958	25,133,406	25,636,733	26,150,128
Materials and Services	22,917,728	23,321,462	24,145,447	24,153,082
Finance Costs	2,171,006	2,081,381	2,039,531	1,876,996
Depreciation and Amortisation	21,899,270	22,254,492	22,707,631	23,045,087
	<u>71,627,962</u>	<u>72,790,741</u>	<u>74,529,342</u>	<u>75,225,293</u>
Capital Expense	(406,800)	(413,716)	(420,749)	(427,902)
	<u>(406,800)</u>	<u>(413,716)</u>	<u>(420,749)</u>	<u>(427,902)</u>
Total Expense	<u>71,221,162</u>	<u>72,377,025</u>	<u>74,108,593</u>	<u>74,797,391</u>
Net Result	<u>8,368,791</u>	<u>1,817,592</u>	<u>1,697,011</u>	<u>3,173,479</u>
Net Operating Result	<u>(2,804,300)</u>	<u>(2,151,345)</u>	<u>(1,990,029)</u>	<u>(720,714)</u>

	Year 6 2026/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	58,172,176	60,014,621	61,922,690	63,899,015	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>82,850,724</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>86,117,015</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	1,299,188	1,108,591
Depreciation and Amortisation	23,377,650	24,022,657	24,358,725	24,798,401	25,234,144
	<u>76,338,557</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)	(466,532)
	<u>(435,176)</u>	<u>(442,574)</u>	<u>(450,098)</u>	<u>(457,750)</u>	<u>(466,532)</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>(4,082)</u>	<u>358,709</u>	<u>1,299,121</u>	<u>2,526,180</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	\$ 40,089,299	\$ 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 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194	\$ 71,788,331
Receivables	\$ 5,744,521	\$ 6,225,462	\$ 6,821,123	\$ 7,541,815	\$ 8,392,626
Inventories	\$ 734,503	\$ 727,158	\$ 719,886	\$ 712,687	\$ 705,560
Total Current Assets	\$ 70,688,649	\$ 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	\$ 905,566,540	\$ 913,597,564	\$ 906,115,524	\$ 909,599,223	\$ 902,545,896
Right of Use Assets	\$ 842,928	\$ 808,752	\$ 774,699	\$ 740,646	\$ 706,593
Intangible Assets	\$ 6,927,920	\$ 6,493,555	\$ 6,054,846	\$ 5,611,750	\$ 5,164,223
Total Non-Current Assets	\$ 913,345,740	\$ 920,899,871	\$ 912,945,069	\$ 915,951,619	\$ 908,416,712
Total Assets	\$ 984,034,389	\$ 983,796,773	\$ 984,692,474	\$ 986,637,314	\$ 989,303,228
Liabilities					
Current Liabilities					
Payables	\$ 5,956,665	\$ 6,006,459	\$ 6,059,811	\$ 6,097,549	\$ 6,149,836
Borrowings	\$ 4,796,413	\$ 4,448,647	\$ 4,602,188	\$ 4,653,507	\$ 4,814,969
Provisions	\$ 3,786,002	\$ 3,757,688	\$ 3,864,799	\$ 3,938,367	\$ 5,152,002
Unearned Revenue	\$ 2,705,793	\$ 2,893,380	\$ 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	\$ 887,988	\$ 860,818	\$ 832,915	\$ 804,260	\$ 774,832
Borrowings - Non-Current	\$ 42,243,680	\$ 37,795,013	\$ 33,192,825	\$ 28,539,318	\$ 23,724,350
Provisions - Non-Current	\$ 14,860,448	\$ 15,169,774	\$ 15,385,698	\$ 15,528,711	\$ 14,399,589
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 57,992,096	\$ 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	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135	\$ 482,176,961
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	\$ 81,457,738	\$ 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	-\$ 64,290,084	-\$ 65,676,967	-\$ 66,931,439	-\$ 68,050,592	-\$ 69,636,743
Borrowing Costs	-\$ 1,176,528	-\$ 1,145,083	-\$ 977,105	-\$ 825,612	-\$ 667,356
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	-\$ 31,585,139	-\$ 16,403,923	-\$ 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	\$ 8,262,115	-\$ 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 \$49.416m held in bank accounts at 30 September 2020. Out of this balance 84% was held with QTC with an end of month interest rate of 0.77% and the remaining 16% 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%	0.77%
CBA General Account (new)	A1+	0.75%	0.75%
CBA General Account	A1+	0.75%	0.75%

Investment Portfolio Report
As at 30 September 2020

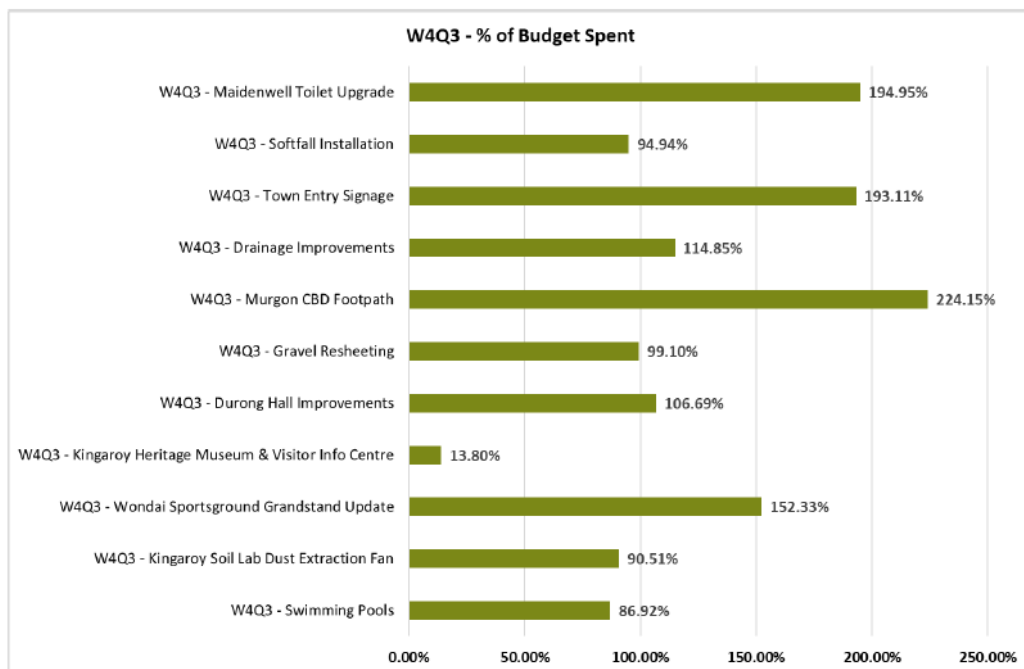
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 30 September 2020	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	0.77%	4,000,000	4,000,000	41,289,201	82,862	14,863	67,999	41,357,200	0.84	A1+	100%	No Limit
Commonwealth Bank													
Australia General Operating Account	6,211,212	0.75%	49,466,284	47,628,908	8,048,588	10,093		10,093	8,058,680	0.16	A1+	25% to 35%	\$20M
Total	47,500,413		53,466,284	51,628,908	49,337,789	92,955	14,863	78,091	49,415,880				

9.0 Works for Queensland

9.1 Works for Queensland Round 3

The Works for Queensland total budget is \$4.5m. To-date, \$5.191m of actuals has been spent with a further committed cost of \$154k identified. As at the end of September 2020, \$4.374m was eligible expenditure under the grant with the remaining \$818k funded by Council.

Project Code	Project Description	Project Budget	19/20 Project Actual Costs	July 2020	August 2020	September 2020	Commitments	Project Life to Date	Eligible Expenditure	Funded by Council
100655	W4Q3 - Swimming Pools	285,000.00	137,451.62	714.55	472.58	5,050.91	686.55	247,729.66	247,729.66	-
100656	W4Q3 - Kingaroy Soil Lab Dust Extraction Fan	85,000.00	58,831.40	-	-	-	0.00	58,831.40	58,831.40	-
100657	W4Q3 - Wondai Sportsground Grandstand Update	70,000.00	106,631.29	-	-	-	0.00	106,631.29	70,000.00	36,631.29
100658	W4Q3 - Kingaroy Heritage Museum & Visitor Info Centre	50,000.00	5,252.73	-	-	-	1,508.07	5,900.80	6,300.80	-
100659	W4Q3 - Durong Hall Improvements	15,000.00	10,003.76	-	-	-	0.00	10,003.76	15,000.00	1,003.76
100670	W4Q3 - Gravel Resheeting	1,750,000.00	2,423,245.85	101,375.96	663.75	27.96	0.00	2,725,303.52	2,725,303.52	-
100671	W4Q3 - Murgon CBD Footpath	500,000.00	869,047.93	52,697.36	52,408.24	146,589.29	149,219.90	1,120,742.82	500,000.00	620,742.82
100672	W4Q3 - Drainage Improvements	350,000.00	397,923.61	4,038.36	-	-	0.00	401,961.97	350,000.00	51,961.97
100673	W4Q3 - Town Entry Signage	100,000.00	198,105.71	-	-	-	0.00	198,105.71	100,000.00	98,105.71
100674	W4Q3 - Softfall Installation	300,000.00	284,827.31	-	-	-	0.00	284,827.31	284,827.31	-
100675	W4Q3 - Maidenwell Toilet Upgrade	15,000.00	29,242.69	-	-	-	0.00	29,242.69	15,000.00	14,242.69
		4,500,000.00	4,821,603.90	158,826.23	53,548.57	157,306.23	151,504.63	5,191,280.93	4,373,582.69	817,698.24



9.2 Works for Queensland Round 4 – COVID

The Works for Queensland round 4 total budget is \$3.31m. To-date, \$51.4k of actuals has been spent with a further committed cost of \$402k identified. This round has only just started with only 5 projects with actual costs to date.

W4Q4 COVID- Capital Grant Projects Report

Project Code	Project Description	Project Budget	July 2020	August 2020	September 2020	Commitments	Project Life to Date Actual
100712							
005972	W4Q4-Wondai Airport Lighting Upgrade	50,000.00	-	-	-	-	-
	Sub Total	50,000.00	-	-	-	-	-
100713							
005993	W4Q4-Kingaroy-Forcourt & Carpark CCTV	150,000.00	-	-	-	-	-
005994	W4Q4-Nanango-Cultural Centre Aircon	180,000.00	-	1,035.48	2,431.10	44,413.90	3,468.58
005995	W4Q4-Regional-Roof Replacements	220,000.00	-	-	7,340.50	38,532.50	7,340.50
005996	W4Q4-Regional-Repainting	230,000.00	-	-	-	181.82	-
005997	W4Q4-Regional-Replace Flooring	150,000.00	-	-	-	90.91	-
005998	W4Q4-Regional-Security System	175,000.00	-	4,252.50	-	-	4,252.50
005999	W4Q4-Murgon-Squash Courts	140,000.00	-	-	1,882.00	41,223.00	1,882.00
006000	W4Q4-Wondai-Showground Grandstand	175,000.00	-	-	552.00	47,453.00	552.00
006001	W4Q4 - Durong - Public Amenities - Bore	80,000.00	-	-	-	-	-
006002	W4Q4 - Kingaroy - Youth Public Amenities	80,000.00	-	-	-	-	-
006003	W4Q4-Kingaroy-Glendon St Amenities	25,000.00	-	-	159.41	-	159.41
	Sub Total	1,585,000.00	-	5,287.98	12,365.01	169,895.13	17,652.99
100714							
005979	W4Q4 - Kingaroy -Verge Planting	250,000.00	-	-	-	16,250.00	-
005980	W4Q4 - Murgon -QE2 Park Tree Replacement	75,000.00	-	-	-	1,383.84	-
005981	W4Q4 - Regional Parks-Park Furniture	150,000.00	-	-	-	2,478.18	-
005982	W4Q4-K'roy & Benarkin Lions Park Signage	20,000.00	-	-	-	-	-
005983	W4Q4 - Regional Tourism - Statues	200,000.00	-	-	-	-	-
	Sub Total	695,000.00	-	-	-	20,091.82	-
100715							
005970	W4Q4-Boondooma-Homestead-Water	20,000.00	18,181.82	1,818.18	-	-	20,000.00
005973	W4Q4-Proston-Dump Point	15,000.00	-	-	-	-	-
005974	W4Q4-Wondai-Coronation Park	100,000.00	-	-	-	-	-
005975	W4Q4-Boondooma Dam-Bunkhouse Relocation	215,000.00	-	-	8,563.00	79,467.00	8,563.00
005976	W4Q4 - Dams - Boondooma - Tennis Courts	20,000.00	-	-	467.27	2,909.10	467.27
005977	W4Q4-Wondai-Heritage Museum Footpath	10,000.00	-	-	-	4,158.00	-
005978	W4Q4 - Yallakool Dam - Boat Ramp Repairs	75,000.00	-	-	-	-	-
005984	W4Q4 - Dams - Yallakool - Tennis Courts	20,000.00	-	-	-	-	-
	Sub Total	475,000.00	18,181.82	1,818.18	9,030.27	86,564.10	29,030.27
100716							
005985	W4Q4 - Nanango-Pioneer Park Playground	120,000.00	-	-	953.24	-	953.24
005986	W4Q4 - Ngo Butter Factory Pk-Playground	50,000.00	-	-	1,082.56	71,316.25	1,082.56
005987	W4Q4 - Kingaroy - Memorial Park Softfall	40,000.00	-	-	-	-	-
005988	W4Q4 - Kingaroy-Apex Park-Park Furniture	25,000.00	-	-	-	-	-
005989	W4Q4 - Wondai-Skate Park Upgrade	50,000.00	-	-	-	-	-
005990	W4Q4 -Nanango-Reg McCallum Pk-Playground	100,000.00	-	-	-	-	-
005991	W4Q4-Nanango-Scott Street Carpark Shade	70,000.00	-	-	-	54,470.00	-
005992	W4Q4-Proston-Playground Shadesail Replac	50,000.00	-	174.76	2,576.36	-	2,751.12
	Sub Total	505,000.00	-	174.76	4,622.16	125,786.25	4,796.92
	Grand Total	3,310,000.00	18,181.82	7,280.92	26,017.44	402,337.30	51,480.18

10.0 Proposed Budget (1st quarter review)

This review was completed as at 30 September 2020 and is a review of the 2020/2021 operational and capital budget.

10.1 Income Statement

Statement of Comprehensive Income
1st Quarter Proposed Budget

	Original Budget	Proposed Budget	Variance
	\$	\$	\$
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	50,092,435	49,893,435	199,000
Fees and Charges	3,830,704	3,918,414	(87,710)
Rental Income	319,954	319,954	-
Interest Received	1,016,500	620,500	396,000
Sales Revenue	3,025,851	3,025,851	-
Other Income	748,975	748,975	-
Grants, Subsidies, Contributions and Donations	8,057,698	7,881,778	175,920
	<u>67,092,117</u>	<u>66,408,907</u>	<u>683,210</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	17,409,799	17,409,799	-
Total Income	<u>84,501,916</u>	<u>83,818,706</u>	<u>683,210</u>
Expenses			
Recurrent Expenses			
Employee Benefits	24,215,197	24,306,855	(91,658)
Materials and Services	22,821,228	22,931,661	(110,433)
Finance Costs	2,301,704	2,301,704	-
Depreciation and Amortisation	21,429,487	21,429,487	-
	<u>70,767,616</u>	<u>70,969,707</u>	<u>(202,091)</u>
Capital Expense			
	(400,000)	(400,000)	-
Total Expense	<u>70,367,616</u>	<u>70,569,707</u>	<u>(202,091)</u>
Net Result	<u>14,134,300</u>	<u>13,248,999</u>	<u>885,301</u>
Net Operating Result	<u>(3,675,499)</u>	<u>(4,560,800)</u>	<u>885,301</u>

Operational Budget

The proposed operational budget results in an operating deficit of \$4,560,800. The table below shows the projected changes compared to the original budget:

2020/2021 REVENUE AND EXPENDITURE SUMMARY - 1st Quarter Revision

	20/21 Original Budget		20/21 Proposed Budget (BUD1)		Variance	
	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE
General Operations	- 61,972,662	66,731,286	- 61,201,742	67,242,137	770,920	510,851
Fleet	- 8,774,104	8,774,104	- 8,774,104	8,465,344	- -	308,760
Sewerage	- 6,676,277	6,071,221	- 6,676,277	6,071,221	-	-
Water	- 11,170,705	10,855,274	- 11,258,416	10,855,274	87,710	-
Waste	- 5,925,054	5,762,417	- 5,925,054	5,762,417	-	-
TOTAL	- 94,518,803	98,194,302	- 93,835,593	98,396,393	683,210	202,091
Operating (Surplus) / Deficit	3,675,499		4,560,800		885,301	

Table of Main Changes

The operating result for the first quarter review increased the deficit by \$885,301. A summary of the main changes is listed below;

Table of Main Changes to Operating Result		
Department	Reason	Amount
REVENUE		
Social & Corporate Performance	Decrease to Grant Revenue – RADF Funding	(5,920)
Water	Increase in Fees - Water Standpipe Sales a more accurate estimate of annual sales	87,710
Finance	Decrease to Grant Revenue – Reduction in Financial Assistance Grant Revenue	(170,000)
Finance	Decrease to Rates Revenue – Change in accounting treatment of the Memerambi Estate	(199,000)
Finance	Decrease to Interest Revenue – Reduction in Interest Rates	(396,000)
	Total Reduction to Revenue	(683,210)
EXPENDITURE		
Fleet	Depreciation has been split between Fleet and Information Technologies	(308,760)
Information Technologies	As above	308,760
Social & Corporate Performance	Decrease to Donations Expense – adjusted to funding bid 2020/2021	(67)
Land Development	Increase to Salary Expense – Additional Salaries for Land Investigations Officer	91,658
Executive Services	Increase to Consultants – Corporate Plan and Community Plan	30,000
Economic Development	Increase to Marketing Expense – Agreement with Visit South Burnett	70,000
Economic Development	Increase to Subscriptions/ Memberships	10,500
	Total Increase to Expenditure	202,091
	Total Change in Budget Result	\$885,301

Capital Budget

The proposed capital budget changes resulted in a budget increase of \$244k. This increase was due to an increase of \$200k to the Business systems capital budget which is funded by amortisation on Councils intangible asset. There was only one other budget increase of \$44k which was an increase to the Bitumen Resealing program and relates to Local Roads Community Infrastructure funding. Councils total capital program for 2020/2021 now sits at \$45.84m.

Project Code	Project Description	Corporate Plan Link - Primary	Financial Project	EXPENDITURE BUDGET			EXPENDITURE ACTUALS			
				2020/2021 Adopted Budget	2019/2020 Work In Progress	First Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
Intangibles										
Business System										
005911	Agenda Software		100606	-	-	-	-	25,130.00	25,130.00	
006231	SAAS Implementation		100606	-	-	200,000.00	200,000.00	3,267.35	3,267.35	
Sub Activity Subtotal				-	-	200,000.00	200,000.00	28,397.35	28,397.35	
Activity Total				-	-	200,000.00	200,000.00	28,397.35	28,397.35	
Roads										
Streetscaping										
008045	Kingaroy Transformation Project		100708	6,350,000.00	-	2,900,000.00	3,450,000.00	-	-	
Sub Activity Subtotal				6,350,000.00	-	2,900,000.00	3,450,000.00	-	-	
Pavement Rehab										
005182	DCP-Murgon-Burtons Lane-Upgrade		100720	60,000.00	-	50,000.00	10,000.00	-	-	
006208	Murgon-CBD Stormwater		100276	-	-	50,000.00	50,000.00	4,370.91	4,370.91	
Sub Activity Subtotal				7,517,026.00	350,437.48	-	7,066,263.48	1,438,524.40	1,137,783.44	2,516,307.84
Bitumen Resealing										
006178	Bitumen Seal Various Roads		100217	188,633.00	-	44,465.00	233,098.00	11,662.56	11,662.56	
Sub Activity Subtotal				1,663,042.00	-	44,465.00	1,707,507.00	265,289.17	314,141.56	579,430.73
Town Development										
006211	KTP-Ailford St (Youngman-GlendonSt) Works		100709	-	-	2,100,000.00	2,100,000.00	34,211.24	18,587.43	
006212	KTP-Ailford St(GlendonSt+KingaroySt)Works		100709	-	-	800,000.00	800,000.00	23,141.82	3,990.29	
Sub Activity Subtotal				-	-	2,900,000.00	2,900,000.00	57,353.06	22,577.72	79,930.78

10.2 Statement of Financial Position (Balance Sheet)

Statement of Financial Position

1st Quarter Proposed Change

	Original Budget	Proposed Budget	Variance
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	43,116,747	42,249,848	866,899
Trade and Other Receivables	5,313,216	5,296,631	16,585
Inventories	772,356	772,356	-
Investments	-	-	-
Total Current Assets	49,202,319	48,318,835	883,484
Non-Current Assets			
Trade and Other Receivables	1,112,211	1,112,211	-
Property, Plant and Equipment	891,929,354	863,390,237	28,539,117
Right of Use Asset	1,019,397	1,019,397	-
Intangible Assets	7,899,364	7,899,364	-
Total Non-Current Assets	901,960,326	873,421,209	28,539,117
TOTAL ASSETS	951,162,644	921,740,043	29,422,601
Current Liabilities			
Trade and Other Payables	5,749,454	5,751,271	(1,817)
Borrowings	3,013,874	3,013,874	-
Lease Liabilities	-	-	-
Provisions	3,671,079	3,671,079	-
Other Liabilities	2,369,464	2,170,161	199,303
Total Current Liabilities	14,803,871	14,606,385	197,486
Non-Current Liabilities			
Trade and Other Payables	1,017,943	1,017,943	-
Borrowings	30,633,993	30,633,993	-
Lease Liabilities	-	-	-
Provisions	13,755,564	13,755,564	-
Other Liabilities	908,112	-	908,112
Total Non-Current Liabilities	46,315,611	45,407,499	908,112
TOTAL LIABILITIES	61,119,482	60,013,884	1,105,598
NET COMMUNITY ASSETS	890,043,162	861,726,159	28,317,003
Community Equity			
Retained Surplus/(Deficiency)	440,762,572	440,984,686	(222,114)
Asset Revaluation Surplus	449,280,590	420,741,473	28,539,117
TOTAL COMMUNITY EQUITY	890,043,162	861,726,159	28,317,003

The balance sheet changes relate to the following

- A reduction in both Current and Non-Current Other Liabilities due to the change in accounting treatment of the Memerambi Estate Rates Revenue.
- The reduction in Property, Plant and Equipment is a result of the comprehensive revaluation on the Buildings and Land Asset classes which was effective 30 June 2020.

10.3 Statement of Cashflows

	Original Budget	Proposed Budget	Variance \$
Cash Flows from Operating Activities			
<i>Receipts:</i>			
Receipts from Customers	\$ 72,380,180	\$ 72,300,096	\$ 80,084
Interest Received	\$ 1,016,500	\$ 620,500	\$ 396,000
Rental Income	\$ 319,954	\$ 319,954	\$ -
Non-Capital Grants and Contributions	\$ 8,057,698	\$ 7,881,778	\$ 175,920
<i>Payments:</i>			
Payment to Suppliers	-\$ 60,985,942	-\$ 61,200,837	\$ 214,895
Borrowing Costs	-\$ 1,756,218	-\$ 1,756,218	\$ -
Net Cash Provided (or Used) in Operating Activities	\$ 19,032,172	\$ 18,165,273	\$ 866,899
Cash Flows from Investing Activities			
<i>Receipts:</i>			
Proceeds from Sale of PPE	\$ 400,000	\$ 400,000	\$ -
Grants, Subsidies, Contributions and Donations	\$ 17,409,799	\$ 17,409,799	\$ -
<i>Payments:</i>			
Payments for PPE	-\$ 38,228,662	-\$ 38,228,662	\$ -
Net Cash Provided (or Used) in Investing Activities	-\$ 20,418,863	-\$ 20,418,863	\$ -
Cash Flows from Financing Activities			
<i>Receipts:</i>			
Proceeds from Borrowings and Leases	\$ -	\$ -	\$ -
<i>Payments:</i>			
Repayments of Borrowings and Leases	-\$ 2,887,630	-\$ 2,887,630	\$ -
Net Cash Provided (or Used) in Financing Activities	-\$ 2,887,630	-\$ 2,887,630	\$ -
Net Increase/(Decrease) in Cash and Cash Equivalents	-\$ 4,274,321	-\$ 5,141,220	\$ 866,899
Cash and Cash Equivalents at Beginning of Period	\$ 47,391,068	\$ 47,391,068	\$ -
Cash and Cash Equivalents at End of Period	\$ 43,116,747	\$ 42,249,848	\$ 866,899

10.4 Statement of Changes in Equity

Statement of Changes of Equity
1st Quarter Proposed Change

	<i>Original Budget \$</i>	<i>Proposed Budget \$</i>	<i>Variance \$</i>
Asset Revaluation Surplus			
Opening Balance	449,280,590	420,741,473	28,539,117
Inc/(dec) in asset revaluation surplus	-	-	-
Closing Balance	449,280,590	420,741,473	28,539,117
Retained Surplus			
Opening Balance	426,628,272	427,735,687	(1,107,415)
Net Result	14,134,300	13,248,999	885,301
Closing Balance	440,762,572	440,984,686	(222,114)
Total Community Equity	890,043,162	861,726,159	28,317,003



8.6 QUOTE SBRCQ-20/21-16 - REPLACEMENT OF JOHN DEERE 670G GRADER [PLANT 1502]

File Number: 14-Oct-2020
Author: Coordinator Plant and Fleet
Authoriser: Chief Executive Officer

PRECIS

Quote SBRCQ-20/21-16 for the replacement and purchase a new Motor Grader.

SUMMARY

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Hasting Deering, John Deere and Komatsu. The Komatsu GD555-5 is recommended for purchasing as the Grader meets the specifications requested and is competitively priced. Council currently have two GD555-5 Graders operating in road construction and major maintenance crews, producing good results.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council purchase from Komatsu the Komatsu GD555-5 for \$365,000.00 excluding GST to replace the aging Grader [Plant 1502] at 10.5 years old in line with the ten-year replacement plan for Graders.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for purchase of this machine is within the allocated budget.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Works Coordinator, Fleet Scheduler and Coordinator Plant and Fleet have agreed upon the Komatsu GD555-5.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil. Vehicle will be checked at delivery and invoice processed for payment. Warranties apply.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

Lower maintenance and downtime as Council replaces its aging plant.

REPORT

Council engaged Local Buy to prepare tender documentation and obtain a written quote from Komatsu, Hastings Deering and John Deere for a motor grader with a 12-foot blade to be used in road construction and major maintenance.

Council's existing Plant 1502 has an average utilisation rate of 86% in the previous financial year.

Hasting Deering and Komatsu each quoted one machine and John Deere quoted two machines with a total of four different models for Council's consideration: John Deere 670G, John Deere 670GP, Komatsu GD555-5 and the Caterpillar 140.

All maintenance servicing of the tendered Graders will be done in-house by one of Council’s Workshops or by the manufacturer, if any complimentary services are offered, these complimentary services will be undertaken at a Council Depot or job site. Once any complimentary servicing period has finished, the Grader will then continue to have its servicing completed by Council’s Workshops.

The John Deere 670G and John Deere 670GP are very similar machines with only the machine controls separating the two. The John Deere 670G has standard antler controls and the John Deere 670GP has electronic joystick and fingertip controls which cost \$35,090 more than the standard 670G model. The power output of both the 670G and 670GP is the highest of all quoted at 172Kw and considering the replacement grader is specified to have a 12-foot blade and the standard 670G model cost \$38,910 more than the Komatsu GD555-5, it was agreed by all parties involved that the John Deere 670G and John Deere 670GP were not necessary.

The two remaining tendered graders are the Komatsu GD555-5 and the CAT 140. The Komatsu GD555-5 has a power output of 144Kw which is over the minimum specification requested. Council currently has two Komatsu GD555-5 in crews conducting road construction and major maintenance with the same specifications and are producing good results. The CAT 140 has a width 2.51 metres which puts it over the legal limit and would then require construction and fitment of oversize signs and flags resulting in further costs. Whereas the Komatsu GD555-5 has a specified width of 2.49 metres which is under the legal limit and will not require the oversize signs and flags.

The Komatsu GD555-5 has been offered with complimentary services for 2,000 hours unlike the other tendered graders. The Komatsu GD555-5 has a reversible hydraulic cooling fan unlike the CAT 140 which lessens maintenance costs especially in hot and dusty conditions as the reversible hydraulic fan self-cleans the radiator, limiting the amount of times it must be manually cleaned.

The CAT 140 purchase cost is \$22,000 more than the Komatsu GD555-5 therefore it is recommended that council purchases the Komatsu GD555-5 for \$365,000.00 excluding GST.

The following quotes were received:

All prices exclude GST.

SBRCQ-20/21-16

Dealer	John Deere	John Deere	Komatsu	Hastings Deering
Model	670G	670GP	GD555-5	CAT 140
Total with Grading System	\$ 653.05	\$ 653.05	\$365,000.00	\$387,000.00
Warranty	5 Years/5,000 Hours	5 Years/5,000 Hours	5 Years/6,000 Hours	5 Years/6,000 Hours
Included Services	None \$6,569.00 (Parts and Fluids)	None \$6,569.00 (Parts and Fluids)	Complimentary Services to 2,000 Hours	None \$6,189.95 (Parts and Fluids)
Horsepower	172Kw	172kW	144kW	159kW
Operating Weight	18,529kg	18,529kg	18,120kg	18,400kg

ATTACHMENTS

Nil

8.7 ADOPTION OF COUNCIL'S CONDUCT OF COUNCIL & COMMITTEE MEETINGS POLICY

File Number: EXEC 1
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

Adoption of Council's Conduct of Council & Committee Meetings Policy.

SUMMARY

A good governance approach congruent with ethical, accountable and transparent decision making is a mandate of Council. The purpose of this review of the Conduct of Council & Committee Meetings Policy is.

The Conduct of Council & Committee Meetings Policy is to be regularly reviewed as part of Council's commitment to good governance and to be kept in line with State Legislation.

OFFICER'S RECOMMENDATION

That the Conduct of Council & Committee Meetings Policy be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC1 Effective financial management

EXC2 Effective business management

EXC4 Ethical, accountable and transparent decision-making

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Conduct of Council & Committee Meetings Policy was circulated to Councillors and the Senior Management Team for review and response.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Direct policy implications which arise from this report have been addressed in the review of the relevant Councillor policies.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

A good governance approach congruent with ethical, accountable and transparent decision making is a mandate of Council. The purpose of this review of the Conduct of Council & Committee Meetings Policy is line with the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Act 2020 and with the amendment to regulation changes.

The Conduct of Council & Committee Meetings Policy is to be regularly reviewed as part of Council's commitment to good governance and to be kept in line with State Legislation

ATTACHMENTS

Nil

8.8 RECOMMENDING THE DATE, TIME AND LOCATION FOR A SPECIAL MEETING OF COUNCIL TO ADOPT COUNCIL'S ANNUAL REPORT 2019/2020

File Number: EXEC 2
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

This report is to recommend the date, time and location for a Special Meeting of Council to adopt Council's Annual Report 2019/2020.

SUMMARY

Council's Annual Report is required to be adopted in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, therefore it is necessary for Council to confirm the date, time and location of the Special Meeting to ensure compliance.

OFFICER'S RECOMMENDATION

That the Special Meeting of Council be held on Wednesday 28 October 2020 in the Warren Truss Chamber, Glendon Street Kingaroy commencing at 9.00am

FINANCIAL AND RESOURCE IMPLICATIONS

Advertising costs for meeting notification.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

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*.

The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

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

8.9 ESTABLISHMENT OF COUNCIL STANDING COMMITTEES AND TERMS OF REFERENCE

File Number: EXEC 3
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

The *Local Government Regulation 2012* gives direction and guidance on committees. It remains a matter for each Local Government to decide whether or not it wishes to appoint committees. Under the Regulation, committees are allowed but are not mandatory.

SUMMARY

The *Local Government Act 2009* and *Local Government Regulation 2012* allows Council to appoint Standing Committees. The Chief Executive Officer is seeking direction from Council on the following:

- Determination of Council Committee structure;
- Appointment of members to the Committees;
- Determination of the Committee Chairperson;

OFFICER’S RECOMMENDATION

That

1. Council adopt the following Standing Committee structure and the Terms of References as attached to the report for each of the Standing Committees pursuant to s264 of *the Local Government Regulation 2012*:

Standing Committee	Members	Chair
Infrastructure		
Executive & Community		
Finance & Corporate		

2. Council adopt the following Terms of Reference:
 - Infrastructure Standing Committee
 - Executive & Community Standing Committee
 - Finance & Corporate Standing Committee

FINANCIAL AND RESOURCE IMPLICATIONS

There is no known extra financial or resource implications for Council

LINK TO CORPORATE/OPERATIONAL PLAN

Enhancing our Community - Building a vibrant, healthy, supportive and inclusive community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussions have taken place with Councillors and Senior Management.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009; Local Government Regulation 2012

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council sets by resolution its meeting structure

ASSET MANAGEMENT IMPLICATIONS

Not applicable.

REPORT

The range of functions allocated to committees and their method of operation can vary widely. Under a typical committee structure, much of the detailed work relating to functions has been carried out within the committees, with recommendations then being submitted to meetings of the Local Government for final adoption unless the committee is appropriately delegated to deal with a matter before it. While it is the Council's resolution, which gives the decisions their legal operation, often there is little time for detailed consideration to occur at the general Council meeting.

In addition to section 5.6 of the SBRC Meetings Policy, section 33.1 of the Meetings Policy states that the "function of a committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that committee is charged by the Council." When section 5.6 and 33.1 are read together, it is clear that when Council, by resolution, establishes a committee, it also needs to identify what business each committee will be charged with undertaking (i.e. its "Terms of Reference").

A delegation of authority to act if can be considered for a Standing Committee. If delegation not made the committee only has the power only to recommend a course of action to Council.

Standing Committees allow for Councillors to specialise in particular functions of Council and can utilise the particular knowledge and skills they may bring to the Council.

Committees conduct much of the investigative and detailed work leading towards a recommendation to Council to enable an informed decision to be made.

The names used and functions allocated to committees vary widely throughout Queensland. Some of the more common heads of function which are allocated to separate committees include works, water supply and sewerage (wastewater), finance and corporate administration, planning and development, environment, economic development and health and community services for example.

Committees are typically appointed for the term of the Local Government, although it is possible for the membership of committees to be changed by resolution at any time.

ATTACHMENTS

1. **Infrastructure Standing Committee Terms of Reference** [↓](#) 
2. **Finance & Corporate Standing Committee Terms of Reference** [↓](#) 
3. **Executive & Community Standing Committee Terms of Reference** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory - 025

POLICY OWNER: Executive Services

ECM ID: 2728634

ADOPTED: 14 October 2020

Infrastructure Standing Committee Terms of Reference

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 Infrastructure Standing Committee has been established as a Standing Committee in accordance with **section 264** of the *Local Government Regulation 2012* ("LOGR12"). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

2. SCOPE

The Infrastructure Standing Committee considers and advises Council in relation to strategy and policy for the Business Services and Finance services and functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the community and business representatives to address and make submissions for Council's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Infrastructure Standing Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Infrastructure Standing Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance **with Council's delegations process** and be included in Council's Delegation Register.

The role of the Infrastructure Standing Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Infrastructure services and functions and provide a monitoring role on the whole of Council financial,

asset and performance management.

The Committee is charged with considering matters relating to the Services and Functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's Business Services and Finance services and functions progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Business Services and Finance services and functions;
- Quarterly review of the annual budget for Council's Business Services and Finance services and functions;
- Monthly review of Council 's Business Services and Finance services and functions financial reports; and
- To report to Council on a regular basis on the operations of Council's Business Services and Finance services and functions.

3. GENERAL INFORMATION

3.1. Membership

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held on 14 October 2020, being 6 Councillors and the Mayor. The General Manager Infrastructure and Chief Executive Officer will also attend as advisers to the Committee.

3.2. Term of Membership

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

3.3. Replacing Vacating Members

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

3.4. Appointment of Chairperson

The Chairperson will be appointed by council in accordance with **section 267** of the LOGR12.

If the local government does not appoint a Chairperson for a committee, the committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

3.5. Role of Chairperson

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Infrastructure Standing Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's adopted policy Conduct of Council & Committee Policy

3.6. Role of Committee Members

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Infrastructure services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

3.7. Meetings

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of **section 275** of the *LOGR12*.

Infrastructure Standing Committee must be in accordance with Council's adopted Conduct of Council & Committee Meetings Policy – Part 2 Standing Committees.

3.8. Quorum

A quorum for decision-making will consist of half the number of members of the Infrastructure Standing Committee plus one. Council staff members in attendance are not counted in the determination of a quorum.

3.9. Voting

Decision making of the Infrastructure Standing Committee will be by majority vote.

The Chairperson has a casting vote.

If a member present fails to vote, the member is taken to have voted in the negative.

3.10. Frequency and Location

Meetings of the Infrastructure Standing Committee will be held in accordance with an adopted schedule of meetings, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / Extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

3.11. Meeting Agenda

The agenda for this Committee will be distributed in accordance with *section 258 (Notice of meetings)* of the *LOGR12*. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with **section 272** of the *LOGR12*.

3.13. Council Staff

The Infrastructure Standing Committee will be resourced by officers of the Infrastructure Department as agreed by the Chief Executive Officer.

Council employees can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Infrastructure Standing Committee.

4. DEFINITIONS

Council Employee – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

5. LEGISLATIVE REFERENCE

The Infrastructure Standing Committee has been established as an Advisory Committee in accordance with **Section 264** of the *Local Government Regulation 2012*.

6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the SBRC Conduct of Council and Committee Meetings Policy – Statutory-017.

Attendance by relevant staff from other Departments of Council may be requested by the Committee

Chairperson the SBRC Acceptable Request Guidelines Policy – Statutory-004.

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728634

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory - 027
POLICY OWNER: Social & Corporate Performance
ECM ID: 2728633
ADOPTED: 14 October 2020

Finance & Corporate Standing Committee Terms of Reference

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 Finance and Corporate Standing Committee has been established as a Standing Committee in accordance with **section 264** of the *Local Government Regulation 2012* ("LOGR12"). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

2. SCOPE

The Finance and Corporate Standing Committee considers and advises Council in relation to strategy and policy for the Business Services and Finance services and functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the Finance and Corporate and business representatives to address and make submissions for Council 's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Finance and Corporate Standing Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Finance and Corporate Standing Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance **with Council's delegations process** and be included in Council's Delegation Register.

The role of the Finance and Corporate Standing Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's

Finance and Corporate services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the Services and Functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's Business Services and Finance services and functions progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Business Services and Finance services and functions;
- Quarterly review of the annual budget for Council's Business Services and Finance services and functions;
- Monthly review of Council 's Business Services and Finance services and functions financial reports; and
- To report to Council on a regular basis on the operations of Council's Business Services and Finance services and functions.

3. GENERAL INFORMATION

3.1. Membership

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held on 14 October 2020, being 6 Councillors and the Mayor. The General Manager Finance and Corporate and Chief Executive Officer will also attend as advisers to the Committee.

3.2. Term of Membership

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

3.3. Replacing Vacating Members

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

3.4. Appointment of Chairperson

The Chairperson will be appointed by Council in accordance with **section 267** of the *LOGR12*.

If the local government does not appoint a Chairperson for a committee, the committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

3.5. Role of Chairperson

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Finance and Corporate Standing Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's adopted Conduct of Council & Committee Policy.

3.6. Role of Committee Members

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Finance and Corporate services and functions, as outlined in Council 's Finance and Corporate and Corporate Plan and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

3.7. Meetings

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section 275](#) of the *LOGR12*.

Finance and Corporate Standing Committee must be in accordance with Council's adopted Conduct of Council & Committee Meetings Policy – Part 2 Standing Committees.

3.8. Quorum

A quorum for decision-making will consist of half the number of members of the Finance & Corporate Standing Committee plus one. Council staff members in attendance are not counted in the determination of a quorum.

3.9. Voting

Decision making of the Finance and Corporate Standing Committee will be by majority vote.

The Chairperson has a casting vote.

If a member present fails to vote, the member is taken to have voted in the negative.

3.10. Frequency and Location

Meetings of the Finance and Corporate Standing Committee will be held monthly, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / Extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

3.11. Meeting Agenda

The agenda for this Committee will be distributed in accordance with [section 258](#) (*Notice of meetings*) of the *LOGR12*. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with [section 272](#) of the *LOGR12*.

3.13. Council Staff

The Finance and Corporate Standing Committee will be resourced by officers of the Finance and Corporate Department as agreed by the Chief Executive Officer.

[Council employees](#) can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Finance and Corporate Standing Committee.

4. DEFINITIONS

Council Employee – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

5. LEGISLATIVE REFERENCE

The Finance and Corporate Standing Committee has been established as an Advisory Committee in accordance with [Section 264](#) of the *Local Government Regulation 2012*.

6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the SBRC Conduct of Council and Committee Meetings Policy – Statutory-017.

Attendance by relevant staff from other Departments of Council may be requested by the Committee

Chairperson the SBRC Acceptable Request Guidelines Policy – Statutory-004.

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728633

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory - 026
POLICY OWNER: Social & Corporate Performance

ECM ID: 2728632
ADOPTED: 14 October 2020

Executive & Community Standing Committee Terms of Reference

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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8. VERSION CONTROL	4

1. POLICY STATEMENT

The Executive & Community Standing Committee has been established as a Standing Committee in accordance with **section 264** of the *Local Government Regulation 2012* ("LOGR12"). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

2. SCOPE

The Executive & Community Standing Committee considers and advises Council in relation to strategy and policy for the Business Services and Finance services and functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the community and business representatives to address and make submissions for Council 's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Executive & Community Standing Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Community Standing Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance **with Council's delegations process** and be included in Council's Delegation Register.

The role of the Executive & Community Standing Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Community services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the Services and Functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy.

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's Business Services and Finance services and functions progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Business Services and Finance services and functions;
- Quarterly review of the annual budget for Council's Business Services and Finance services and functions;
- Monthly review of Council 's Business Services and Finance services and functions financial reports; and
- To report to Council on a regular basis on the operations of Council's Business Services and Finance services and functions.

3. GENERAL INFORMATION

3.1. Membership

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held 14 October being 6 Councillors and the Mayor. The General Manager Community and Chief Executive Officer will also attend as advisers to the Committee.

3.2. Term of Membership

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

3.3. Replacing Vacating Members

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

3.4. Appointment of Chairperson

The Chairperson will be appointed by council in accordance with **section 267** of the *LOGR12*.

If the local government does not appoint a Chairperson for a committee, the committee may appoint one (1) of its members as Chairperson. If the Chairperson is not present at a meeting, the members present may appoint a Chairperson for the meeting.

3.5. Role of Chairperson

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Community Standing Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with Council's adopted Conduct of Council & Committee Policy.

3.6. Role of Committee Members

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Community services and functions, as outlined in Council's Community and Corporate Plan, and considering the implementation of policies relating to Council's Corporate functions, while serving the overall public interest of the whole local government area.

3.7. Meetings

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of **section 275** of the *LOGR12*.

Executive & Community Standing Committee must be in accordance with Council's adopted Conduct of Council & Committee Meetings Policy – Part 2 Standing Committees.

3.8. Quorum

A quorum for decision-making will consist of half the number of members of the Executive & Community Standing Committee plus one. Council staff members in attendance are not counted in the determination of a quorum.

3.9. Voting

Decision making of the Executive & Community Standing Committee will be by majority vote.

The Chairperson has a casting vote.

If a member present fails to vote, the member is taken to have voted in the negative.

3.10. Frequency and Location

Meetings of the Executive & Community Standing Committee will be held in accordance with an adopted schedule of meetings, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / Extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

3.11. Meeting Agenda

The agenda for this Committee will be distributed in accordance with *section 258 (Notice of meetings)* of the *LOGR12*. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with *section 272* of the *LOGR12*.

3.13. Council Staff

The Executive & Community Standing Committee will be resourced by officers of the Executive & Community Department as agreed by the Chief Executive Officer.

Council employees can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Executive & Community Standing Committee.

4. DEFINITIONS

Council Employee – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

5. LEGISLATIVE REFERENCE

The Executive & Community Standing Committee has been established as an Advisory Committee in accordance with **section 264** of the *Local Government Regulation 2012*.

6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the SBRC Conduct of Council and Committee Meetings Policy – Statutory-017.

Attendance by relevant staff from other Departments of Council may be requested by the Committee

Chairperson the SBRC Acceptable Request Guidelines Policy – Statutory-004.

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728632

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.10 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL’S STANDING COMMITTEES AND GENERAL MEETINGS

File Number: EXEC 4
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

This report is to recommend dates, times and locations for ordinary meetings of Council’s Standing Committees and General Meetings for the period 1 November to 31 December 2020 should council formally adopt standing committees by resolution.

SUMMARY

In accordance with Section 277(1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times and locations of the ordinary meetings of Council’s Standing Committees and General Meetings for the period 1 November to 31 December 2020.

OFFICER’S RECOMMENDATION

That Council:

1. Adopt the dates, times and locations for ordinary meetings of Council’s Standing Committees and General Meetings as follows:

Committee	Date	Time	Location

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds are provided for the costs associated with Council Meetings.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal discussions held regarding establishment of standing committees – council direction is sought.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of the 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

Suggested timing of meetings if Standing Committees approved by Council for the period 1 November to 31 December 2020.

Committee	Date	Time	Location
Infrastructure Standing Committee	Wednesday 4 th November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive & Community Standing Committee	Wednesday 11 th November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Finance & Corporate Standing Committee	Wednesday 18 th November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 25 th November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 2 nd December	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Executive & Community Standing Committee	Wednesday 2 nd December	1.00pm	Warren Truss Chamber Glendon Street Kingaroy
Finance & Corporate Standing Committee	Wednesday 9 th December	9:00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 16 th December	9.00am	Warren Truss Chamber Glendon Street Kingaroy

ATTACHMENTS

Nil

9 PORTFOLIO – ROADS & DRAINAGE

9.1 ROADS & DRAINAGE PORTFOLIO REPORT

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Roads & Drainage Portfolio Report

SUMMARY

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 APPLICATION FOR PERMANENT PART ROAD CLOSURE AT THE CORNER OF ELLWOODS ROAD AND MEMERAMBI-GORDONBROOK ROAD GORDONBROOK - QUEENSLAND FIRE AND EMERGENCY SERVICES

File Number: 14/10/2020
Author: Administration Officer
Authoriser: Chief Executive Officer

PRECIS

Application for permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook – Queensland Fire and Emergency Services

SUMMARY

An application for the permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook, QLD has been received. This section of road is to be utilised by the Queensland Fire and Emergency Services for a proposed Rural Fire Brigade Station. Council has no current or future use for this section of road reserve.

OFFICER'S RECOMMENDATION

That Council offers no objections to the permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LINK TO CORPORATE/OPERATIONAL PLAN

Nil

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Queensland Fire and Emergency Services have consulted with Department of Transport and Main Roads, Public Safety Business Agency, relevant landowners and South Burnett Regional Council Infrastructure Department.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

REPORT

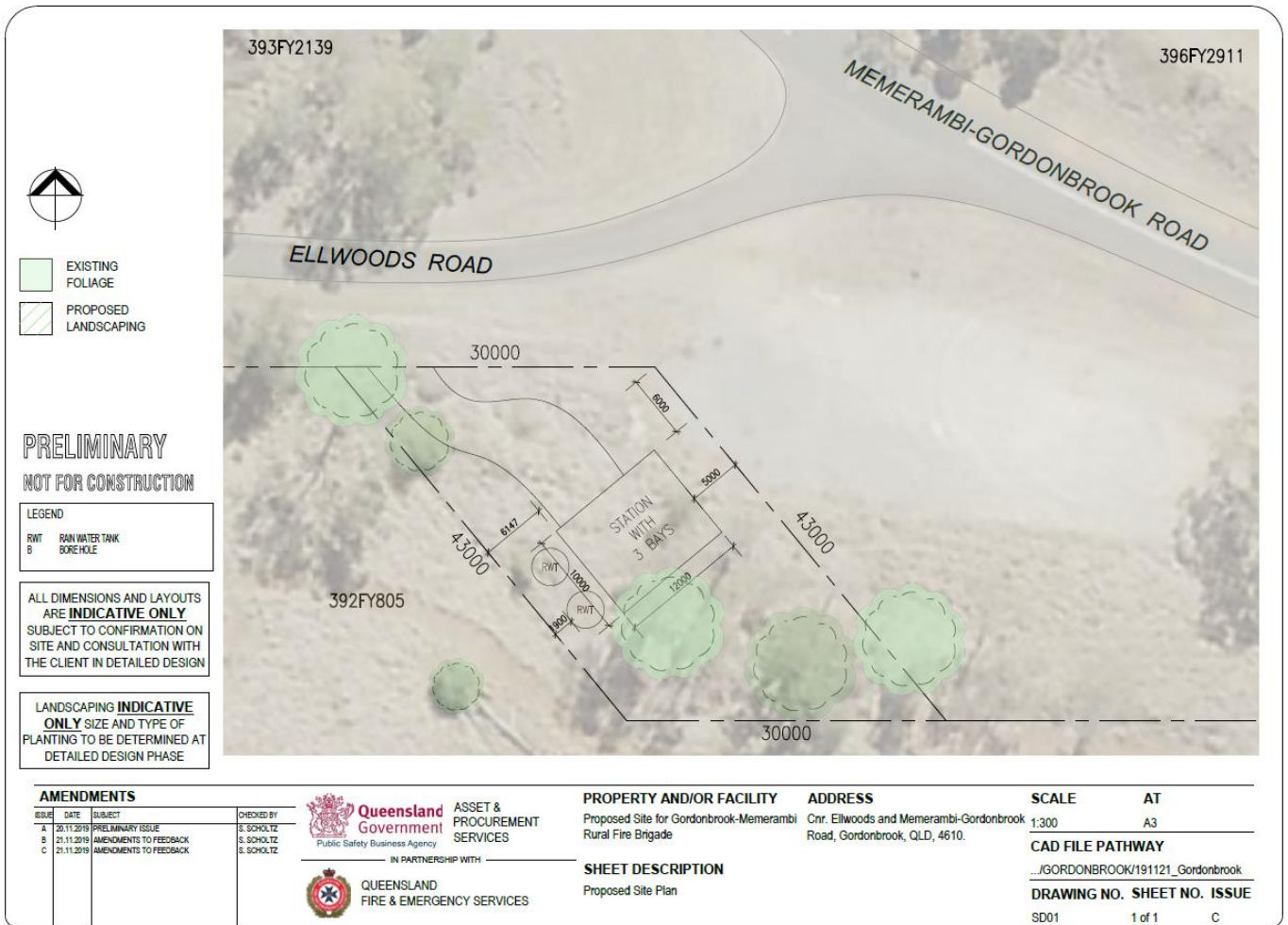
An application for the permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook, has been received. This section of road is to be utilised by the Queensland Fire and Emergency Services for a proposed Rural Fire Brigade Station. Council has no current or future use for this section of road reserve.

Reference is made to Attachment A and B: Plan of proposed road closure, showing the proposed location.

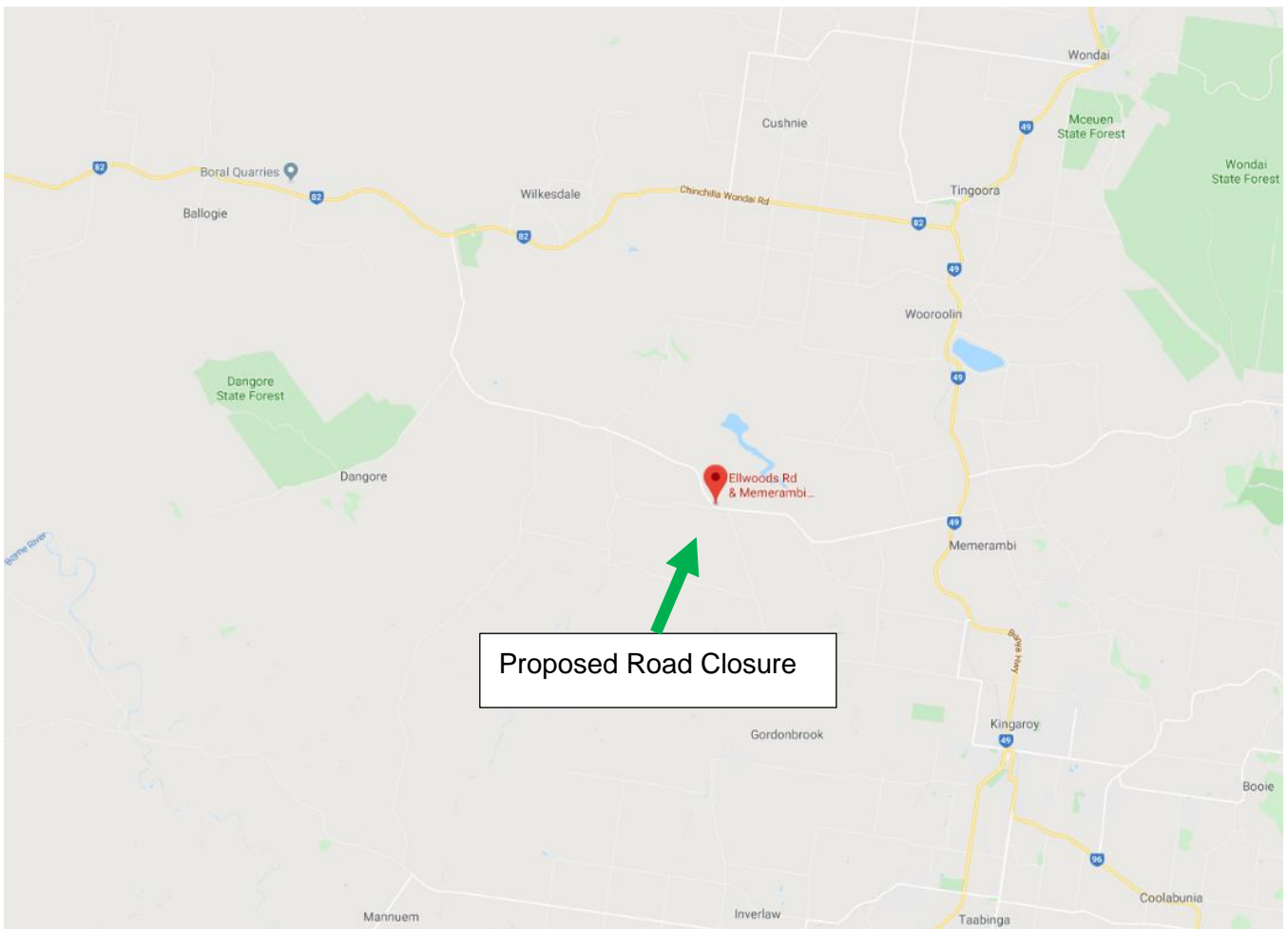
ATTACHMENTS

1. **Attachment A - Proposed Site Plan and Road Closure** [↓](#) 
2. **Attachment B - Map of General Area** [↓](#) 

Attachment A: Proposed site plan and road closure



Attachment B: Map of general area



9.3 REQUEST TO NAME EXISTING CONSTRUCTED UNNAMED ROAD RESERVE THAT INTERSECTS WITH GORE STREET MURGON

File Number: 14/10/2020
Author: Administration Officer
Authoriser: Chief Executive Officer

PRECIS

Request to name an existing constructed, unnamed road reserve that intersects with Gore Street in the Murgon locality.

SUMMARY

A request has been received to name an existing constructed road reserve that intersects with Gore Street in the Murgon locality. The name of Cherry Lane is proposed based on community suggestion.

OFFICER'S RECOMMENDATION

That Council names the existing constructed unnamed road reserve that intersects with Gore Street, Murgon to Cherry Lane, Murgon.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial and resource implications are minimal as a result of naming Cherry Lane, Murgon.

LINK TO CORPORATE/OPERATIONAL PLAN

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

INF1: Infrastructure that meets our communities needs

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation has been undertaken.

Council has investigated the naming of this road reserve and advise that, as far as Council is aware this road reserve has not previously named. Therefore, Council considers that public consultation is not necessary in this instance.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

There are no known legal implications for Council in the renaming of the road reserve.

Council is responsible for naming road reserves.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council adopted its Infrastructure Asset Naming Policy on 15 March 2017

The Asset Naming Policy applies to all existing and proposed infrastructure assets inclusive of gazetted and private assets in the South Burnett region that are under the control of the South Burnett Regional Council. This unnamed road reserve off Gore Street, Murgon, is under the control of the South Burnett Regional Council and the naming of road reserve is governed by this policy.

The name proposed of "Cherry Lane" meets the requirements of this policy because it:

- Is a suitable name, length and spelling as to not hinder emergency services and the general public;
- Is not offensive - Is not duplicated within the region and is suitable for the location
- Not have been used elsewhere in the Region

- Capable of easy pronunciation
- Not be very long
- Not offensive

ASSET MANAGEMENT IMPLICATIONS

Cherry Lane would form part of Council's asset register and Road Hierarchy, which is a requirement under the Local Government Act. The infrastructure will be included in the respective maintenance programs and become part of routine inspections.

REPORT

A verbal request has been received to name an existing constructed road reserve that intersects with Gore Street in the Murgon locality.

A suggested name is Cherry Lane has been made as it is understood that Cherry Coaches and Buses formerly operated from this location prior to the current bus company.

Cherry Lane is not currently in use in South Burnett Regional Council area and aligns with Council's Infrastructure Asset Naming Policy.

In accordance with Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing section 4.2.3 unformed roads (paper roads) should not be named unless a name is required for addressing purposes.

The request has been assessed by considering Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing, Local Government Act 2009 and Council's Infrastructure Asset Naming Policy.

By considering Council's Infrastructure Asset Naming Policy Council, it is recommended to name the existing constructed unnamed road reserve that intersects with Gore Street, Murgon to Cherry Lane, Murgon.

ATTACHMENTS

1. **Attachments 1 - Location of Unnamed Road Reserve off Gore Street Murgon** [↓](#) 

Attachment 1 - Location of unnamed road reserve off Gore Street, Murgon



10 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

10.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Community, Arts, Heritage, Sport and Recreation Portfolio Report

SUMMARY

Cr Potter presented her Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council.

OFFICER’S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

11 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES

11.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report

SUMMARY

Cr Henschen presented his Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

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

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

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Local Disaster Management, Water, Waste Water and Waste Management Portfolio Report

SUMMARY

Councillor Frohloff presented her Local Disaster Management, Water, Waste Water and Waste Management Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

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

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report

SUMMARY

Cr Duff presented her Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

14 PORTFOLIO – ECONOMIC DEVELOPMENT

14.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT

File Number: 14-10-2020

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Economic Development Portfolio Report

SUMMARY

Cr Schumacher presented her Economic Development Portfolio Report to Council

OFFICER’S RECOMMENDATION

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

BACKGROUND

Nil

ATTACHMENTS

Nil

15 NOTICES OF MOTION

Nil

16 INFORMATION SECTION

16.1 IS - LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

File Number: 16-10-2020

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

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

REPORT

2724313 - Reconfiguration of a Lot application for Boundary Realignment at 48 & 54 Hart Street Blackbutt - Lots 4 RP32393 & 6 RP231699 – RAL20/0016

2724722 - Material change of use application for Service Station Food and Drink Outlet and Showroom at Rogers Drive Kingaroy - Lot 5 SP112069 – MCU20/0017

ATTACHMENTS

Nil

17 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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 Animal Impoundment Fee Waiver Request

This matter is considered to be confidential under Section 275 - h of the Local Government Regulation, 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 Food Business Licence Fee Reduction Request

This matter is considered to be confidential under Section 275 - h of the Local Government Regulation, 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.

17.3 Proposal for Relief Funding to Wondai Garden Expo Inc.

This matter is considered to be confidential under Section 275 - h of the Local Government Regulation, 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.

17.4 Purchase of Commercial Property fronting Kingaroy Street Kingaroy

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

17.5 Rate Exemptions and Remissions - Additions to Approved List - Assessment Number 10514-51000-000

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

17.6 Additional Rate Concession Due to Inability to Generate Income Due to COVID-19 - Assessment Number: 10542-00000-000

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

17.7 Customer Request: RV2020/1593 | Additional Rate Concession Due to Inability to Generate Income Due to COVID-19 - Assessment Number: 30278-00000-100

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

18 CLOSURE OF MEETING