



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# ANNUAL REPORT 2019/2020

Stability and sustainability connecting our region



---

# ACKNOWLEDGEMENTS

Council wishes to thank all contributors and stakeholders involved in the development of this document.

---

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

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



The 2019/20 Annual Report is available online at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)

Hard copies can be viewed at Council's Customer Service Centres and Libraries.

To purchase a copy call 07 4189 9100 or email [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au).

---

**Disclaimer:** Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. While South Burnett Regional Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document.



**CONTENT**

Our Mission and Values .....4

**OUR REGION .....6**

Mayor & CEO Report .....8

Strategic Highlights..... 10

Community Financial Report..... 12

**OUR COUNCIL.....15**

Our Elective Representatives..... 19

Council Decisions..... 24

**OUR ORGANISATION.....29**

Our Structure..... 31

**OFFICE OF THE CEO..... 32**

Executive Services..... 33

Economic Development..... 40

People and Culture..... 44

**COMMUNITY DEPARTMENT..... 47**

Environment & Waste ..... 48

Natural Resource Management & Parks..... 51

Planning & Land Management..... 55

Property ..... 57

Libraries ..... 60

**FINANCE & CORPORATE DEPARTMENT ..... 64**

Finance ..... 65

Corporate Governance..... 68

Records ..... 69

Plant & Fleet ..... 71

Business Systems..... 72

**INFRASTRUCTURE DEPARTMENT ..... 74**

Infrastructure Management ..... 75

Infrastructure Planning ..... 77

Works ..... 82

Water & Wastewater..... 85

**STATUTORY INFORMATION .....91**

**FINANCIAL STATEMENTS..... 105**

Acronyms..... 158

Feedback Form..... 159

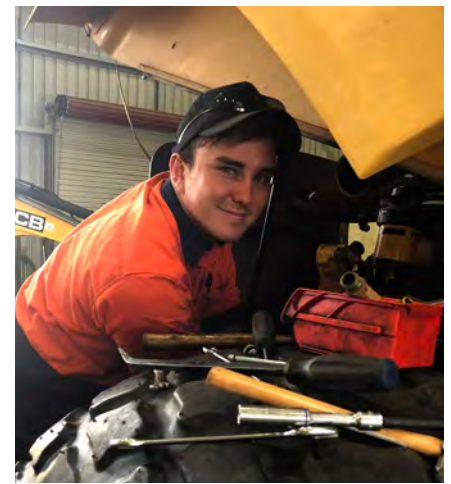
Council Contacts ..... 161

# WELCOME TO OUR 2019/20 ANNUAL REPORT

Our Annual Report is our formal reporting mechanism that assesses the progress towards meeting the outcomes of the five strategic priorities set out in Council's Corporate Plan 2018/19 to 2022/23:

 <b>ENHANCING OUR COMMUNITY</b> Building vibrant, healthy, supportive and inclusive communities.	 <b>GROWTH AND OPPORTUNITY</b> A strong, sustainable regional economy supported by diverse sectors and innovative planning mechanisms.	 <b>OUR ENVIRONMENT</b> A sustainable environment, responsibly managed in partnership with the community for future generations.	 <b>ORGANISATIONAL EXCELLENCE</b> An organisation that is characterised by effective leadership, and quality service delivery.	 <b>QUALITY INFRASTRUCTURE</b> Infrastructure for our growing community delivered on sound asset management principles.
---	---	---	--	--

**OUR MISSION**  
SOUTH BURNETT REGION,  
WORKING TOGETHER  
BUILDING A STRONG,  
VIBRANT AND SAFE  
COMMUNITY.





## OUR VALUES

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

### ACCOUNTABILITY

We accept responsibility for our decisions and actions.

---

### COMMUNITY

Building partnerships, supporting communities and delivering quality services.

---

### HARMONY

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

---

### INNOVATION

Encouraging an innovative and resourceful workplace and community.

---

### ETHICAL CONDUCT

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

---

### VISION

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

---

### EXCELLENCE

Striving to deliver excellent environmental, social and economic outcomes.

---

# OUR REGION

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

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

In the past our region was probably best known for peanuts. But beyond Kingaroy's famous moniker of the 'Peanut Capital of Australia', the South Burnett offers much more. Our residents enjoy a relaxed country lifestyle, contrasted with abundant opportunities and possibilities afforded by our innovative industries. From agriculture, manufacturing, mining and renewable energy, to art, culture, tourism, health and quality education, the South Burnett really does have it all.

The region is blessed with rich agricultural land that produces high-quality agricultural products for both

domestic and international markets including peanuts, navy beans, maize, wheat, grain, dubosia and sorghum. The region also boasts Swickers - Queensland's only export accredited pork abattoir. The local wine industry is gaining momentum, producing award-winning wines, that can be paired with produce direct from farm to plate.

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

green spaces, local theatre groups, annual festivals and music venues.

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

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

**"OUR VISION IS THE DRIVING FORCE BEHIND OUR ACTIONS AND RESPONSIBILITIES"**





Map is not to scale and for use as a guide only.

## DID YOU KNOW?

THAT THE SOUTH BURNETT REGIONAL COUNCIL LOCAL GOVERNMENT AREA HAS A TOTAL AREA OF 8,381.6 KM<sup>2</sup>, WITH AN AVERAGE DAILY TEMPERATURE RANGE OF 12.2°C TO 25.7°C AND AN AVERAGE RAINFALL OF 769MM EACH YEAR.



# MAYOR'S REPORT

It is my pleasure to commend the 2019/2020 Annual Report to you and in doing so, acknowledge former Mayor Campbell, the former and current Councillors, our Chief Executive Officer and his staff for their contribution to the South Burnett region over the course of the 2019/20 year.

The annual report of Council is a legislative requirement, but more importantly it serves to inform the community on the strategic, operational and financial performance of Council over the previous financial year.

It has been my pleasure, since being elected in April of this year, to pick up where Mayor Campbell left off in working with fellow Councillors and our Chief Executive Officer, Mr Mark Pitt PSM in guiding the delivery of the strategic priorities of Council.

The 2019/20 year will be remembered for the emergence of the COVID-19 pandemic. The final quarter of the financial year saw the required restrictions to public activities have a significant impact on Council and the broader economy of our region.

Congratulations are very much in order for the competent manner in which the organisation of Council responded in implementing the business continuity plan and in leading the local disaster management response.

Overall, significant progress has been made throughout the 2019/20 year in the operational delivery of Council services through the efforts of Council's General Managers, Managers and staff. Having said that, there is much more work to do under the direction of the newly elected Council in progressing the many opportunities that are emerging for our region. I am confident that Council has the strategic leadership and committed operational staff to see many of these

opportunities come to fruition.

Council continued to improve on its program of sustainable management of community assets and the delivery of essential regional services. The core business of contemporary Councils includes road network development and maintenance, provision of water and wastewater (sewerage) services, waste collection and disposal, community parks and gardens, planning and compliance services, along with broad community services encompassing community health and well-being, library services, arts, culture and regional heritage.

The 2019/20 year saw the continued progression of Council's road network asset management plan which continues to be a work-in-progress. Water security and reliability was a priority of Council, with the successful acquisition of Federal funding to progress an important water feasibility study alongside North Burnett. The liveability of our region was also progressed with significant projects such as the Murgon CBD footpath redevelopment funded jointly by Council and the Queensland Government. Council was also successful in obtaining \$4.5 million from the Federal Government to deliver the Kingaroy Transformation Project over the next three financial years. These projects complemented works undertaken across the region, including the Les Muller Park redevelopment in Blackbutt and the Brisbane Street drainage in Nanango.

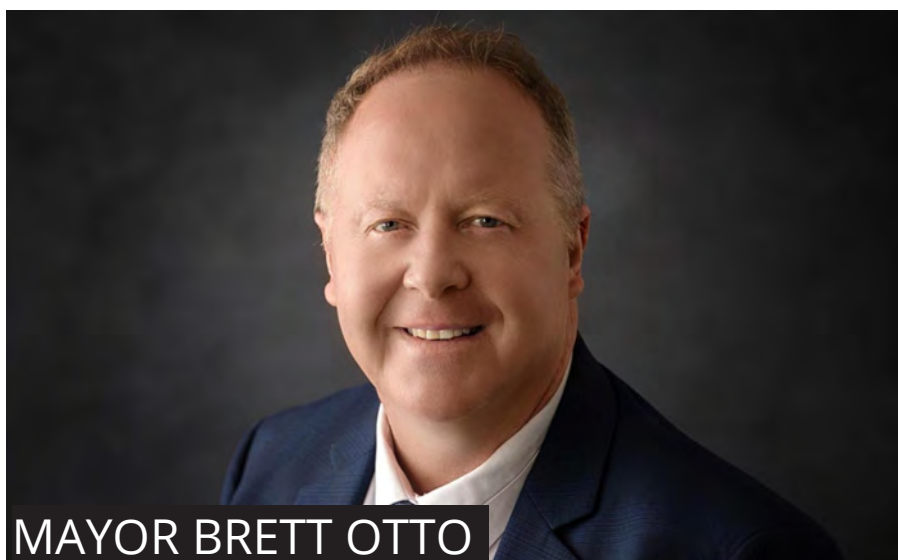
Council ended the 2019/20 financial year in a reasonably sound financial position. Council's consolidated figures include current assets which totalled \$56.631 million, including cash at bank of \$47.614 million. Current liabilities totalled \$17.852 million, leaving Council in a strong liquidity position. Total assets, including non-current assets such as property, plant and equipment totalled \$920.323 million. Total liabilities ended at \$65.969 million, with term loans held with the Queensland Treasury Corporation down from \$39.385 in 2018/19 to \$36.535 million at 30 June 2020. Total community equity (Council's net assets) at 30 June 2020 was \$854.354 million.

It is important to recognise the funding contribution provided by the Queensland State Government and acknowledge the grants received from the Federal Government over the course of the 2019/20 year. Such funding is critical to the development of our region and has enabled the implementation of several key projects and service delivery initiatives.

Moving forward Council is committed to engaging much more actively with both levels of government to demonstrate the needs and opportunities within our region and to advocate for increasing levels of government commitment to our region's development.

Over the coming term of Council, initiatives such as the development and implementation of the new 2020/25 Corporate Plan, progression of asset management plans across all classes of council assets, industry driven economic development, finalisation of the water feasibility study, town-based community development plans along with community welfare programs and the development of the tourism, arts, culture and heritage sectors will form the core of Council's strategic priorities.

It is my pleasure to commend the 2019/20 Annual Report to you and in doing so, acknowledge former Mayor Campbell, the former and current Councillors, our Chief Executive Officer and his staff for their contribution to the South Burnett region over the course of the 2019/20 year.



**MAYOR BRETT OTTO**



# CEO'S REPORT

The 2019/20 Annual Report presents Council's progress and performance against its adopted Corporate Plan. This is the third year of the reporting for the 2018/19 to 2022/23 Corporate Plan and also reports on the final year of the 2016/20 Council term as well as the beginning of the 2020/24 term of Council.

The last twelve months have seen continued progress towards achieving Council's vision for the community:

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

In this years' report I have concentrated on a small number of achievements and events. The full annual report contains many highlights for the year and the broad range of services that have been delivered across all areas of our Council for our community.

Certainly the past year has been challenging with the event of COVID-19 dominating the second half of the financial year. Our region was one of the earlier Local Government areas directly impacted with the report of the positive case in the media on 13 March 2020. Our region has an aged population, with high unemployment and socio-economic disadvantage, though as a Council we are working to change that. After years of drought, we'd had just enough rain that things were starting to look up, then, Coronavirus.

With the announcement of our first confirmed case our Local Disaster Management Group enacted our pandemic response plan (though it wasn't written with COVID-19 in mind). Our Council has been in disaster management up to 30 June, with a Multi-Agency Recovery Committee meeting in parallel to consider human, social and economic impacts. Our aim has been to give the community confidence that things are being well-managed in relation to our COVID-19 response and allow Council to operate as close to normal as possible. Council's media, social media and website have been a "single point of focus" for the community to access COVID-19 information.

I would like to take the opportunity in this report to acknowledge our staff as they have been exceptional through this event and response. The support from both State and Federal Governments needs to be

acknowledged and the Works for Queensland stimulus funding was also very much welcomed. The Federal Government JobKeeper Scheme has helped some operators.

The Quadrennial Local Government Elections, whilst impacted by COVID-19 were still held in March 2020. I would take this opportunity to welcome Mayor Brett Otto and Councillors Kirstie Schumacher and Scott Henschen to the Council. I would also take this opportunity to acknowledge and thank the outgoing Mayor and Councillors, Keith Campbell, Terry Fleischfresser and Ros Heit for their contribution to our region and their support.

The Post-Election or Statutory Meeting of Council was a significant date for the community of the South Burnett with the inaugural live streaming of the Council meeting. The new Councillors were sworn in during the Post-Election Meeting beamed to a live on-line audience. Prior to COVID-19, Council reviewed its community engagement philosophy for official meetings. The decision was made to invest in technology that would allow for live streaming of these meetings and increase the capacity for disaster management response.

The Council Chambers which doubles as the Disaster Co-ordination Centre, has been equipped to allow for a quality audio and visual connectivity. Council's website will carry links and stream for all future meetings with Council's YouTube channel posting the recordings for watching on demand.

Meeting schedules, agenda and minutes are also available through Council's website. Streaming and recording of our meetings provide our community greater access to Council decisions and debate while eliminating barriers that may prevent any member of the public from attending in person. The live stream and archived videos are a free public service.

A once in a generation project that has been in the preparation for several years was given the green light in June 2020. Federal Agriculture Minister and Member for Maranoa David Littleproud announced the funding for the Kingaroy Transformation Project at the Kingaroy Town Hall in front of an audience of Councillors, council staff and media. It is with great appreciation that the project has been supported by the Federal Government's Round 4 of the Building Better Regions Fund (BBRF). The project, to be completed over several financial years, will not only



**MARK PITT PSM**

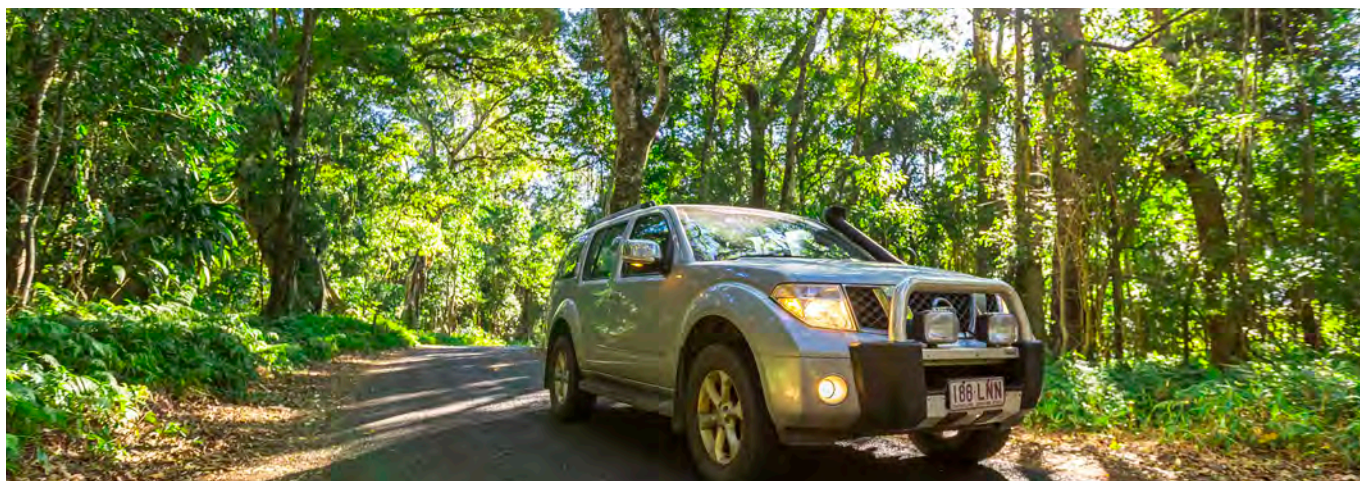
provide both an economic stimulus to the region but social and liveability improvements.

It is also with thanks that other State and Commonwealth funding received by Council is acknowledged. The Financial Assistance Grants (FAGs) is of great assistance to the Council for operational funding, though it is worthy of noting that Council's contribution was again less than the previous year. This is an ongoing issue for the Council and one that we will continue to pursue to ensure our residents are not disadvantaged by the FAGs process.

The Annual Report is not only the formal mechanism for Council to report on its activities over the past year, it also contains a range of detailed information about the various programmes conducted. The report also details Council's financial position with the audited statements included as part of the overall report as well as a community financial report. Our report is much more than this and demonstrates the strength of our regional area through the window of Council. There is such diversity and opportunity within the region that it is almost impossible to place within one document.

All the results above have been possible through the efforts of a large number of people, both our Councillor team, our staff and community. It has been the input from this team that has delivered the results that can be seen so clearly right across our community. This reporting year has seen the commencement of two new members of our Senior Management Team being Rebecca Humphrey taking on the role of Manager of People and Culture and Susan Jarvis in the role of General Manager of Finance and Corporate.

We are very pleased to be part of a team that is helping grow the South Burnett.



# STRATEGIC HIGHLIGHTS 2019/20

At the conclusion of each 12 month reporting period, it's important to reflect on the performance of Council's efforts.

STRATEGIC PRIORITY: ENHANCING OUR COMMUNITY	
GOALS	ACHIEVEMENTS
An informed and engaged community	<ul style="list-style-type: none"> <li>Implemented communication initiatives that informed, engaged and advocated to/for the community</li> <li>Review and updated Council's Corporate Website and Social Media communications</li> </ul>
Sustainable community groups	<ul style="list-style-type: none"> <li>Facilitate and support community development through effective implementation and delivery of the Community Grants Program</li> <li>Supported local not-for-profit groups through the effective management of Council facilities</li> </ul>
An active, safe and healthy community	<ul style="list-style-type: none"> <li>Public health licence applications, routine inspections of licensed premises and complaint investigation management effectively managed and actioned</li> <li>Regulation of Council's Local Laws to ensure efficient and effective complaint investigation and compliance enforcement through an appropriate level of service to address compliance issues</li> <li>Provided building, plumbing and drainage regulatory services to meet legislative requirements</li> </ul>
Our community is prepared and resilient to disasters	<ul style="list-style-type: none"> <li>Co-ordinate Local Disaster Management and Recovery as required by legislation and manage the implementation of disaster management and continuity sub-plans</li> </ul>

STRATEGIC PRIORITY: GROWTH AND OPPORTUNITY	
GOALS	ACHIEVEMENTS
A strong and sustainable regional economy	<ul style="list-style-type: none"> <li>Worked with local business organisation to assist in the economic development in the region</li> </ul>
Balanced development that preserves and enhances our region	<ul style="list-style-type: none"> <li>Assessed development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region</li> <li>Finalised development of a Local Government Infrastructure Plan (LGIP) outlining the required trunk infrastructure to support development within the regions towns</li> </ul>
The South Burnett is a recognised tourism destination	<ul style="list-style-type: none"> <li>Worked with local tourism and heritage organisations and key stakeholders to build regional capacity</li> <li>Maintained Council's tourist facilities at Boondooma and Bjelke-Petersen Dams and reviewed operational arrangements</li> </ul>

STRATEGIC PRIORITY: OUR ENVIRONMENT	
GOALS	ACHIEVEMENTS
Our region's environmental assets are promoted, protected	<ul style="list-style-type: none"> <li>Effectively manage environmental authority registration applications, routine inspections of registered activities and environmental protection complaints</li> </ul>

and enhanced	<ul style="list-style-type: none"> <li>• Provided planned and maintained open space, parks and rail trails network compliant with asset inspection and maintenance schedules</li> </ul>
Environmentally responsible and efficient waste management	<ul style="list-style-type: none"> <li>• Compliance with Council's Environmental Authority for Waste Disposal</li> <li>• Provision of cost effective and environmentally responsible waste management services and facilities</li> <li>• Implemented administrative and operational processes necessitated by the introduction of the State Waste Levy</li> <li>• Collaboration with neighbouring regions with the Regional Waste Management Strategy</li> </ul>

## STRATEGIC PRIORITY: ORGANISATIONAL EXCELLENCE

GOALS	ACHIEVEMENTS
Effective financial management	<ul style="list-style-type: none"> <li>• Implemented Nanango Office refurbishment within timeframes and budget</li> <li>• Implemented building maintenance and asset management plans</li> <li>• 2020/21 Annual budget is prepared and adopted by Council</li> <li>• Effective management of the 2019/20 budget with quarterly reviews provided to Council</li> <li>• Unqualified Audit from Queensland Audit Office</li> <li>• Delivered the relevant elements of the 10-year capital works plan aligning to asset management plans</li> <li>• Implemented mobile stores and inter office deliveries</li> <li>• Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations related to the South Burnett Day Hospital</li> </ul>
Effective corporate management	<ul style="list-style-type: none"> <li>• Conducted the 2020 quadrennial local government induction and training for Councillors</li> <li>• Ensure the integrity of the Council ICT network through best practise intrusion and protection principles</li> <li>• Operational Risk Registers and Treatment Plans developed, implemented and monitored</li> <li>• Manage the governance function promoting good governance and compliance with the relevant legislation for the administration of Council operations</li> <li>• Annual Operational Plan 2019/2020 reviewed and updated as adopted by Council</li> <li>• Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2019/20</li> </ul>
A skilled and sustainable workforce	<ul style="list-style-type: none"> <li>• Implemented Human Resource Management that fosters diversity, merit and equity, reward and recognition in the workplace</li> <li>• Reviewed the Safety Management System to foster a culture of employee health, safety and well-being</li> </ul>
Effective advocacy and strategic partnerships	<ul style="list-style-type: none"> <li>• Strengthened, maintained and actively contributed to the Wide Bay Burnett Regional Organisations of Council (WBBROC) advocating Council's strategic and operational position on key issues</li> </ul>
Quality customer service	<ul style="list-style-type: none"> <li>• Delivered public library services to the region pursuant to the State Library of Queensland Service Level Agreement and First 5 Forever Family Literacy Initiative</li> </ul>

## STRATEGIC PRIORITY: INFRASTRUCTURE

GOALS	ACHIEVEMENTS
Infrastructure that meets our communities needs	<ul style="list-style-type: none"> <li>• Grants, capital works and maintenance programs 2019/2020 delivered on time and within budget</li> <li>• Grant funded programs delivered in line with agreed program deliverables</li> <li>• Provided and maintained Council owned aerodromes as per legislative requirements</li> <li>• Reviewed the future management and operational arrangements of Coolabunia Saleyards and Council owned dip yards</li> <li>• Revised the ten year works program for the replacement, upgrade and construction of new transport assets</li> <li>• Reviewed and complied with water and wastewater customer service standards and developed a maintenance management system for water and wastewater infrastructure</li> <li>• State controlled road network on behalf of Department of Transport &amp; Main Roads <ul style="list-style-type: none"> <li>- Completed works to specification and in accordance with the Road Maintenance Performance Contract and Transport Infrastructure Contracts</li> </ul> </li> </ul>

# COMMUNITY FINANCIAL REPORT

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

**THIS SECTION** provides an overview of the financial reports and the major financial implications for Council and contains the following three principal reports:

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

## STATEMENT OF COMPREHENSIVE INCOME

(Refer to 'Financial Statements' on page 105)

This section indicates whether Council made a profit or loss.

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

These figures are based on accrual accounting principles. For example, all rates issued are included in income even though all rates are yet to be collected. These outstanding amounts would show in the Statement of Financial Position as an amount owed to Council. Therefore, the Statement of Comprehensive Income shows both cash and non-cash transactions including depreciation as an expense.

## TOTAL COMPREHENSIVE INCOME

The net result for 2019/20 was \$5,800,405 compared to the 2018/19 financial year \$6,118,606. This was largely driven by an increase in capital expenditure of \$8.8M. Capital expense is the net proceeds or loss on assets that have been sold or disposed of - see note 7 - Page 118. Council received \$1.272M less revenue and \$1.842M increase in recurrent expenditure in the 2019/20 financial year.

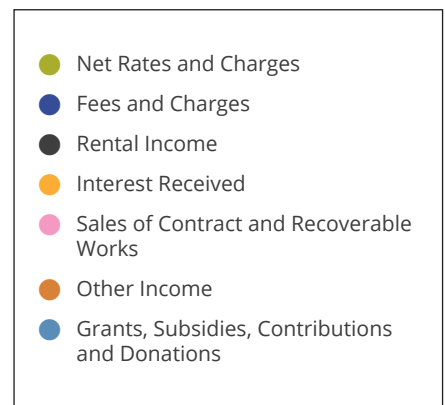
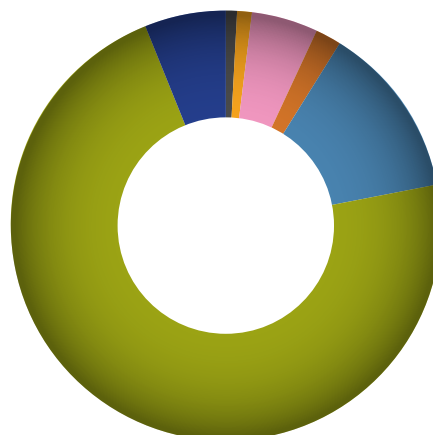
COMPREHENSIVE INCOME STATEMENT				
	2020	2019	2018	2017
Net Result	(5,800,405)	6,118,606	924,078	1,944,125
Other Comprehensive Income	(36,501,239)	(43,819,182)	100,712	59,842,264
Total Comprehensive Income	(42,301,644)	(37,700,576)	1,024,790	61,786,389

The Net Operating Result (excludes capital items) is a deficit of (\$2.386M). This is largely made up of unfunded transport depreciation.

SNAPSHOT - NET OPERATING RESULT				
	2020	2019	2018	2017
Revenue (R)	68,139,485	70,410,682	64,533,549	67,446,571
Expenses (E)	(70,525,924)	(68,683,374)	(64,927,089)	(64,479,198)
Operating Result – Profit/(Loss) (R-E)	(2,386,439)	1,727,308	(393,540)	2,967,373

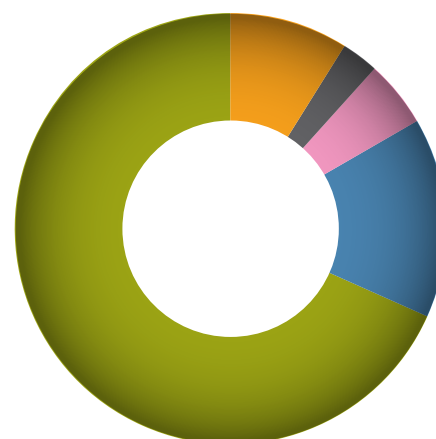
## OPERATING INCOME – WHERE THE MONEY CAME FROM

Rates and utility charges are Council's main source of income making up 72% of recurrent revenue. Other sources of revenue such as recoverable works, government grants and subsidies and fees and charges are also important sources that assist in funding the future growth of our region.





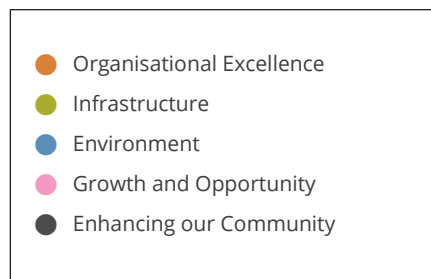
**“STRIVING TO DELIVER EXCELLENT ENVIRONMENTAL, SOCIAL AND ECONOMIC OUTCOMES”**



**OPERATING EXPENSES - WHERE THE MONEY WAS SPENT**

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

This year saw a small increase in employee benefits of \$286,253 and finance costs of \$236,846 with a decrease in materials and services of \$1,638,451. Depreciation had the largest effect on the net result with an increase of \$2,957,902. This was largely driven by the revaluation of the transport assets effective from 30 June 2019.



**STATEMENT OF FINANCIAL POSITION (REFER TO ‘FINANCIAL STATEMENTS’ ON PAGE 105)**

The Statement of Financial Position shows Council’s net accumulated financial worth at the end of each financial year. The Statement of Financial Position is broken down into three areas:

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

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

**ASSETS - WHAT OUR COMMUNITY OWNS**

The major components of our assets include:

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

Property, plant and equipment accounts for 92.7% of Council's assets. This is a significant investment for the community and requires astute management to ensure the level of service provided by these assets are maintained. As at 30 June 2020, Council held property, plant and equipment assets worth \$852,787,451. This is a decrease of \$41.7M compared to the prior year largely due to the revaluation of Buildings and Land assets. For a breakdown of assets refer to 'Note 12: Property, Plant and Equipment' - Page 122.

## LIABILITIES – WHAT OUR COMMUNITY OWES

The major components of our liabilities include:

- Payables;
- Employee benefits;
- Borrowings; and
- Provisions.

This year Council recognised Contract and Lease Liabilities for the first time with the adoption of new accounting standards. There was a decrease in total borrowings and provisions due to repayment of principle and discount rates respectively.

SNAPSHOT - NET OPERATING RESULT				
	2020	2019	2018	2017
Assets (A)	919,816,519	962,400,897	999,502,757	998,519,232
Liabilities (L)	(65,868,807)	(66,975,807)	(66,248,497)	(66,289,761)
Equity (A-L)	853,947,712	895,425,090	933,254,260	932,229,471

## STATEMENT OF CASH FLOWS

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

This statement only reports on actual cash and shows:

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

Council commenced the financial year with \$48,069,086 in the bank and ended the year with \$47,404,602. Therefore, Council spent \$664,483.

## CASH FLOWS FOR THE PERIOD ARE SEPARATED INTO OPERATING, INVESTING, AND FINANCING ACTIVITIES:

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

Council had a net cash inflow from operating activities of \$19,685,115. This is the amount that is 'available' to contribute to capital expenditure and repayments of borrowings. Of this balance, Council spent net cash outflows of \$17,476,560 on investing activities and net cash outflows of \$2,873,038 on financing activities.

## CURRENT RATIO

**Current Ratio = Current Assets divided by Current Liabilities**

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

Council's current ratio of 3.18:1 suggests Council is in a sound position to pay all its current debts when they fall due.

## COUNCIL BORROWINGS

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

Council did not take out any new borrowings in the 2019/20 year with principle repayments of \$2,849,274 being paid; see note 16 Borrowings - Page 133.

# OUR COUNCIL



# OUR COUNCIL

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

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

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

The local Government principles are:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement
- Good governance of, and by, local Government
- Ethical and legal behaviour of Councillors and local Government employees

## THE ELECTED COUNCIL

Local Government elections are held every four years by The Electoral Commission of Queensland, an independent and impartial body set up to run free and democratic elections in Queensland, including local Government elections. The last election for the South Burnett Regional Council was held in March 2020.

## ROLE OF COUNCILLORS

The South Burnett region covers an area of 8,397km<sup>2</sup> and is divided into six divisions with one Councillor elected to represent each division. All voters throughout the region elect the Mayor.

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

Councillors are responsible for:

- (a) Ensuring the local Government -
  - (i) discharges its responsibilities under this Act
  - (ii) achieves its Corporate Plan
  - (iii) complies with all laws that apply to local Governments
- (b) Providing high quality leadership to the local Government and the community
- (c) Participating in Council meetings,

policy development, and decision-making, for the benefit of the local Government area

(d) Being accountable to the community for the local Government's performance

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

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

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

## ROLE OF THE MAYOR

The Mayor has the following extra responsibilities:

- (a) Leading and managing meetings of the local Government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings
- (b) Leading, managing, and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of the local Government
- (c) Directing the Chief Executive Officer and senior executive employees, in accordance with the local Government's policies
- (d) Conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local Government including as a member of a committee, for example
- (e) Ensuring that the local Government promptly provides the Minister with the information about the local Government area, or the local Government, that is requested by the Minister

- (f) Being a member of each standing committee of the local Government
- (g) Representing the local Government at ceremonial or civic functions

## COUNCILLORS REGISTER OF INTEREST EXTRACTS

Pursuant to section 295 of the *Local Government Regulation 2012* (the Regulation), Council has available an

extract of each Councillor's Register of Interest at the Kingaroy Customer Service Centre or online at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au).

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

## REMUNERATION FOR ELECTED REPRESENTATIVES

Remuneration levels for Councillors are set by an independent State Government convened tribunal. Each year, the tribunal undertakes a review of the remuneration levels and publishes a report with their recommendations. Remuneration details for 2019/2020 reporting year are on page 26 'Councillor Remuneration'.

## COUNCILLOR'S CODE OF CONDUCT

Council has a strong commitment to open, accountable and ethical Government. The Code of Conduct for Councillors sets out behaviours and responsibilities for Councillors as required under the the Act. The key ethical principles of the code reflect the unique nature of Councillors' responsibilities within the context of local Government.

**The ethics principles are:**

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

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

## COUNCILLOR PORTFOLIOS

Each Councillor manages a portfolio. While Councillors have no decision-making authority on their own, they are expected to have a high-level knowledge of their portfolio. Councillors are responsible for chairing their respective portfolio briefings and are the official Council



# "BUILDING PARTNERSHIPS, SUPPORTING COMMUNITIES AND DELIVERING QUALITY SERVICES"



portfolio spokesperson. Councillors have been appointed as portfolio representatives to areas of personal interest and/or experience.

## ROLE OF THE CHIEF EXECUTIVE OFFICER AND EMPLOYEES

The Chief Executive Officer (CEO) provides leadership to the organisation and is responsible for ensuring Council's local laws, decisions and policies are implemented in line with the Act, other relevant legislation and Council's Corporate and Operational Plans. The CEO is also responsible for providing timely, professional advice to Council and managing a professional relationship with the Mayor and Councillors.

### Employee Responsibilities

All employees have the following responsibilities:

(a) Implementing the policies and priorities of the local Government in a way that promotes:

- (i) Effective, efficient and economical management of public resources
- (ii) Excellence in service delivery
- (iii) Continual improvement

(b) Carrying out their duties in a way

that ensures the local Government:

- (i) Discharges its responsibilities under this Act
- (ii) Complies with all laws that apply to local Governments
- (iii) Achieves its corporate plan
- (c) Providing sound and impartial advice to the local Government
- (d) Carrying out their duties impartially and with integrity,
- (e) Ensuring the employee's personal conduct does not reflect adversely on the reputation of the local Government
- (f) Improving all aspects of the employee's work performance
- (g) Observing all laws relating to their employment
- (h) Observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4
- (i) Complying with a code of conduct under the *Public Sector Ethics Act 1994*

### Chief Executive Officer responsibilities

The CEO has the following extra responsibilities:

- (a) Managing the local Government in a way that promotes:
  - (i) Effective, efficient and economical management of public resources

- (ii) Excellence in service delivery
- (iii) Continual improvement
- (b) Managing the other local Government employees through management practices that:
  - (i) Promote equal employment opportunities
  - (ii) Are responsive to the local Government's policies and priorities
- (c) Establishing and implementing goals and practices in accordance with the policies and priorities of the local Government
- (d) Establishing and implementing practices about access and equity to ensure that members of the community have access to:
  - (i) local Government programs
  - (ii) appropriate avenues for reviewing local Government decisions
- (e) The safe custody of:
  - (i) All records about the proceedings, accounts or transactions of the local Government or its committees
  - (ii) All documents owned or held by the local Government
- (f) Complying with requests from Councillors under section 170A of the *Local Government Act 2009*:

(i) For advice to assist the Councillor carry out his or her role as a Councillor

(ii) For information that the local Government has access to relating to the local Government

## Planning & Performance

### STRATEGIC PLANNING

Council is required to adopt a Corporate Plan. This document establishes the guiding framework and identifies the goals, objectives and strategies to be pursued by Council to meet the needs and aspirations of the community. The 2019/2020 to 2022/23 Corporate Plan is available at [www.southburnett.qld.gov.au/corporate-plan](http://www.southburnett.qld.gov.au/corporate-plan).

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

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

### PERFORMANCE MONITORING AND REPORTING

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

#### Internal:

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

#### External:

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



# OUR ELECTED REPRESENTATIVES

Local Government elections are held every four years. The last South Burnett Regional Council election was held 28 March 2020. South Burnett Regional Council's Local Government area is divided into six divisions with one Councillor elected to represent each division.



## MAYOR

### CR BRETT OTTO

Brett was elected Mayor in the 2020 elections.

Mayor Otto's great grandmother, Granny Strohmeyer (Otto) was amongst the first settlers, pioneering the development of farmland at Coolabunia in 1887.

His great grandfather, Carl Otto was a Councillor on the Nanango Shire Council in the early 1900's. Mr Otto's

grandfather worked on the Murgon Shire Council into his seventies and his father, Trevor Otto is the longest serving employee of Council, having served 51 years for the Murgon Shire and South Burnett Regional Councils.

Mayor Otto brings a wealth of experience to Council, having worked in government for 12 years and as a business owner and practicing public accountant for the past 20 years.

Mayor Otto is passionate about community, spending the vast majority of his time out in the community engaging with residents about their views and aspirations for our region. He is committed to open and transparent governance in the best interests of all residents. His strategic priorities include making South Burnett Regional Council a model Council in Queensland on integrity and accountability. He is also very committed to improving the quality of our roads, parks and gardens, creating population growth through economic development, developing the arts and providing programs that support our most vulnerable people.

His passion for community has seen him undertake a number of roles and charity work, including as the CEO of the Melanoma Awareness Foundation Queensland.

Mayor Otto and his wife raised their four (4) children in the South Burnett and remain very passionate about and committed to our beautiful region.

Mayor Otto is the portfolio representative for Social & Corporate Performance, People & Culture, Communications/Media, Finance and Information Communication Technology (ICT) and sits on the following Council and community committees:

- Reconciliation Action Plan
- Wide Bay Burnett Regional Organisation of Councils (WBBROC)
- Wide Bay Burnett Regional Road Transport Group (WBBRRTG)
- Kingaroy Stakeholder Consultative Group
- Audit Advisory Committee - Chair
- QRA Regional Recovery Representative



## COUNCIL ELECTED REPRESENTATIVES MARCH 2020



## DIVISION ONE

### CR ROZ FROHLOFF

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

Cr Roz Frohloff was first elected in March 2016 and was appointed unopposed in the 2020 election.

Cr Frohloff has lived in the South Burnett area all her life being born in Kingaroy and moved to Nanango in

1988 when she married her husband Lindsay from Yarraman and is the proud mother of three beautiful adult children Hayley, Nick and Courtney.

Cr Frohloff recalls that when she first was appointed as Councillor in 2016 she thought that she could just change the way things were done in Council but soon realised that it was “a complicated process, it’s just not that easy with all the legislation and regulations that have to be followed by all councils”. With strict Belcarra rules in place you have to be completely transparent and accountable in everything that you do during work times and even when you’re out with your family and friends.

“Being a Councillor is not as easy as the outside community may think”. On saying this, when Cr Frohloff was appointed as Councillor her constituents came to her with issues that they wanted fixed or changed and she has been working hard to try and achieve as much as possible for her Division as well as South Burnett region as a whole.

Some of Cr Frohloff’s accomplishments during her term in Council include:

- Fencing around Butter Factory Park for the safety of the children playing there

- Brisbane Street Drainage upgrade
- Rural Road (missing link) widening and sealing upgrade
- New playground equipment for Reg McCallum Park and Pioneer Park
- New industrial stove and oven in Nanango Cultural Centre
- Window replacement and air-conditioning at Nanango Cultural Centre
- Bike rack installation for the Nanango CBD
- Replacement of the Nanango State School pedestrian bridge
- Disabled parking upgrade at Butter Factory Park Inclusive playground
- In conjunction with the Nanango community and the Heritage Bank Nanango an all abilities playground making it the first in the South Burnett

Cr Frohloff holds the portfolio for Water, Wastewater and Waste Management and sits on the following Council committees:

- Local Disaster Management Group (LDMG) - Chair
- Australia Day Judging Panel
- South Burnett Regional Council Community Grants Committee
- Traffic Advisory Committee (April 2020)



## DIVISION TWO

### CR GAVIN JONES

Cr Jones was first elected in March 2016, re-elected unopposed in March 2020 and appointed as Deputy Mayor for the new term.

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

Cr Jones’ family are from the South Burnett and his grandfather was a Councillor for the former Nanango Shire Council for 21 years. Starting his career as an apprentice motor mechanic, Cr Jones went on to work with Energex for 10 years followed by leasing the Maidenwell Hotel in 2006 and taking ownership in 2008. Cr Jones said, “I served as President of the Maidenwell Community Group which gave me the urge to run as Councillor as I had been dealing with the Council first-hand for a few years.”

“As part of my election campaign I vowed to fight for Division 2 and the issues of the ratepayers which I will continue to do during my term in office. If anyone in Division 2 or the wider South Burnett region has an issue, I am more than willing to take the cause to Council until we get a resolution.”

Cr Jones has concentrated his efforts on working with the Infrastructure Department, particularly the Works branch, to review and plan new strategies which are now being implemented. Cr Jones said, “I am very comfortable and confident with the new strategies being implemented by the Works branch and there will

be dramatic improvement within the South Burnett roads network over the next 18 months.”

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

- Blackbutt Pool Committee (2019/2020)
- Local Disaster Recovery Sub-Group Infrastructure (Chair) (2019/2020)
- Traffic Advisory Committee (2019/2020)
- Reconciliation Action Plan Committee (April 2020)
- Wide Bay Burnett Regional Organisation of Councils (WBBROC) (April 2020)
- Wide Bay Burnett Regional Road Transport Group (WBBRTG) (April 2020)
- South Burnett Tourism Advisory Committee (April 2020)
- Mundubbera – Jandowae Road Working Group (April 2020)



## DIVISION THREE

### CR DANITA POTTER

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

Cr Potter has advised that during these very unprecedented times we have adapted and changed the way we do a lot of things; we now have a new normal. This has seen our libraries online program go ahead in leaps and bounds with the First Five Forever sessions along with many

different online information sessions and expanding our online resources helping us all to cross that digital divide. We also have incredible and talented artists in our beautiful South Burnett, and with the support of the Central Queensland Regional Arts Services Network (CQ RASN) we have had a chance to see our artwork on the Peanut Silos.

Cr Potter has said that she lives in one of the most beautiful places and that she enjoys working with a comprehensive cross section of the South Burnett community, stakeholders and government organisations to progress and improve the whole region with the intention to make the South Burnett a happy, healthy, prosperous and more attractive region to live.

Cr Potter is the portfolio representative for Community, Arts, Heritage and Sports and Recreation and sits on the following Council and community committees:

- Community Grants Program Assessment Panel (Chair)
- Local Disaster Recovery Sub-Group: Human and Social (Chair)
- Local Disaster Management Group (Deputy Chair)

- Regional Arts Development Fund (RADF)
- Kingaroy Community Consultative Committee (Health)
- South Burnett Community Police Consultative Committee (April 2020)
- South Burnett Drought Resilience Committee (April 2020)
- South Burnett Community Network Committee (Interagency)
- South Burnett Suicide Prevention Working Group (Chair)
- SB Stronger Family Local Level Alliance
- Kingaroy Local Ambulance Committee
- Kingaroy Christmas Carnival Committee
- Kingaroy Australia Day Committee
- South Burnett Relay for Life Committee
- CQ RASN Steering Committee
- Wide Bay Burnett Regional Organisation of Councils (WWBROC) Arts Advisory Committee (Chair)
- 4610 Partnerships for Kids
- Wide Bay Burnett Regional Organisation of Councils (WWBROC) Sport and Recreation Committee (Chair)



## DIVISION FOUR

### CR KIRSTIE SCHUMACHER

Cr Schumacher was elected to South Burnett Regional Council for her first term in 2020.

Cr Schumacher represents Division 4 which includes the localities of Memerambi, Booie and Kingaroy.

Cr Kirstie Schumacher is a small business owner and brings a positive and innovative approach to Council with a broad range of professional and lived experiences. She is passionate about people and the future of the South Burnett.

Her career has included five (5) years working for Stanwell Corporation as a community relations advisor at Tarong Power Stations and Meandu Mine. She also worked providing corporate services support for not-for-profit South Burnett CTC Inc and in local hospitality and retail stores. Cr Schumacher is nearing completion of a Bachelor of Communication, Marketing and Media with USQ. Her work across the region has meant she has learned firsthand about the challenges our community faces, and is keen to work together, to ensure our sustainability and encourage the growth of our region.

After completing her business traineeship at Nanango State School in 2005, Kirstie started as a junior customer service officer for Nanango Shire Council in 2006. She completed her Diploma of Local Government - Governance and Administration and worked with South Burnett Regional Council during amalgamation in areas of policy development, corporate planning, annual reporting and supporting Council with graphic design, including corporate branding, community events and specialist projects.

At 19, Kirstie and her now husband

Wayne built their first home, two years later started their own family operated drilling business in partnership with her brother and sister in-law, Evan and Tamara Schumacher. Some 12 years later, they have diversified their operations to invest in their love of agriculture, grazing cattle, growing peanuts and grain, and establishing their own avocado orchard.

She grew up in Blackbutt and is proud to be raising her children Decklan and Grace with strong country values here in the South Burnett. She continues to be an active member across our community, is a regular volunteer, and enjoys being a board member for the Red Earth Community Foundation Board and being part of the South Burnett Community Leadership Program Alumni.

Cr Schumacher is the portfolio holder for Economic Development, Agriculture and Tourism and sits on the following Council and community committees:

- Burnett Inland Economic Development Organisation (BIEDO)
- South Burnett Tourism Advisory Committee
- BIEDO Sub Committee – Ag Network



## DIVISION FIVE

### CR KATHY DUFF

Cr Duff was first elected in 2008 and has been re-elected in 2012, 2016 and 2020.

Cr Duff represents Division 5 which includes the following localities: Abbeywood, Barlil, Boondooma, Bye, Chelmsford, Cobbs Hill, Crownthorpe, Ficks Crossing, Glenrock, Greenview, Hivesville, Kawl Kawl, Keysland, Kitoba, Leafdale, Manyung, Marshlands, Merlwood, Moffatdale, Mondure, Moondooner, Murgon, Oakdale, Okeden, Proston, Redgate, Silverleaf,

Speedwell, Stalworth, Stonelands, Sunny Nook, Tablelands, Wigton, Winderera, Wondai and Wooroonden

Cr Duff lives on the family property Di Di Station that was selected in 1916 by her grandfather John Patrick Duff who also served as a Councillor. Cr Duff runs her own cattle grazing and timber business and has a strong interest in the equine industry and pursuing a hobby as a silversmith.

Cr Duff is involved in numerous community organisations and in 2007 was named Queensland Country Life All-Rounder of the Year. In 2019 Cr Duff was awarded the prestigious Butch Lenton Memorial Award at the LGAQ Conference in Cairns.

Cr Duff is the portfolio representative for Natural Resource Management, Rural Services, Parks and Indigenous Affairs. (2019 to April 2020) Natural Resource Management, Rural Resilience, Parks and Gardens, Indigenous Affairs and Property and Facility Management. (updated April 2020 new term)

Cr Duff sits on the following Council committees:

- Boondooma Homestead Management Advisory Committee (2019/2020)

- Murgon Sports Association (2019/2020)
- Reconciliation Action Plan Committee (2019/2020)
- South Burnett Community Network Committee (interagency) (April 2020)
- BIEDO Sub Committee - Ag Network (April 2020)
- Mundubbra – Jandowae Road Working Group (April 2020)
- South Burnett Drought Resilience Committee (April 2020)
- Wide Bay Burnett Regional Organisation of Councils (July 2019 – April 2020)
- Wide Bay Burnett Regional Road Transport Group (July 2019 – April 2020)
- Rural Services (July 2019 – April 2020)
- Burnett Inland Strategic Roads Group (April 2020)
- Community Grants Program Assessment Panel (2019/2020)
- Local Disaster Recovery Sub-Group Environment (Chair) (2019/2020)
- South Burnett PCYC Steering Committee (2019/2020)



## DIVISION SIX

### CR SCOTT HENSCHEN

Cr Henschen was elected to South Burnett Regional Council for his first term in 2020.

Cr Henschen represents Division 6 which includes the following localities:

Alice Creek, Ballogie, Benair, Boondooma, Boyneside, Brigooda, Chahpingah, Charlestown, Corndale, Crawford, Dangore, Durong, Fairdale, Gordonbrook, Greenview, Haly Creek, Inverlaw, Ironpot, Keysland, Kingaroy, Kumbia, Mannuem, Melrose, Memerambi, MP Creek, Mt McEuen,

Tingoora, Wattle Grove, Wilkesdale, Wondai and Wooroolin.

Cr Henschen was born and bred in the South Burnett and is 3rd generation on his farm, a mixed grazing and agricultural property in the district of Ironpot.

Schooled locally, Cr Henschen then worked for some wonderful people from the top of Australia to the bottom, mostly in the rural sector. Cr Henschen said “the South Burnett is home. Why? Because we are in the middle of everywhere, a great place to be”.

“Community spirit, support and commitment are my priorities, being able to represent Division 6 and the South Burnett Regional Council is an honour and one not taken lightly” Cr Henschen said.

Councils are forever being challenged, teamwork and positivity is essential for success as there is no “I” in Team, so we look forward to an ever-improving future.

Cr Henschen is the portfolio representative for Rural Services, Natural Resource Management, Planning and Compliance Services and sits on the following Council and community committees:

- Boondooma Homestead Management Advisory Committee
- Kingaroy Community Police Consultative Committee
- South Burnett Community Network Committee
- Traffic Advisory Committee
- BIEDO Sub-committee – Ag Network

## OUR ELECTED REPRESENTATIVES - **PAST**

Local Government elections are held every four years. The last South Burnett Regional Council election was held 28 March 2020. South Burnett Regional Council's local Government area is divided into six divisions with one Councillor elected to represent each division.



**FORMER MAYOR**

### CR KEITH CAMPBELL

*First elected in 2008 to the newly formed South Burnett Regional Council then re-elected in 2012 and 2016.*

Having lived his entire life in the South Burnett, former Mayor Campbell had 22 years' experience as a Councillor - nine years with the former Kingaroy Shire Council and thirteen years with the South Burnett Regional Council. Elected (unopposed) in 2008 to represent Division 4 in the South Burnett, Councillor Campbell subsequently successfully contested the 2012 and 2016 local government elections.

Mayor Campbell spent his early life

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

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

Mayor Campbell was the portfolio representative for Economic Development, Governance and Communications.



**FORMER DIVISION 4 COUNCILLOR**

### CR TERRY FLEISCHFRESSER

*First elected March 2016 and served until March 2020.*

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

Cr Fleischfresser has conducted businesses for over 40 years and served as a Councillor on the former

Kingaroy Shire Council for eight years.

Cr Fleischfresser has had an extensive career with community organisations.

Cr Fleischfresser was the portfolio representative for Property and Planning.



**FORMER DIVISION 6 COUNCILLOR**

### CR ROS HEIT

*First elected in 2013, re-elected 2016 and served until March 2020.*

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

Councillor she could be.

Cr Heit promoted the South Burnett as a great place to live and was passionate about developing the area whilst maintaining the long-term sustainability of its environment, the viability of rural industries and the friendliness of country living. In 2018 she was awarded the Queensland Rural, Regional and Remote Womens Network (QRRRW) Leadership Award for her contribution to the community.

Cr Heit was the portfolio representative for Finance, Information Communication Technology and People and Culture.



# COUNCIL DECISIONS

As shown below, 2019/20 was a busy year for the elected members and Council staff with 413 resolutions recorded.

## COUNCIL MEETINGS AND MINUTES

General Meetings of Council are held on the third Wednesday of every month unless otherwise advertised. Unconfirmed minutes are available for inspection no later than ten days after each meeting and copies of confirmed minutes are available for purchase at Council's Customer Service Centres and libraries at applicable photocopying charges. Council minutes may also be accessed via Council's website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au).

## COUNCILLOR MEETING ATTENDANCE

Pursuant to section 186(c) of the Regulation, a total of 12 Ordinary Council Meetings and two Special Meetings were held during the period July 2019 to June 2020. Meeting attendance by Councillors for the reporting period is shown in the table below.

## COUNCILLOR ATTENDANCE 2019/20

Meeting Date	17/07/2019	21/08/2019	18/09/2019	23/10/2019	06/11/2019	20/11/2019	11/12/2019	15/01/2020	19/02/2020	18/03/2020	20/04/2020	29/04/2020	20/05/2020	17/06/2020
Cr Brett Otto											✓	✓	✓	✓
Cr Kathy Duff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Kirstie Schumacher											✓	✓	✓	✓
Cr Roz Frohloff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Gavin Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Danita Potter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Scott Henschen											✓	✓	✓	✓
Cr Keith Campbell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Cr Ros Heit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗				
Cr Terry Fleischfresser	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓				

■ = Special Meeting

## FORMAL COUNCIL RESOLUTIONS 2019/20

Meeting Type	Date	Decisions
General Meeting	17/07/2019	39
General Meeting	21/08/2019	45
General Meeting	18/09/2019	34
General Meeting	23/10/2019	35
Special Meeting	06/11/2019	1
General Meeting	20/11/2019	31
General Meeting	11/12/2019	46
General Meeting	15/01/2020	37
General Meeting	19/02/2020	23
General Meeting	18/03/2020	16
Special Meeting	20/04/2020	6
General Meeting	29/04/2020	26
General Meeting	20/05/2020	30
General Meeting	17/06/2020	44
<b>Total</b>		<b>413</b>



## COUNCILLOR INFORMATION 2019/20

### In relation to Councillors, the Annual Report must contain:

• the total number of the following during the financial year		
• orders made under section 150I(2) of the LGA	LGR s186	Nil
• orders made under section 150AH(1) of the LGA		Nil
• decisions, orders and recommendations made under section 150AR(1) of the LGA		Nil
• each of the following during the financial year		
• the name of each councillor for whom a decision, order or recommendation under section 150I(2), 150AH(1) or 150 AR(1) of the LGA was made	LGR s186	Nil
• a description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the councillors;		Nil
• a summary of the decision, order or recommendation made for each councillor;		Nil

### For councillors, the annual report must also contain the number of each of the following during the financial year:

• complaints referred to the assessor under section 150P(2)(a) of the LGA by the local government, a councillor of the local government or the chief executive officer of the local government	LGR s186 (1) (f)(i) –(iv)	5
• matters, mentioned in section 150P(3) of the LGA, notified to the Crime and Corruption Commission		Nil
• notices given under section 150R(2) of the LGA		Nil
• notices given under section 150S(2)(a) of the LGA		Nil
• decisions made under section 150W(1)(a), (b) and (d) of the LGA (1 July 2019 to 31 August 2019);	LGR s186 (1)(f)(v) and s353	9
• decisions made under section 150W(1)(a), (b) and (e) of the LGA (1 September 2019 to 30 June 2020);		
• referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the LGA	LGR s186 (1)(f)(vi)–(vii)	Nil
• occasions information was given under section 150AF(4)(a) of the LGA		Nil
• applications heard by the conduct tribunal	LGR s186(1) (f)(ix) and s353	Nil
• about the alleged misconduct of a councillor (1 July 2019 to 31 August 2019), and		
• under chapter 5A, part 3, division 6 of the Act about whether a councillor engaged in misconduct or inappropriate conduct (1 September 2019 to 30 June 2020)		Nil

## COUNCILLOR DISCRETIONARY FUNDS

Pursuant to section 189 of the Regulation, Council must report on expenditure from Councillor discretionary funds. Councillors were allocated discretionary funds for the 2019/20 financial year as per the adjacent table.

Refer to 'Councillor Discretionary Fund Allocations' on page 100 for the full details of each Councillor.

Name	Amount
Mayor Brett Otto (Former Mayor Keith Campbell)	\$6,000.00
Cr Roz Frohloff - Division 1	\$4,000.00
Cr Gavin Jones - Division 2	\$4,000.00
Cr Danita Potter - Division 3	\$4,000.00
Cr Kirstie Schumacher (Former Cr Terry Fleischfresser) - Division 4	\$4,000.00
Cr Kathy Duff - Division 5	\$4,000.00
Cr Scott Henschen (Former Cr Ros Heit) - Division 6	\$4,000.00

## COUNCILLOR REMUNERATION

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

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

In accordance with section 247 of the Regulation, Council pays the following remuneration rates based on the Councillor Remuneration and Discipline Tribunal 2018 Report:

- Mayor - the rate payable of \$130,584
- Deputy Mayor - the rate payable of \$81,615
- Councillor - the rate payable of \$69,372

Pursuant to section 186(a) of the Regulation, the Councillor remuneration and superannuation contributions for 2019/20 are outlined in the table below:

Name	Position	Payment Amount	Super	Motor Vehicle	Total
Cr Brett Otto	Mayor*	\$23,103.32	\$2,194.80		<b>\$23,103.32</b>
Cr Keith Campbell	Mayor (Former)	\$107,813.75	\$12,120.29		<b>\$107,813.75</b>
Cr Gavin Jones	Councillor - Division 2 (Elected Deputy Mayor - March 2020)	\$71,518.39	\$6,586.51	\$6,820.00	<b>\$78,338.39</b>
Cr Kathy Duff	Councillor - Division 5 / Former Deputy Mayor 2016-2020)	\$79,425.89	\$9,788.39	\$9,710.00	<b>\$89,135.89</b>
Cr Roz Frohloff	Councillor - Division 1	\$69,352.30	\$8,319.74	\$6,820.00	<b>\$76,172.30</b>
Cr Danita Potter	Councillor - Division 3	\$69,352.30	\$8,319.74	\$4,397.60	<b>\$73,749.90</b>
Cr Kirstie Schumacher	Councillor - Division 4*	\$12,273.49	\$1,472.78	\$460.00	<b>\$12,733.49</b>
Cr Ros Heit	Councillor - Division 4 (Former)	\$57,078.81	\$7,039.06	\$8,560.00	<b>\$65,638.81</b>
Cr Scott Henschen	Councillor - Division 6*	\$12,273.49	\$1,472.78	\$1,150.00	<b>\$13,423.49</b>
Cr Terry Fleischfresser	Councillor - Division 6 (Former)	\$57,078.81	\$5,572.63	\$3,424.00	<b>\$60,502.81</b>
<b>Total</b>		<b>\$559,270.55</b>	<b>\$62,886.72</b>	<b>\$41,341.60</b>	<b>\$600,612.15</b>

\* Elected Local Government Election March 2020

## COUNCILLOR EXPENSES

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

Pursuant to section 186(b) of the Regulation, the Councillor expenses incurred during the 2019/20 year are outlined in the following table:

Name	Phone	Vehicle & Fuel	Accomm/ Meals & Incidentals	Hospitality	Training / Conferences	Travel	Other	Total
Brett Otto*	\$169.93			\$109.55	\$233.34			<b>\$512.82</b>
Keith Campbell	\$663.41	\$15,483.30	\$2,233.49	\$598.69	\$1,400.00	\$665.31	\$7,997.64	<b>\$29,041.84</b>
Gavin Jones	\$788.17		\$475.39	\$86.36	\$1,287.89		\$4,050.03	<b>\$6,687.84</b>
Kathy Duff	\$1,312.94		\$915.53		\$1,400.00	\$416.77	\$3,856.55	<b>\$7,901.79</b>
Roz Frohloff	\$709.47		\$320.24		\$1,054.55		\$3,475.20	<b>\$5,559.46</b>
Danita Potter	\$715.06		\$375.60		\$1,054.55		\$4,000.00	<b>\$6,145.21</b>
Kirsty Schumacher*	\$109.08							<b>\$109.08</b>
Ros Heit	\$606.96		\$494.51		\$1,054.55		\$4,109.10	<b>\$6,265.12</b>
Scott Henschen*	\$109.08							<b>\$109.08</b>
Terry Fleischfresser	\$602.12		\$475.39		\$1,054.55		\$3,800.00	<b>\$5,932.06</b>

\* Elected Local Government Elections March 2020

## COUNCILLOR PROFESSIONAL DEVELOPMENT

Conference/Training	Date	Who attended
Local Government Association of Queensland (LGAQ) Bush Connection - Roma	6-8 August 2019	Cr Frohloff, Cr Jones, Cr Potter, Cr Fleischfresser, Cr Heit
Local Government Association of Queensland (LGAQ) Annual Conference	14-16 October 2019	Mayor Campbell, Cr Duff
DV-alert General Workshop - Kingaroy	11-12 March 2020	Cr Potter
Department of Local Government, Racing and Multicultural Affairs (DLGRMA) - Induction training for new and re-elected Councillors and Mayors  (Good Decision Making; Meeting Procedures; Material Personal Interests & Conflict of Interest and Planning & Development)	June 2020	Mayor Otto, Cr Jones
Department of Local Government, Racing and Multicultural Affairs (DLGRMA) - Induction training for new and re-elected Councillors and Mayors  (Good Decision Making; Meeting Procedures; Material Personal Interests & Conflict of Interest and Planning & Development; Health & Well being and Register of Interests)	June 2020	Cr Potter
Civic Leaders Summit 2020 (Online)	15-17 June 2020	Mayor Otto, Cr Jones

## MAYOR - DEPUTATIONS AND VISITING DIGNITARIES

Dignity	Date	Place	Topic
His Excellency the Honourable Paul de Jersey AC Governor of Queensland	1 November 2019	Murgon	Water Security – Paradise Dam; Telecommunications; Urban Revitalisation Projects – Murgon, Kingaroy, Kumbia; Drought; Wastewater Treatment Plant Kingaroy
Premier Anastacia Palaszczuk	27 November 2019	Brisbane	Urban Water Security; Revitalisation of Kingaroy; Telecommunications; South Burnett Development Plan & Investment Ready; mpact of Drought
Deputy Prime Minister Michael McCormack	4 December 2019	Canberra	Revitalisation of Kingaroy
Minister David Littleproud, Senator James McGrath, Ken O'Dowd MP	4 December 2019	Canberra	Urban Water Security; Revitalisation of Kingaroy; Telecommunications; South Burnett Development Plan & Investment Ready; Impact of Drought



**COUNCIL FUNDED \$141,541.85 IN COMMUNITY GRANTS**

Building vibrant, healthy, supportive and inclusive communities.



**COUNCIL ANSWERED 33,342 CALLS**

A strong, sustainable regional economy supported by diverse and innovative sectors.



**COUNCIL MULCHED 19,000M<sup>3</sup> GREEN WASTE**

A sustainable environment, responsibly managed in partnership with the community.



**COUNCIL EMPTIED 730,881 WHEELIE BINS**

An organisation that is characterised by effective leadership, and quality service delivery.



**COUNCIL RESHEETED APPROXIMATELY 100KM OF ROAD NETWORK**

Infrastructure for our growing community delivered on sound asset management principles.

## POLICIES UPDATED DURING 2019/20

Branch	Policy Name	Corporate / Operational / Administrative	Adopted / Sign Off Date
Finance	Corporate Credit Card Policy	Statutory	17 Jul 2019
Social & Corporate Performance	Contact with a Lobbyist Policy	Statutory	17 Jul 2019
Social & Corporate Performance	Public Interest Disclosure Policy	Statutory	17 Jul 2019
Finance	Sundry Debtors Recovery & Refund Policy	Statutory	21 Aug 2019
People & Culture	Recognition of Service Policy	Administrative	21 Aug 2019
Social & Corporate Performance	Surveillance Camera Operations Policy	Statutory	21 Aug 2019
Social & Corporate Performance	Community Grants Program Policy	Strategic	21 Aug 2019
Social & Corporate Performance	Complaints Management Policy	Statutory	11 Dec 2019
Finance	Procurement Policy	Statutory	11 Dec 2019
Office of the CEO	Caretaker Period Guidelines	Statutory	15 Jan 2020
Finance	Revenue Policy 2020/2021	Statutory	29 Apr 2020
Social & Corporate Performance	STAT-003 Councillor Portfolio Representative Policy	Statutory	29 Apr 2020
Corporate	STAT-004 Acceptable Request Guidelines Policy	Statutory	29 Apr 2020
Social & Corporate Performance	Acceptable Request Guidelines Policy - Appendix 1	Statutory	29 Apr 2020
Social & Corporate Performance	STAT-001 Councillor Code of Conduct Policy	Statutory	29 Apr 2020
Social & Corporate Performance	STAT-002 Expenses Reimbursement Policy for Councillors	Statutory	29 Apr 2020
Finance	STAT-008 Disposal of Assets Policy	Statutory	20 May 2020
Finance	STAT-009 Investment Policy 2020/2021	Statutory	17 Jun 2020
Finance	STAT-0010 Debt Policy 2020/2021	Statutory	17 Jun 2020
Finance	STAT-007 Procurement Policy	Statutory	17 Jun 2020



# OUR ORGANISATION



---

# OUR ORGANISATION

Council plays a pivotal role within the community by providing and maintaining essential infrastructure and quality services - fundamental to the provision of the livability of the South Burnett.

---

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

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

Council plays a fundamental role in influencing and maintaining the general health, wellbeing and lifestyle of the community. Together we are

building a vibrant, healthy, supportive and inclusive community by delivering a range of health, safety, social, cultural, lifestyle, leisure programs, services and activities across the region.

The Council is the governing body who appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic priorities and plans of Council. Three General Managers together with the CEO form the Senior Executive Team (SET) and lead the organisation's administration.

The SET meet on a weekly basis to decide on strategic and policy issues and to oversee the operations of Council. A monthly meeting is set to

examine and consider forthcoming Council meeting agendas. Members of the SET attend all Council meetings and provide Council with information and advice to enable Council to make informed decisions on strategic and policy matters. The SET is supported by managers and staff who are responsible for effecting policies and directions set by the Council.

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



**“WE ACCEPT  
RESPONSIBILITY FOR  
OUR DECISIONS &  
ACTIONS”**

# Our Structure



**CONTROLLED ENTITIES**

South Burnett Community Hospital Foundation Ltd

**AUDIT COMMITTEE**

**INTERNAL AUDIT**

**EXECUTIVE SERVICES**

**PEOPLE & CULTURE**

**ECONOMIC DEVELOPMENT**

**CHIEF EXECUTIVE OFFICER**

Mr Mark Pitt PSM

**SENIOR EXECUTIVE TEAM**

**COMMUNITY**  
Mr Peter O'May  
General Manager

**FINANCE & CORPORATE**  
Mrs Susan Jarvis  
General Manager

**INFRASTRUCTURE**  
Mr Aaron Meehan  
General Manager

The Senior Executive Team work together with the Chief Executive Officer and Council to achieve the shared goals and vision of Council.

- COUNCIL MANAGEMENT ADVISORY COMMITTEES**
- \_\_\_\_\_
  - Audit Advisory Committee
  - \_\_\_\_\_
  - Boondooma Homestead Management Advisory Committee
  - \_\_\_\_\_
  - South Burnett Directions
  - \_\_\_\_\_
  - Traffic Advisory Committee
  - \_\_\_\_\_
  - Risk Management Committee

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

The Office of the Chief Executive Officer provides executive services, human resource management, workplace health and safety, industrial relations, economic development and tourism marketing services to assist in the overall effectiveness, productivity and performance of Council.



## EXECUTIVE SERVICES

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



## PEOPLE & CULTURE

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



## ECONOMIC DEVELOPMENT

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

2020 Australia Day new citizens with Mayor Keith Campbell





## EXECUTIVE SERVICES

### MEETING AGENDAS AND WORKSHOPS

**THE** Executive Services team are responsible for the coordination of Council meetings and strategic workshops including the preparation of agendas, recording minutes and forwarding various action requests. In excess of 90 Council meetings, strategic workshops, Senior Executive Team and Senior Management Team meetings were organised during 2019/20 by the Executive Services team.

### CORPORATE EVENT COORDINATION

The Executive Services team successfully coordinated the following corporate events throughout the 2019/20 financial year:

- Citizenship ceremonies
- Australia Day Awards and ceremony
- Anzac Day
- Mayor's Breakfast
- Mayor's Christmas Charity Luncheon
- Christmas Lights competition

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

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

### CITIZENSHIP CEREMONIES

Citizenship ceremonies provide a formal welcome to new citizens as full members of the Australian community. The Mayor is authorised under the authority of the Minister for Immigration, Citizenship and Multicultural Affairs, The Honourable David Coleman MP to preside over Citizenship ceremonies in the South Burnett Region. Acquiring Australian citizenship enables those doing so to participate fully in our inclusive society, realise aspirations and achieve their full potential, regardless of their race, background, gender, religion, language or place of birth.

It has been a busy year with quite a few South Burnett residents becoming Australian Citizens, the Mayor has

officialled 53 ceremonies over the last financial year.

We offer our new candidates for Australian citizenship two options in completing their citizenship ceremonies, the first is a public ceremony held on Australia Day, Australian Citizenship Day or at a Council Meeting. The second option is a private ceremony with the Mayor (this option has to be approved by the Department of Home Affairs case by case). For the public ceremonies State and Federal members are also invited to attend.

The ceremony commences with the Mayor giving a welcome speech and reading a Message from the Minister, The Honourable David Coleman MP welcoming the new citizens. The new citizens will then take the Australian Pledge administered by the Mayor and concludes with the playing of the National Anthem. The Mayor also likes to present each new citizen with a copy of the "Landscapes of Change" book set which is a history of the South Burnett to commemorate this very special occasion.

Citizenship Ceremonies were held during the following months:

Month	No of New Citizens
August 2019	11
October 2019	16
January 2020	16
March 2020	10
<b>Total</b>	<b>53</b>

### MAYOR'S CHRISTMAS LUNCHEON - NOVEMBER 2019

Shane Webcke was guest speaker at the annual Mayor's Community Christmas Luncheon held at Kingaroy

Town Hall on 22 November 2019.

The luncheon raised just over \$5,400 (exc GST) which went towards food vouchers from Kingaroy Supa IGA, which were distributed to South Burnett families in need over Christmas.

Mayor Campbell said "There are many families that struggle during the Christmas period and this luncheon is our way to help support our community during this time".

Sue Dowideit-Reiger and the Kingaroy State High School Choir provided live music on the day, while the QCWA once again prepared a wonderful two-course meal.

Mayor Campbell would like to acknowledge and thank the many local businesses and groups that contributed towards the luncheon, which would not have proceeded without their support: Kingaroy Supa IGA, QCWA, Bunnings Group – Kingaroy Warehouse, Muffin Break, Jamaica Blue, Deb Frecklington MP, Nichols Printing, Swickers, Sunpork, South Burnett Times, Stanwell, CrowFM, Wayne's World (Kingaroy), Martoo Review, BigW, South Burnett Online, Barry Krosch, The Sauceman, Peter Curtis, Kingsley Grove Estate, Justin Libinsky, Sue Dowideit-Reiger, Kingaroy State High School choir, and Clive Reinbott.

### ANZAC DAY ACROSS THE SOUTH BURNETT - APRIL 2020

Due to COVID-19 Anzac Day events across the region were cancelled.

### MAYOR'S COMMUNITY CHARITY BREAKFAST – LAUNCH OF RELAY FOR LIFE - MAY 2020

Due to COVID-19 the 2020 Mayor's Community Breakfast was not held.



## AUSTRALIA DAY AWARDS

### 25 JANUARY 2020

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

The official awards ceremony was held on the eve of Australia Day, Saturday 25 January 2020 at the Kingaroy Town Hall.

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



South Burnett Style - Australia Day mascot

Award - South Burnett	Recipient
Citizen of the Year	Mark Beil
Young Citizen of the Year	Brenna Prendergast
Organisation of the Year	Murgon Junior Rugby Club
Lifetime Achiever Award	Glenda Perry
Volunteer of the Year	John Power
Cultural Award (Senior)	Lee Porter
Cultural Award (Junior)	Emma Stewart
Junior Sportsperson of the Year	Paige O'Connor
Senior Sportsperson of the Year	Neil Collard
Sportsperson of the Year (Coach/ Official or Administrator)	Chris Bodey
Award - Local Achiever by town	Recipient
Wondai / Tingoora	Chris Bodey
Kingaroy	Michael Murphy
Kumbia	Nil
Murgon	Heath & Rowena Sander
Hivesville / Proston	Linda Rea
Blackbutt / Benarkin	Nil
Wooroolin / Memerambi	Nil
Nanango	John Duffy

Image below: Australia Day Ambassador Ken Donald presenting the South Burnett Young Citizen of the Year Award.





**MARK BEIL**  
Citizen of the Year



**BRENNA PRENDERGAST**  
Young Citizen of the Year



**MURGON JUNIOR RUGBY CLUB**  
Community Organisation



**GLENDA PERRY**  
Lifetime Achievement



**JOHN POWER**  
Volunteer of the Year



**LEE PORTER**  
Senior Cultural Award (Accepted on behalf of Lee Porter)



**EMMA STEWART**

Junior Cultural Award



**PAIGE O'CONNOR**

Junior Sportsperson



**NEIL COLLARD**

Senior Sportsperson



**CHRIS BODEY**

Sportsperson Coach/Official or Administrator



**CHRIS BODEY**

Local Achiever  
Wondai / Tingoorra



**MICHAEL MURPHY**

Local Achiever  
Kingaroy



**HEATH & ROWENA SANDER**

Local Achiever  
Murgon



**LINDA REA**

Local Achiever  
Hivesville / Proston



**JOHN DUFFY**

Local Achiever  
Nanango



**AUSTRALIA DAY AMBASSADOR KEN DONALD  
WITH FORMER MAYOR KEITH CAMPBELL**



2020 Australia Day award recipients

## FUDOOKA STUDENT VISIT

29 JULY 2019

Mayor Keith Campbell welcomed a group of students and two teachers visiting from Japan's Fudooka Senior High School during July 2019.

*Image Right: Mayor Campbell and visiting Fudooka students outside the Klngaroy Town Hall.*



## OFFICIAL OPENING NANANGO - 23 JANUARY 2020

Mayor Keith Campbell performed the Official Opening of the Nanango Customer Service Centre, Library and Green Family Place on 23 January 2020.

*Image Left: Cr Frohloff and Mayor Campbell unveil the official plaque Nanango Customer Service Centre and Library. Image Below: Opening of Green Family Place – Cr Frohloff, Mary Green, Mayor Campbell and Barry Green.*



## BUTCH LENTON MEMORIAL INNOVATION AWARD

15 OCTOBER 2019

Cr Duff was awarded the 2019 Butch Lenton Memorial Bush Council Innovation Award at the 2019 LGAQ Annual Conference Gala Dinner on 15 October 2019. The award honours the memory of former Mayor of the Winton Shire, Butch Lenton, and recognises innovation in bush Councils. Cr Duff said that she was delighted to have received the award because it recognises the pragmatic approach of people in the bush.

*Image Right: Cr Duff receiving her award during the LGAQ Annual Conference Gala Dinner.*



# COMMUNICATIONS

**EFFECTIVE** communication with residents and businesses is vital to Council. Encouraging engagement and feedback is essential to Council's strategic planning, infrastructure planning and delivery of services to the community.

Council also recognises the importance of effective communication internally to ensure our employees are informed and engaged.

With the COVID-19 pandemic rearing its head in early 2020, now, more than ever, it has never been more important for Council to communicate effectively with residents, media, partners and employees.

Whether it's to encourage greater self-service or to promote understanding of local priorities, effective communication has the power to engage communities, challenge misconception and help Council

achieve its objectives.

Initiatives during the 2019/20 year include:

- Changeover to a new website platform with increased functionality / interactivity
- Increased use of social media
- Strengthening media relations
- Creation of Council publications including Annual Report, Corporate Plan, Rates Brochure, Budget documents, flyers, factsheets and advertising material
- Get Ready preparedness in conjunction with Get Ready Week in October 2019
- Dissemination of COVID-19 information and assistance via media releases, website, social media and flyers / publications



## MEDIA RELEASES 2019/20

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

## MEDIA ENQUIRIES 2019/20

2019	Jul	Aug	Sep	Oct	Nov	Dec
	N/A	N/A	7	9	11	2
2020	Jan	Feb	Mar	Apr	May	Jun
	11	3	3	7	20	23

## SOCIAL MEDIA - FACEBOOK POSTS 2019/20

2019	Jul	Aug	Sep	Oct	Nov	Dec
	42	37	72	85	110	56
2020	Jan	Feb	Mar	Apr	May	Jun
	58	47	71	72	67	72

## MEDIA RELEASES

In the 2019/20 period, Council's Media team progressed a total of 276 media releases.

## MEDIA ENQUIRIES

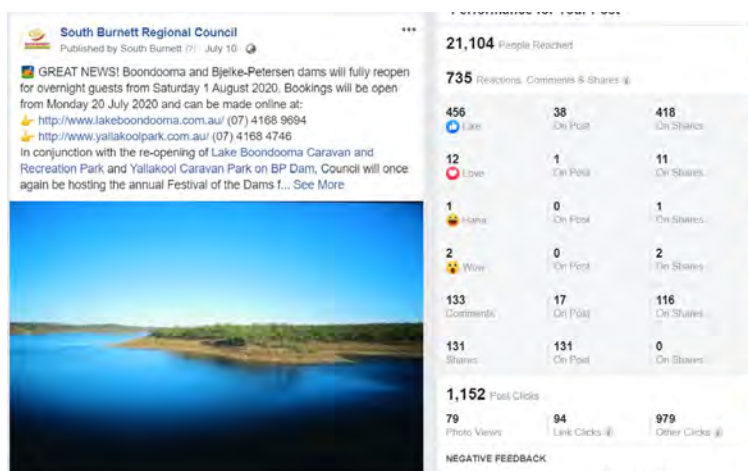
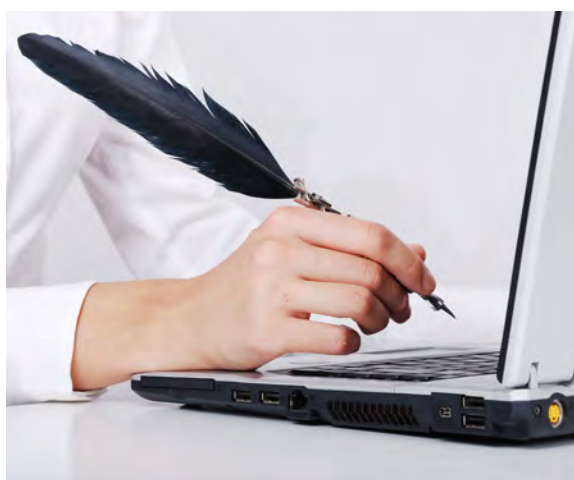
In the 2019/20 period, Council's Media team progressed a total of 96 media enquiries.

## SOCIAL MEDIA

In the 2019/20 period, Council's Media team progressed a total of 789 Facebook posts.

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

Council's 'southburnettregion' Facebook page ended the 2019/20 year with 7,664 likes and 7,903 followers.



# ECONOMIC DEVELOPMENT AND TOURISM

With the introduction of the new Council following the Local Government Elections in March 2020, a change to the strategic direction of Council has seen the Economic Development and Tourism areas folded into Council's Executive Services team.

## HIGHLIGHTS

Highlights for the 2019/20 year include:

**October 2019** brought 36 Chinese visitors to Kingaroy. During their stay, the visitors were given a tour of the Kingaroy township.

**November 2019** – Staff and volunteers getting into the spirit of 'Pinking up the South Burnett' at the Kingaroy VIC.

**November 2019** - Kingaroy Heritage Museum displayed the contents of the Kingaroy State High School 1988 Time Capsule. The Capsule was opened after 30 years at the celebration of 100 years of Secondary Education on 8 September 1918 at the Kingaroy State High School.

**December 2019** - Kingaroy VIC and the South Burnett Flavours promotion of local Christmas hampers.

**December 2019** also featured the Visitor Information Centre (VICs) volunteers Christmas party held at Kingsley Grove Estate. A fantastic night was had by all, with live music set against a vineyard backdrop with fairy lights, the volunteers thoroughly enjoyed themselves, and some even managed a dance.

*Images (from top): Former Mayor Keith Campbell with Chinese visitors to Kingaroy VIC; Pinking it Up at Kingaroy VIC; Kingaroy State High School time capsule; local Christmas hampers on display; VIC volunteers Christmas party.*





**January 2020** - Wondai Heritage Museum received a facelift with new window decals installed on the old library as part of the Wondai office refurbishment. This has been a great addition to the museum vastly increasing the visibility of the entrance. The Odd Fellows Hall also received a make over.

**February 2020** - A portable defibrillator kindly donated to Kingaroy Visitor Information Centre. Bringing together funding from local Rotary clubs, Councillor Discretionary funding and funds from volunteers Ralph and Kay Clark.

**April 2020** - Local artist Robin Dower painted murals at the Kingaroy Museum. Robin has captured the vision of Museum volunteer Wilf Young, featuring the peanut harvest over the past 100 years.

*Images (from top): Wondai Heritage Museum window decals on display; Wondai Heritage Museum; Kingaroy VIC volunteers Ralph and Kay Clark with Economic Development Officer Craig Tunley with the donated defibrillator; Kingaroy Museum murals painted by Robin Dower.*



## VISITOR INFORMATION CENTRE VOLUNTEERS

### South Burnett Unpacked #8

South Burnett Unpacked #8 held on 6 August took volunteers on a road trip around the region visiting Visitor Information Centres, Art Galleries and Museums. The South Burnett unpacked events form part of the volunteer training program, which aims to educate and familiarise volunteers on the attractions in our region.

Bob Baldwin highlighted the Wondai Timber Museum to other volunteers of the South Burnett with a 30 minute guided tour, as part of South Burnett Unpacked #8. Bob is our resident storyteller and regularly entertains bus groups with his local anecdotes.

### SOUTH BURNETT UNPACKED #9

South Burnett Unpacked #9 was held Monday 4 November, destination Kumbia. Presentations and updates were provided by a variety of tourism stakeholders including Tourism Events Queensland, Southern Queensland Country Tourism, Bunya Red Farm, Cup 'n' Saucer Cottage, Chrissy Trees for U, Minmore Fruit, Kumbia Historical Society and Tourism Young Professional, Sheena Lindholm.

Council continues to receive feedback from attendees regarding the value of these quarterly events as a networking event not only with operators but also for Discover South Burnett volunteers to share information with each other.

### TAG - A - LONG TOUR

Volunteers attended a tag-a-long tour with the Roy Emerson Museum. Volunteers attended the Wyvill museum, Yarraman Heritage Museum, Yarraman Mens Shed and got a brief view of the Power Station.

### POP UP VIC'S

- 2019 Kingaroy BaconFest
- 2019 Blackbutt Avocado Festival
- 2020 Ringsfield House

*Images (from top): South Burnett Unpacked #8 featuring volunteer training with (left) Bob Baldwin and (right) TEQ; South Burnett #9 with volunteers at Cup'n'Saucer Cottage; Volunteers at the Tag-a-long tour; one of Council's Pop-Up VICs.*



## CARAVAN AND CAMPING EXPOS

### 2019 QLD Outdoor Adventure and Motoring Expo - 2-4 August 2019

The Queensland Outdoor Adventure and Motoring Expo in Toowoomba had approximately 15,000 attendees, with the Discover South Burnett stand receiving 2,127 entries into the dam accommodation competition, and disbursing 1,200 copies of the South Burnett Touring Guide. Approximately 70% of visitors to the stand were familiar with the South Burnett region with comments including 'we know where that is', 'we love the dams', 'we love the Bunya Mountains', and 'we go there quite often', there was also a connection made with a large number of locals from the South Burnett.

### 2019 at Cleveland, Caravan, Camping, Boating, Fishing and 4 x 4 Expo - 20-22 September 2019

Two of our Visitor Information Centre Network volunteers attended the 2019 at Cleveland, Caravan, Camping, Boating, Fishing and 4 x 4 Expo to promote attractions and share information and collateral on the South Burnett region. Attendees to the event took home over 1000 touring guides, 900 dam brochures, 800 information bags, 600 event listings and 400 Bunya Mountains guides.

The Discover South Burnett stand received 2,043 entries into the dam accommodation competition. The most commonly asked question was 'where is your area' followed by do we have many camping spots in our region.

### 2020 Moreton Bay Caravan, Camping, Boating and 4x4 Expo - 14-16 February 2020

The Moreton Bay Caravan, Camping,

Boating & 4x4 Expo sees over 20,000 outdoor adventure enthusiast's return annually each year and 2020 was no exception, with over 1,000 Discover South Burnett information bags, event flyers and brochures handed out over the three-day event. The Discover South Burnett stand received over 1,460 entries to the dam accommodation competition. There was common feedback from attendees regarding their knowledge of the location of the South Burnett.

## VISITOR INFORMATION STATISTICS

2020 has seen unprecedented times for the tourism sector with the COVID outbreak resulting in a 40% decrease in visitor numbers and 27% decrease in sales for the 2019/20 financial year. The South Burnett Visitor Information Centres and Museums closed their doors to the public on March 23, due to COVID restrictions. The Kingaroy Visitor Information Centre and Museum was the first to re-open to the public on the 15 June, with Murgon, Nanango & Wondai re-opening two weeks later on 29 June as shown in the statistics on the right.

According to the South Burnett Visitor Information Centre statistics for 2019/20 approximately 80% of visitors to the South Burnett are intrastate visitors. These number are reflective to border closure. The SE Qld drive market is our primary target market with approximately 76.60% of Queensland visitors in 2019/2020 coming from within a 400km radius of the complex. The interstate market, while important, is secondary and seasonal and in 2019/20 represented 16.5% of the total visitors to the complex.



## VISITOR INFORMATION CENTRE YTD STATISTICS 2019/20

Year to Date Totals	
Sales	\$72,355
Coach Tours	18
Volunteer Numbers	3,191
Volunteer Hours	18,691.95
Volunteer Numbers as at 30 June 2020	
Murgon VIC	15
Wondai VIC	11
Wondai Museum	5
Kingaroy VIC	13
Kingaroy Museum	8
Nanango VIC	20
<b>TOTAL</b>	<b>72</b>



# PEOPLE AND CULTURE

**SOUTH** Burnett Regional Council is a diverse and safety orientated organisation. We aim to provide employees a happy, safe and progressive workplace that offers health and wellbeing initiatives and a work-life balance.

Our workforce is one of our regions greatest assets as our people throughout the many and varied roles at Council carry out their work to deliver outcomes expected by the community in addition to providing professional and proficient customer service. Our workforce are the backbone of the organisation.

As at 30 June 2020 Council employed a total of 319\* staff (excluding seven elected representatives). This figure

includes senior management, 12 trainees/apprentices and spread across the following departments:

- 86 Community
- 20 Executive Services
- 74 Finance & Corporate
- 139 Infrastructure

During the reporting period, Council's established workforce comprised of a total of 295.57 full-time equivalent staff (FTE). These figures do not include elected representatives or trainees/apprentices.

Part-time employees are incorporated into a number of work areas of Council's business. Council considers part-time work arrangements based

on the requirements of the business, work/life balance and the standardised requirements of the *Industrial Relations Act 2016*, particularly the Queensland Employment Standards.

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

\*This number varies from note 5 in the Financial Report as note 5 is identifying full time equivalent staff, not actual staff numbers.

## WORKFORCE STATISTICS

### STAFF TURNOVER

Council had a turnover rate of 11.87% and advertised 72 external and internal positions during the reporting period.

*\*This number excludes cessation of max and fixed term contracts, trainees and elected representatives*

### LEARNING AND DEVELOPMENT

Learning and development spending for the period was \$140,214.

### WORKFORCE COMPOSITION BY GENDER

Council's 2019/20 workforce was composed of 200 males and 119 females equating to a ratio of 63:38, a slight increase in women participating in Council's workforce since the previous annual report.

### WORKFORCE BY GENERATION

Council's workforce comprises a broad generational demographic with ages ranging from 18 to 74. The table on the right illustrates the total number of staff per generation and the table below highlights the length of service and gender for the reporting period.

### GENERATION BREAKDOWN OF COUNCIL WORKFORCE

Generation	No of Employees	%
Gen Z (1995 - 2009)	33	10.34%
Gen Y (1981 - 1994)	75	23.51%
Gen X (1964 - 1980)	138	43.26%
Baby Boomer (1946 - 1963)	73	22.89%
Silent Generation (1925-1945)	0	0%
<b>Total</b>	<b>319</b>	<b>100%</b>

### LENGTH OF SERVICE BY AGE AND GENDER

Generation	Length of Service														TOTAL	
	> 1y		1-5yrs		5-10yrs		10-20yrs		20-30yrs		30-40yrs		< 40rs			
Gen Z (1995 - 2009)	5	8	7	11	1	1	0	0	0	0	0	0	0	0	0	<b>33</b>
Gen Y (1981 - 1994)	6	9	16	10	10	5	10	9	0	0	0	0	0	0	0	<b>75</b>
Gen X (1964 - 1980)	6	6	21	8	15	13	30	15	10	6	7	1	0	0	0	<b>138</b>
Baby Boomer (1946 - 1963)	1	2	6	3	10	4	19	3	10	3	6	2	4	0	0	<b>73</b>
Silent Gen (1925-1945)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>18</b>	<b>25</b>	<b>50</b>	<b>32</b>	<b>36</b>	<b>23</b>	<b>59</b>	<b>27</b>	<b>20</b>	<b>9</b>	<b>13</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>319</b>

**MALE / FEMALE**

## WORKPLACE HEALTH & SAFETY

### OUR COMMITMENT

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

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

South Burnett Regional Council regards its workplace health and safety responsibilities with the utmost importance and as such, resources will be made available to allow Council to comply with relevant legislation and implement its safety management system.

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

### EXTERNAL WORKPLACE HEALTH AND SAFETY AUDIT

During the 2019/20 year Council has had no external audits undertaken as two (2) third party audits were undertaken during the 2017/18 year. These audits assessed Council's Safety Management System and were conducted against the full criteria of the National Self-Insurer OHS Management System Audit Tool (Version 3). The first of these audits was conducted in September 2017, with the second audit occurring in May 2018. During these audits the following was identified:

#### Strengths

- Availability of all significant current documents via the Intranet site
- Update of key documents has commenced
- Development of Registers and schedules to continue progress of planned improvements
- Delivery of Risk Management training for staff

#### Opportunities for Improvement

- Set objectives and targets, for each level of Council, so that current strategy/controls or management plans can be evaluated for effectiveness.
- Continue with scheduled document review program
- Chemical Management – review

every site to ensure at least compliance of listing all chemicals on a register and having current Safety Data Sheets available

- Consideration could be given to providing assistance in those areas identified in previous audits that do not seem to have progressed.
- Commence the internal audit program as per schedule

Audit scores for the last five audits are tabled below.

### WHS TRAINING AND STAFF INDUCTION

Training continues to underpin Council's safety initiatives with the majority of employees undertaking work health and safety training through the year. Training is undertaken by use of external professionals and the use of qualified internal staff. Council provided WHS training across many topics, but not limited to the following:

- Chemical Accreditation for Weed Spraying
- Control Traffic with Stop Slow bat
- First Aid and CPR
- Entering a Confined Space
- Asbestos Awareness
- Fire Warden
- Implement Traffic Management Plans
- Working at Heights
- Work Instructions and Processes
- Engagement

New staff receive a workplace health and safety induction providing a platform for further training and safe work practices.

### AUDIT SCORES

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

Minimum benchmark score required is 70%.



People & Culture Manager Bec Humphrey and staff member review reports.



### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Council provides access to an Employee Assistance Program for all employees and their immediate family who experience work-related, personal or health problems.

Providing this support not only assists employees and their immediate family in times of stress, illness or need but may also reduce the risk of injury or poor work performance occurring at the workplace.

### ZERO HARM INITIATIVE

Council's Zero Harm vision is to eliminate serious work-related injuries and illnesses, unsafe work practices, and promote the health, safety and wellbeing of all employees, contractors, volunteers, and visitors. Council aims to achieve Zero Harm through strong and uncompromising leadership, safe behaviour and continuous improvement of our safety management systems.

Council recognises that our employees do go above and beyond at times to maintain a safe working environment. Our Zero Harm Superhero initiative was developed as a way of recognising the effort of these work groups or individuals.

### ZERO HARM LEADERSHIP HANDBOOKS

Council's Leadership Handbook is a communication tool used for WHS information to supervisors and their staff within Council. The handbook outlines actions in relation to WHS that are required to be undertaken by supervisors and their team. Information communicated included may topics including but not limited:

- Young workers in the workplace
- Hazardous Substances including Asbestos and Silicosis
- Safe Work Instructions (SWI's)
- Managing Stress
- Manual Handling
- Sun and Heat Safety
- Spotter Safety
- Load Restraint

These handbooks are issued on a monthly basis to field supervisors and on a three (3) monthly basis to office supervisors / managers.

### HAZARD INSPECTIONS

The proactive inspection of Council facilities under the Hazard Management program saw a total of 175 hazard inspections completed during the 2019/2020 year. These inspections identified many items that require action to eliminate or reduce any potential risk or incident in the future. General Managers and Managers participate in these hazard inspections with 100% of planned inspections with assistance from a General Manager or Manager completed.

Facilities that have been inspected include, but are not limited to:

- Administration offices
- Libraries
- Visitor Information Centres
- Public Halls and Swimming Pools
- Construction Sites
- Works Depots
- Workshops and Stores
- Water and Wastewater Treatment

Plants, and

- Waste Facilities

A total of 266 corrective actions were identified as a part of these inspections with 214 of these actions closed and 52 actions still waiting to be completed.

### WORKPLACE INCIDENTS AND INJURIES

Total recordable incidents for the 2019/2020 year was 155. This is a decrease of 55 (or 27%) recordable incidents on the previous year. Recordable incidents occurred across a range of types including but not limited to injuries, property damage, plant damage, near misses, report only, high potential events and safety procedural breach.

Injuries and plant damage accounted for 68% of all reported incidents, with plant damage making up 42% of all incidents reported. A total of 40 injuries ranging from bruising and cuts to soft tissue and sprains and strains, were reported, with seven (7) reported injuries resulting in a Lost Time Injury (LTI). All types of incidents saw a decrease in number of occurrences with near misses reported having an increase of 9%.

### SAFETY MANAGEMENT SYSTEM

Documentation and clutter continue to be reviewed for effectiveness and appropriateness. Reviews have been undertaken on Safe Work Method Statements, Construction Safety Plans, Verification of Current Competency process and Safe Work Instructions. The introduction of a new Prestart Safe System Checklist has allowed for further real time checking and identification of onsite hazards and controls.

# COMMUNITY

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



## ENVIRONMENT & WASTE

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

## PLANNING & LAND MANAGEMENT

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



## NRM & PARKS

- Aerodrome Operations
- Boondooma Tourist Park
- Cemetery Management
- Coolabunia Saleyard
- Ficks Crossing
- Natural Resources
- Parks and Gardens
- Public Conveniences
- Rail Trail
- Recreational Reserves
- Sports Development
- Sporting Grants
- Stock Routes
- Straying Livestock
- Tick Facilities
- Weeds and Pest Management
- Yallakool Tourist Park



## PROPERTY

- Land Management (Sales)
- Leases and Licences
- **Building Maintenance**
- Administration Buildings
- Aerodrome Buildings
- Art Gallery Facilities
- Boondooma Homestead Facility
- Heritage Buildings
- Library Facilities
- Museum Facilities
- PCYC Facility
- Private Hospital Facility
- Ringsfield House Facility
- Showground Facilities
- Sport ground Facilities
- **Facility Operations**
- Caravan Parks
- Commercial Housing
- Commercial Shops
- Community Housing
- Depots
- Halls
- Swimming Pools



## COMMUNITY SERVICES

- Indigenous Affairs
- Libraries



Regional parks

# ENVIRONMENT & WASTE

**DURING** 2019/20 Council's Environment and Waste team continued working with the community to reduce the impact of waste on the environment, as well as landfill management, combating illegal dumping and littering and animal and pest management.

## ANIMAL MANAGEMENT

### RSPCA DESEXING INITIATIVE

Council has again this financial year partnered with the RSPCA to encourage cat and dog owners to desex their animals via, 'Operation Wanted'. Operation Wanted commenced in June 2020 and continued until 31 August 2020, during the campaign dog and cat owners were able to obtain an up to a 20% discount for the desexing of their animals. RSPCA reports the initiative outcomes later into the next financial year and therefore the 2019/2020 figures are not as yet available, but the statistics for the South Burnett for the 2018/2019 financial year were:

- Number of Participating Vet Clinic - 7
- Number of Dogs Registered for Desexing - 106
- Number of Cats Registered for Desexing - 89
- Total Number Registered for Desexing - 195

### KENNEL STANDARD DEVELOPMENT

Council's Environmental Health section, more specifically its

Compliance portfolio continued developing a Code of Practice for the Keeping and Breeding of Dogs and Cats in the South Burnett Region. This was due to a number of identified deficiencies or unaddressed issues with the Queensland Government's Animal Welfare Standards and Guidelines for Dog Breeding. The Council's Code of Practice is being based upon the Victorian Government's Code of Practice for Keeping and Breeding of Dogs and Cats as well as the Gold Coast City Council's Code of Practice for Keeping and Breeding of Dogs and Cats. The NSW Government's Code of Practice for Keeping and Breeding of Dogs and Cats has also been considered.

It is hoped that a proposed final draft document may be able to be completed in the first half of the 2020/2021 financial year for release to the South Burnett community and industry for comment and feedback. Council is committed to engaging with its community and industry on issues/changes that may affect them. Therefore, it is necessary that any proposed Code of Practice for the Keeping and Breeding of Dogs and Cats in the South Burnett Region will be subject to community consultation.

## WASTE SERVICES

### SCRAP METAL REMOVAL CONTRACT

An Invitation to Offer in relation to the purchase of and removal of scrap metal resources from Council waste facilities throughout the South Burnett [Contract No. SBRCQ-19/20-25] was

called during the 2019/2020 financial year.

Council sought an entity that would be interested in purchasing and removing scrap metal resources from the Brigooda, Durong, Proston, Hivesville, Cloyna, Kumbia and Kingaroy Waste Facilities.

The term of this new contract is initially for a three (3) year period from 1 February 2020 to 31 January 2023, with a potential option of two (2) x one (1) year extensions by mutual agreement.

Infrabuild Recycling was successful in securing the contract.

### WASTE FACILITY SUPERVISION CONTRACTS

Quotations for Supervision Services at the Timber Towns (Blackbutt/Benarkin) and Wattle Camp Waste Facilities were called and awarded in the 2019/2020 financial year.

The term of these new contracts are initially for a two (2) year period from 30 January 2020 to 31 January 2022, with a potential option of two (2) x one (1) year extensions by mutual agreement.

SB Waste Management P/L and Jennifer Brown respectively were successful in securing the abovementioned contracts.

### WASTE SERVICES ASSET MANAGEMENT

Waste Services finalised the development of an Asset Management Plan, that was subsequently approved and adopted by Council in the 2019/2020 financial year.

**operation WANTED**

**DESEX YOUR PET NOW!**

**20% OFF DESEXING**  
at participating vets

**RSPCA**  
Queensland

[operationwanted.com.au](http://operationwanted.com.au)

4 OUT OF 5 WILL DIE



### **CAPPING CLOSED LEGACY LANDFILLS**

During 2019/2020 Council continued to progress capping of a number of its old closed Legacy Landfill sites, with a particular focus on the Malar, Booie, Burrandowan and the Kingaroy Liquid Waste Facility sites.

### **WASTE COLLECTION CONTRACT**

Council's waste collection contractor continued to service the South Burnett in accordance with the current waste collection contract. The waste collection contractor continued to meet all of the Key Performance Indicators outlined in the waste collection contract. There were 730,881 waste collection services provided in the 2019/2020 Financial Year with a greater than 99% successful wheelie bin collection rate for the period.

### **MULCHING OF GREEN WASTE**

Council continued to receive Green Waste at the Kingaroy and Nanango waste facilities, which was then subsequently mulched to produce green waste mulch. This green waste mulch was provided free of charge to the public. There was 15,000m<sup>3</sup> mulched at Kingaroy and 4,000m<sup>3</sup> mulched at Nanango.

### **STATE WASTE LEVY**

2019/2020 has seen the completion of the first year of the State Government's Waste Levy, which was introduced on 1 July 2019. As a result of the State Government's Waste Levy all landfills receiving waste for disposal have had to be supervised and secured.

A number of operational changes were made, most notably the hours of operation at the Murgon and Wondai Waste Facilities. These changes initially had been made after extensive consultation with the Murgon and Wondai communities.

Council's preference was to have the facilities open every day. However, no funding for supervision of these sites was forthcoming from the State and therefore Council had to make a decision to rationalise the available opening hours for both sites, in order to minimise costs to the rate payer.

Council implemented the hours of operation initially that had the greatest community support, which had been identified as a result of the community consultation process. However, after feedback from the Council Listening Tours, the Council modified the Murgon and Wondai Waste Facility Operational hours again. The sites operating hours were changed to:

- 8am - 12 noon - Monday to Sunday - Murgon
- 1pm - 5pm - Monday to Sunday

- Wondai

These new times came into effect in August 2020.

### **ILLEGAL DUMPING/LITTERING**

Unfortunately illegal littering and dumping significantly increased in the 2019/2020 financial year compared to the previous financial year. This may have been because of the introduction of the State Waste Levy. Illegal littering and dumping costs Council a substantial amount of money to investigate, clean up and dispose of. Not to mention the potential impact on the environment. The South Burnett Regional Council, along with the North Burnett Regional Council and the Cherbourg Aboriginal Shire Councils were successful in the 2019/2020 financial year in obtaining funding under the State Government's Local Government Illegal Dumping Partnership Program for a joint application. This funding will see an increase in resources specifically devoted to increasing surveillance, monitoring and enforcement for illegal littering and dumping. These resources should be deployed in the 2020/2021 financial year. Persons who may be involved or may consider littering or dumping should cease to participate in such activities as there are large fines associated with such behaviour.

## **ENVIRONMENTAL HEALTH (INCLUDING LOCAL LAWS) ENFORCEMENT, PERMITS AND LICENSING)**

### **LOCAL LAW ENFORCEMENT**

Council issued 426 Properties with Compliance Notices for Overgrown Allotments, and received 40 Abandoned Vehicle requests, 7 Illegally Parked Vehicle requests and 63 General Local Law Enquiries, 5 Annual and 32 Short Term Footpath Applications.

### **ANIMAL MANAGEMENT ENFORCEMENT**

There were 1,815 Animal Management related requests submitted to Council in 2019/2020, of these 126 were animal attack related with 14 animals finally being declared Regulated. There was 539 Animals Impounded, 9 Excess Animal Applications.

### **LICENSING APPLICATIONS**

Council received 11 new Food Business Licence Applications, 22 Change of Licensee Applications, 23 Commercial Temporary Food Applications, 46 Non-Profit Temporary Food Applications and 14 Private Water Sample Applications.

## **PUBLIC AND ENVIRONMENTAL HEALTH:**

There was a total of 170 Public Health customer requests received and 206 Environmental Health and 15 drum MUSTER requests submitted to Council for the 2019/20 Financial Year.

### **MOSQUITO CONTROL**

The South Burnett Regional Council continued to work locally as well as regionally on mosquito management. Council is a participant in the Wide Bay Burnett Regional Organisation of Council's (WBBROC) Mosquito Borne Disease Management Sub Group.

The WBBROC Mosquito Group have been working collaboratively with the Queensland Public Health Units, CSIRO and other regional local governments. The WBBROC Mosquito Group developed and had endorsed by WBBROC a Regional Mosquito Management Strategy 2019-2023, which included an action plan for the elimination of the dengue fever mosquito (*Aedes aegypti*) from the region for the protection of local communities.

WBBROC sent through a formal request to the Hon. Steven Miles MP Minister of Health and Minister for Ambulance Services for funding to support the Regional Strategy to reduce the dengue risk to the region, its residents, its visitors and to also provide a buffer for the South East Queensland Councils and their communities. A response was received and requested WBBROC to liaise with the Department of Health in regards to the operational components of the intended mosquito control activities as well as to provide evidence as to how best to support the sustainability of the eradication described in the Action Plan. The WBBROC Mosquito Group continues to work with the State Government in order to try and achieve a favourable outcome for the Wide Bay Region.

South Burnett Regional Council Officers continued this financial year to implement its Mosquito Management Strategy largely focusing on mosquito surveillance, liaising with Queensland Health. The 2019/2020 financial year has seen fewer breeding numbers, due to dry/drought conditions. Staff resources available to service community mosquito surveillance traps in the later part of the 2019/2020 financial year was reduced due to capacity being diverted to responding to the emerging COVID-19 situation.

Council was also invited to be a regional representative on a focus group relating to a significant addition to the State Mosquito Surveillance

Database. The State-Wide Arbovirus Response & Mosquito Management System (SWARMMS) is a Queensland Health Funded project to assist mosquito borne disease monitoring, in Australia. The expanded Database System is to be rolled out across the state in the later part of 2020. This will make a significant change to how data is captured in the field and then forwarded to Queensland Health. The system allows councils to gain real time information from the field to the office and in the case of a mosquito borne disease outbreak, this will ensure that the response to an outbreak is significantly improved and may potentially reduce the potential spread of a virus in a community setting.

### ASBESTOS TRAINING AND RETRAINING

Key personnel within the Environment and Waste Section undertook asbestos training and/or retraining within the 2019/2020 financial year in order to make sure that their skills and knowledge in relation to asbestos identification and disposal remain current.



Asbestos safety training

## COVID-19 RESPONSE:

Council's Environmental Health portfolio section has been significantly involved in the region's response to COVID-19, with Queensland Health the lead agency. In response to restrictions imposed by the State Government, Council has assisted with providing information to the public and business owners. This sharing of information has been in the form of responding to enquiries made to Council and proactively distributing information as a means of education through established communication channels and in-person delivery of information packs.

In addition to undertaking an educational role, Council's Environmental Health team has also been requested by the State Government to undertake some compliance actions with regards to the provisions stated in the Chief Health Officer Public Health Directions.

All of these unexpected, but necessary, functions relating to public health and community safety have caused a significant drain on the limited Environmental Health staff resources. It is hard to say at the close of the 2019/2020 financial year how long a response to the COVID-19 situation will be required and how much additional support will need to be provided to Queensland Health responsibilities. Council however remains committed to providing good public health outcomes for its community.

## ENVIRONMENTAL HEALTH AND WASTE CHALLENGES AND HIGHLIGHTS 2019/2020

### CHALLENGES

- Maintaining a sufficient number of skilled and experienced staff to be able to maintain appropriate levels of service.
- Dealing with increased workloads, due to the unexpected impact of the COVID-19 situation.
- Implementing the State Government's State Waste Levy.
- Managing the high number of customer requests for the Environment and Waste Section.

### HIGHLIGHTS

- Successfully implementing the State's Waste Levy, particularly considering the short and tight timeframes that they had established.
- Being successful with funding applications from the State under the Illegal Dumping Hotspot Grant as well as the Illegal Dumping Partnership Program.



Murgon Waste Management Facility

# NATURAL RESOURCE MANAGEMENT & PARKS

## NATURAL RESOURCE MANAGEMENT

### Pest Management

#### WEED TREATMENT

Pest Management contractors treated a total of 175 hectares of environmental and restricted weeds on roads and reserves across the region this year, which is the equivalent of 428 km of dual roadway from Murgon to Rockhampton. Authorised officers inspected a total of 116 properties for restricted weeds and provided 92 landholders with information about their impacts, control options and biosecurity obligation.

Trailer mounted quick spray units, splatter guns and tree spears were borrowed by 38 landholders to treat weeds such as Lantana, Groundsel, Mother of Millions, Tree Pear, Giant Rats Tail Grass and Parthenium. This service enabled landholders to carry out 625 hours of additional weed control and coordinate treatment efforts between Council land and private property.

#### PEST ANIMAL MANAGEMENT SERVICES

Three coordinated baiting programs were held in the 2019/20 financial year - September 2019, March 2020 and May 2020 to assist landholders to manage the impacts of wild dogs and feral pigs. Council's pest animal officer distributed baiting products to 211 landholders across the region. Council received 579 scalps through the wild dog bounty program.

Council's Pest Animal Officer released rabbits infected with the RDHV calici virus to reduce rabbit populations at South Nanango, Coolabunia, Murgon, Kingaroy, Wondai, Wattlecamp and Taabinga.

### LIVESTOCK SERVICES

#### COOLABUNIA SALEYARD

A total of 9,753 head of cattle were sold at the Coolabunia Saleyards this year. Saleyard Officers performed 14,855 tick inspections and dipped 13,036 cattle.

#### WANDERING ANIMALS

Council's Stock Route Officer attended 338 wandering livestock callouts for wandering cattle, goats, horses, sheep and pigs.



# PARKS

## APEX PARK LOOKOUT

The front area of Apex Lookout and Carroll Nature Reserve has been cleared for view, debris was mulched and used on the walkways and a step way was created to make a safe passage. Colourful natives have been planted in entry garden, recycled seating and signage have been placed and the Carroll family plaque has been polished and mounted on to salvaged sandstone. The Kingaroy Parks team made use of natural, recycled and reusable items in this area to maintain a natural outcome and to minimise cost.



Apex Park, Kingaroy

## KUMBIA STOPOVER & LIONS PARKS

Out with the old in with the new – old rotting timber has been removed and new composite recycled bollards have been installed at the Kumbia 48hr stop over.



Kumbia Stopover & Lions Park

## MT WOOROLIN RESERVE

Mulch turn over and topped up, colourful natives have been planted, trees and shrubs pruned, path ways cleared and dressed with fresh deco again with utilising sourced material at low or no cost.



Mt Wooroolin Reserve



Apex Park, Kingaroy



Mt Wooroolin Reserve



Carroll Nature Reserve

## SPORT AND RECREATION

**COUNCIL** continues working with sporting groups, developing and planning for future funding and attending club meetings where needed or as invited on an advisory and support level.

Kingaroy was able to conduct the first Combined Sport Recreation meeting hosted by Council's Recreation Coordinator allowing sporting groups to work together for the future of their sports.

The clubs have put in place new COVID-19 response procedures stipulated by their State Sporting Bodies with well-planned and executed procedures for all sports.

Kingaroy Cricket, Touch Football and Soccer have been working together with Council's Recreation Coordinator to combine the 3 sports under the "Kingaroy Combined Sports Association" and will now be eligible for large scale funding opportunities.

River Road Cricket pitch has been completed and ready for upcoming season.

Kingaroy Mountain Bike Club Lease finalised at Gordonbrook Dam, with works underway for cross country tracks within the reserve.

### WONDAI COMBINED SPORTS PRECINCT

Council successfully submitted an Expression of Interest under the Active Community Infrastructure funding for the upgrades and creation of a Combined Wondai Sports Precinct

Council's goal is to deliver a recreation reserve that is

community accessible at all times, that will reunite the local views on sports and active lifestyles, stimulate and provide opportunity for further social events and activity, provide an area that supports both junior and senior development not just in sports but with PCYC, youth justice clinics and our local schools programs, also to provide a space for the community to kick a ball, run some laps, chip a golf ball and walk the dog outside of general parks utilising the open space for everything.

### WONDAI CRICKET

Wondai Cricket Club were successful with funding to upgrade cricket nets with soft netting for safety and ball damage reduction.



## RED BENCH PROGRAM

The first of a number of red benches to be located in the South Burnett region was unveiled in October 2019 in Haly Street, Kingaroy, highlighting Council's stance against domestic violence.

The unveiling of the first red bench was timed to coincide with White Ribbon Day, also known as the International Day for eradication of violence against women.

The distinctive red benches are not only a permanent visual reminder to help raise community awareness against domestic and family violence, but also provide a place of support for those in need.

Both the Red Bench project and White Ribbon Day highlight the fact that we should all work together to eliminate domestic violence and promote respectful relationships within our family and community.

Change the ending: Let's stop domestic violence, together.

## CEMETERIES

Watering, fertilising, seeding and top dressing continues in Wondai, Taabinga and Murgon Lawns sections with good growth over the cooler part of the season. Marking of unmarked graves has commenced in Wondai.



Unveiling of the first Red Bench in Kingaroy



Cemeteries maintenance progresses



SBRC supports the Red Rise initiative Red Bench



Cemeteries maintenance progresses

Red Bench installation at Nanango



## PLANNING & LAND MANAGEMENT

The objective of the Department is to ensure that sustainable development is achieved throughout the region. This is achieved through the implementation of the South Burnett Regional Council (SBRC) Planning Scheme and includes regulating the planning, building and plumbing activities.

Council drafted an administrative amendment to the South Burnett Regional Council Planning Scheme, 24 June 2019 (Version 1.3). This administrative amendment corrects or changes spelling, grammatical or mapping errors in the planning scheme that does not materially affect the remainder of the planning scheme.



Drone footage of Ringsfield House

### Planning & Development Applications for 2019/20

Throughout the year Council's building certifier continued to provide extensive advice and practical assistance to Council's Property Section regarding maintenance issues with older buildings on Council owned properties.

As shown in the table below, Council issued a significantly larger number of building approvals compared to previous years mainly due to the closure of the local private certification business.

#### PLANNING APPLICATIONS

	2018	2019	2020
Material change of use	15	15	37
Reconfiguration (subdivisions)	19	27	37
Operational work	8	10	3
Approving plan of subdivision	11	33	18
Exemption certificates	1	-	-
Superseded planning scheme requests	2	2	1
Planning searches	25	42	42

#### BUILDING STATISTICS

	2015	2016	2017	2018	2019	2020
Council Certification	234	252	297	196	137	352
Private Certification	237	238	232	182	396	191
Building Searches	309	379	351	270	300	379

#### PLUMBING STATISTICS

The Plumbing Services team assessed a total of 158 applications consisting of:

- 4 commercial buildings, non-sewered areas
- 16 commercial buildings in sewered areas
- 82 domestic buildings in non-sewered areas
- 34 buildings in sewered areas

#### NOTIFIABLE WORK INSPECTIONS

Notifiable work laws enable licensed plumbers to undertake certain work and provide a notice (Form 4) to the Queensland Building and Construction Commission (QBCC) rather than complete the permit and inspection process through Council.

A total of 329 Form 4 (Notifiable Work) applications were lodged with the QBCC by plumbers operating in the region. Council plumbing inspectors audited 33 of the sites or 7% of the work.

## OUR FUTURE AT A GLANCE

During August 2019 the State Government issued a second approval for a windfarm in the South Burnett to Australia Energy Windfarm Pty Ltd at Jumma Road, Ironpot for 16 new wind turbines. Construction of the project has to date not yet commenced.

Proteco Oils in Kingaroy will be adding as many as 26 jobs to its local workforce, thanks to a \$730,000 investment in a new processing facility/plant on a greenfield site in Taabinga Industrial Estate. The planning approval allows for the construction of a nut oil processing facility not exceeding 1,000 tonnes per annum. The first stage of the project involves construction of the oil crush building and the second stage involves construction of the main building including office and refinery building. Portions of oils are cold pressed, bottled and transported to market while the remaining oil is conveyed to the refinery to be heated and solid by-product is collected and sent to stock feeds.

Construction of the facility began in April 2020.

Council granted approvals for Operational Work to construct work and infrastructure to commence implementation of the development approval for a Relocatable Home Park located at 2 Kelvyn Street, Kingaroy. Work approved under the approval includes internal and external infrastructure for extensions to water mains, upgrading of Kelvyn Steet road surface and improvements to the intersection of Kelvyn Street and River Roads.

During the year the Department recorded an increase in the number of customer requests to extend currency periods of approvals due to the slowdown in economic activity throughout the year and preceding years. Council further experienced significant enquiries, particularly from rural property owners to diversify rural farming activities including short term accommodation (farm stays) and on-farm butchering activities.



Kingaroy's vintage Peanut Thresher Restoration



## PROPERTY

The 2019/20 period for Council's Property section saw several operational and capital works programs completed.

### NANANGO OFFICE REFURBISHMENT

In 2017, Council engaged Cardno Engineering to complete a detailed condition assessment of the Nanango Customer Service Centre and Library. This building was showing structural and non-structural issues that required major asset repair and replacement.

In the past 4 years, this building had experienced two small electrical fires, rainwater ingress causing damage to the internal walls, kitchenettes and flooring in the office, box gutters continuing to fail in high rainfall events, and the rear part of the office having sub floor and wall bracing failures. In addition, the old air conditioning unit had reached its end of life, as it malfunctioned during warmer months.

In 2018/19 Council engaged Hollindale Mainwaring Architects and Cardno Engineering to design the refurbishment of the Nanango Customer Service Centre and Library. Whittaker Lukins Associates prepared the quantity surveys and project estimates for the refurbishment.

Hollindale Mainwaring Architects have done a great job on designing a roofline that matches many other historical buildings in Nanango, whilst retaining the beautiful natural light in the foyer. The library was moved to a new position to utilise the existing bank of windows providing a view out into Drayton and Henry Streets, Reg McCullum Park and overlooking the cenotaph. The architect ensured the new roofline did not affect the visibility of the cenotaph.

In 2019 Council approved the budget and went to tender for the construction of Nanango Customer Service Centre

and Library Refurbishment.

The Refurbishment tender was awarded to Lanskey Constructions, which are based in Brisbane. Project management during the construction phase was awarded to Gowdie Management Group. Works commenced June 2019 and were completed by October 2019.

All existing staff, equipment and furniture was relocated to Council's existing facilities, offices, depots and halls for the construction period. Customer Contact relocated to Nanango Energy Centre and shared this space with the Visitor Information Centre volunteers. In addition, a temporary boutique library was set up beside the VIC in Scott's carpark. Thank you to all the volunteers, visitors and library users for working together and for the patience during this time of disruption.

Lanskey Construction engaged local tradesmen and suppliers for materials and services. Some of the local businesses involved in the construction included; Astill's Electrical, Cox Plumbing, Wilson Bricklaying and Paving, Kingaroy Security, South Burnett Fencing, South Burnett Hire and Sales and Ham's Cranes.

Council staff ensured the time capsule was reinstalled safely into the building and the plaque repositioned over the capsule, to be opened at the town bicentenary in the year 2048. In addition, Virgil Smith assisted with repurposing some of the timber from the former Nanango Shire Council chambers table into a beautiful table displayed in the Library and a display cabinet set into the wall of the Library. This will be used to display Council's awards, Local Government memorabilia and Library information. Some of the remaining items from the former Nanango Shire Council office will be displayed at Nanango Energy

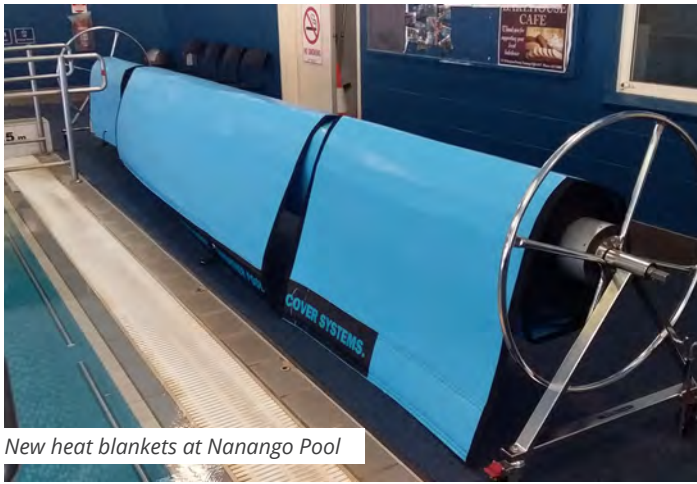
Centre and Ringsfield Museum.

The total project cost was \$2.37 million. This included an additional \$200,000 expenditure on latent conditions which arose throughout the project including strengthening the Library walls and existing timber floors, repainting the existing staff toilets within the building, replacing the kitchen cabinetry within the staff lunch room, fixing underground storm water and water pipelines from under the building that led out into the Reg McCullum Park and to the public toilet amenities. Council also has resolved the land tenure, ensuring the entire building footprint is within the true reserve boundaries.

This project has resulted in many benefits including:

- Combined Customer Contact and Library counter allowing staff to be multi skilled in all areas of Customer Contact
- Lock down area to improve staff and office security
- New Library layout (children reading and craft area)
- Combined waiting area within Library and Customer Contact
- New reading/exam room
- New disable toilet / mothers room within the community Library
- 2 Councillor offices
- New office layout incorporates recommendations from Infrastructure Review
- Staff disable toilet and shower
- Energy efficient air conditioning unit – with individual temperature zones
- Insulated roofing
- LED lighting throughout the office has helped reduce the buildings energy footprint.





New heat blankets at Nanango Pool



Nanango Swimming Pool Grandstand



New library fitout at Nanango



External painting at Appin St

## WONDAI AND MURGON POOLS NEW SOLAR HEATING SYSTEM

There are many days during the 'Swimming Season' when the pools in the South Burnett are still cool to swim. Council installed a new Zane Gulfstream solar pool heating at the Wondai and Murgon swimming pool facilities.

Zane solar system absorbers are designed to gain maximum direct heat from the sun, plus extract reflected and conducted heat from the roofing material. The pool water is pumped directly from the pool to the solar system on the roof and then returns the heated water back to the pool.

Installing the solar system will maintain the 'swimmable' temperatures for a 6 to 8 months of the year. The heat pumps will still be utilised on days when the temperature is not up to the optimum level and on cloudy days.

Installing solar heating will help reduce Council's electricity cost and improve water temperatures for the swimming season.

## WONDAI SPORTSGROUND GRANDSTAND UPGRADES

Wondai Sportsground Grandstand received major attention from Council through repairs and maintenance, external painting and removal

of asbestos. The Grandstand complements surrounding building managed by the local sporting groups of Wondai.

## WONDAI DINGOS STATUES

Council engaged contractor to make 2 new dingo statues for the Wondai Park adjacent to the Wondai roundabout on the Bunya Highway. The dingo statues were replaced with steel structures for longevity and vandal proofing.

## BUILDING ASSET CONDITION ASSESSMENT

This project enabled Council to undertake the necessary building condition assessments to assist in the future management of its building assets by whole of life asset management planning. This project was partially funded by a grant from the Department of Local Government Racing and Multicultural Affairs, Grants and Subsidies Program.

Council engaged CT Management to inspect every Council building and structure with a Council officer, to record the building condition data, take photographs of the asset and determine maintenance items, and GPS the location of the asset. This project also included taking drone imagery of the assets roof and external walls, and measurement of external

walls to draw floor plans of all major buildings. The data capturing was an extensive component of the project as consultants and staff visited over 800 building and structural assets.

All building structures that are occupied and managed on a day to day basis by other entities such as sporting groups, community groups and health organisations were notified of the time in which consultants and staff would be carrying out building inspections. Many community members took this as an opportunity to participate in the building assessment and discuss any maintenance items. Therefore, the data is relevant, up to date and meaningful for Council and the community. Some of the discussions with community organisations has assisted in them learning about long term costing for the whole of life of the asset.

Council has taken this data to develop a number of programs, plans and budgets for the next 10 years;

1. Building Condition Assessment Report
2. Building Maintenance Preventive and Reactive Register and 10-year plan
3. Building Maintenance Summary
4. Building Asset Management Plan

The reports, plans and registers described above have assisted

Council in developing their long-term financial plans to undertake renewals, replacements and upgrades to building assets. Without these, Council is unable to make informed decisions about when it is optimal to replace assets, effectively consider the availability of funding sources, or decide if it is possible to defer asset replacement.

By not having accurate information available, Council and the South Burnett community may incur unnecessary or inefficient long-term asset costs.

As a result of this project Council has greater understanding and commitment that they need to sustainably manage their building assets by strategically planning and allocating funds through their long term financial plans to meet renewals, replacements and upgrades to new building assets. This will ensure the community's money 'rates' is spent on the correct asset and the whole of community benefits.

### KINGAROY MUSEUM VINTAGE THRASHER RESTORATION

The vintage peanut thrasher on display outside the Kingaroy Information Art and Heritage Precinct was restored by local contractors. The thrasher was donated to the Museum by a local peanut farming family back in early 2000's.

## INDIGENOUS AFFAIRS

Council continued its support for Indigenous Affairs supporting initiatives throughout the year.

Initiatives acknowledging our indigenous community included:

- Supporting the South Burnett Aboriginal & Torres Strait Islander Group stage the highly successful 2019 NAIDOC Week celebrations in Memorial Park on 1 July 2019 as well as attendance at various other NAIDOC week celebrations across the region.
- Murgon Hospital Walking Bridge Indigenous Art project with the artwork painted by two participants (Bert & Archie) in the PCYC Byte Night program.
- South Burnett PCYC school holiday public art program in the Lamb Street Toilet block, with a local indigenous artist working with students to paint murals on the interior of the

facilities.

- Maidenwell toilets have also had an indigenous art project on the exterior of the facilities.
- Working closely with the indigenous community to incorporate an indigenous acknowledgement into the new Murgon footpath redevelopment project.
- Meeting with panel members from the Treaty Working Group established by the Queensland Government to lead a statewide program of consultation about agreement with First Nations Queenslanders regarding reconciliation and self-determination.
- Working closely with our neighbours Cherbourg Aboriginal Shire Council to build a relationship of mutual respect and support.

### KINGAROY OFFICE GENERATOR ENCLOSURE UPGRADES

Kingaroy Administration building had upgrades to its generator and enclosure which will assist the disaster management team during times of emergency. If electricity has been lost, the building can still utilise power from generator and continue to operate and support the community.

### GRANT FUNDED PROJECTS

#### Works for Queensland (W4Q R3)

Projects completed include:

- Repainting of Murgon Swimming Pool shell including the black lines for the lanes
- Wondai pool has a new filtration system and solar system installed
- Installing a new dust extraction fan at the Soil Laboratory located at the Kingaroy Depot
- Design signage for the Kingaroy Visitor Information Centre and Heritage Museum
- Minor repairs and improvements to the Durong Hall

#### Drought Communities Programme

Projects completed include:

- Reroofing part of Wondai Showgrounds Grandstand
- Upgrade to Maidenwell

Sportsground septic toilet system

- Construction of a hardstand at Durong heavy vehicle breakdown area
- New equipment shed constructed at Wondai Swimming Pool
- External painting of the Nanango Appin St Units
- New Heat blankets for Nanango Swimming Pool
- New hydraulic chair lift at Kingaroy Pool
- Replaced Dingo statues at Wondai
- Reroof pavilion at Proston Showgrounds
- Upgraded the toilet and shower at Murgon SES

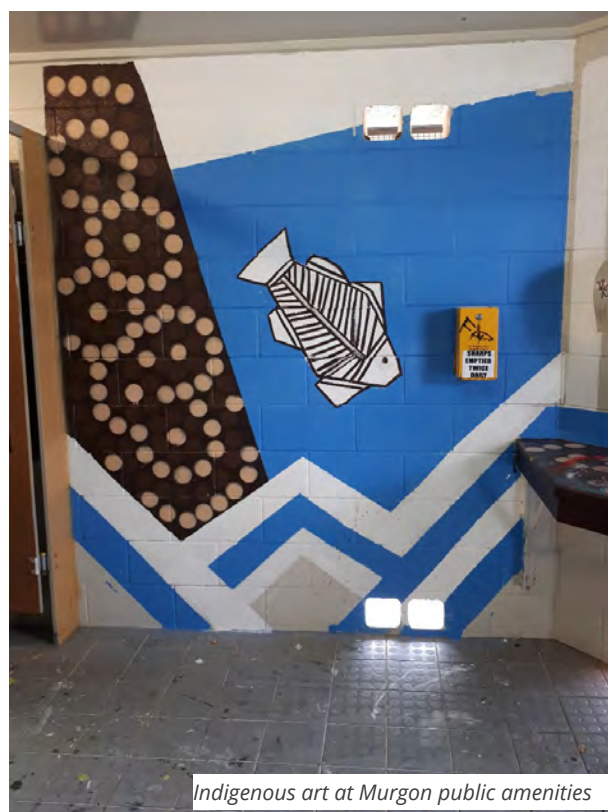
### LEASES

There were 4 new leases signed between individuals and community groups and Council. A further 8 leases were renewed.

Plans to implement a new Leasing Policy began which will assist with the management of leasing for Council. The policy will include procedures requests for approvals to carry out works on leased buildings and support letters for grant funding.

### LAND SALES

Economic development facilitated the sale of land in Kingaroy and Wondai to Proteco Gold Pty Ltd and Parkside Sawmill.



Indigenous art at Murgon public amenities

# LIBRARIES

**DURING** the 2019/20 financial year, South Burnett Libraries provided the community with a range of services and programs aimed to create opportunities for recreation, culture, information and lifelong learning.

**Although** the COVID-19 pandemic significantly impacted visitation and program attendance, library staff focused on increasing access to free content and resources. Despite this disruption, 102,506 physical items were loaned and renewed, with 170,685 items returned in the 2019/20 financial year. Visitation across the service was 113,885, with 988 new members.

## **25 MARCH 2020 COVID-19 CLOSURE PREPARATIONS**

Following instruction from the Federal Government, all South Burnett Libraries branches closed on 25 March 2020. Prior to this, staff had increased cleaning of communal surfaces and limited the time spent by patrons in each branch. In preparation for an extended closure period, loans per membership account were increased to 20, reservations were suspended and all items on loan renewed.

## **25 MARCH – 25 MAY 2020 COVID-19 CLOSURE PERIOD**

Whilst libraries in Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai were closed, a skeleton crew worked in each branch cleaning, returning and re-shelving quarantined items. Members of the library team also contributed to the creation and maintenance of online resources, whilst others were seconded to Council's Disaster Management Team and other Council departments.

## **A FOCUS ON SOUTH BURNETT LIBRARIES ONLINE RESOURCES**

During the COVID-19 closure period, South Burnett Libraries' eAudiobook

loans increased 69%, whilst eBook loans increased by 55%. To meet this rise in demand, library staff purchased additional items in each of these formats. As the closure dictated the suspension of First 5 Forever Rhyme Time and Story Time sessions, the Story Box Library, which features a range of actors, authors and illustrators reading well know picture books aloud was purchased. From an entertainment perspective, the movie streaming service Beamafilm was added to the South Burnett Libraries collection. Finally, the introduction of an electronic magazine platform called RB Digital allowed patrons the opportunity to download and read eMagazines from the comfort of home. RB Digital was purchased as part of a consortia with Western Downs Libraries. This agreement also made an additional 1,250 eAudiobooks available for South Burnett Libraries customers.

In total, 6,366 physical resources and 2,062 eResources were added to the South Burnett Libraries collection during the 2019/20 financial year using funds allocated by the State Library of Queensland's Public Libraries Grant of \$166,300.

## **SOUTH BURNETT LIBRARIES TECH HELP AT HOME**

To support the introduction of these new resources, library staff offered over the phone support for community members. Staff also produced a series of "How to" video tutorials which performed well on the South Burnett Libraries Facebook page.

In addition to this, staff created a sequence of simple tech videos that dealt with issues including eSafety for children, how to spot a potential scam and online shopping. These videos were developed to assist members of

the community who may have difficulty operating online.

## **BLACKBUTT & PROSTON MINI MAKEOVERS**

In preparation for the reopening of the Blackbutt and Proston Libraries, library staff carried out mini makeovers during May 2020 to provide better access to popular sections of the collection. In Blackbutt, additional DVD shelving was added, whilst in Proston the junior collection was relocated to allow more room for the adult fiction collection. Feedback from customers about these changes was very positive. Staff also carried out a stock rotation of adult fiction between the six library branches to ensure fresh stock was awaiting customers when they returned.

## **25 MAY 2020 LIBRARIES REOPEN – A RAY OF SUNSHINE**

From Monday 25 May 2020, South Burnett Libraries reopened to the public with each branch decorated in the 'Ray of Sunshine' theme. Many customers remarked on the beautiful displays, stating that the sunflowers and yellow decorations were cheery and inviting.

As stipulated by Queensland Government guidelines, a maximum of 10 people were permitted in each branch from 25 May 2020. Although visitation was slightly lower than anticipated during the libraries' first week open, staff focused on welcoming customers back into the library and correctly processing returned library items in accordance with ALIA guidelines. During the first week of opening alone, close to 3,000 items were returned across the region.

Library staff also carried out extended



Nanango library



Libraries reopen with a ray of sunshine



School holiday fun with sand art

cleaning of high contact surfaces and encouraged patrons to use the sanitisation stations installed in each branch. Furniture and computer facilities had been rearranged to meet social distancing requirements, and bookings for public access computers were limited to 15-30 minutes.

## 2019/20 Highlights

### NANANGO CUSTOMER SERVICE AND LIBRARY RENOVATIONS

After six months operating from the Nanango Energy Centre, the newly refurbished Nanango Customer Service Centre and Library opened to the public on Monday 9 December 2019, with an official opening held on 23 January 2020. The new open plan design includes features such as a children's area, public access computers and a meeting room that can be booked for quiet study or research. To make use of the bright new library, three new programs were added to an already impressive schedule of events. Social Crochet Classes, an Arthritis Support Group and a Book Club were increased community engagement and support.

### 2019/20 STATE LIBRARY OF QUEENSLAND TECH SAVVY SENIORS GRANT

To encourage more seniors in the community to embrace technology

and improve their digital skills, South Burnett Libraries applied for the 2019/20 State Library of Queensland's Tech Savvy Seniors Grant. Having been successful, the \$9,056 received will be spent on the purchase of tech devices that staff can take with them to outreach sessions across the region.

### Libraries as Family Literacy Hubs

#### FIRST 5 FOREVER HIGHLIGHTS Program Attendance

The South Burnett Libraries' First 5 Forever programming continued to focus on the provision of quality story time and rhyme time sessions within our libraries whilst maintaining partnerships within the community. In total, 220 First 5 Forever Story Time & Rhyme Time sessions were facilitated by library staff attracting 2,152 attendees.

#### Story Time Crosses the Digital Divide

The COVID-19 closure saw First 5 Forever programming cross the digital divide, with library staff recording and posting a series of online story times. These videos were produced to keep rhyme time and story time attendees connected with library staff and programs whilst the libraries were closed. In total, 13 digital story time sessions were recorded, with a total

of 7,733 views on the South Burnett Libraries Facebook page.

#### The Outback Boogie

As part of the First 5 Forever initiative, a special "Outback Boogie" story time was hosted on Tuesday 2 July 2019 at the Kingaroy Town Hall. A little bit quirky and a whole lot of fun, this free, interactive concert for children aged 0-6 celebrated life in the Queensland bush. Presented by 4th generation farmer Cilla and the Blue Gum Farm TV crew, "Outback Boogie" incorporated song, dance and storytelling and attracted close to 200 attendees.

#### First 5 Forever Professional Development

Staff from Nanango travelled to the State Library of Queensland on Wednesday 24 July 2019 to attend a full day of First 5 Forever professional development training. This training provided the opportunity to network with public library staff from other services and gather information to improve South Burnett Libraries Rhyme Time and Story Time programs.

#### First 5 Forever Innovation and Project Grants

South Burnett Libraries won two First 5 Forever grant applications aimed specifically at extending the reach of young children's programming across

the region. The \$3,000 First 5 Forever Innovation Micro Grant will be used to create a puppet stage in partnership with the Kingaroy Men's Shed. This stage will become an interactive prop used during outreach sessions at schools and playgroups to encourage learning through play.

The First 5 Forever Project Grant of \$5,080 will assist Libraries to promote the programs, services and collections available to the community. A series of outreach sessions have been planned to take place at Bunnings in Kingaroy. Staff from the library will host story time and craft stations at a designated location in the Bunnings building.

### **Child Health Outreach**

In addition to regular Rhyme Time and Story Time sessions, library staff continued to deliver outreach programs in partnership with Child Health. These sessions provide library staff the opportunity to speak with local mums and dads and build rapport with families. Older siblings in attendance enjoy playing games, reading books and singing songs with their parents or with library staff. In 2019/20, 39 outreach sessions were held in partnership with Child Health with 478 attendees.

## **Libraries as Spaces for Young People**

### **CHILDREN'S PROGRAMS**

Programming developed with our young community members in mind proved popular during the 2019/20 financial year, with 1,251 attendees enjoying a variety of activities across the region. School holiday programs provided the opportunity to create galaxy jars, collages and sand art, whilst the library's Kid's Corner sessions encouraged engagement with technology and craft.

### **CHILDREN'S BOOK WEEK**

To celebrate Children's Book Week, libraries across the region brought to life the 2019 theme of 'Reading is my Secret Power' by giving our youngest visitors the chance to dress up as their favourite superhero. A visit from the Kingaroy Kindy saw Superman, Batman and many other wonderful characters listen to a story read by staff and take a tour of the library.

### **FAMILY PHONE FAST CHALLENGE**

In partnership with 4610 Partnerships for Kids, each Library branch provided the space for technology free activities as part of the Family Phone Fast Challenge on 8 January 2020. This event challenged families to be technology free for two hours in order to focus on parent and child interaction. Staff from CTC were part of the fun at the Kingaroy, Wondai, Murgon and

Nanango Libraries, with Cr Gavin Jones, Cr Danita Potter, Cr Ros Heit and Cr Kathy Duff also on hand to read books and interact with local families. Kingaroy QWCA representatives volunteered to make rice paper rolls to support healthy eating and the Kingaroy Men's Shed provided offcuts of wood and nails for children to practice their hammering skills. Other programs included story time sessions, Lego play, sand art projects, a creative craft table and sidewalk chalk art. The 2020 Family Phone Fast Challenge was a huge success.

### **NATIONAL SIMULTANEOUS STORYTIME**

On Wednesday 27 May 2020 at 11.00am, Cr Danita Potter made a special guest appearance in South Burnett Libraries online Story Time series to celebrate National Simultaneous Story Time. Cr Potter, along with 1,297,825 other Australians, read "Chicken Divas", which is the story of two chickens named Whitney and Britney who love to dance. National Simultaneous Storytime takes place each year during the Australian Library and Information Association's Library and Information Week.

## **Libraries as Community Hubs**

### **NAIDOC WEEK**

To celebrate NAIDOC Week, the Kingaroy Library displayed the artwork of local indigenous artist Toni Phillips-Peterson for the month of July 2019. The glass works supported the NAIDOC Week theme of "Let's work together for a shared future".

### **ENTREPRENEURSHIP FACILITATORS ACROSS THE SOUTH BURNETT**

Beginning on Friday 2 August 2019, a representative from Entrepreneurship Facilitators in Gympie began visiting libraries across the region to help people start or grow a business or attain a Tax File Number.

### **QUEENSLAND SENIOR'S WEEK**

Queensland Senior's Week promotes positive community attitudes towards older people and the ageing, facilitate community participation, and enhance community connections. To celebrate Senior's Week in August 2019, the Kingaroy Library hosted a paper folding and flower making craft workshop delivered by Jumping Ant Arts.

### **MENTAL HEALTH WEEK**

To address mental health concerns in the region, Darling Downs Health presented two sessions at the Kingaroy Library on Thursday the 10 October 2019. These sessions dealt with self-care and mindfulness, suicide awareness and community mental

health and how to access assistance.

### **FASD HEALTHY PREGNANCIES, BRIGHTER FUTURES**

On 3 February 2020 the team collaborated with Council's Social & Corporate Performance team to launch the FASD project at the Kingaroy Library. Representatives from Cherbourg Health delivered an extremely informative talk followed by Cr. Danita Potter talking about the concern for mothers that need support and information during their pregnancies. The 41 attendees shared a healthy morning tea that included fruit and vegies donated by Andersson's Fruit Market. The community were then invited to paint two stencilled Healthy Pregnancies, Brighter Futures banners at Kingaroy Library and Nanango Library, which, when finished were displayed at the Cherbourg Health Clinic.

### **LIBRARY LOVERS' DAY**

As part of Library Lover's Day 2020 we asked the community what they love about their local library. One patron stated "[There are] too many things to mention. Firstly, the staff are always pleasing and smiling. So quick to order books of my choice thank you all a great library". Library Lovers' Day is coordinated by the Australian Library and Information Association (ALIA), and aims to raise the profile of the services offered by libraries.

### **INTERNATIONAL WOMEN'S DAY**

The Kingaroy Library celebrated International Women's Day with an information talk hosted by local business owner Skye Douglass. Skye talked about owning a local farm, supporting the community with their product and what effect the recent drought had on their business.

## **Libraries as Adult Learning Hubs**

### **FITZGERALD - 30 YEARS ON...**

Wednesday 3 July 2019 marked 30 years since the Fitzgerald Report. To remember this turbulent time in politics, local identity Barry Krosch and Professor Mark Finnane from Griffith University hosted an information session at the Kingaroy Library.

### **TABITHA BIRD**

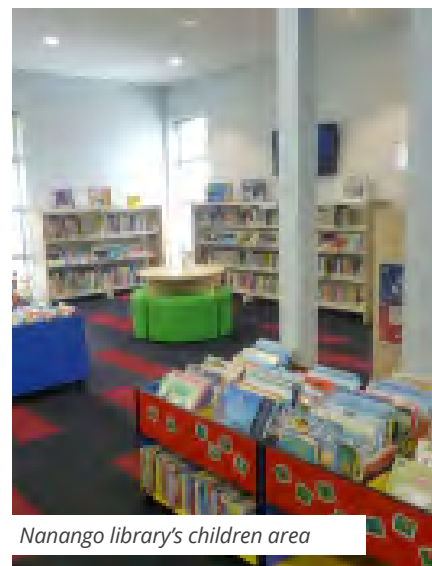
South Burnett Libraries were thrilled to have published author Tabitha Bird visit the Kingaroy Library on Thursday 15 August 2019. Published by Penguin Random House Australia, Tabitha's stunning debut novel "A lifetime of impossible days" received great reviews.

### **FAMILY HISTORY BOOK LAUNCH 'LEVEN LITTLE LONSDALES' BY MERLE JOHNSON**

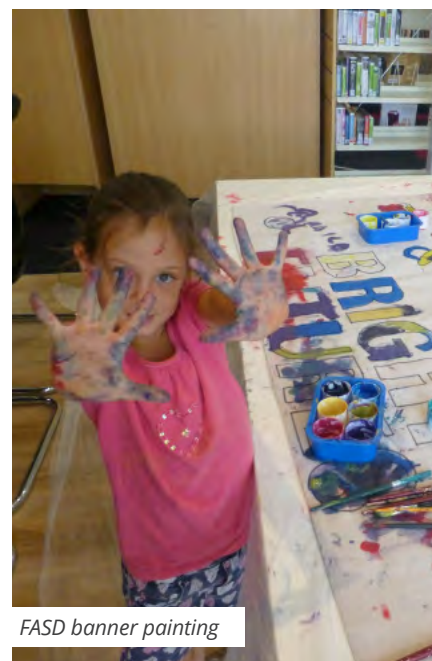
On Thursday 29 August 2019 the



Library lover's day



Nanango library's children area



FASD banner painting

Proston Library hosted the launch of Merle Johnson's family history book "Leven little Lonsadles". Introduced by Deputy Mayor Kathy Duff, Merle had the audience of 70 engaged as she spoke of her childhood spent in Proston during the 1950s.

## Libraries as Creative Writing Hubs

### NATIONAL NOVEL WRITING MONTH (NANOWRIMO)

During November 2019, local author Imogen Nix hosted a series of Na No Wri Mo sessions at the Kingaroy Library with the aim to have participants write 50,000 words with the guidance and support of other writers. One participant exceeded the 50,000 goal and gained interest in her novel from an Australian Literary agent.

### KINGAROY WRITER'S GROUP BOOK LAUNCH

The Kingaroy Writer's Group held a collaborative book launch and young adult writing award presentation

day at the Kingaroy Library on 16 November 2019. Students from St. Johns and other local schools were presented with certificates and prizes as well as informed feedback on their written submissions. Councillor Terry Fleischfresser, who works closely with the group, presented the awards to the young adults. Brad Butwell, one of the founders of the group, intends to make this an annual event in the library.

### WRITE IN THE MOMENT AT THE KINGAROY LIBRARY

Based on community need and the excellent feedback received from those involved in Na No Wri Mo at the Kingaroy Library, a weekly writing group was launched in December 2019. 'Write in the Moment' provides a space for published and aspiring authors alike to come together and write. Guest speakers such as Shandi Boyes and Tabitha Bird offered tips, support and guidance to those in attendance.

### LIBRARIES AS SOCIAL HUBS

Based on community demand, a series

of new groups were established at the Kingaroy Library during the 2019/20 financial year. Crochet, bridge and trivia were run weekly to complement the programs already in place.

### GROUP CHRISTMAS PARTY

Each year, the Kingaroy Library hosts a Christmas Party as a thank you to the community members who regularly attend cards, mah-jong, Spanish and book clubs hosted by the library. On 5 December 2019 a crowd of 50 celebrated a good old Aussie Christmas with bush poetry read by local identity Dan Rutley and the cartoon stylings of local artist Tony Turton.



# FINANCE AND CORPORATE

The Finance and Corporate Department deliver a range of internal support and services direct to the community including financial services, information and communication technology and corporate administration and governance.

		
<b>FINANCE</b>	<b>CORPORATE &amp; GOVERNANCE</b>	<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>
<ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Accounts Receivable</li> <li>• Asset Management</li> <li>• Budget Monitoring</li> <li>• Budget Preparation</li> <li>• Cash Management</li> <li>• Contract Compliance</li> <li>• Finance Registers</li> <li>• Financial Compliance</li> <li>• Financial Planning</li> <li>• Financial Reporting</li> <li>• Insurance</li> <li>• Payroll Functions</li> <li>• Preferred Suppliers</li> <li>• Pre-qualified Suppliers</li> <li>• Rates / Revenue</li> <li>• Stores</li> <li>• Taxation</li> <li>• Trust Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Community Grants Program</li> <li>• Complaints Management Process</li> <li>• Corporate Governance</li> <li>• Corporate Risk Management</li> <li>• Customer Contact</li> <li>• Fraud and Corruption</li> <li>• Internal Audit</li> <li>• Operational Planning &amp; Performance</li> <li>• Records</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Hardware</li> <li>• GIS System Administration</li> <li>• Internet Operating Systems</li> <li>• Intranet Operating Systems</li> <li>• Network Systems</li> <li>• Operating Software</li> <li>• Telecommunications</li> <li>• Technology</li> </ul> <p><b>BUSINESS SYSTEMS &amp; EDRMS</b></p> <ul style="list-style-type: none"> <li>• Business Systems (TechOne)</li> <li>• Security System Administration</li> </ul> <p><b>PLANT &amp; FLEET</b></p> <ul style="list-style-type: none"> <li>• Council Workshops</li> <li>• Plant and Fleet Management</li> </ul>

## GENERAL MANAGER FINANCE AND CORPORATE – ANNUAL REPORT INTRODUCTION TO FINANCE AND CORPORATE DEPARTMENT

It's a pleasure to present the Finance and Corporate Department report to you, despite only recently taking on the General Manager Finance and Corporate role at the South Burnett Regional Council.

Many of the highlights listed in this report took place during the tenure of my predecessor, Lester Schumacher and I would like to acknowledge his contribution to the organisation not only this year, but over the past years with Council. My thanks are also extended to Lester who graciously made himself available to conduct a thorough handover which assisted me greatly in beginning my tenure.

The Senior Executive Team capably lead by the Chief Executive Officer, Mark Pitt PSM and the entire organisation has made me very welcome and I continue to be impressed daily with the calibre and commitment present in our ranks.

This annual report details the achievements of Council as measured against its annual operational plan for the 2019/2020 financial year. The long list of deliverables illustrated in this report shows me that I have joined a progressive and results-driven organisation.

It is with pleasure that I dedicate myself to continuing this record of achievement and continually improving outcomes for our organisation and community. I am thrilled to have joined such a forward-thinking Council.

It is exciting to present this report to you and reflect on the accomplishments listed. This could not have been achieved without the support and dedication of the Finance, Corporate and Social, ICT, Business Systems, and Plant and Fleet teams.

I look forward with confidence to a long future working for this wonderful region and its communities.

**SUSAN JARVIS**



# FINANCE

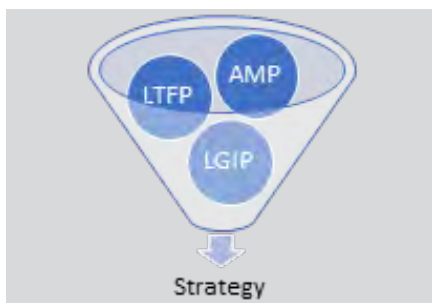
The finance branch is dedicated to ensuring an ethical, transparent and consistent approach is taken to all operational tasks and financial reporting requirements in order to provide reliable and accurate information for which Council is able to base strategic decisions.

## LONG-TERM FINANCIAL FORECAST

Each year as part of the annual budget process Council produces a Long Term Financial Plan covering a period of 10 years, that is, the period in review plus the next nine financial years. This forecast is not only a requirement for Council to produce pursuant to the *Local Government Regulation 2012* – it is an essential forward ‘financial plan’ for the organisation that forms part of the broader reporting framework. The following elements are specific considerations of a Long Term Plan for each year during the period of the forecast:

- Income of the local government;
- Expenditure of the local government;
- Assets, Liabilities and Community Equity of the local government;
- Cash Flow Projections;
- Changes in Equity.

The Long Term Financial Plan is revised annually. Council uses this forecast to guide forward rating decisions and financing of capital projects. It is important that the Long Term Financial Plan (LTFP) aligns with Council’s Asset Management Plans (AMP) and Local Government Infrastructure Plans (LGIP) to ensure assets are renewed at the appropriate time and there is adequate funding available.



Council’s current Long-Term Financial Plan forecasts the periods from 2021 to 2030. The Long-Term Financial Performance demonstrates a strong result for the region with Council having a 10-year Net Result surplus. The drivers of this in the earlier years are largely due to capital grants received from Works

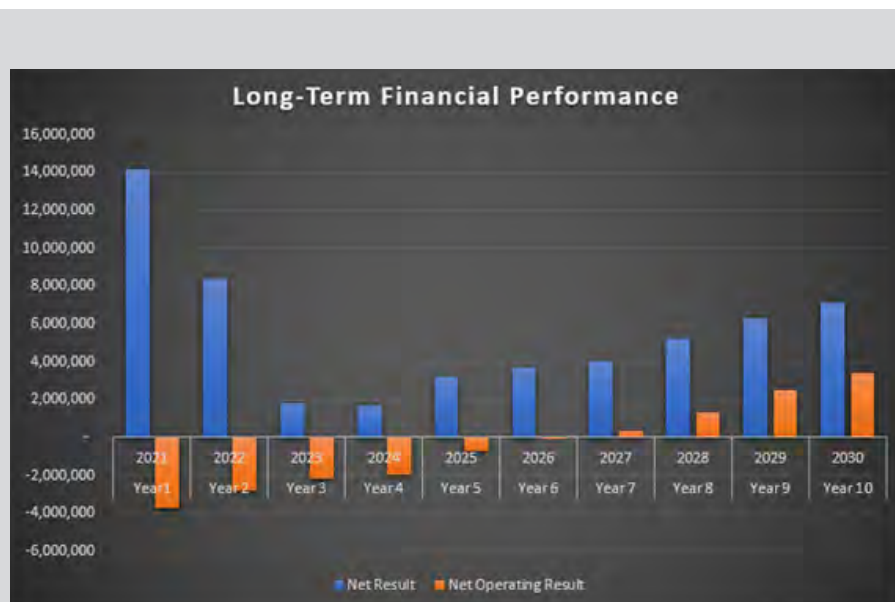
for Queensland, Local Roads and Community Infrastructure, and Building Better Regions, whilst the later years are driven by the Net Operating Result returning into surplus. The Net Operating Result illustrates Council having a deficit until 2027. This is largely a result of recent asset valuations which has impacted on depreciation and a general rate and fees and charges strategy of 0% increase in year 2021 in recognition of an economic recession and show of support to a community that is financially hurting in the midst of a pandemic. Council is working through asset management plans to develop a strategy that balances a financially affordable asset base and service level whilst maintaining Council’s assets to an appropriate level to deliver essential services and meeting community expectations.

## LONG TERM FINANCIAL POSITION

Council’s Long Term Financial Position is largely made up of the non-current asset and equity balances. The driver of the large non-current asset balances is property, plant and equipment. The majority of these assets have no active markets and are therefore not able to be readily sold, for example roads.

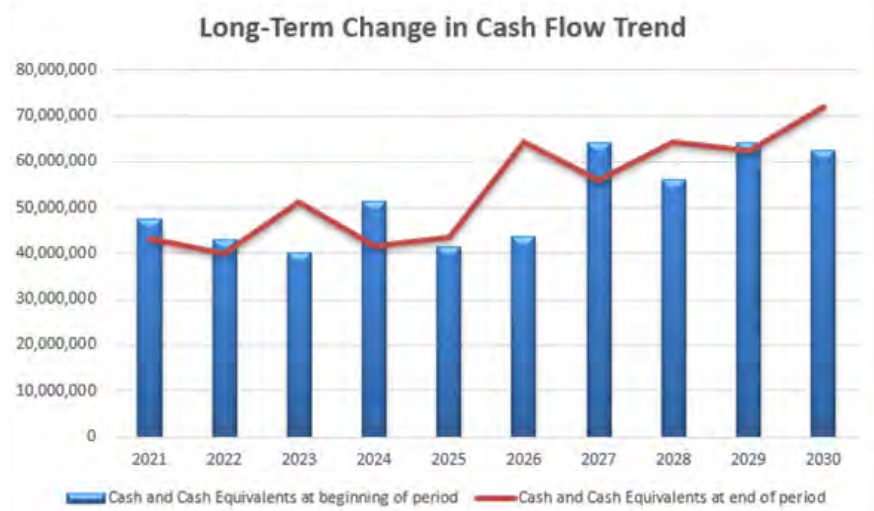
## LONG TERM LIABILITY TREND

Council’s Long Term Liability Trend illustrates that this number is largely driven by proposed borrowings as per the adopted Debt Policy and provisions for landfill and quarry restoration. Council considers the long-term financial forecast before planning new borrowings. This includes seeking grant funding for major capital projects if funding is available.



## LONG TERM CHANGE IN CASH FLOW TREND

Council's Long-Term Change in Cash Flow Trend demonstrates a strong cash position going forward. Cash flow statements are made up of net cash provided or used in operating activities, investing activities and financing activities. It is unknown at this point in time the effects that the Maturing the Infrastructure Pipeline Program will have on future capital works for Council's water and wastewater assets. It is envisaged that there will be an affect on cash through the capital spend on these assets.



## FINANCIAL SUSTAINABILITY

Section 104(2) of the *Local Government Act 2009* states a local government is financially sustainable, if the local government is able to maintain financial and infrastructure capital over the long term. It is important that these components are effectively managed with an integrated approach in order to maintain the desired service level over the long term.

The relevant measures of financial sustainability are as follows, as described in the financial management (sustainability) guideline. These ratios are one indicator of ongoing financial sustainability.

### Asset Sustainability Ratio

- This ratio is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach the end of their useful lives.

Whilst the Asset Sustainability Ratio drops below the lower target limit in some of the forecast years, the overall long-term average is greater than the 90% benchmark. Council will continue to focus on renewing assets at the appropriate time to maintain long term asset sustainability.

### Net Financial Liabilities Ratio

- This ratio is an indicator of the extent to which the net financial liabilities of a local government can be serviced by its operating revenue.

The long-term Net Financial Liability Ratio indicates Council is in a strong position in relation to incurring further liabilities. All years are below the upper target limit. The later years pushing into negative are a result of the strong cash balance.



### ASSET SUSTAINABILITY RATIO

SBRC Proposed Target	Year 1 2020/21	Year 2 2021/22	Year 3 2022/23	Year 4 2023/24	Year 5 2024/25
Target greater than 90% (on average over long-term)	133.41%	130.67%	91.19%	128.90%	73.75%
Lower Target Limit	90%	90%	90%	90%	90%

SBRC Proposed Target	Year 6 2025/26	Year 7 2026/27	Year 8 2027/28	Year 9 2028/29	Year 10 2029/30
Target greater than 90% (on average over long-term)	73.29%	129.67%	66.36%	64.38%	62.21%
Lower Target Limit	90%	90%	90%	90%	90%

### LONG-TERM AVERAGE 95.38%

### NET FINANCIAL LIABILITY RATIO

SBRC Proposed Target	Year 1 2020/21	Year 2 2021/22	Year 3 2022/23	Year 4 2023/24	Year 5 2024/25
Target greater than 90% (on average over long-term)	17.76%	26.25%	21%	28.33%	19.03%
Upper Target Limit	60%	60%	60%	60%	60%

SBRC Proposed Target	Year 6 2025/26	Year 7 2026/27	Year 8 2027/28	Year 9 2028/29	Year 10 2029/30
Target greater than 90% (on average over long-term)	5.96%	10.24%	-6.37%	-10.11%	-27.05%
Upper Target Limit	60%	60%	60%	60%	60%

### Operating Surplus Ratio

- This ratio is an approximation of the extent to which revenue raised covers operational expenses only or is available for capital funding purposes.

There is an upward trend in the Operating Surplus Ratio as the Net Operating Result remains in deficit until 2027 where it continues to grow in surplus. The main driver behind the deficit is the increase in depreciation. Council will focus on ways to save costs and establish a long-term asset management strategy that is both financially viable and sustainable whilst meeting the community service standards.

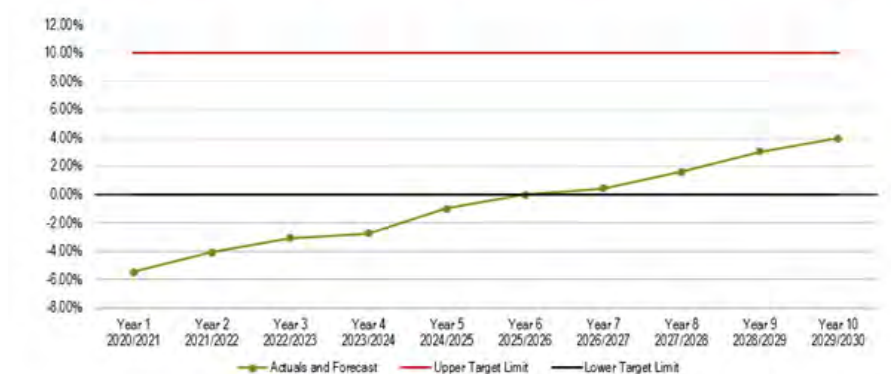
The ratios calculated are disclosed with the annual budget and are produced quarterly as part of a rolling budget review during the year. Other indicators of financial health are produced monthly as a snapshot guide for the key decision makers. Given the uncertainty of future Government funding, Council makes strategic sustainability decisions around the level of own source revenue. Own source revenue is that which Council is in control of such as rates, levies, charges and sales revenue. For the financial year in review the own source revenue was estimated at **82%** which is good result. While this is a desirable position, Council's dilemma is balancing the organisation's ongoing financial sustainability with

### OPERATING SURPLUS RATIO

SBRC Proposed Target	Year 1 2020/21	Year 2 2021/22	Year 3 2022/23	Year 4 2023/24	Year 5 2024/25
Target greater than 90% (on average over long-term)	-5.48%	-4.07%	-3.05%	-2.74%	-0.97%
Upper Target Limit	10%	10%	10%	10%	10%
Lower Target Limit	0%	0%	0%	0%	0%

SBRC Proposed Target	Year 6 2025/26	Year 7 2026/27	Year 8 2027/28	Year 9 2028/29	Year 10 2029/30
Target greater than 90% (on average over long-term)	-0.01%	0.46%	1.61%	3.05%	3.99%
Upper Target Limit	10%	10%	10%	10%	10%
Lower Target Limit	0%	0%	0%	0%	0%

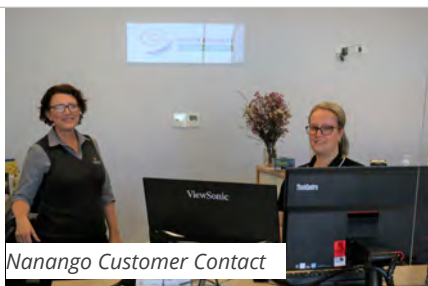


the economic capacity of the region. Council undertakes rate modelling during each budget year to determine future rating implications and to build in the costs of, and potential funding sources for major capital

projects identified in the forward works program. Council is committed to maintaining surplus budgets into future years to provide sustainability of the Region.

### HIGHLIGHTS

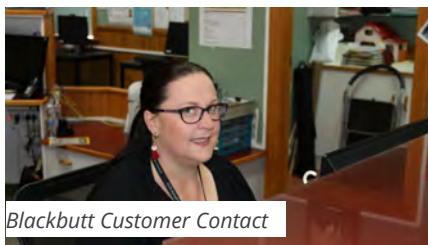
- Unqualified audit for the 2019/20 financial year with that audit completed during the year in review.
- Debt recovery processes increased to improve cash flow and to ensure that there is equity in rate payments across the region.
- Roll out of the corporate card program. This injects cash flow into the community whilst improving cash flow for Council.
- Annual Operating and Capital Budgets adopted by Council within the set milestones.
- Financial reports presented to Council each month.
- Implementation of mobile stores and inter office deliveries fully functioning with success.



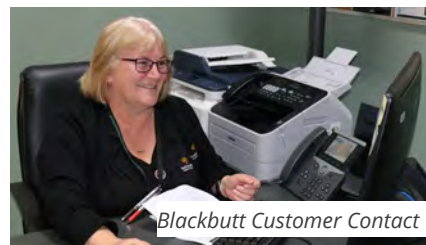
Nanango Customer Contact



Wondai Customer Contact



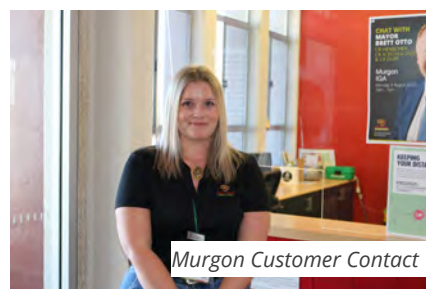
Blackbutt Customer Contact



Blackbutt Customer Contact



Kingaroy Customer Contact



Murgon Customer Contact

# CORPORATE GOVERNANCE

## Community

### COMMUNITY GRANTS PROGRAM

Through the provision of the Community Grants Program, Council demonstrates its commitment to investing in initiatives that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

The Community Grants Program Policy combines all Council's grant, donation and sponsorship programs so that the process is easier for community groups to understand and access, in a fair and equitable way.

The Community Grants Program includes the following categories:

- Community Event Sponsorship
- Community Hall Insurance Grant
- Councillor Discretionary Fund
- Elite Performance Youth Grant
- Healthy Communities Sponsorship
- In-kind Sponsorship
- Project/Program One-off Sponsorship
- Regional Arts Development Fund
- School Student Awards
- Indigenous Affairs Fund
- Community Australia Day Events Sponsorship
- Subsidised Hire of Council Facilities

During March 2020, COVID-19 pandemic restrictions were implemented throughout Queensland which significantly impacted the delivery of the events and projects approved in the February round of the program. The majority of events and projects were cancelled or postponed to a later date. The Social & Corporate Performance team worked with these groups to accommodate the changes that resulted from the restrictions to ensure that as the restrictions eased the community was well positioned to reinvigorate our local events and projects.

### REGIONAL ARTS DEVELOPMENT FUND (RADF)

The Regional Arts Development Fund (RADF) 2020/21 Bid was submitted by Council in April 2020. Since 2008, Council has successfully partnered with Arts Queensland to deliver this arts and culture program to our

community. As part of the RADF Bid for 2020/21, Council was required to identify its financial commitment in an application for a total of \$15,867. The Bid process is a competitive one with 59 Local Governments in Queensland vying for the funding. RADF is a partnership between Arts Qld and Council and is comprised of up to a 60% : 40% split

## Complaints Management

### ADMINISTRATIVE ACTION COMPLAINTS

Council's Administrative Action Complaints process was instituted to ensure that, to the greatest practicable extent, related complaints are dealt with fairly, promptly, professionally, in confidence (in so far as possible) and in a manner respectful to the complainant. Council treats complaints of this nature seriously and has implemented a policy and procedure with Council's endorsement. The policy was reviewed during 2019/2020 to incorporate the *Human Rights Act 2019* that came into effect in January 2020. Details of the number of Administrative Action Complaints processed during 2019/2020 are available at 'Administrative Action Complaints' on page 93.

### INFORMATION PRIVACY AND RIGHT TO INFORMATION

Under Queensland's *Right to Information Act 2009* and *Information Privacy Act 2009*, members of the community are able to apply for access to documents held by Council (subject to statutory exemptions). These Acts allow members of the community to apply for and make amendments to documents concerning their personal affairs, where it is believed the information is incomplete, out-of-date, inaccurate or misleading. The Social & Corporate Performance branch receives and processes all Council's Right to Information and Information Privacy requests. Details of the number of Right to Information and Information Privacy requests processed during 2019/2020 are available at 'Right to Information (RTI)' on page 93.

## Corporate Governance

Council is committed to good governance. As such, written policies and procedures that reflect current practice and community expectations enable Council to deliver accountable,

transparent and effective outcomes.

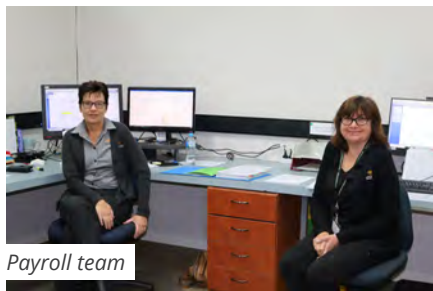
To ensure that our policies are consistent with Council's values and intended practices, Social & Corporate Performance conducted reviews during 2019/20 to update policies to align with legislative changes and the newly Elected Council. Additionally, new policies were adopted where gaps were identified as:

- Complaints Management Policy
- Corporate Credit Card Policy
- Public Interest Disclosure Policy
- Contact with Lobbyist Policy
- Community Grants Program Policy
- Sundry Debtors Recovery and Refund Policy
- Surveillance Camera Operations Policy
- Recognition of Service Policy
- Procurement Policy
- Investment Policy
- Debt Policy
- Disposal of Assets Policy
- Media Relations
- Revenue Policy
- Councillor Code of Conduct Policy
- Councillor Portfolio Representative Policy
- Acceptable Requests Guidelines Policy
- Expenses Reimbursement Policy for Councillors

The suite of policies assist Council officers and Councillors to undertake their roles with a consistent, predictable and compliant approach aligned to legislation and other industry requirements.

### DELEGATIONS

Council subscribes to a delegation update service provided by MacDonnells Law which assists Council to stay abreast of over 150 pieces of legislation and the relevant changes which impact on Council operations. Compliance with section 257(1) of the *Local Government Act 2009* (the 'Act'), allows Council by resolution, to delegate a power under the Act 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.



Payroll team

## FRAUD AND CORRUPTION PREVENTION MANAGEMENT

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

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

Council has continued to implement the adopted Fraud and Corruption Prevention Management Framework which sets out the actions and responsibilities for the organisation. The Fraud & Corruption Prevention Management Plan is reviewed and updated by the Fraud and Corruption Prevention Management Steering / Working Groups with quarterly updates provided to the Audit Advisory Committee.

The Manager of the Social and Corporate Performance branch is the Fraud and Corruption Prevention Management Coordinator, reporting directly to the General Manager Finance & Corporate through to the Chief Executive Officer on all matters relating to fraud and corruption.

## OPERATIONAL PLANNING

Council's annual Operational Plan implements the strategic direction from the Corporate Plan 2018/19 to 2022/23 and informs the budget process. A number of workshops and planning sessions were undertaken to develop the budget and operational plan to ensure that Council made informed effective sustainable decisions. The projects, services and initiatives that Council planned to deliver are detailed in the plan. Pursuant to section 174(3) of the *Local Government Regulation 2012* a quarterly report was presented to Council detailing the progress of the Operational Plan, with this progress reflected in the Annual Report.

## RECORDS

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

During the 2019/20 financial year records staff lodged 13,399 pieces of incoming correspondence into Council's electronic recordkeeping system, comprising 4,653 pieces of hard copy correspondence and 8,746 emails.

There has been an increase of over 2,000 emails during this period which is attributed to more customers using email as their point of contact with Council. The hard copy mail has decreased by half due to external factors which include the increase of emails; efficiencies found within Council processes and the effects of business activities for external organisations and customers due to the COVID-19 pandemic restrictions.

Council has continued to engage the services of Grace Records Management to house Council's Permanent and 30-year retention documents as these documents are not accessed on a regular basis.

Records staff have ensured that 665

Archive Boxes of hard copy records are safely and securely stored at the facility to comply with legislative requirements according to the *Public Records Act 2002*.

The old Wondai Library building is in the process of being transformed into Council's records storage facility to manage Council's Planning, Building, Plumbing, Infrastructure files and other records that are regularly accessed by staff. Storage compactus have been installed as completion of the first stage of the project with subsequent shelving options scheduled to be fitted in 2020/21. A large quantity of hard copy Planning, Plumbing and Building files have recently been relocated and it is planned for further records to be transported to the facility during 2020/21.

As a result of records audit findings, Grace Records Management has been engaged to work with Records staff to carry out project work collating Council documents from various locations throughout the region. This work will initially involve the retrieval and transportation of the former Murgon Shire Council hard copy documents to Kingaroy for evaluation and re-housing into the Wondai Records Storage Facility. It is planned to continue this undertaking to address the high volume of records held in each Council office prior to amalgamation.



Records team



Rates team

## Corporate Risk & Internal Audit

**CORPORATE RISK** management emerges from Council's intent to effectively and efficiently manage risks that may have an impact on the achievement of our strategic priorities, operational goals and project objectives as defined in Council's Corporate and Operational Plans.

Council's Corporate / Operational Risk Registers and Treatment Plans for 2019/20 were prepared by senior staff and reviewed by the Chief Executive Officer. The registers and treatment plans were tabled for review and endorsement at the Audit Advisory Committee meeting on 27 August 2019 and 27 February 2020.

The review of Council policies relating to the Audit Advisory Committee, Corporate Risk Management, Internal Audit and Fraud and Corruption Prevention Management, have been completed and will be circulated for feedback and tabled for adoption in early 2020/21.

With the conversion of the Internal Auditor position to an administrative role, the internal audit function will be undertaken by an external provider, with support provided by administrative role (being the Corporate Risk and Internal Audit Officer). The review of the outstanding audit recommendations was undertaken by Senior Management and the Audit Advisory Committee, where the risk attributed to the outstanding audit recommendations was recalculated to reflect Council's current risk appetite relative to the individual audits.

The South Burnett Regional Council Leave Liabilities Report was presented quarterly for review and acceptance by the Audit Advisory Committee.

The Audit Advisory Committee received and accepted the Financial Reports for 2019/20 on 3 October 2019. Klynveld Peat Marwick Goerdeler (KPMG), the current external auditors, advised that the External Audit of South Burnett Regional Council is in a well-advanced state.

Both the Fraud & Corruption Prevention Management Working and Steering Groups are meeting regularly and progressing the Fraud & Corruption risk register and treatment action plan.

### AUDIT ADVISORY COMMITTEE

Council's Audit Advisory Committee ('Committee') operated in accordance

with the *Local Government Act 2009* (the Act), the *Local Government Regulation 2012* (the Regulation) and the Council's Audit Advisory Committee Policy and Audit Advisory Committee Terms of Reference.

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

#### The Committee's primary duties are:

- Oversee the internal audit and risk management functions of Council;
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments;
- Monitor and review the integrity of financial reports;
- Assess and evaluate the Internal Audit Plan to ensure that material business risks to Council's financial and operational environment are identified and addressed; and
- Promote transparency, integrity and ethical conduct.

The Committee provides advice directly to Council and is composed of three (3) voting members. At 30 June 2020, the Audit Advisory Committee membership comprised Mayor Brett Otto, Cr Kirstie Schumacher and Ms Melissa Schroffel (Independent Member).

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

### INTERNAL AUDIT

As required by the Act, Council maintained an efficient and effective internal audit function during 2019/20. Internal Audit operationally reports through to the CEO / Audit Advisory Committee and is managed by the Social and Corporate Performance branch.

Internal Audit adds value to Council by providing an independent, objective assurance and advisory service to improve its operations. It assists Council in achieving its goals and objectives by implementing a systematic, disciplined approach to

evaluate and improve the effectiveness of governance, risk management and control processes.

### Independence and Objectivity

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

The Internal Audit function is positioned within Council to ensure its ability to deliver independent, objective and competent assurance and advisory service across Council operations.

### Authority and Access

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

### Audit Approach and Reporting

A risk based internal audit approach was continued through 2019/20. The three-year Internal Audit Plan and the Annual Internal Audit Plan are based on identified strategic and operational risks. With the endorsement of the Audit Advisory Committee, the 2018/19 to 2020/21 plan was put in a holding pattern to finalise the substantial list of outstanding Internal Audit Recommendations from previous audit reports.

Internal Audit Reports that indicate audit findings and recommendations, management response, responsibility for implementation and implementation date are provided to the Audit Advisory Committee on a quarterly basis.

### Internal Audit Conducted

**Gifts and Benefits:** The evaluation processes, management and controls associated with gifts and benefits received and given by Councillors and employees commenced 24 December 2018, and has been concluded in 2019/20 due to audit function prioritisation.

### MEETINGS

The table below lists the number of meetings held and internal audit reports tabled during the 2019/20 financial year.

Audit Advisory Committee Activities	2019/20
Number of meetings held	4
Internal Audit Reports tabled	1
External Audit Report reviewed	1

## Customer Contact

**COUNCIL** acknowledges the importance of community engagement and feedback. Customer interactions impact significantly upon the community's perception of the efficiency and effectiveness of Council. Our Customer Contact section focus on the provision of consistently high-quality service to our internal and external customers with a considered and enthusiastic approach.

Our Customer Contact Centres located at Murgon, Wondai, Kingaroy, Nanango and Blackbutt are open five (5) days a week to maintain this valuable connection to the community. Repeated positive interactions with our front-line officers encourage customers to engage more frequently with Council and provide the valuable feedback required to improve our operations across all levels.

Customer contact operations were considerably impacted by the onset of the COVID-19 pandemic in the 2019/20 financial year. A marginal decline in the number of over-the-counter transactions was offset by a significant increase in the volume of digital and telecommunications transactions and enquiries as evidenced in the statistical data outlined below.

During 2019/20, the main Council business line (07 4189 9100) received

a total of 33,342 calls showing an increase of 1,601 calls from 2018/19. Of the calls received, 60 percent were resolved by the Customer Contact officers with no referral required. An issuance of 20,018 receipts over the service counters demonstrated a slight decrease of 2,356 from 2018/19. This decrease is attributed to the 60-day service centre closures for the COVID-19 pandemic restrictions.

Service demands increased significantly with 20,058 customer requests and applications created during 2019/20, showing a 25% increase from 2018/19. COVID-19 pandemic related enquires and requests are not captured in these statistics as these interactions were recorded in the Local Disaster Management Guardian portal which detailed 222 requests being logged during that period.

### PANDEMIC PREPAREDNESS AND RESPONSE

In response to government directives and community concerns around the COVID-19 pandemic, the decision was made to temporarily close our Customer Service centres for a 60-day period to reduce the risk to the community and our employees. Prior to closure the necessary steps were taken to ensure we adapted quickly to shifting customer needs. Identifying the assistance that could be provided

to the community, particularly the elderly and the vulnerable was fundamental in ensuring Council was able to alleviate concerns and direct customers to the appropriate services or support groups. In reopening the centres to our customers, Council celebrated and supported community reliance by embracing the 'Ray of Sunshine' theme. Our centres were vibrantly decorated with sunflowers including the social distancing queuing floor stickers. The bright smiling faces of our Customer Contact officers was a welcome site for our community as they emerged from their homes.

### CUSTOMER SERVICE CHARTER

Development of a Customer Service Charter has commenced with the Customer Contact section undertaking research and drafting a policy document. An external provider was engaged to assist with conducting a systematic review of our current processes to determine efficiency, identifying areas which require refinement. It is anticipated that by December 2020, the Customer Service Charter will be presented to Council for adoption. The Customer Service Charter will be a valuable tool to promote Council's commitment to deliver professional, reliable and consistent customer service and define service levels across the organisation.

## PLANT AND FLEET

Council invested approximately \$2.8 million in the Fleet Replacement and Renewal Program during the year to maintain a fit for purpose fleet of plant and equipment to support our on-ground service delivery.

### REPLACEMENT

Routine	Quantity
Spray Trailer	1
Sewage Jetter Trailer	1
Work Ute	14
Trailer Mower	4
Flail Mower	1
Tractor	1
Street Sweeper	1
Light Truck	2
Heavy Truck	2
Motor Grader	1
Multi Tyre Roller	1

### NEW FLEET ITEMS PURCHASED AS FIT FOR PURPOSE

Routine	Quantity
Waste Compactor	1



*New Grader performs works on unsealed road*

# BUSINESS SYSTEMS



*Livestreaming of Council meetings*

**THE WORLD AROUND US** is rapidly changing and digital transformation significantly impacts the way we live and do business. This has become especially significant within the current pandemic climate. South Burnett Regional Council's (SBRC's) ICT section is committed to innovation and embraces alternative methods that support a variety of Council functions. Solutions such as video conferencing, live streams and cross platform communications technologies and disaster management ICT equipment contribute towards the community's safety and well-being during COVID-19.

## LIVE STREAMING

Council's ICT implemented an audio-visual upgrade within the Kingaroy Council Chambers this financial year. The system leverages off the recent transition of Council telephony system (Skype for Business) and enables Council to live stream, video conference and record meetings. The stream content is now directly available to the public and broadcasted live on the Council's website. These improvements reduce the need for travel and permit remote methods for collaboration on Council activities.

## SAAS SIGN ON

In 2019, Council made the decision to embrace the evolution of technology and migrate the Core business system solution to a SaaS (software as a service) model. The decision to migrate the technology to the cloud enables anywhere, anytime connectivity. The migration of this system is the next logical step and reduces expenditure on Council server infrastructure. Investment in this space opens opportunities to explore research and development paths that will further improve Council business functions.

## RPA (REMOTE PILOTED AIRCRAFT) DRONE

Council continues to find value with the recently acquired RPA (Remote Piloted Aircraft) Drone and CASA accreditation. Routine flights conducted over Council's assets are improving datasets and creating a detailed imagery catalogue. The drone images have enhanced the quality of Council's building asset condition data and identified issues that assist with maintenance programming. The data collection has reduced the requirement for site inspections

and enabled improved deterioration analysis. Annual flights enable Council to establish historical trends and develop mitigation strategies.

Additional benefits:

- Reduced cost and risk of hiring scaffolding or elevated platforms to perform maintenance inspections
- Drone imagery assists Council to determine building condition ratings
- Drone images include all external building fixtures and fittings
- Building condition data assists Council in the development of a building Asset Management Plan (AMP)
- Council officers can review data internally, determine the location of fixtures and fittings to the external of the building, before repairing or replacing fixture or fittings
- Assist in calculating roof areas, identifying anchor points, ladder mounts and additional workplace health and safety requirements



*Drone footage of Council facilities*





## HIGHLIGHTS

### FINANCE

- 1st Quarter 2019/20 budget review completed
- Budget workshops commenced with a revision of general rates and fees and charges
- Maintaining debt recovery processes is ongoing, with clean up of outstanding debtor balances underway as well as process improvements being investigated

### CUSTOMER CONTACT

- The first draft of the Customer Service Standard was developed
- S&CP audit focusing on primary points of contact for the community – Customer Contact and Records.

### ICT

- Continued development with emergency power via external generators
- Penetration and intrusion tests conducted with moderate result achieved and adopted changes identified
- Improve video and audio conferencing

### PLANT AND FLEET

- TechOne automated maintenance scheduling being defined

### RECORDS

- S&CP audit focusing on primary

points of contact for the community – Customer Contact and Records

- Records management has processed 7,703 records into ECM and P&R

### COMMUNITY GRANTS

- Updated figures for all categories
- Updated figures for all Councillor Discretionary Fund accounts

### COMPLAINTS MANAGEMENT & GOVERNANCE

- The Complaints Management Policy was adopted by Council at the Ordinary Meeting 11 December 2019
- 2 RTI applications have been processed
- 1 RTI External Review is currently with the Office of the Information Commissioner QLD
- Ongoing management of complaints and external reviews working with the QLD Ombudsman (Administrative Action), Crime Corruption Commission (Fraud & Corruption) and the Office of the Independent Assessor (Councillor)
- Delegations management has processed the changes to relevant legislation
- Appointed Authorised Persons, Powers of Entry and Local Government Worker (Under the *Local Government Act 2009*) regulatory training was provided to delegated officers.

### CORPORATE RISK & INTERNAL AUDIT

- In July/Aug the Fraud and Corruption Prevention Management Working and Steering Groups developed the 2019/20 Risk Register and Treatment Plan
- The Senior Management Team developed the Corporate Risk Register and Treatment Plan considering the Corporate Plan 2018/19 to 2022/23, Annual Operational Plan 2019/20, Registers/Treatment Plans 2018/19 and current/foreseeable Corporate Risks
- The Risk Management Framework, policies and procedures to be reviewed in conjunction with the review of Internal Audit ready for Council consideration post-election in March.
- Corporate Risk / Internal Audit Officer position was called for and filled
- Corporate Risk Management continues to be delivered as per the operational plan identified activities.
- The Audit Advisory Committee has endorsed the proposed delivery of the Internal Audit function for 2019/20

### POLICIES

- Review of policies and procedures has commenced to align with the introduction of the *Human Rights Act 2019*

# INFRASTRUCTURE DEPARTMENT

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

<h3>INFRASTRUCTURE MANAGEMENT</h3>	<h3>INFRASTRUCTURE PLANNING</h3>	<h3>WORKS</h3>	<h3>WATER AND WASTEWATER</h3>
<ul style="list-style-type: none"> <li>• General Manager Office</li> <li>• Strategy and Support</li> <li>• Quality Assurance</li> <li>• Disaster Management</li> <li>• State Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Infrastructure Planning</li> <li>• Infrastructure Design</li> <li>• Traffic Management</li> <li>• Soil Laboratory</li> </ul>	<ul style="list-style-type: none"> <li>• Roads</li> <li>• Bridges</li> <li>• Cycle ways</li> <li>• Drainage</li> <li>• Flood Mitigation</li> <li>• Footpaths</li> <li>• Streetscapes</li> <li>• Traffic Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Bulk Water Storage and Supply</li> <li>• Bulk Water Treatment</li> <li>• Water Service Delivery</li> <li>• Waste Water Service Delivery</li> <li>• Waste Water Treatment</li> </ul>



**“BUILDING FOR A SUSTAINABLE FUTURE”**

# INFRASTRUCTURE MANAGEMENT

## Disaster Management

**THERE WAS ONE DISASTER EVENT** that activated the Local Disaster Management Group (LDMG) in the South Burnett during the 2019/20 financial year and under the *Disaster Management Act 2003* and *Disaster Management Regulation 2014*, this being the COVID-19 pandemic. Queensland Health was the lead agency.

### The LDMG continued with preparedness and prevention functions as follows:

- On-going review and updating of the LDMG Plan (and sub-plans);
- On-going review and updating of the Local Disaster Recovery Plan;
- Hosted quarterly LDMG Meetings in September and December 2019;
- LDMG Recovery sub-groups encompassing all sections of the community and include human and social, infrastructure, environment and economic - these groups meet quarterly;
- Participation in Get Ready Week 2019/20 including the following activities:
  - Promotion of the Disaster Dashboard.
  - Attendance at the Local Shows promoting disaster dashboard and enabling community preparedness.
  - Disaster Dashboard video played at the local cinema.
  - COVID-19 "Community Relief and Support Agencies in the South Burnett" brochure.
- Ongoing skill maintenance and training of additional resources to operate in the Local Disaster Coordination Centre (LDCC) including training in the Guardian and Local Government Queensland's Disaster Management system;
- Participated in a series of disaster related networks, workshops and training events, including:
  - Guardian Disaster Management Conference held at Burdekin in 2019;
  - Queensland Disaster Management Arrangements Training;
  - Guardian IMS training to LDMG team and Council staff;
  - High Consequence Decision Making Masterclass;
  - Leadership in Disaster, Crisis and Adversity Masterclass.

## SOUTHERN QLD HEAVY RAINFALL AND FLOODING 8 – 14 FEBRUARY 2020

Southern Queensland experienced a heavy rainfall and flooding event between 8 and 14 February 2020. Approximately 100 – 150 mm of rain fell over parts of the South Burnett region causing flooding and damage to public infrastructure. Although the Local Disaster Management Group was not activated, a submission was made to Queensland Reconstruction Authority seeking reimbursement for damage to the public infrastructure. The South Burnett region was activated on 9 March 2020 under the Disaster Recovery Funding Arrangements.



*Flooding on Wattlecamp Rd*



*Flooding on Coes Boundary Rd*



## COVID-19 – PANDEMIC – MARCH 2020

The South Burnett Regional Council (SBRC) was impacted by the Coronavirus disease (COVID-19) and has taken a number of measures to protect both the community and Council's own employees. Council has been coordinating with various agencies including Queensland health. The Local Disaster Management Group (LDMG) role, in this case, is to ensure that support is provided to Queensland Health as the lead agency, and ensure that a whole of government response is provided for the local community.

In response to the COVID-19 pandemic, regular meetings were held during the April-June quarter involving members of the LDMG, sub-groups and external agencies to collate information and advice, and formulate an appropriate response and action plan to support the community and its residents. Council has also created a temporary Human, Social and Economic working group to combine the recovery efforts of the various sub-groups.

Council has ensured various recommendations and regulations released by the state and federal government in response to the COVID-19 outbreak has been adhered to, and continues to actively promote and relay the information disseminated by both the State and Federal Government agencies to its residents via media releases. Council has via media releases emphasised to its residents on the need to 'flatten the curve' by ensuring safe hygiene practices and minimising contact where possible.

# GET READY FUNDING 2019-20

The South Burnett Local Disaster Management Officers together with QFES attended the Wondai and Proston Show to promote the South Burnett Regional Council Disaster Dashboard. The visits were also an opportunity to teach our community how to prepare and be more resilient during disaster events.

The South Burnett's "Disaster Dashboard" was created to provide residents and visitors with one point of truth during natural disasters. The South Burnett Disaster Dashboard

feeds information straight from BOM, Ergon Energy, Queensland Traffic, Sunwater and links to Queensland Fires together with updates from the South Burnett Local Disaster Management Group.

Due to COVID-19 restrictions, Council was unable to attend events at the local shows or hold the Aged Care Forum.

The remainder of the Get Ready funding was utilised to create and distribute the "Community Relief and Support Agencies in the South Burnett" brochure - refer image below.

## State Emergency Services (SES)

ROUTINE:	Hours
Equipment Maint & M'ment	133.00
Facility Maint & M'Ment	327.50
Fund Raising	73.00
Induction	4.25
Joint Emergency Service Exercises	33.00
Meetings/Conferences	319.25
Peer Support	27.75
Public Education	122.00
Training Administration	8.00
Training Courses	467.00
Transport operations	34.25
Unit/Group Administration	807.50
Unit/Group Training	1729.50
<b>Total</b>	<b>4086.00</b>

OPERATIONS:	Hours
AIIMS/ICS	111.50
Assist Other	121.50
Assist QAS	3.00
Assist QFRS	6.50
Assist QPS	145.00
Chainsaw Operations	41.25
Communications	26.00
Debris Clean Up	2.00
Deployment Travel	19.50
Emergency Road Closure/Diversion	287.75
Land Search	418.75
Sandbagging	1.00
Temporary repairs	213.50
Welfare	12.75
Working at heights	68.25
<b>Total</b>	<b>1478.25</b>

# INFRASTRUCTURE PLANNING

## ASSETS

**THE INFRASTRUCTURE ASSETS TEAM** undertakes a variety of tasks including, Geographic Information System (GIS) mapping, asset register maintenance along with development and maintenance of asset management plans with asset owners.

In the 2019/20 year, the team coordinated Council's first ever full suite of asset management plans. Through consultation with the various asset managers, the team assisted in delivering to Council, Asset Management Plans across asset classes, as listed below:

- Transport Asset Management Plan;
- Building Asset Management Plan;
- NRM and Parks Asset Management Plan;
- Waste Asset Management Plan;
- Wastewater Asset Management Plan;
- Water Asset Management Plan.

These plans allow Council to responsibly manage the Council's assets throughout the asset lifecycle

and planning for their future replacement, understanding the level of service based on available budget, whilst meeting the objectives of Council's Asset Management Policy.



During 2019/20, the Assets team has also coordinated a full audit and rebuild of Council's asset registers. This required the collection and collation of data for all of Council's infrastructure assets. With this information, Council has undertaken a comprehensive valuation of the Buildings, Properties and Waste assets classes. In addition to the comprehensive valuations, a desktop valuation of the Transport and Water

and Wastewater asset classes were also undertaken.

The Assets team developed a governance framework to provide organisational structure to support the continuous monitoring, evaluation and direction of Council's asset management activities. A terms of reference document was drafted to create an Asset Management Steering Committee, consisting of asset managers, Senior Executive team, Infrastructure Planning senior officers. This committee is the primary decision-making body in Council for asset management related issues. The Committee ensures a whole of Council approach is taken towards the delivery of Council's asset based services. This committee has been formed under the Asset Management Policy (2019) and Council's Asset Management Governance Framework.



Council's Water & Wastewater team member inspecting equipment

**BUILDING BETTER REGIONS FUND (BBRF) ROUND FOUR - APPLICATION**

In mid-November 2019, the Australian Federal Government released Round Four of the Building Better Regions Fund, Infrastructure Projects Stream for drought-affected communities. Applications to this funding were set to close on 19 December 2019, providing a five (5) week period to develop, compile and submit an application.

An application was developed for the ‘once-in-a-generation’ project, redeveloping the Kingaroy CBD to provide the community with a region shaping initiative and help regenerate the local economy through the Kingaroy Transformation Project.

The projects application focussed on supporting economic, environmental, social and cultural sustainability for the region, acknowledging that Kingaroy is the hub for the South Burnett. It includes significant redevelopment of the main streets of Kingaroy’s CBD, Haly Street, Kingaroy Street, Alford Street and Glendon Street. With the development of these areas, the project hopes to provide community activation and economic regeneration through safe accessible community spaces, redeveloped footpaths, installation of street furniture and structures, stormwater drainage,

water supply upgrade, reallocation of overhead electrical services, reconstructed road pavement and accompanying landscaping. The design also incorporates “smart community” capacity in the infrastructure, allowing the community to capitalise on developing and emerging technologies.

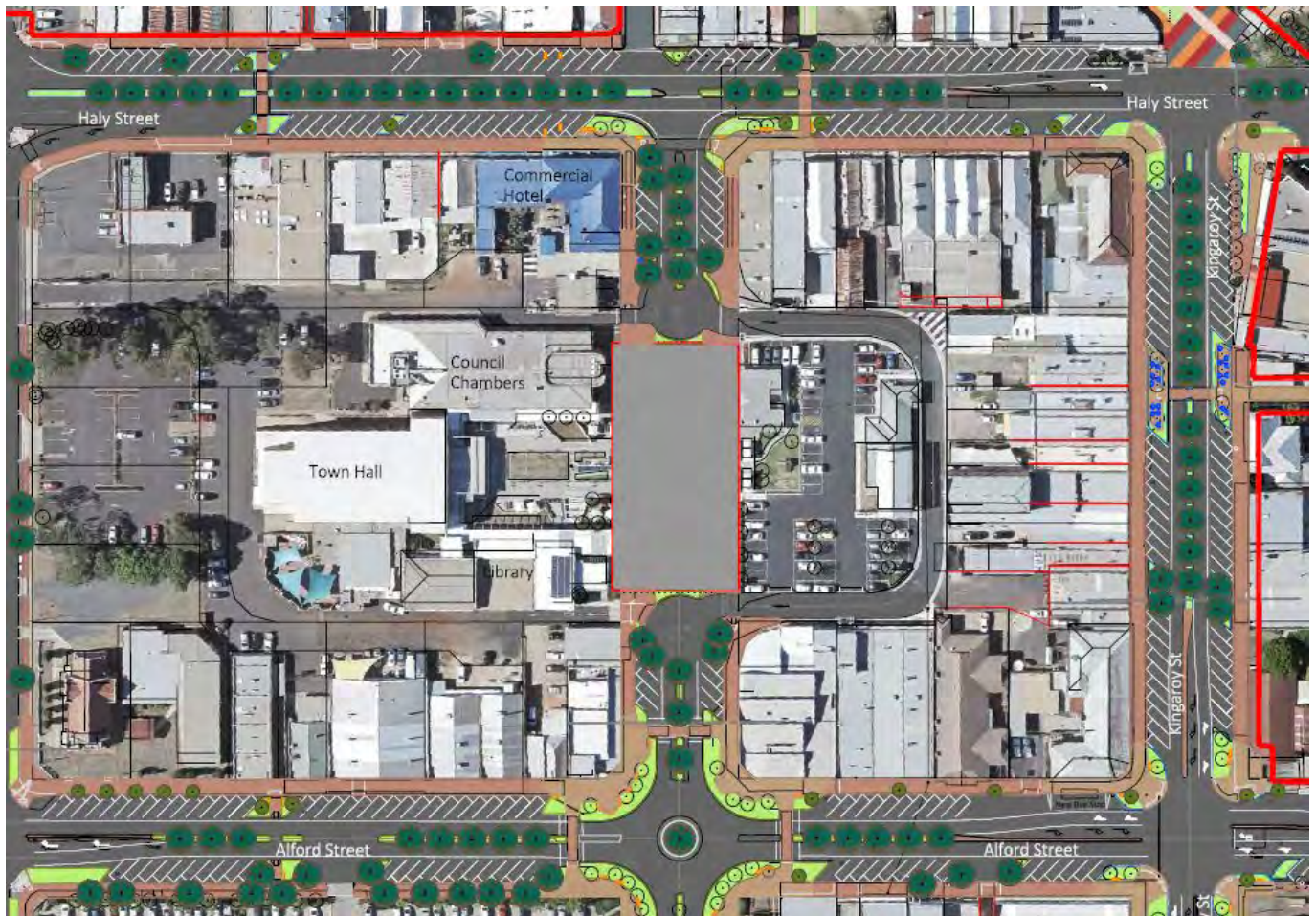
Applications to this program were assessed on several criterions, including economic and social benefits to the region. In development of the submission, an Economic Impact

Assessment report of the region was obtained to highlight the areas requiring improvement. This assisted in analysing the impacts the project would have during construction phase as well as once it was completed, showing a clear benefit that the project would have on the community beyond the period of construction. Council sought letters of support from the business industry and included these in the application as evidence of the overwhelming support for the project to transform the Kingaroy CBD.

After a number of months of anticipation, an announcement was made by the Minister for Agriculture, Drought and Emergency Management, The Honourable David Littleproud MP in June 2020 advising that Council had been successful in securing \$4.5M in funding for the Kingaroy Transformation project. This announcement has been the catalyst in finalising the design concepts and recommencing engagement with the wider community. Transforming the CBD of Kingaroy will attract and encourage spending to boost the local business revenue and stimulate and foster profitable commercial relations with business and industry.



Kingaroy Transformation Project Proposal



## DESIGN

### THE INFRASTRUCTURE PLANNING DESIGN TEAM

acts as an internal technical service provider to Council asset owners. The team completes a number of different activities including, traffic counts, survey, design, project planning, speed reviews and complex asset investigations. This enables Council to continue to deliver on their Capital works program and deliver projects throughout the region.

### ASSESSMENTS & GENERAL DESIGN CONDUCTED:

ACTIVITY	NUMBER
Traffic Counts Completed	100
Project Planning Investigations	15
Detailed Designs Completed or Ongoing	50
Speed Review	10



Concept design - Kingaroy Transformation Project

## Design Highlights

# KINGAROY TRANSFORMATION PROJECT

### DESIGN OVERVIEW

In recent years the region has faced the challenges of prolonged drought, very low population growth and a relatively high social disadvantage. This project provides an opportunity to support the community in responding to these challenges while boosting community activation, opening up creative and business opportunities, and increasing productivity into the future.

During the 2019/20 year, the civil design for the Kingaroy Transformation was completed ready for further community consultation. The project includes the redevelopment of the main streets, Haly Street, Kingaroy Street, Alford Street and Glendon Street.

### The design for the Kingaroy Transformation Project incorporates:

- Replacement of all existing kerb / kerb and channel with kerb build-outs to provide larger footpath areas at the road intersections and wider mid-block footpaths;
- Provision of approximately 10,500m<sup>2</sup> of concrete footpaths including improved gradients and shop access;
- Full depth replacement of existing road pavement;
- Provision of kerbside angled and parallel parking bays including disability parking;
- Provision of bus stop, loading zones and RV parking;
- Provision of improved and safer pedestrian crossings;
- Provision of community shared area, measuring approximately 1500m<sup>2</sup>, incorporating parking, seating, shelter and landscaping areas that can be closed off from through traffic and utilised for events such as night time markets etc;
- Upgrade and replacement of existing stormwater system, including pipes, manholes and gully pits;
- Full replacement of water main and property service connections;
- Provision of a recycled water main to provide irrigation to proposed planting;
- New road signage and line marking;
- Provision of planting within kerb build-outs including signature trees and ground covers;
- Provision of street furniture, including shade structures, fencing, seating, bins etc;
- Provision of new LED solar powered street lighting;
- Provision of new CCTV systems to provide safe and accessible places;
- Provision of new electrical and communications conduits to facilitate the undergrounding of existing overhead power and kerbside car charging facilities; and
- Alterations to existing electrical and telecommunications pit and conduits to suit new footpath levels, including provision of infill type lids to match surrounding footpath finishes.

The successful funding application through the Building Better Regions program, allows Council to progress this exciting project to construction after finalising the community and liveability concepts of the design, which are in the final stages. Community consultation for this project will recommence early 2020/21, with construction due to commence towards the end of 2020, for a duration of approximately two (2) years. Delivery of the project is expected to drive economic growth, offering the opportunity to emerge as a modern, vibrant regional community centre.

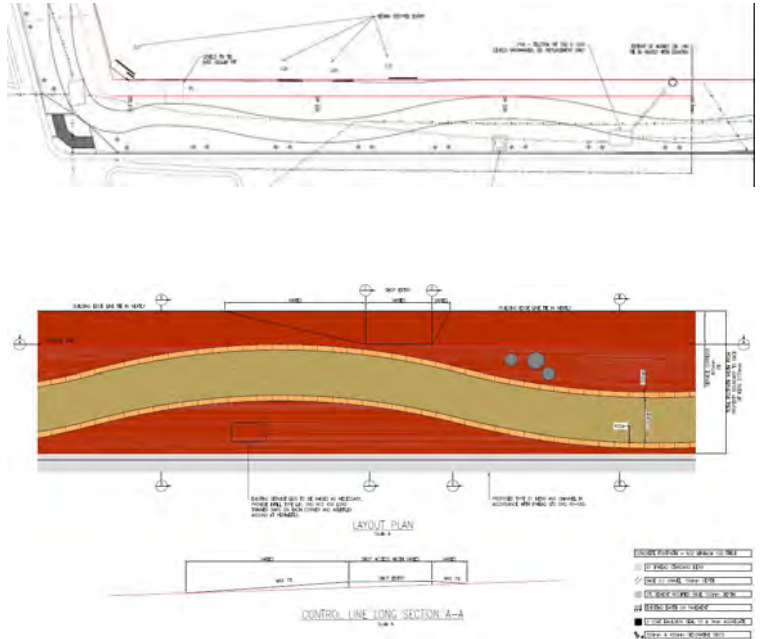
## MURGON CBD FOOTPATH - STAGE 2:

Stage two of the Murgon CBD footpath project design commenced in October 2019. The project area was along Lamb Street, predominantly between Krebs and Gore Streets. The scope of the project was to undertake a full footpath replacement, kerb replacement, footpath resurfacing and realignment of angle car parking.

The project design involved extensive community consultation which helped to inform Council of the desired community outcome.

A number of layout options were considered for the footpath and this was developed and decided upon through a survey of the business community and themed throughout the project area to create an appealing statement for the Murgon CBD. The design also incorporated brass discs inserted into the footpath with indigenous and heritage imagery, providing a way finding element for tourists as well as acknowledgement and appreciation of the history of Murgon.

The final design was delivered for construction in January 2020 and construction commenced in February.



## HIGH RISK ROADS PROGRAM (DTMR)

High Risk Roads is a state funded initiative to address key safety concerns on the state-controlled network identified for the whole of a road segment or route, instead of at individual discrete locations as is the focus of other State funded programmes.

The Department of Transport and Main Roads (DTMR) awarded Council the urban package to design a number of intersections along the D'Aguiar Highway at the end of 2019.

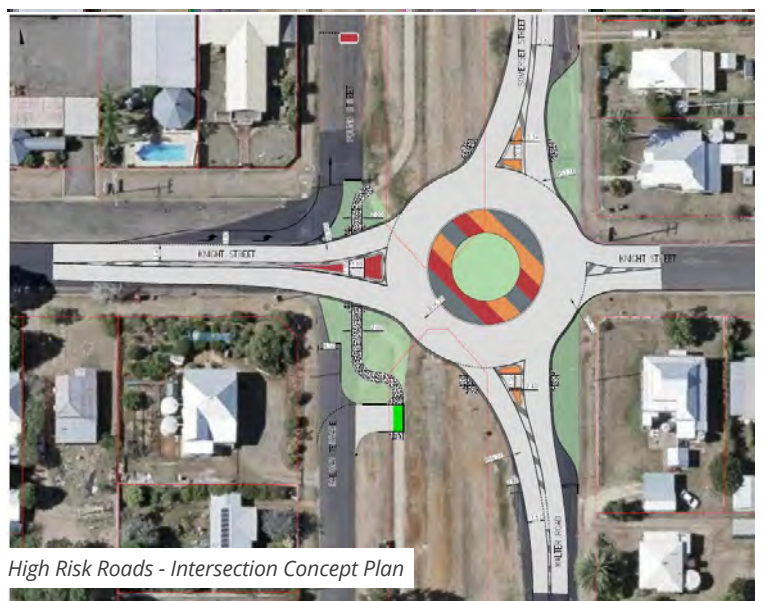
### These projects were sited at:

- Walter Road (D'Aguiar Highway) / Knight Street Intersection, Kingaroy
- Walter Road (D'Aguiar Highway) / Duke Street Intersection, Kingaroy
- Walter Road (D'Aguiar Highway) / Prince Street Intersection, Kingaroy
- Walter Road (D'Aguiar Highway) / Evelyn Street Intersection, Kingaroy
- Walter Road (D'Aguiar Highway) / Harris Road Intersection, Kingaroy
- Drayton Street (D'Aguiar Highway) / Cairns Street Intersection, Nanango.

Designs for these intersections are well advanced and has allowed Council the ability to continue to provide positive input towards the aesthetic appearance that the intersections in the urban area contribute to the overall appearance of the regions towns. The designs are not only focussed on providing safer intersections for the community, but also for the travelling commuters and tourists who contribute strongly to the local economy. Once designs are complete, they will be provided to DTMR for delivery in the construction program in 2021.



Completed section of Lamb Street, Murgon



High Risk Roads - Intersection Concept Plan

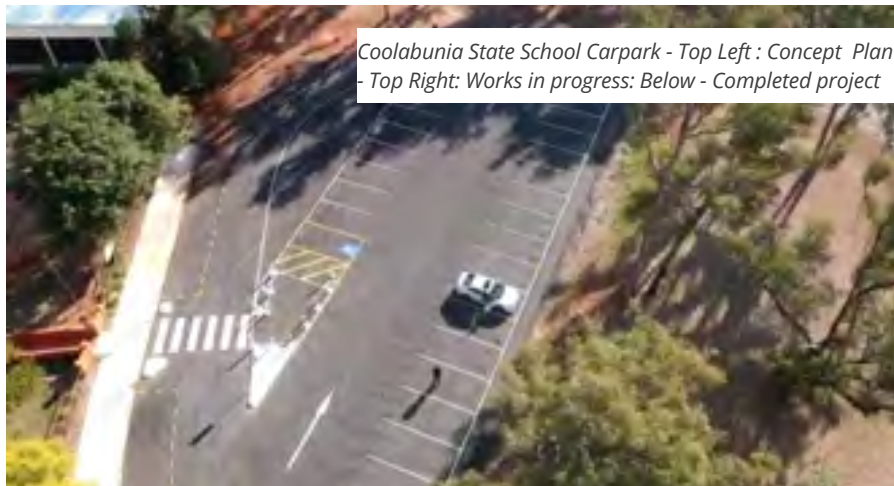


## COOLABUNIA STATE SCHOOL CARPARK

The Coolabunia State School carpark project was nominated for funding under the SafeST (Safe School Transport) program to provide a safe set down area and carpark for the school community.

The design included, redevelopment of the area to improve carparking, bus stop, a stop, drop and go facility, footpath and improved pedestrian provisions for the safety of those attending Coolabunia State School.

Design for this project commenced in September 2019 and final design was issued for construction in December 2019. Construction of this project commenced at the end of the school year to minimise disruption to the school community. With completion of the project, the school children and community now have an improved safer and functional facility for the school.



Coolabunia State School Carpark - Top Left : Concept Plan - Top Right: Works in progress: Below - Completed project

## MATERIALS LABORATORY

South Burnett Regional Council's Materials Laboratory technicians have extensive experience, performing a range of testing which includes, concrete, quality control, compaction, strength and sampling.

The laboratory's primary focus is to provide a quality service to the greater South Burnett for both internal and external clients.

The Laboratory maintains a National Association of Testing Authorities, Australia (NATA) accreditation. The NATA accreditation is an endorsement that the testing work carried out by the Materials Laboratory are in accordance with appropriate standards, and that the laboratory has been assessed against best international practice. During the 2019/20 financial year, a reassessment of the facility's compliance with the requirements of the accreditation was undertaken by NATA. The outcome of the reassessment is that the NATA accreditation for the Materials Laboratory has been continued.

In addition to undertaking testing for Council, the Materials Laboratory provided services to a number of private clients including:

- Downer Group
- Stanwell
- Civil and Allied Technical Construction (Coopers Gap wind farm)

- Broad Construction (new Kingaroy Hospital)
- Concrete testing for Lamb street, Murgon footpaths
- RoadTek Bundaberg (Mundubbera Durong Road & various smaller projects)
- A number of Local Quarries (Quality testing on materials)

Due to time constraints and the volume of work involved with the Munduberra Durong Road project, Council has established an Annexe laboratory at Durong to undertake testing that conforms with TMR specifications. This laboratory complements the main laboratory operations and allows the team to undertake testing in a facility that is closer to site, performed in a safe manner and more efficient environment.

Through funding under Round 3 of the State Government's Works for QLD program, a dust extraction unit was installed at the laboratory to control the dust hazards from testing or analysis of concrete and soil samples. With this addition to the main laboratory, it enables a safer work environment to conduct the required testing for both internal and external clients.

The Materials Laboratory team carried out around 4,000 tests across sixteen (16) different disciplines of testing over the 2019/20 year.

### TEST TYPES

Atterberg Limits
CBR (1 point)
CBR (2 points)
Compressive Strength
Dynamic Cone Penetrometer
Field Density Ratio (Nuclear Metre)
Field Density Ratio (Sand Replacement)
Moisture Density Relationships
Particle Size Distribution
Moisture Content
Unconfirmed Compressive Strength
Degree of Saturation
Field Density Ratio (sand Replacement)
CSR (5 point)
CSR (1 point)
Other User Defined Testing
Detailed Designs Completed or Ongoing
Speed Review

External view of the dust extractor



# WORKS

**THE WORKS BRANCH**, within the Infrastructure department, is responsible for the management of capital and maintenance work for all Council's transport assets - sealed and unsealed roads, bridges, car parks, stormwater drainage and footpaths.

Works have skilled staff working across a number of fields including administration, technical support, supervision, plant operation and general labouring.

Road construction and maintenance continues to be a high priority for Council with a total expenditure of \$22M for the financial year with a budgeted investment in roads and associated infrastructure of:

- **Maintenance**  
Road Maintenance \$7M
- **Construction**  
Roads, stormwater drainage, footpaths and bridges \$15M

## CONSTRUCTION

Capital works projects are funded through Council's own revenue, as well as significant funding from the federal and state Government through external funding programs.

These funding arrangements include:

- Roads to Recovery
- Transport Infrastructure Development Scheme
- Works for Queensland
- Drought Communities Programme

## Construction works commenced or completed during the year included:

### UPGRADE TO SEALED ROAD STANDARD

- Beatty Street - Proston
- Old Esk Road (Taromeo) - Benarkin
- Proston Transfer Station Road - Proston

### ROAD RECONSTRUCTION

- Niagara Road - Boyneside

### FOOTPATH UPGRADES

- Murgon CBD footpath
- Haly Street, Wondai

### DRAINAGE UPGRADE

- Brisbane Street, Nanango

### CAR PARKING

- Mary Street - Coolabunia



*Bunya Avenue - Bunya Mountains Bitumen Reseal*



*Grading of unsealed road*

## BITUMEN RESEALING

Council has continued to invest significantly in bitumen resealing of roads and streets. This work improves safety, rejuvenates and extends the life of the asset by providing a waterproof surface layer and reduces potholes and cracks forming, as well as improving skid resistance of the road surface.

- Aberdeen Avenue - Durong
- Annings Road - Murgon
- Birt Road - Kingaroy
- Bradleys Road - Wooroonden
- Brand Road - Wooroonden
- Brooklands Pimpimbudgee South Road (Beare Road) - Maidenwell
- Brownless Road - Boondooma
- Bunya Avenue - Bunya Mountains
- Carters Road - Tablelands
- Couchmans Road - Kingaroy
- Crownthorpe Road - Crownthorpe
- Freemans Road - Wooroonden
- Geoff Ralph Drive - Taabinga
- Haly Creek Road - Haly Creek
- Hetheringtons Road - Manyung
- Krugers Road - Boondooma
- Magees Road - Benair
- Margaret Street - Kingaroy
- Middle Creek Cooyar Road - Pimpimbudgee
- Muir Drive - South Nanango
- Nangur Road - Crownthorpe
- Old Yarraman Road - Nanango
- Pincotts Road - Boondooma
- Red Hill Road - Chelmsford
- Reidys Road - Wooroonden
- River Road - Kingaroy
- Royles Road - Coolabunia
- Shellytop Road - Durong
- Silverleaf Road - Murgon
- Speedwell Road - Speedwell
- Tipperary Road - Redgate
- Warren Truss Drive - Taabinga
- West Boondooma Road - Boondooma
- Wheatlands Loop Road - Wheatlands
- Woolletts Road - Durong
- Wooroonden Road - Glenrock

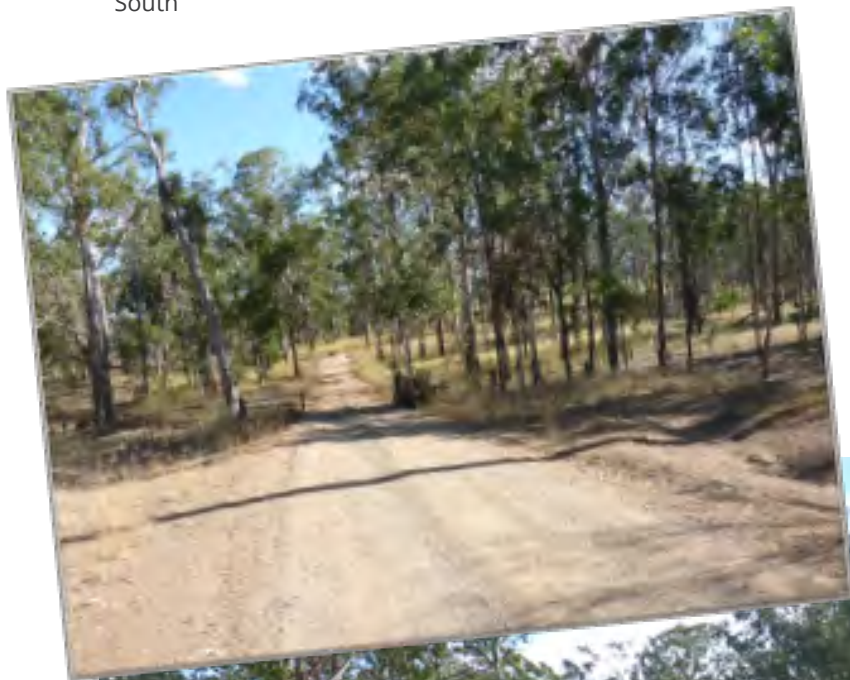
**GRAVEL RE-SHEETING**

Resheeting works are important for renewing our gravel roads. Over time the gravel layer wear away and should be replaced. This has been a key programme for Council in our asset renewals.

- Althause Road - Cloyna
- Basin Road - Kinleymore
- Birt Road - Kingaroy
- Boonenne Road - Goodger
- Boonenne Ellesmere Road - Goodger
- Bridget Carroll Road - Kingaroy
- Coolabunia Malar Road – Hodgleigh
- Dangore Mountain Road - Dangore
- Dip Road - Mt McEuen
- Deep Creek Road – Inverlaw
- East Wooroolin Road - Wooroolin
- Farmers Road - Abbeywood
- Flats Road - Wheatlands
- Hayne Kite Millar Road – Blackbutt South

- Hoggs Road - Wooroolin
- Ironpot Road – Ironpot
- Kangaroo Yard Road – Wheatlands (shoulder resheeting)
- Kearneys Road – Kumbia (shoulder resheeting)
- Kunioon Road - Kunioon
- Lysdale Road - Wondai
- McCauley Broome Road - Barkers Creek Flat
- McKenzies Road – Wilkesdale
- Meehans Road – Memerambi
- Middle Creek Cooyar Road - Pimpimbudgee
- Middle Road - Proston
- Mitchells Road – Cloyna
- Mondure Crossing Road – Booie
- Mondure Road - Mondure
- Morgans Road – Windera
- Mount Hope Road – Booie
- MP Creek Road – MP Creek

- Mustons Road – Haly Creek
- Nanango Neumgna Road – South Nanango
- Nukku Road – Blackbutt South
- O’Dea Road – Wilkesdale
- Old Esk North Road – South Nanango
- Old Wondai Road – Wattlecamp
- Old Wondai Road – Wondai
- Reagon Road – Booie
- Red Hill Road – Chelmsford
- Reeve Road – South Nanango
- Redvale Road - Booie
- Robin and Lee Road – Booie
- Speedwell Road – Stallworth
- Sportsground Road – Wooroolin
- Transmitter Road – Wooroolin
- Wattle Grove Road – Benair / Wattle Grove
- Wilsons Road – Windera (shoulder resheeting)
- Wooden Hut Road – Inverlaw



Water spraying of unsealed road

(Left) Mondure Crossing Road - Gravel Resheet (before)  
(Below) Mondure Crossing Road - Gravel Resheet (after)



**MAINTENANCE**

Council continues to maintain 3,200km of roads, pathways, stormwater drainage structures and bridges. This maintenance includes:

- Patching potholes on sealed roads
- Shoulder repairs on sealed roads
- Grading unsealed roads
- Slashing road shoulders
- Sweeping urban streets
- Removing fallen trees and branches from roadways and footpaths
- Repairing scours along and across roadways
- Install and maintain road signage and line marking for road safety

**DEPARTMENT OF TRANSPORT AND MAIN ROADS**

Council has undertaken various contract works for the Department of Transport and Main roads on the state controlled road networks including:

- Routine maintenance performance contacts – general maintenance work with the region
- Maidenwell Bunya Mountains Road - Upgrade to sealed standard and realignment at Wengenville Glenclyffe Road
- Kingaroy Burrandowan Road – Gravel resheeting
- Byee Road – widening near Flats Road intersection



*Grading of unsealed road*



*Maidenwell Bunya Mountains Rd - Upgrade to sealed standard and realignment at Wengenville Glenclyffe Rd*



*Council Works team member with new grader*

# WATER AND WASTEWATER

**THE WATER AND WASTEWATER BRANCH** of the Infrastructure department are responsible for the management of 17 Water and Wastewater Plants with an Operational and Maintenance budget of \$16.1M.

## DRINKING WATER:

Drinking Water Supply Schemes	Population Served	Connections	Volume Water Supplied	Length of Water Mains	Number of Water Pump Stations	Number of Fire Hydrants
8	18673	9570	2261 ML per year	390 km	18	2162

## WASTEWATER:

Wastewater Supply Schemes	Connections	Volume Treated	Length of Sewer Mains	Number of Sewer Pump Stations	Number of Sewer Access Chambers
6	7247	1119 ML per year	284 km	23	3945

Significant investment into the region's water and wastewater networks has continued during the 2019/20 reporting period, with a Water and Wastewater Capital Budget of \$9.1M.

Some of the major projects undertaken have included:

### WATER

- Orana Reservoir Kingaroy Roof Replacement
- Scott St Wondai Reservoir Roof Replacement
- SCADA and Cyber security upgrades
- Yallakool raw water pump station replacement



Contractors abseiling the Murgon reservoir



Water Main Replacement-Drayton St Nanango

### WATER MAIN REPLACEMENTS

#### Nanango

- Wickham Street
- Wills Street West
- George Street North
- Alfred Street
- Drayton Street

#### Wooroolin

- West Wooroolin Road

#### Kingaroy

- Burnett Haly - Alford
- West Haly - Kurtellan
- Knight Walter - Hodge
- Youngman Haly - Avoca
- Toomey Youngman - William



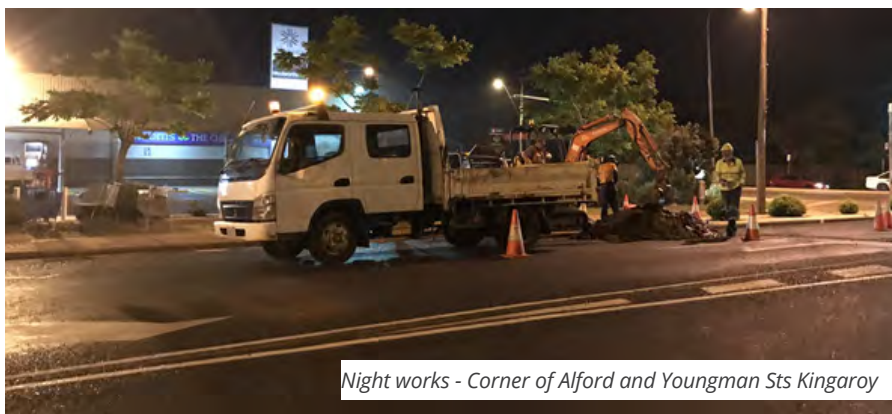
Water Main Replacement-Alfred St Nanango



HDPE Water Main Markwell & Youngman Sts

### WASTEWATER

- Sewer main relining renewal program 18/19 – 19/20
- Wondai WWTP Recycled Water Treatment Plant
- Sewer pump station Switchboard Upgrades
- Regional Arc flash compliance assessment



Night works - Corner of Alford and Youngman Sts Kingaroy

Council Water & Wastewater team member checking controls at the water master control centre

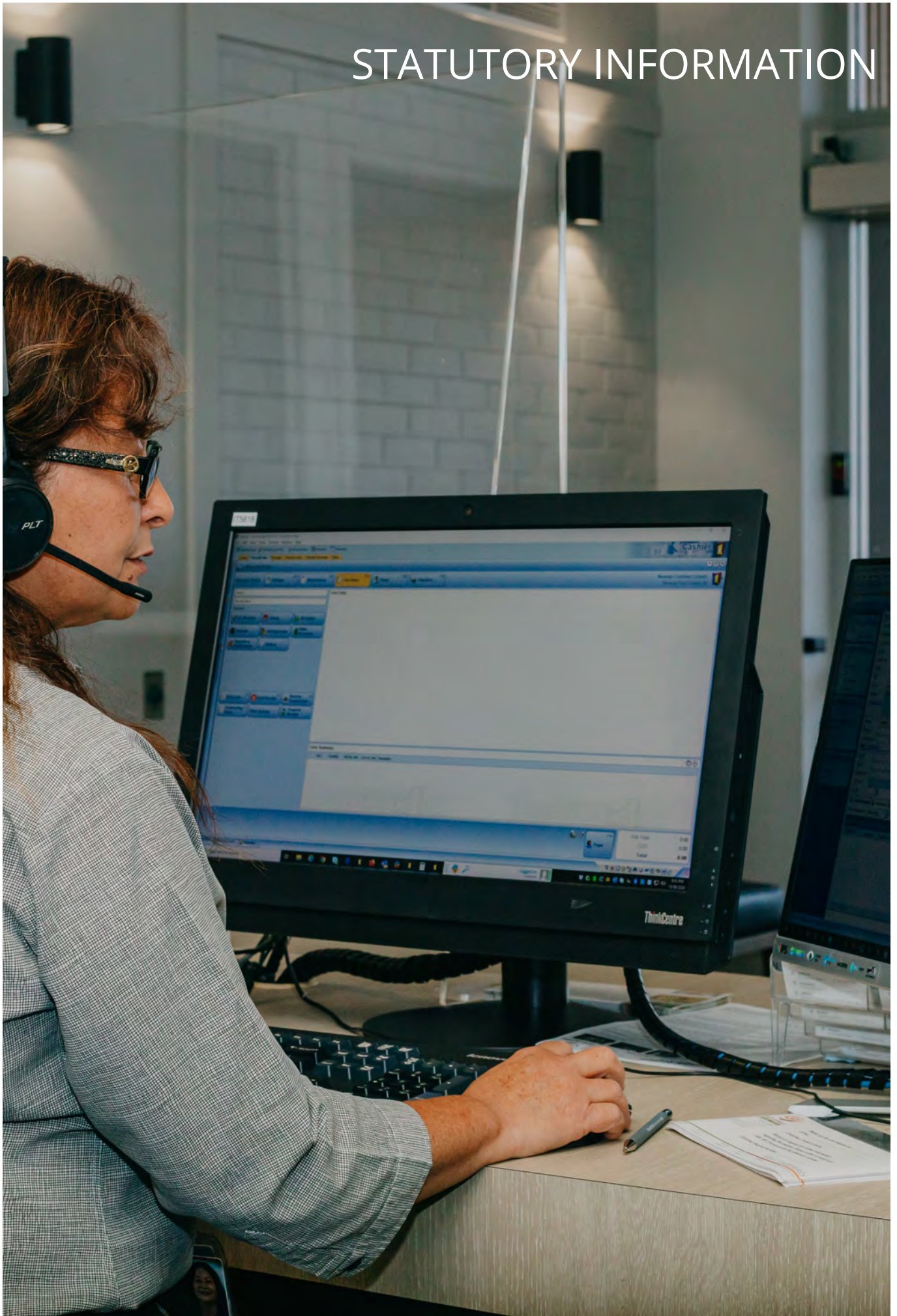


Chlorine dosing pumps



Council's Water & Wastewater team member

# STATUTORY INFORMATION



# STATUTORY INFORMATION

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

THIS SECTION also details organisational information regarding staff policies and other information considered of interest in an Annual Report.

All special and separate levies and charges listed apply for the 2019/20 financial year.

## RATES AND CHARGES

### SPECIAL CHARGE - RURAL FIRE LEVY

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

- Council make and levy a special charge (to be known as the Rural Fire Levy Special Charge) of \$25 on all rateable land within the region to which the overall plan applies, that also attracts a Class E Emergency Management Levy (pursuant to Part 3 of the *Fire and Emergency Services Regulation 2011*) to fund the operations of the rural fire brigades that operate throughout the rural areas of the South Burnett Region.
- The overall plan for the Rural Fire Levy Special Charge is as follows:
  - (a) The service, facility or activity for which the plan is made is to contribute to the operational costs of fire-fighting and the ongoing provision and maintenance of rural fire-fighting equipment for those rural fire brigades.
  - (b) The rateable land to which the plan applies is all rateable land within the region that also attracts a Class E Emergency Management Levy (pursuant to Part 3 of the *Fire and Emergency Services Regulation 2011*)
  - (c) The estimated cost of implementing the overall plan is \$218,000.
  - (d) The time for implementing the overall plan is 1 year commencing 1 July 2019 and ending 30 June 2020.
  - (e) The rateable land or its occupier specially benefit from the service, facility or activity funded by the special charge because local Rural Fire Brigade units respond to emergency (fire) calls.

This charge generated revenue of \$213,513.88 (\$214,979.20 with interest) Council distributes payments to each brigade three times per year, in accordance with their annual allocation adopted by the Local Area Finance Committee. Council uses the actual amount of funds received (rate payments) rather than the allocation. This can provide brigades with additional funds over & above their annual allocation, due to the payment of overdue levies and interest.

### RURAL FIRE LEVY ALLOCATION

Area	Allocation	Paid
Ballogie	8,500.00	8,355.64
Booie Rise	12,500.00	12,287.71
Brooklands	13,000.00	12,779.21
Bullcamp	2,200.00	2,162.64
Bunya Mountains	7,800.00	7,667.53
Cloyna	9,000.00	8,847.14
Coverty	4,000.00	3,932.07
Dangore	500.00	491.58
Durong	4,000.00	3,932.07
East Nanango	6,200.00	6,094.70
Glencoe	14,000.00	13,762.23
Gordonbrook	1,000.00	983.02
Kunioon Hodgeleigh	1,600.00	1,572.85
Maidenwell District	11,100.00	10,911.48
Malar Booie	4,000.00	3,932.07
McEuen	14,000.00	13,762.23
Mondure District	11,800.00	11,599.59
Sandy Ridges	13,500.00	13,270.72
South Nanango	14,500.00	14,253.70
Tablelands	18,000.00	17,694.24
Taromeo	33,400.00	32,832.70
Wattle Grove	2,000.00	1,966.03
Wattlecamp	26,000.00	25,558.41
<b>Grand Total</b>	<b>\$232,600.00</b>	<b>\$228,649.56</b>

### SEPARATE CHARGE - WASTE MANAGEMENT LEVY

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

Council makes a separate charge of \$150.50 per rate assessment for the 2019/20 financial year to be levied equally on all rateable assessments

Council name the separate charge, the Waste Management Levy and use the funds to provide a service, facility or activity identified as:

- (a) Providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis
- (b) Meeting public expectations in matters of disposal of refuse that affect public health and visual amenity of the area



(c) Rehabilitation of closed Waste Disposal sites

The levy generated a total revenue of \$2,606,165.48 in the 2019/20 reporting period.

### SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION LEVY

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

The levy generated a total revenue of \$69,162.60 in the 2019/20 reporting period.

### EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES

- That pursuant to Section 93 of the *Local Government Act 2009* Council provides an exemption of differential general rates and separate charges for properties as identified within the categories per the table below.
- That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council grants a rebate for various rates and charges for the financial year ending 30 June 2020 as identified in the table below and subject to the following:
  1. Property owners must notify Council immediately if there is a substantive change in land use for a property that is receiving a rate concession.
  2. Applications received during the current financial year that fall within the categories below, will be granted a rate concession following the passing of a resolution by Council.
  3. If a property has been granted a rate concession in the previous financial year, the owner will not be required to re-apply to receive the rate concession for the current financial year. However, proof of ongoing eligibility will be required if requested.

### CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES

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

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

### WAIVING MINIMUM GENERAL RATES

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

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

(a) Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.

(b) Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess. No	Owner	Property Description & Location
31384	GSR Silburn	Hebbel Dr, Tablelands
31598-1	A Bradley, C Ewart & I Hinricks	Bradleys Rd, Wooroonden
31632	Gympie Timber Co P/L	Morgans Rd, Windera

### EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES (%)

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

## Remuneration

### COUNCILLOR'S REMUNERATION

On 30 November 2018, the Local Government Remuneration and Discipline Tribunal (Tribunal) concluded its review of remuneration for mayors, deputy mayors and councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012*. The remuneration schedule to apply from 1 July 2019 are as follows:

- **Mayor** - the rate payable of \$130,584
- **Deputy Mayor** - the rate payable of \$81,615
- **Councillor** - the rate payable of \$69,372

For an overview of the tribunal's remuneration determination and its review of local government categories visit <https://www.dlgrma.qld.gov.au/resources/report/local-government/remuneration-discipline-tribunal-report-2018.pdf>

Legislation changes in May 2018 created a new Councillor Conduct Tribunal and Local Government Remuneration Commission.

### EXPENSES REIMBURSEMENT POLICY FOR COUNCILLORS

(Adopted 1 July 2020)

#### 1. POLICY STATEMENT

This policy ensures that Council's reimbursement of expenses incurred by the Mayor and Councillors ('Councillors') and facilities provided to Councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009* (the 'Act').

The local government principles are:

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

Furthermore, additional principles that underpin this policy are: -

(a) Public Interest

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

(b) Fair and Reasonable

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

(c) Accountability

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

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and

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

#### 2. SCOPE

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

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

#### 3. POLICY OBJECTIVES

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

The policy covers: -

- the reimbursement to Councillors of legitimate expenses incurred; and
- the facilities to be provided to Councillors.

#### 4. BACKGROUND AND/OR PRINCIPLES

Pursuant to Section 250 of the *Local Government Regulation 2012* (the 'Regulation'), Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

#### 5. GENERAL INFORMATION

The Expenses Reimbursement Policy for Councillors must be consistent with the five (5) local government principles under Section 4(2) of the Act and meet the financial sustainability criteria under Section 104 of the Act.

The Regulation legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

##### 5.1 Payment of Expenses

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer (CEO). Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate expenses incurred for Council business must submit the appropriate form detailing the relevant expense within one (1) month of the expense being incurred or invoiced.

##### Professional Development

Council will pay for/reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

##### Corporate Uniform

Council will make available a professional Corporate Uniform allowance of \$330 per annum (exclusive of GST) to purchase uniform items.

##### Legal Assistance and Insurance Cover

Council shall pay any reasonable expenses of Council associated with the informal resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- a mediator engaged under Council's Councillor Conduct Complaints Investigation Policy;
- a private investigator engaged by Council;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

The provision of legal assistance/payment of legal costs incurred by a Councillor shall be provided subject to prior approval being granted by the CEO and endorsed by resolution of Council. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the Act, the Councillor will, by resolution of Council, reimburse Council with all associated costs incurred by Council.

Councillors will be covered under Council insurance policies while discharging civic duties.

Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

Travel as required to represent Council

Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car hire or mileage, parking, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.

Note: Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

Travel Bookings

All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. Travel costs cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

Travel Transfer Costs

All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, e.g. trains, taxis, road tolls, buses and ferry fares. Cab charge vouchers may also be used if approved by the CEO where Councillors are required to undertake

duties relating to the business of Council.

Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council.

Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three (3) star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals

Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and
- the meal was not provided within the registration costs of the approved activity/event; or during a funded flight.

The following (inc GST) are considered to be reasonable for reimbursement by Council:

- Breakfast- \$17.50
- Lunch- \$25.00
- Dinner- \$50.00

Note: Alcoholic beverages will not be reimbursed under this policy.

Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

Hospitality

The Mayor may claim up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, a Councillor or the Mayor, will be required to complete the relevant form to identify why the hospitality occurred and who attended with authorisation by the CEO.

Alcohol is not an allowable expense for reimbursement.

Responsibility

Councillors accept full responsibility for the accuracy of each claim. Failure to comply with this policy, falsifying claims or the misuse of facilities may represent official misconduct and be referred to the Independent Assessor or Crime and Corruption Commission.

5.2 Facilities

All facilities provided to Councillors remain the property of Council and must be returned when a Councillor's term expires or they cease in their role.

Private Use of Council Owned Facilities

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillors will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices.

Councillors will be provided facilities as detailed below which have been based on the principle that no private benefit is to be gained from the facilities provided.

#### Administrative Tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- designated office space (where space is available within a Council facility)
- access to meeting rooms;
- computer including internet access and wireless remote access where appropriate;
- stationery;
- access to photocopiers, scanners and printers;
- copies of publications; and
- use of Council landline telephones and internet in Council offices.

Administration support will be provided to the Mayor with limited administration support provided to Councillors with approval from the CEO.

#### Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

#### Name Badge & Personal Protective Equipment for Councillors

Council will provide Councillors with one (1) Identification Card and up to two (2) name badges.

Councillors will be provided the necessary personal protective equipment for use on official business when needed (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Work Health and Safety policies and procedures while at any workplace.

#### Telecommunication Needs - Mobile Devices

Mobile telecommunications devices owned by Council will be provided to the Mayor and Councillors for official Council business. "Bring Your Own" devices requests will be approved upon application to the CEO on a case by case basis.

#### Contribution to Councillors Telephone Costs

Council will contribute up to \$2,000 per annum to the Mayor and each Councillor to offset the cost of mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Mayor and Councillors supplied mobile telephone Council will pay the monthly account.

#### Vehicle Fuel and Operation Costs

In general, the most effective form of travel must be used. Councillors may have access to a council vehicle from within the fleet for official business where available and as approved by the CEO.

Councillors may travel using their own private vehicle for business purposes and claim a kilometric allowance substantiated by logbook details. The amount to be reimbursed will be based on the ATO cents per km rate

for car travel as published on the ATO website. Councillors wishing to claim the KM allowance must submit properly completed logbook records in accordance with fortnightly payroll closing dates. Late claims will not be accepted. Councillor must retain original logbook records for a minimum of 5 years.

#### Car Parking Amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

#### Limit

Council may by resolution reduce or limit benefits receivable under this policy.

## 6. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

**Council business:** shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

**Council Business** should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

**Councillors:** shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

**Expenses:** shall mean costs reasonably incurred, or to be incurred, in connection with

**Councillors discharging their duties.** The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

**Facilities:** shall mean the facilities deemed necessary to assist Councillors in their role.

**Reasonable:** shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

## 7. LEGISLATIVE REFERENCE

*Local Government Act 2009*

*Local Government Regulation 2012*

*Income Tax Assessment Act 1997 (Cwlth)*

## 8. RELATED POLICIES/PROCEDURES

Councillor Code of Conduct Policy

Councillor Conduct Complaints Investigation Policy

## 9. NEXT REVIEW

April 2022 or as required by legislation

## COUNCIL MEETINGS AND MINUTES

General Meetings of Council are held on the third Wednesday of every month unless otherwise advertised.

Unconfirmed minutes are available for inspection no later than 10 days after each meeting and copies of confirmed minutes are available for purchase at applicable photocopying charges. Council minutes may also be accessed via Council's website [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au).

## EXECUTIVE REMUNERATION

Pursuant to Section 201 of the Act, Council is required to report remuneration packages payable to the Chief Executive Officer and senior executive employees in bands. Senior executive employees are employees that report directly to the Chief Executive Officer and are considered to be in a senior position e.g. General Managers.

The total remuneration packages payable in 2019/20 to senior executives = \$955,914

## S201 REMUNERATION PAID TO SENIOR EXECUTIVE EMPLOYEES & CEO

Salary Band	Number of Employees
\$200,000 - \$299,000	4
\$300,000+	0

## Travel

### OVERSEAS TRAVEL

Pursuant to section 188 of the Regulation, overseas travel made by a Councillor or local government official must be reported. No overseas travel was undertaken by a Councillor or local government employee in official capacity during the 2019/20 financial year.

### COUNCILLOR'S STATEMENT OF INTEREST EXTRACTS

Pursuant to Section 295(b) of the Regulation, the Councillor's Register of Interests is available on Council's website in a consolidated form and full copies are open for inspection at the Kingaroy Customer Contact Centre, Glendon Street, Kingaroy.

## Tenders, Entities, Land & Reserves

### CHANGES TO TENDERS

Pursuant to Section 190(1)(d) of the Regulation, no invitations were extended to change tenders under Section 228(7) of the Regulation during the reporting period.

### CONTROLLED ENTITIES

Council has one local government owned controlled entity during the reporting period, being the South Burnett Community Hospital Foundation Ltd.

### LAND AND RESERVES

Council has control of:

- Land under infrastructure - 3,704km roads (includes 690km of main roads)
- Reserve land that are reserves under the Land Act 1994 - 250 hectares.

This land does not have a value for the Council's financial statements.

## Complaints & RTI Requests

### ADMINISTRATIVE ACTION COMPLAINTS

Council has implemented a complaints management process to assist to quickly and effectively deal with complaints received by the organisation. Council aims to resolve all complaints as quickly as possible. The circumstances vary considerably between complaints, so it is not possible to guarantee a set timeframe for all complaints.

Pursuant to Section 187 of the Regulation, Council reports that 32 administrative action complaints were received through this process during 2019/2020 and the investigations were assigned to a senior officer to resolve the issues as quickly as possible in accordance with policy timeframes. There were no complaints carried forward from the 2018/2019 financial year.

Customers who are not satisfied that the complaint has been resolved are able to lodge a request with the Chief Executive Officer for an internal review. During 2019/2020 there was 31 administrative action complaints resolved by the local government under the complaint's management process, one (1) application for an internal review indicating that most customers were satisfied with the investigation undertaken at the time. Two (2) complaints were referred back to Council by the Queensland Ombudsman during their preliminary review stage as the complaint had not been processed through Council's complaint management process. One (1) administrative action complaint was not resolved under the complaint's management process in this financial year and has been carried over to 2020/21.

### RIGHT TO INFORMATION (RTI)

In 2019/20, Council's Social & Corporate Performance branch dealt with four (4) applications under this process (with one of these applications refused under Section 43 of the *Right to Information Act 2009*).

Applicants who are not satisfied with the response provided by Council are able to have matters referred for consideration by the Information Commissioner. During 2019/2020 there was one (1) application for external review indicating that most applicants were satisfied with the approach taken by the branch in processing requests for information.



## COMMERCIAL BUSINESS UNITS

Pursuant to Section 27 of the Regulation, Council did not operate any commercial business units during the reporting period.

## BENEFICIAL ENTERPRISES

Pursuant to Section 41 of the Act, nil beneficial enterprises of the local government were conducted during the financial year.

## SIGNIFICANT BUSINESS ACTIVITIES

Section 45 of the Act requires Council to identify significant business activities during the 2019/20 financial year. Council determines that those activities listed in table 1 below are the Business Activities requiring identification in accordance with the Act. Table 1 shows Council has no significant business activities that meet these thresholds based on expenditure in the 2019/20 year and the number of premises connected to a water service.

Council determines that those Business Activities categorised, as Other Business Activities (Table 2 below) in accordance with the *Local Government Act* Division 2 and the *Local Government Regulation 2012*, are those activities that meet the prescribed activity threshold of \$340,000 in accordance with Section 39 of the *Local Government Regulation 2012*. Council resolved not to apply the Code of Competitive Conduct to any business activity in 2019/20 in accordance with the Act section 47(7) and the Regulation.

## COUNCIL REGISTERS

Section 190 (1(f)) of the Regulation requires Council to report 'a list of the registers kept by the local government'. The registers include:

- Register of Interests of Councillors, CEO and senior executive employees (chapter 8, part 5 *Local Government Regulation 2012*)
- Councillor Conduct Register (s150 of *Local Government Act 2009*)
- Delegations (s260 *Local Government Act 2009*)
- Local Laws (s31 *Local Government Act 2009*)

- Roads Map and Registers (s74 *Local Government Act 2009*)
- Dog Registry (s177 *Animal Management (Cats and Dogs) Act 2008*)
- Burials (s79 *Land Act 1994*)
- Cost Recovery Fees (s98 *Local Government Act 2009*)
- Contact by Lobbyists (s49 *Integrity Act 2009*)
- Environmental Authorities (s540 (1)(a)(i) of the *Environmental Protection Act 1994*)
- Assets (s104(5)(b)(ii) of the *Local Government Act 2009*)
- Local Heritage Register (s113 of the *Queensland Heritage Act 1992*)
- Register of Testable Backflow Prevention Devices (s 38 of *Standard Plumbing & Drainage Regulation 2003*)
- Register of details of onsite sewerage and grey water use facilities for which Council has given a compliance certificate (s143A of *Plumbing and Drainage Act 2002*)
- Register of Building Notices (s251 of the *Building Act 1975*)
- Registers in accordance with Schedule 22 of the *Planning Regulation 2017*
- Register of Enterprise Operational Risks
- Register of Enterprise Corporate Risks
- Register of Biosecurity Orders (s379 of the *Biosecurity Act 2014*)

## Financials

### GENERAL PURPOSE FINANCIAL STATEMENT, AUDITOR-GENERAL'S AUDIT REPORT AND COMMUNITY FINANCIAL REPORT

Pursuant to Section 179 of the Regulation, Council prepares a Community Financial Report which is included on page 4 of this Annual Report. The report is intended to simplify complex financial information, making it easier to understand Council's income statement, balance sheet and cash flow statement which are prepared in accordance with legislation.

Council's Financial Statements including the Auditor-General's Audit Reports commence on page 104.

**TABLE 1 - STATEMENT OF BUSINESS ACTIVITIES**

Business Activities	Operating Cost	Threshold (S19 to LGR 2012)
<b>Water and Wastewater Combined Business Activity</b>		
Waste and Wastewater	9,504	\$10,000
<b>Other Business Activities / Operating Costs 2018/19</b>		
Caravan and Tourst Parks	\$1,184,736	
Cemeteries	\$314,495	
Shops	\$17,340	
Community Housing	\$81,773	
Saleyards	\$181,794	
Waste	\$4,435,703	
Airport	\$287,034	
<b>Total</b>	<b>\$6,502,875</b>	<b>\$9,700,000</b>

**TABLE 2 - PRESCRIBED BUSINESS ACTIVITIES**

Business Activities	Operating Costs	Threshold (S19 to LGR 2012)
Caravan & Tourist Parks	\$1,184,736	
Waste	\$4,435,703	
<b>Total</b>	<b>\$5,620,439</b>	<b>\$340,000</b>

## Community Grants

### GRANTS TO COMMUNITY ORGANISATIONS

Pursuant to section 189(a) of the Act, Council must report a summary of expenditure on grants to community organisations. Council expended a total of \$141,541.85 on Community Grants for the 2019/20 financial year.



Cr Roz Frohloff with Santa

### COMMUNITY EVENTS SPONSORSHIP

Organisation	Event	Amount Funded
Proston Pony Club	Proston Pony Youth Club Camp 2019	\$1,750.00
Kumbia Race Club	Melbourne Cup Race Meet	\$2,000.00
Nanango Campdraft	Nanango Campdraft 2020	\$1,500.00
The Kingaroy & District Ministry Association	Kingaroy Community Christmas Carols	\$1,924.00
Murgon Police Station	Murgon Police Charity Ball	\$3,000.00
Nanango RSL Sub-Branch Inc	100 Years of Service	\$3,000.00
The Barbershop Boys C/- The Rotary Club of Murgon	The Barbershop Boys	\$1,000.00
South Burnett Orchid Society	Orchid Show at the Wondai Garden Expo	\$500.00
South Burnett Aboriginal & Torres Strait Islander Corp	Multi-Cultural Festival	\$1,500.00
Kumbia & District Memorial School of Arts Inc	Kumbia Christmas Carnival	\$1,000.00
Nanango AP&M Society – Waterhole Rocks	Waterhole Rocks 2019	\$1,000.00
Murgon Pastoral, Agricultural & Horticultural Society Inc	Murgon Show	\$1,400.00
Barambah Ministers Association	Murgon Community Christmas Festival	\$1,500.00
Nanango Tourism & Development Association Inc	Nanango Community Christmas Carnival	\$2,000.00
Proston & District Lions Club Inc.	Proston Lions & Community Christmas Carnival	\$1,000.00
Kumbia Tennis Association	Let's Finally Get the Ball Rolling	\$830.00
Rotary Club of Kingaroy	Rotary District 9600 Conference 2021	\$3,000.00
South Burnett Karate Association	Kingaroy Cup – ISKA Mat Sports	\$2,000.00
Nanango AP&M Society	Waterhole Rocks 2020	\$1,500.00
Nanango Race Club	Race Day Transport	\$1,600.00
Blackbutt State School P&C	Portable Cinema	\$3,000.00
South Burnett Endurance Riders	Nanango Endurance Ride	Cancelled
Winderera State School P&C	School Centenary	Postponed
Bjelke-Petersen Dam Fish Management Committee	Family Fishin' Competition	Cancelled
<b>TOTAL</b>		<b>\$36,004.00</b>

### HALLS - COMMUNITY HALL INSURANCE / PUBLIC HALL LIABILITY INSURANCE

Hall	Amount Funded
Nanango RSL Sub-Branch	\$1,000.00
Farmers Hall Inverlaw	\$1,000.00
Mondure Hall Committee	\$1,000.00
Queensland Dairy & Heritage Museum	\$1,000.00
Tableland Hall Committee	\$1,000.00
Booie Hall & Recreation Reserve Assoc Inc.	\$1,000.00
Chapingah Reserve Association Inc - (Funding approved -Agreement not received by Council prior to 30 Jun)	\$0.00
Durong Community Hall Committee Inc	\$1,000.00
Ironpot Hall Association	\$1,000.00
Kumbia & District Memorial School of the Arts	\$1,000.00
<b>TOTAL</b>	<b>\$9,000.00</b>

**AUSTRALIA DAY EVENTS**

Organisation	Amount Funded
Kumbia & District Memorial School of the Arts	\$1,000.00
Wondai Lions Club	\$1,000.00
Queensland Dairy & Heritage Accoc	\$1,000.00
Boondooma Museum & Heritage Association Inc	\$1,000.00
Kingaroy Christmas Carnival Committee	\$1,000.00
Nanango Tourism & Development Association (NaTDA)	\$1,000.00
Bloomin Beautiful Blackbutt Festival	\$1,000.00
<b>TOTAL</b>	<b>\$7,000.00</b>

**ELITE PERFORMANCE**

Name	Event	Amount Funded
Paige O'Connor	National Cross Country Championships - Wollongong	\$500.00
Cooper Weil	10-12yrs National Track & Field Championships	\$500.00
Kai Allen	USKUA International Karate Championships - Japan - Team	\$500.00
Teagan Hall	USKUA International Karate Championships - Japan - Team	\$500.00
Jorja Hall	USKUA International Karate Championships - Japan - Team	\$500.00
Bailee Hall	USKUA International Karate Championships - Japan - Team	\$500.00
Luca Turton	USKUA International Karate Championships - Japan - Team	\$500.00
<b>TOTAL</b>		<b>\$3,500.00</b>

**HEALTHY COMMUNITIES SPONSORSHIP**

Organisation	Amount Funded	
South Burnett Branch Little Athletics Centre Inc	Upgrade of Discus Facility	\$2,544.90
Kingaroy Junior Cricket Assoc Inc	Purchase of Ball Machines	\$3,000.00
South Burnett Rugby League	Beyond the Nest Development Camp	\$3,000.00
Murgon & District Cricket Club	Synthetic Pitch - Paperwork not finalised prior to 30 Jun	\$0.00
South Burnett Pistol Club	Developing Conversation	\$1,000.00
South Burnett Branch of the Shooters Union QLD	Re-Setting Targets	\$1,000.00
Kingaroy State School P&C	P&C School Breakfast Club	\$2,000.00
Nanango & District Cricket Club	South Burnett Junior Coaching Clinic	\$2,000.00
Nanango Parish Uniting Church	Stressbusters - paperwork not finalised prior to 30 Jun	\$0.00
<b>TOTAL</b>		<b>\$14,544.90</b>



Mayor Campbell welcomes Governor General





RADF film making



RADF film making



2019 Rotary Convention



Nanango Christmas Carnival



Waterhole Rocks



Interviewing Chris Callaghan

**REGIONAL ARTS DEVELOPMENT FUND (RADF)**

Recipient	Purpose	Amount Funded
South Burnett Community Orchestra	A Weekend of Symphony	\$3,000.00
Noosa Film Academy	Film Making Workshops Incursions	\$3,000.00
Wondai Regional Art Gallery	Two Day Acrylic Workshop	\$810.00
South Burnett Topology	Top Up South Burnett	\$3,000.00
South Burnett Community Orchestra	South Burnett Community "Young" Orchestra	\$3,000.00
<b>TOTAL</b>		<b>\$12,810.00</b>

**SCHOOL STUDENT AWARDS**

Organisation	Program	Amount Funded
Nanango State High School	School Awards Night	\$300.00
St Mary's Catholic College	School Awards Night	\$300.00
Wondai State school	School Awards Morning	\$300.00
Yarraman State School P-9	School Awards Night	\$200.00
<b>TOTAL</b>		<b>\$1,100.00</b>

**PROJECT PROGRAM ONE-OFF**

Organisation	Project	Amount Funded
Proston District Golf Club Inc	Furniture, Floor Coverings, etc.	\$2,000.00
Wooroolin Lions Club	Wooroolin History – Recorded and Illuminated	\$1,500.00
Kingaroy Men’s Shed Inc	Dust Extraction for Wood Section	\$2,101.15
Kumbia & District Golf Club Inc	Greens Equipment	\$2,588.80
South Burnett Working Equation Club Inc	Competition and Training Obstacles	\$1,000.00
Returned & Services League of Australia (Qld Branch) – Blackbutt Sub Branch Inc.	Flag Poles in Les Muller Park	\$3,000.00
Kumbia Kindergarten	Growing a Great Garden	\$1,000.00
Rotary Club of Taabinga	Purchase of BBQs	\$1,798.00
NHWQ Wondai Town & Rural – Neighbourhood Watch Program	Relocatable Cameras	\$750.00
Wondai & District Town Band Assoc Inc	Operating Costs	\$2,000.00
Murgon Neighbourhood Watch	Relocatable Cameras	\$750.00
QCWA Wondai Branch	Install New Switchboard in Approved Ergon Location	\$2,255.00
Hivesville Country Markets	Beautification of Sportsground	\$700.00
Wondai District Cricket Club Inc.	Purchase of Tablet for Scoring	\$549.00
South Burnett Equestrian Group	Official Measuring Bay	\$1,000.00
Nanango Sporting Association	Paint Clubhouse Exterior	\$2,000.00
Blackbutt & District Tourism Association	Story Boards of Benarkin	\$839.00
Durong Bowls Club	Durong Clubhouse Security	\$2,000.00
Wondai Rifle Club	Bench Rest Facilities	\$1,000.00
Brooklands Rural Fire Brigade	Fire Station Extension	\$3,000.00
Queensland Dairy & Heritage Museum	Childhood Memories	\$2,600.00
National Council of Women of Queensland Inc.	South Burnett Regional Council Bursary Sponsorship 2020	\$1,000.00
Proston & District Lions Club Inc	2014 District Lions Club Convention	Cancelled
The South Burnett Pantry	External Shade and Meals Areas for Customers	\$2,475.00
Wondai Hospital Auxiliary	Forest View Piano Restoration	\$3,000.00
South Burnett Western Performance Club	Grounds Beautification Project - Agreement not received prior to 30 Jun	\$0.00
<b>TOTAL</b>		<b>\$40,905.95</b>



NSA Clubhouse paint



Cr Frohloff with Jay Steinhardt - Nanango Sporting Association



Kumbia Tennis Assoc



Beyond the Nest



Meet'n'Greet BBQ Murgon Music Muster



Beyond the Nest



Selling Raffle Tickets Murgon Music Muster

## IN-KIND SPONSORSHIP

Organisation	Project	In-Kind Services
Bunya Valley Landcare	Carroll Park Weeding Day	1 x Skip Bin (Delivered and Collected), Minor Works – Loan of Landcare Trailer
Boondooma Museum & Heritage Assoc Inc	Scots in the Bush	2 x Skip Bins (Delivered & Collected) Including Waste Levy
Proston Car Rally Club	Khanacross/Burnouts August Event	10 x Wheelie Bins, 1 x 10m <sup>3</sup> Skip Bin (Delivered & Collected)
Murgon Business Development Assoc	Murgon Rail Trail Festival & Marathon	200m Bunting (Safety Barrier Mesh), 20 x Pickets with 20 x Caps for Pickets (Collected & Returned)
Wondai Garden Expo	Wondai Garden Expo September Event	100 x Chairs, 10 x Wheelie Bins (Collected & Returned), 1 x Skip Bin (Delivered & Collected)
Benarkin State School P&C Association	Benarkin State School Car Rally Fundraiser	6 x Wheelie Bins (Delivered & Collected)
Wondai Show Society	2019 Wondai Show	Water Truck, Barrier Mesh
Nanango Tourism & Development Ass (NaTDA)	Dinner in the Lane	Chairs and Tables from Culture Centre, Road Closed Signs (Delivered & Collected)
South Burnett Relay for Life Committee	2019 South Burnett Relay for Life	2 x Marquee's (Delivered & Collected)
Bejlke-Peteresen Dam Fish Management Committee Inc	BP Dam Inland Fishing Classic	10 x Wheelie Bins, 2 x 10m <sup>3</sup> Skip Bins (Delivered & Collected), 1 x Marquee (Setup, Pack-up, Delivered & Collected)
Kingaroy Soaring Club	Australian National Gliding Championships	4 x Wheelie Bins (Delivered & Collected)
Proston Pastoral, Agricultural & Horticultural Society	2020 Proston Show	60 x Witches Hats, 100m Security Netting, 10 x Wheelie Bins (Delivered & Collected)
Proston Car Rally Club	Khanacross/Burnouts November Event	10 x Wheelie Bins (Delivered & Collected)
Wondai Show Society	Wondai Christmas Eve Carnival	20 x Wheelie Bins, 1 x Skip Bin, 100 x Chairs, TMP Signage Implementation and Pack Up (Delivered & Collected)
Kingaroy Christmas Club Committee	Kingaroy Christmas Carnival	Implementation of TMP & Wheelie Bins
Proston Campdraft	Proston Campdraft	Implementation of TMP & Wheelie Bins
Boondooma Dam Stocking and Management Association	Boondooma Dam Fishing Competition	2 x Marquees, Road Signage, 1 x Large Skip Bin, 10 x Wheelie Bins (Delivered & Collected)
South Burnett Speedway	Australia Day Speedway Comp	1 x 27m <sup>3</sup> Skip Bin, 20 x Wheelie Bins (Delivered & Collected)
Kingaroy Senior Soccer	7-A-Side Carnival	1 x Marquee, 1 x Skip Bin (Delivered & Collected)
Proston Car Rally Club	Khanacross/Burnouts February Event	10 x Wheelie Bins (Delivered & Collected)

### COUNCILLOR DISCRETIONARY FUND ALLOCATIONS

Council determined that for the 2019/2020 financial year each Councillor shall have a budget allocation for Councillor Discretionary Funds - the total amount allocated for the 2019/20 financial year was \$32,000. Discretionary funds are funds available for allocation by a Councillor for requests for financial assistance from community organisations for a community purpose. Pursuant to Section 189(b) *Local Government Act 2009*, Council must report on expenditure from Councillor Discretionary Funds. Council expended a total of \$28,968.13 in Councillor Discretionary Funds during the 2019/2020 financial year.

In accordance with Section 202(7) of the *Local Government Regulation 2012*, the following discretionary funds have been allocated by each Councillor (Please note: Amounts listed exclude GST where applicable):



South Burnett Autism Support Group

### MAYOR - CR KEITH CAMPBELL / MAYOR CR BRETT OTTO

Organisation	Project	Amount
Nanango and Tourism Development Assoc	All Inclusive Park	\$200.00
Wondai Art Gallery	Kitchen Upgrade	\$333.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Kingaroy Bowls Club	Donation Towards 2019 Ladies Carnival	\$1,000.00
Heritage Nanango Community Funding	Donation Towards Printing of Link the Trail Brochures	\$346.50
Kingaroy Lions Club	Donation Towards Purchase of Tear Drop Banners	\$490.00
Kingaroy Junior Speedway	Donation Towards 2019 QLD State Titles	\$400.00
Limousin Youth Camp	2019 Limousin Youth Camp	\$500.00
Taabinga State School P&C	Donation Towards 2019 School Awards	\$200.00
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
Kingaroy State High School P&C	Donation Towards 2019 Awards Night	\$500.00
Wondai Garden Expo	Donation Towards Running Costs	\$500.00
Wesleyan Methodist Church Nanango	Donation Towards Christmas Functions	\$1,000.00
Queensland Country Women’s Association - Kingaroy Branch	Donation Towards Roller Blinds	\$290.50
<b>TOTAL</b>		<b>\$6,000.00</b>



Nanango RSL Sub-Branch - 100 Years of Service event

**DIVISION 1 - CR ROZ FROHLOFF**

Organisation	Project	Amount
Nanango and Tourism Development Association	All Inclusive Park	\$200.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Wesleyan Methodist Church	Additional Kerbside Collection	\$243.00
South Burnett Working Equitation Club Inc	Donation Towards Set-Up Costs	\$500.00
Taabinga Rotary Club	Donation Towards 2019 Bookarama	\$220.00
Nanango Senior Citizens	Donation Towards 2019 Seniors Luncheon	\$224.00
Opportunities 4 Dancers Inc.	Donation Towards Dance Shirts for Dance Around the World Tour 2020	\$989.10
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
South Burnett Caravan Club	Donation Towards Costs	\$200.00
Burnett Inland Economic Development Organisation	Bugger the Drought Dinner Booie	\$300.00
South Burnett Western Performance Club	Donation Towards Running Costs	\$250.00
Queensland Country Women's Association – Nanango	Donation Towards QCWA - Agreement not received prior to 30 Jun	\$0.00
<b>TOTAL</b>		<b>\$3,366.10</b>

**DIVISION 2 - CR GAVIN JONES (DEPUTY MAYOR APRIL 2020 TO JUNE 2020)**

Organisation	Project	Amount
Bunya Mountains Community Association	Risk Minimisation Strategy	\$332.75
Nanango and Tourism Development Association	All Inclusive Park	\$200.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Helping Hands Blackbutt	Donation Towards Operating Costs	\$1,000.00
Blackbutt Golf Club	Donation Towards Fundraiser	\$250.00
Maidenwell Community Group	Donation Towards Post Rip Weekend	\$1,000.00
Bunya Mountains Community Association	Donation Towards Bunya Nut Recipe Book	\$300.00
Blackbutt Show Society	Donation Towards Cattle Section	\$300.00
Blackbutt Red Cross	Donation Towards Transportation of Trauma Teddies	\$477.28
<b>TOTAL</b>		<b>\$4,000.03</b>



Cr Frohloff at the Nanango RSL Sub-Branch 100 Years of Service event



Bush Kids - Service Provider

**DIVISION 3 - CR DANITA POTTER**

Organisation	Project	Amount
Nanango and Tourism Development Association	All Inclusive Park	\$200.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$160.00
South Burnett Arts Inc	Animation and Digital Projection Workshop	\$1,000.00
South Burnett Working Equitation Club Inc	Donation Towards Set Up Cost	\$500.00
Taabing Rotary	Donation Towards 2019 Bookarama	\$220.00
Kingaroy Junior Speedway	Donation Towards 2019 QLD State Titles	\$300.00
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
Wildlife Warriors	Donation Towards Operating Costs	\$400.00
Sing Australia	Donation Towards New Song Books	\$210.00
Taabing State School P&C	Trivia Night	\$300.00
South Burnett Sexual Assault Action Group	Donation Towards Insurance	\$300.00
Centacare South Burnett	Un-Social Butterflies Project	\$310.00
<b>TOTAL</b>		<b>\$4,000.00</b>

**DIVISION 4 - CR TERRY FLEISCHFRESSER / CR KIRSTIE SCHUMACHER**

Organisation	Project	Amount
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Kingaroy Junior Speedway	Donation Towards 2019 QLD State Titles	\$300.00
Kingaroy Writers Association	Donation Towards Publication of 25th Anniversary Book	\$700.00
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
Orana Nursing Home	Donation Towards Activities	\$500.00
Kingaroy Senior Soccer	Donation Towards Maintenance	\$500.00
Taabing Rotary Club	Donation Towards Defibrillator	\$250.00
Kingaroy Rotary Club	Donation Towards All Inclusive Swing	\$1,000.00
Stuart Valley Fire Brigade	Donation Towards Operating Costs	\$260.00
Centacare South Burnett	Un-Social Butterflies Project	\$50.00
<b>TOTAL</b>		<b>\$3,800.00</b>



Mayor Campbell with the Kumbia Tennis Assoc event attendees



Cr Danita Potter supporting the Kumbia Tennis Association

**DIVISION 5 - CR KATHY DUFF (DEPUTY MAYOR – JULY 2019 TO MARCH 2020)**

Organisation	Project	Amount
Wheatlands State School P&C	Year 6 Barambah Cluster Canberra Trip	\$500.00
Nanango and Tourism Development Association	All Inclusive Park	\$200.00
Wondai Regional Art Gallery	Kitchen Refurbishment	\$333.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Taabinga Rotary Club	Donation Towards 2019 Bookarama	\$220.00
Clonya Hall Committee	Donation Towards Clonya Hall Trail Ride	\$870.00
Limousin Youth Camp	2019 Limousin Youth Camp	\$250.00
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
Burnett Inland Economic Development Organisation	Bugger the Drought Event Mondure	\$400.00
Hivesville Progress Association	Hivesville Christmas Carnival	\$100.00
South Burnett PCYC	Pool Hire for BYTE Nights	\$639.00
Centacare South Burnett	Un-Social Butterflies Project	\$50.00
<b>TOTAL</b>		<b>\$3,802.00</b>



Cr Duff with Noosa Film Academy



South Burnett Autism Support Group



Kumbia Tennis Association renovations

**DIVISION 6 - CR ROS HEIT / CR SCOTT HENSCHEN**

Organisation	Project	Amount
Wondai Regional Art Gallery	Kitchen Upgrade	\$333.00
Dinner with the Captains Organising Committee	2019 Dinner with the Captains – Relay for Life Fundraiser	\$140.00
Limousin Youth Camp	2019 Limousin Youth Camp	\$250.00
South Burnett Autism Support Group	Every Day is a Puzzle on the Autism Spectrum Conference	\$100.00
Queensland Country Women’s Association - Wooroolin	Signs & Banners	\$400.00
Kumbia State School P&C	Kumbia Brain Drain	\$500.00
Burnett Inland Economic Development Organisation	Bugger the Drought Dinner – Burrandowan	\$400.00
Wondai Garden Expo	Donation Towards Running Costs	\$500.00
Wondai State School	Donation Towards Purchase of New School Hats	\$400.00
Kumbia Kindergarten	Donation Towards Purchase of Books for End of Year Presents	\$300.00
Kumbia State School P&C	Donation towards purchase of Books for End of Year Presents	\$300.00
Wooroolin Lions Club	Donation Towards Purchase and Installation of Solar Lights	\$300.00
Wooroolin Hall Committee	Donation Towards Purchase of Varnish	\$77.00
<b>TOTAL</b>		<b>\$4,000.00</b>



Dance Band Doghouse at the Murgon Music Muster



# 2019/2020 FINANCIAL STATEMENTS

For the Year Ended 30 June 2020



# Table of Contents

Statement of Comprehensive Income	107
Statement of Financial Position	108
Statement of Changes in Equity	109
Statement of Cash Flows	110
1. Significant Accounting Policies	111
2. Analysis of Results by Function	112
3. Revenue Analysis	114
4. Grants, Subsidies, and Contributions and Donations	116
5. Employee Benefits	117
6. Materials and Services	117
7. Finance Costs	118
8. Capital Expenditure	118
9. Cash and Cash Equivalents	119
10. Receivables	120
11. Inventories	121
12. Property, Plant and Equipment	122
13. Contract Balances	130
14. Leases	131
15. Payables	132
16. Borrowings	133
17. Provisions	134
18. Other Liabilities	136
19. Asset Revaluation Surplus	136
20. Commitments for Expenditure	137
21. Contingent Liabilities	137
22. Superannuation	138
23. Trust Funds	139
24. Reconciliation of Result from Ordinary Activities to Net Cash Inflow/(Outflow) from Operating Activities	139
25. Reconciliation of Liabilities Arising from Finance Activities	139
26. Changes in Accounting Policy	140
27. Events after the Reporting Period	143
28. Transactions with Related Parties	144
Management Certificate	145
Independent Auditors Report on the Audit of the Financial Report	146
Current-Year Financial Sustainability Statement	149
Certificate of Accuracy	150
Independent Auditors Report on the Current Financial Year Sustainability Statement	151
Long-Term Financial Sustainability Statement	154
Certificate of Accuracy	155

South Burnett Regional Council  
**Statements of Comprehensive Income**  
 For the Year Ended 30 June 2020

	Note	Consolidated		Council	
		2020	2019	2020	2019
		\$	\$	\$	\$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates, Levies and Charges	3(a)	49,000,147	48,188,835	49,000,147	48,188,835
Fees and Charges	3(b)	4,110,350	4,582,843	4,110,350	4,582,843
Rental Income		555,331	812,837	528,284	520,699
Interest Received		957,583	1,433,975	957,433	1,433,729
Sales of Contract and Recoverable Works	3(c)	3,455,485	4,542,134	3,455,485	4,542,134
Other Income		1,133,031	1,144,236	1,090,376	894,236
Grants, Subsidies, Contributions and Donations	3(d)	8,987,409	10,268,706	8,987,409	10,267,405
		<u>68,209,335</u>	<u>70,764,366</u>	<u>68,139,485</u>	<u>70,410,682</u>
<b>Capital Revenue</b>					
Grants, Subsidies, Contributions and Donations	3(d)(i)	8,460,239	7,461,890	8,460,239	7,461,890
<b>Total Revenue</b>		<u>76,669,574</u>	<u>78,216,256</u>	<u>76,599,724</u>	<u>77,872,572</u>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Benefits	4	(23,745,066)	(23,458,813)	(23,745,066)	(23,458,813)
Materials and Services	5	(25,259,128)	(27,115,048)	(25,136,210)	(28,764,661)
Finance Costs	6	(2,024,345)	(1,780,301)	(2,024,340)	(1,757,484)
<b>Depreciation and Amortisation</b>					
Property, Plant and Equipment	11	(18,261,907)	(16,371,238)	(18,222,835)	(16,330,419)
Intangible Assets	12	(371,820)	(341,987)	(371,820)	(341,987)
Right-of-Use Assets	14	(35,853)	-	(35,853)	-
		<u>(70,898,118)</u>	<u>(69,887,363)</u>	<u>(70,525,924)</u>	<u>(68,683,374)</u>
<b>Capital Expenditure</b>					
Capital Expenditure	7	(11,874,205)	(3,070,592)	(11,874,205)	(3,070,592)
<b>Total Expenditure</b>		<u>(82,672,322)</u>	<u>(72,137,975)</u>	<u>(82,400,129)</u>	<u>(71,753,966)</u>
<b>Net Result</b>		<u>(5,902,748)</u>	<u>6,078,281</u>	<u>(5,800,405)</u>	<u>6,118,608</u>
<b>Other Comprehensive Income</b>					
<b>Items that will not be Reclassified to Net Result</b>					
Increase/(Decrease) in Asset Revaluation Surplus	11	(36,501,239)	(43,819,182)	(36,501,239)	(43,819,182)
<b>Total Other Comprehensive Income for the Year</b>		<u>(36,501,239)</u>	<u>(43,819,182)</u>	<u>(36,501,239)</u>	<u>(43,819,182)</u>
<b>Total Comprehensive Income for the Year</b>		<u>(42,403,887)</u>	<u>(37,740,901)</u>	<u>(42,301,644)</u>	<u>(37,700,578)</u>

The above statements except for note 14 are consistent with the accounting policies and Capital Accounting Policies.

The summaries have not been audited or certified by a CPA or CA and therefore the summaries are not subject to the same level of assurance as the financial statements.

South Burnett Regional Council  
**Statements of Financial Position**  
 As at 30 June 2020

	Note	Consolidated		Council	
		2020	2019	2020	2019
		\$	\$	\$	\$
<b>Current Assets</b>					
Cash and Cash Equivalents	8	47,614,022	46,418,120	47,404,602	48,088,086
Trade and Other Receivables	9	7,634,259	8,835,949	7,507,677	8,809,141
Inventories	10	780,158	850,665	780,158	850,665
Contract Assets	13	603,559	-	603,666	-
<b>Total Current Assets</b>		<b>56,631,998</b>	<b>58,104,734</b>	<b>58,386,986</b>	<b>57,728,892</b>
<b>Non-Current Assets</b>					
Trade and Other Receivables	9	1,306,115	1,560,687	1,306,115	1,580,887
Property, Plant and Equipment	11	853,048,385	894,790,312	852,787,451	894,490,106
Intangible Assets	12	8,282,967	8,621,012	8,282,967	8,621,012
Right-of-Use Assets	14	1,043,980	-	1,043,980	-
<b>Total Non-Current Assets</b>		<b>863,681,457</b>	<b>904,972,211</b>	<b>863,430,523</b>	<b>904,672,005</b>
<b>Total Assets</b>		<b>920,323,455</b>	<b>963,076,945</b>	<b>919,816,519</b>	<b>962,400,897</b>
<b>Current Liabilities</b>					
Trade and Other Payables	15	10,115,386	5,880,833	10,027,183	5,727,436
Contract Liabilities	13	1,257,887	-	1,245,938	-
Lease Liabilities	14	24,260	-	24,260	-
Borrowings	16	2,877,630	2,747,723	2,877,630	2,747,723
Provisions	17	3,577,157	3,754,857	3,577,157	3,754,857
Other Liabilities	18	-	3,103,469	-	3,103,469
<b>Total Current Liabilities</b>		<b>17,852,110</b>	<b>15,486,882</b>	<b>17,752,168</b>	<b>15,333,585</b>
<b>Non-Current Liabilities</b>					
Contract Liabilities	13	26,044	-	26,044	-
Lease Liabilities	14	1,031,819	-	1,031,819	-
Borrowings	16	33,657,866	36,637,047	33,657,866	36,637,047
Provisions	17	13,400,910	13,659,654	13,400,910	13,659,654
Other Liabilities	18	-	1,345,521	-	1,345,521
<b>Total Non-Current Liabilities</b>		<b>48,116,639</b>	<b>51,642,222</b>	<b>48,116,639</b>	<b>51,642,222</b>
<b>Total Liabilities</b>		<b>65,968,749</b>	<b>67,129,204</b>	<b>65,868,807</b>	<b>66,975,807</b>
<b>Net Community Assets</b>		<b>854,354,706</b>	<b>895,947,741</b>	<b>853,947,712</b>	<b>895,425,090</b>
<b>Community Equity</b>					
Asset Revaluation Surplus	19	427,453,684	483,954,923	427,453,884	463,954,823
Retained Surplus/(Deficiency)		426,901,022	431,992,818	426,494,028	431,470,167
<b>Total Community Equity</b>		<b>854,354,706</b>	<b>895,947,741</b>	<b>853,947,712</b>	<b>895,425,080</b>

The above Statements should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparative figures have not been restated in addition of AASB 16 ? 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

South Burnett Regional Council  
**Statements of Changes in Equity**  
 For the Year Ended 30 June 2020

Consolidated		Asset Revaluation Surplus	Retained Surplus	Total Equity
	Note	19		
		\$	\$	\$
Balance as at 1 July 2019		463,954,923	431,992,818	895,947,741
Adjustment on Initial Application of AASB 15 / AASB 1058	26	-	810,952	810,952
Net Operating Surplus		-	(5,002,748)	(5,902,748)
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		(36,501,239)	-	(36,501,239)
Total Comprehensive Income for the Year		(36,501,239)	(5,091,798)	(41,593,038)
Balance as at 30 June 2020		427,453,684	426,901,022	854,354,706
Balance as at 1 July 2018		507,774,104	426,053,366	933,827,470
Adjustment to Opening Balance for Impairment		-	(138,829)	(138,829)
Net Operating Surplus		-	6,078,281	6,078,281
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		(43,819,182)	-	(43,819,182)
Total Comprehensive Income for the Year		(43,819,182)	5,939,452	(37,879,730)
Balance as at 30 June 2019		463,954,923	431,992,818	895,947,741

Council		Asset Revaluation Surplus	Retained Surplus	Total Equity
	Note	19		
		\$	\$	\$
Balance as at 1 July 2019		463,864,923	431,470,167	895,425,090
Adjustment on Initial Application of AASB 15 / AASB 1058	26	-	824,266	824,266
Net Result		-	(5,800,405)	(5,800,405)
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		(36,501,239)	-	(36,501,239)
Total Comprehensive Income for the Year		(36,501,239)	(4,976,139)	(41,477,378)
Balance as at 30 June 2020		427,453,684	426,494,028	853,947,712
Balance as at 1 July 2018		507,774,104	425,480,156	933,254,261
Adjustment to Opening Balance for Impairment		-	(128,585)	(128,585)
Net Result		-	6,118,606	6,118,606
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		(43,819,182)	-	(43,819,182)
Total Comprehensive Income for the Year		(43,819,182)	5,990,011	(37,829,171)
Balance as at 30 June 2019		463,954,923	431,470,167	895,425,090

*These financial statements should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

**South Burnett Regional Council**  
**Statements of Cash Flows**  
For the Year Ended 30 June 2020

	Note	Consolidated		Council	
		2020	2019	2020	2019
		\$	\$	\$	\$
<b>Cash Flows from Operating Activities</b>					
Receipts from Customers		63,314,651	59,304,881	63,254,752	59,054,114
Payments to Suppliers and Employees		(52,234,883)	(46,522,125)	(52,035,224)	(46,313,030)
		11,079,769	12,782,755	11,219,528	12,741,083
Interest Received		957,583	1,433,975	957,433	1,433,729
Rental Income		492,042	548,800	492,042	455,662
Non-Capital Grants and Contributions		8,997,409	8,222,076	8,997,409	8,220,776
Finance Costs		(1,981,302)	(2,627,328)	(1,981,297)	(2,627,330)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	24	<b>19,545,500</b>	<b>20,360,279</b>	<b>19,585,115</b>	<b>20,224,821</b>
<b>Cash Flows from Investing Activities</b>					
Payments for Property, Plant and Equipment		(26,858,846)	(16,817,058)	(26,858,846)	(16,817,058)
Payments for Intangible Assets		(43,775)	(302,394)	(43,775)	(302,394)
(Advances)/Repayments of Loans to other Entities		2,400	7,261	2,400	7,261
Proceeds from Sale of Property, Plant and Equipment		983,423	488,952	983,423	488,952
Grant, Subsidies, Contributions and Donations		8,460,239	7,461,890	8,460,239	7,461,890
<b>Net Cash Inflow (Outflow) from Investing Activities</b>		<b>(17,476,560)</b>	<b>(9,161,349)</b>	<b>(17,476,560)</b>	<b>(9,161,349)</b>
<b>Cash Flows from Financing Activities</b>					
Proceeds from Borrowings		-	-	-	-
Repayments from Borrowings		(2,849,274)	(2,666,819)	(2,849,274)	(2,666,819)
Repayments made on leases (principal only)		(23,764)	-	(23,764)	-
<b>Net Cash Inflow (Outflow) from Financing Activities</b>	25	<b>(2,873,038)</b>	<b>(2,666,819)</b>	<b>(2,873,038)</b>	<b>(2,666,819)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>		<b>(804,098)</b>	<b>8,532,111</b>	<b>(964,483)</b>	<b>8,396,752</b>
<b>Cash and Cash Equivalents at the Beginning of Financial Year</b>		<b>48,418,120</b>	<b>39,886,009</b>	<b>48,069,086</b>	<b>39,672,334</b>
<b>Cash and Cash Equivalents at End of Financial Year</b>	8	<b>47,614,022</b>	<b>48,418,120</b>	<b>47,404,602</b>	<b>48,069,086</b>

The above statements should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparative have not been restated in accordance with IASB 15A YRSB and IASB 16 and therefore the comparative information is presented using the previous standard, relating to leases and inventories.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

## 1. Significant Accounting Policies

### 1.A Basis of Preparation

The South Burnett Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general-purpose financial statements are for the period 1 July 2019 to 30 June 2020 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain financial assets and liabilities, and classes of property, plant and equipment which are measured at fair value.

Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS). To the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets and accounting for grant revenue.

The Council uses the Australian dollar as its functional currency and its presentation currency.

### 1.B Basis of Consolidation

Council and its controlled entities together form the economic entity which is referred to in these financial statements as the consolidated entity. The financial statements of controlled entities are included in the consolidated financial statements where material by size or nature, from the date when control commences until the date when control ceases.

Transactions between Council and entities controlled by Council have been eliminated when preparing consolidated accounts. In addition, the accounting policies of controlled entities have been adjusted on consolidation where necessary, to ensure the financial report of the consolidated entity is prepared using accounting policies that are consistent with those of the Council.

Council has only one controlled entity, being South Burnett Community Hospital Foundation Limited (the "Foundation").

### 1.C New and Revised Accounting Standards Adopted During the Year

This year Council has applied AASB 16 *Leases*, AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of NFP Entities* for the first time. The three standards apply from 1 July 2019 and replace AASB 117 *Leases*, AASB 118 *Revenue* and AASB 1004 *Contributions* respectively.

Council has chosen to implement the changes from these standards using the modified retrospective approach and therefore, has not restated comparative figures.

Refer to Note 26 *Changes in Accounting Policy* for more detailed transition disclosures.

### 1.D Standards Issued by the AASB Not Yet Effective

Multiple Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective. While Council will align with any changes in AASB 2018-6 *Amendments to Australian Accounting standards definition* and AASB 2018-7 *Amendments to Australian Accounting standards definition of material* it does not currently anticipate any material impact upon its future financial statements.

### 1.E Critical Accounting Judgments and Key Sources of Estimation Uncertainty

Where necessary judgements, estimates and assumptions have been used in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Note 3(d) – Revenue from Grants, Subsidies, Contributions and Donations

Note 11 – Valuation and Depreciation of Property, Plant and Equipment

Note 17 – Provisions

Note 12 – Assessment for Impairment of Water Allocation Assets

### 1.F Rounding and Comparatives

The financial statements have been rounded to the nearest \$1.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

There have been no changes to comparative information presented in these financial statements.

### 1.G Volunteer Services

Council uses volunteer services in both the Visitor Information Centres and Museums within the region. Council also work with incorporated associations who manage operations of two Art Galleries and the Boondooma Homestead all of which are paid a small consideration for their services each year. Council pays for any incidentals that relate to these volunteer services such as training, attraction familiarisation tours, meeting requirements, workshops and associated events.

While considerations paid to the incorporated associations and volunteer expenses are shown in Council's Statement of Comprehensive Income, Council has elected not to recognise the fair value of Volunteer Services under AASB 1058.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

**1.H Taxation**

Council is exempt from income tax; however, Council is subject to Fringe Benefits Tax, Goods and Services Tax (GST) and payroll tax on certain activities. The net amount of GST recoverable from the Australian Taxation Office (ATO) or payable to the ATO is shown as an asset or liability respectively.

**1.I Financial effects of COVID-19**

As a result of COVID-19 South Burnett Regional Council closed customer contact centers, Libraries and Visitor Information Centers for a short period of time and gave a relaxation period for all debt recovery. Whilst there were other community impacts on Council due to COVID-19 Council was able to confine the financial impact to the forced closure of the Tourist Parks which were closed over a peak period resulting in a loss of revenue.

**2. Analysis of Results by Function**

**2.A Statement of Compliance**

The activities relating to the Council's components reported on in Note 2.B are as follows:

**Organisational Excellence**

*An organisation that is characterized by effective leadership, responsible management and quality service delivery*

The objective of organisational excellence is for Council to deliver effective financial and business management, which is ethical, accountable and transparent in its decision-making, whilst informing and engaging the community. This function includes activities and services relating to risk management, strategic and operational planning which includes both financial and human resources, information services and corporate governance. The Mayor, Councillors and Chief Executive Officer are included in this function.

**Enhancing Our Community**

*Building a vibrant, healthy, supportive and inclusive community*

The goal of enhancing our communities is to ensure South Burnett Regional Council assists in the facilitation of building healthy, vibrant, supportive and inclusive communities. This function includes activities and services related to social and corporate performance, sports and recreational development, libraries, halls, arts and culture, public health, pools and disaster management.

**Growth and Opportunity**

*A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms*

The objective of this function is to provide the region with growth and opportunities through innovative planning mechanisms which both preserves and enhances our region, and tourism to promote a strong and sustainable regional economy. This function includes activities and services related to tourism, planning and land management and economic development.

**Our Environment**

*A sustainable environment, proactively and responsibly managed in partnership with the community for future generations*

The goal of this function is a strong and sustainable environment, proactively and responsibly managed in partnership with the community for future generations. This function includes activities relating to the region's environment and waste management, rural services and parks.

**Infrastructure**

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

This functions objective is the provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles. Activities and services included in this function relate to infrastructure that meets our communities' needs including roads, water and sewerage and quality customer service.



2.B Analysis of Results by Function

Year Ended 30 June 2020

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurrent Operations	Net Results	Assets
	Recurrent			Capital				Recurrent	Capital				
	Grants	Other	Events	Grants	Other	Other							
	2,233	703	3,333	2,033	2,033	3,033	3,033	2,111	3,111	3,111	3,033	2,033	
Organisational Excellence	7,782,325	38,668,906	4,194,203				41,701,458	8,603,417	4,246,801	10,850,218	31,851,243	74,081,706	
Enhancing Our Community	482,402	307,680	-	-	-	-	800,408	2,327,316	-	2,327,316	(1,478,817)	(8,470,324)	
Growth and Opportunity	76,442	1,762,479	82,300	-	-	-	1,921,221	3,519,823	-	3,519,823	(1,581,345)	57,178,420	
Our Environment	35,350	8,068,348	-	-	-	-	8,103,698	15,241,388	-	15,241,388	(4,137,188)	17,268,818	
Infrastructure	827,856	21,077,761	4,272,680	-	-	-	25,684,697	48,432,133	7,333,804	55,765,937	(28,771,194)	782,709,079	
Total Council	8,997,466	59,142,076	8,445,233	-	-	-	76,584,775	76,623,954	11,674,205	88,298,159	(5,839,405)	618,619,519	
Controlled Entity Net of Emissions	-	60,891	-	-	-	-	60,891	172,183	-	172,183	(111,292)	506,926	
Total Consolidated	8,997,466	59,202,967	8,445,233	-	-	-	76,645,666	76,796,138	11,674,205	88,470,342	(5,950,707)	619,126,445	

Year Ended 30 June 2019

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurrent Operations	Net Results	Assets
	Recurrent			Capital				Recurrent	Capital				
	Grants	Other	Events	Grants	Other	Other							
	3,611	2,011	1,111	3,111	3,111	3,111	3,111	2,111	2,111	2,111	3,111	3,111	
Organisational Excellence	6,586,382	30,742,811	4,504,000	-	-	-	41,833,193	7,537,826	3,834,051	10,771,877	32,181,166	33,261,117	
Enhancing Our Community	1,358,556	374,941	-	-	-	-	1,733,497	2,281,532	-	2,281,532	(528,035)	5,852,000	
Growth and Opportunity	31,271	2,418,199	(9,340)	-	-	-	2,528,410	4,228,827	-	4,228,827	(1,700,417)	28,634,272	
Our Environment	-	2,441,805	12,087	-	-	-	2,453,892	6,761,938	(208)	6,761,730	(4,200,037)	12,089,202	
Infrastructure	380,164	21,165,130	2,854,463	-	-	-	24,409,757	44,973,202	(643,761)	44,329,491	(20,000,366)	623,644,307	
Total Council	10,267,406	62,143,276	7,461,890	-	-	-	77,872,572	66,683,273	3,470,662	71,153,935	4,727,300	662,409,867	
Controlled Entity Net of Emissions	1,300	342,384	-	-	-	-	343,684	381,019	-	384,019	(40,335)	678,068	
Total Consolidated	10,268,706	62,485,660	7,461,890	-	-	-	78,216,256	67,064,292	3,470,662	71,537,954	4,686,965	663,079,935	

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

**3. Revenue**

	Note	Consolidated		Council	
		2020		2020	
		AASB 15	AASB 1050	AASB 15	AASB 1055
		\$	\$	\$	\$
<b>Revenue Recognised at a Point in Time</b>					
Rates, Levies and Charges (Excluding those Related to Services)	3a	-	49,000,147	-	49,000,147
Grants, Subsidies, Donations and Contributions	3d(i)	-	8,107,175	-	8,107,175
Fees and Charges	3b	2,950,528	439,523	2,950,528	439,523
Sale of Contract and Recoverable works	3c	3,455,485	-	3,455,485	-
		6,406,013	57,546,845	6,406,013	57,546,845
<b>Revenue Recognised Over Time</b>					
Grants and Subsidies	3d(i)	890,234	-	890,234	-
Fees and Charges	3b	720,299	-	720,299	-
Revenue Relating to Grants for Assets Controlled by Council	3d(j)	1,462,025	6,998,214	1,462,025	6,998,214
		3,072,558	6,998,214	3,072,558	6,998,214
		<b>9,478,571</b>	<b>64,545,059</b>	<b>9,478,571</b>	<b>64,545,059</b>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$

**(a) Rates, Levies and Charges**

2019/2020 accounting policy: Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

General Rates	31,654,324	31,384,494	31,854,324	31,384,494
Separate Rates	2,843,398	3,159,724	2,843,398	3,159,724
Water	5,949,331	5,573,447	6,049,331	5,573,447
Water Consumption, Rental and Sundries	3,808,331	3,486,282	3,808,331	3,486,282
Sewerage	6,338,748	5,084,150	6,338,748	5,084,150
Waste Management	2,480,751	2,313,130	2,480,751	2,313,130
<b>Total Rates and Utility Charge Revenue</b>	<b>53,875,879</b>	<b>52,981,227</b>	<b>53,875,879</b>	<b>52,981,227</b>
Less: Discounts	(4,068,786)	(3,997,225)	(4,068,786)	(3,997,225)
Less: Pensioner Remissions	(808,946)	(794,365)	(808,946)	(794,365)
	<b>49,000,147</b>	<b>48,189,636</b>	<b>49,000,147</b>	<b>48,189,636</b>

**(b) Fees and Charges**

2020 accounting policy: Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods/services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example caravan parks. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences are recognised at the time that the licence is granted rather than the term of the licence.

2019 accounting policy: Fees and Charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, or when the service is provided.

**(c) Sales Revenue**

2019/2020 accounting Policy: Sale of goods is recognised when the performance obligation has been met, generally when the customer has taken undisputed delivery of the goods.

The council generates revenues from services such as contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises of a recoupment of material costs together with an hourly charge for use of equipment and employees or at agreed contract rates. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to the activity. Where consideration is received for the work in advance it is included as a contract liability at the end of the reporting period and is recognised as revenue in the period when the performance obligation has been completed.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

**(d) Grants, Subsidies, Contributions and Donations**

**2020 Accounting Policy**

**Grant income under AASB 16**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied. Performance obligations vary based on different agreements. Performance obligations set out in grant agreements are largely based on percentage of works completed at a given milestones. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

**Grant income under AASB 1058**

Grants received within the scope of AASB 1058 are recognised at the assets fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised for any remaining asset value at the time that the asset is received.

**Capital Grants**

Capital grants that Council receives to enable them to acquire or construct an item of property, plant and equipment to identified specifications, which will be controlled by Council, and which the agreement is enforceable will be recognised as revenue as and when the obligation to construct or purchase is completed. This is generally as the construction progresses in accordance with costs incurred. This is deemed to be the most appropriate measure of the completeness as there is no profit margin.

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

**2019 Accounting Policy**

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. Internal restrictions that have been placed on Council's cash and cash equivalents are disclosed in Note 9.

Physical assets contributed to Council by developers in the form of road works, storm water, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes 'on maintenance' and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds (Infrastructure and Building \$5,000 and IT assets \$1,500) are recognised as non-current assets. Those below the thresholds are recorded as expenses.

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$
<b>(i) Revenue</b>				
General Purpose Grants	7,481,371	7,139,808	7,481,371	7,139,808
State Government Subsidies and Grants	1,331,353	2,035,735	1,331,353	2,035,735
Donations	-	16,126	-	14,829
Commonwealth Government Subsidies and Grants	148,235	1,043,450	148,235	1,043,450
Contributions	36,448	33,589	36,448	33,589
	<b>8,997,409</b>	<b>10,268,708</b>	<b>8,997,409</b>	<b>10,267,409</b>

**(ii) Capital**

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

State Government Subsidies and Grants	4,168,244	4,706,030	4,168,244	4,706,030
Contributions	1,371,220	844,113	1,371,220	844,113
Commonwealth Government Subsidies and Grants	2,920,775	1,911,747	2,920,775	1,911,747
	<b>8,460,239</b>	<b>7,461,890</b>	<b>8,460,239</b>	<b>7,461,890</b>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Note	Consolidated		Council	
		2020	2019	2020	2019
		\$	\$	\$	\$
<b>4. Employee Benefits</b>					
Total Staff Wages and Salaries		19,642,569	19,789,054	19,642,569	19,789,054
Councillors' Remuneration		680,745	714,826	680,745	714,826
Annual, Sick and Long Service Leave Entitlements		3,023,821	3,559,207	3,023,821	3,559,207
Superannuation	22	2,461,108	2,391,261	2,461,108	2,391,261
		25,808,243	25,453,348	25,808,243	25,453,348
Other Employee Related Expenses		660,395	510,599	660,395	510,599
		26,468,640	25,963,947	26,468,640	25,963,947
Less: Capitalized Employee Expenses		(2,723,574)	(2,505,134)	(2,723,574)	(2,505,134)
		23,745,066	23,458,813	23,745,066	23,458,813

Councillor Remuneration represents Salary, Superannuation Contributions and other Allowances paid in relation to the carrying out of their duties.

*Total Council Employees at the Reporting Date:*

Elected Members	7	7	7	7
Staff Members	306	306	306	306
Total Full Time Equivalent Employees	313	313	313	313

**5. Materials and Services**

Advertising and Marketing	238,683	281,631	238,683	281,631
Administration Supplies and Consumables	229,159	225,608	229,159	225,608
Audit of Annual Financial Statements by the Auditor-General of Queensland	161,238	172,601	166,988	168,551
Communications and IT	1,290,538	1,379,781	1,290,538	1,379,781
Consultants	1,691,503	1,334,526	1,691,503	1,334,526
Contractors	9,872,503	9,808,510	9,671,053	9,773,316
Donations and Community Grants	503,442	857,703	503,442	807,703
Insurance and Legal Services	1,364,749	1,502,702	1,364,749	1,501,082
Repairs and Maintenance	4,899,138	5,889,881	4,620,546	5,879,538
Rentals - Operating Leases (2019 only)	-	272,676	-	272,676
Subscriptions and Registrations	244,798	258,755	244,798	258,755
Travel	14,125	30,488	14,125	28,332
Power	2,118,094	2,292,725	2,066,531	2,238,693
Other Materials and Services	3,031,095	2,712,272	3,031,095	2,712,272
	25,259,126	27,116,046	25,126,210	26,764,661

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Note	Consolidated		Council	
		2020	2019	2020	2019
		\$	\$	\$	\$
<b>6. Finance Costs</b>					
Finance Costs Charged by the Queensland Treasury Corporation		1,738,442	1,858,112	1,738,442	1,858,112
Bank Charges		55,918	54,509	55,914	54,511
Expected Credit Losses		52,080	87,328	52,080	94,519
Interest on Leases		28,288	-	28,288	-
Quarry Rehabilitation - Discounting	17	(59,319)	94,647	(59,319)	94,647
Refuse Restoration - Discounting	17	102,362	(314,356)	102,362	(314,205)
Other Costs - Land Tax Paid		108,574	-	108,574	-
		<u>2,024,348</u>	<u>1,780,201</u>	<u>2,024,340</u>	<u>1,787,494</u>
<b>7. Capital Expenditure</b>					
<b>Gain/(Loss) on Disposal of Plant and Equipment</b>					
Proceeds on Disposal		186,428	413,458	186,425	413,458
Less: Book Value of Assets Disposal		(218,311)	(208,533)	(218,311)	(208,533)
		<u>(33,888)</u>	<u>204,926</u>	<u>(33,888)</u>	<u>204,926</u>
<b>Gain/(Loss) on Disposal of Land</b>					
Proceeds on Disposal		443,818	150,000	443,818	150,000
Less: Book Value of Assets Disposal		(1,787,000)	(404,508)	(1,787,000)	(404,508)
		<u>(1,343,182)</u>	<u>(254,508)</u>	<u>(1,343,182)</u>	<u>(254,508)</u>
Loss on Write-Off of Infrastructure and Building Assets		(10,497,137)	(3,021,010)	(10,497,137)	(3,021,010)
<b>Total Capital Expenditure</b>		<u>(11,874,206)</u>	<u>(3,070,592)</u>	<u>(11,874,205)</u>	<u>(3,070,592)</u>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$

## B. Cash and Cash Equivalents

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques received but not banked at year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash at Bank and On Hand	6,300,792	5,666,953	6,091,333	5,317,919
Deposits at Call	41,313,270	41,751,167	41,313,270	41,751,167
Balance per Statement of Cash Flows	47,614,022	48,418,120	47,404,602	48,069,086

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Unspent Government Grants and Subsidies	-	5,902,025	-	5,902,025
Unspent Developer Contributions	4,598,671	4,566,833	4,598,671	4,566,833
Unspent Loan Monies	2,175,000	2,802,000	2,175,000	2,802,000
Internally imposed expenditure restrictions at the reporting date				
Future Capital Works	20,382,603	10,118,431	20,382,603	10,118,431
Future Recurrent Expenditure	1,387,845	1,387,845	1,387,845	1,387,845
Total Unspent Restricted Cash	28,554,270	24,777,935	28,554,270	24,777,935

Cash and cash deposits are held with the Commonwealth Bank of Australia and Queensland Treasury Corporation in deposits at call and business cheque accounts.

The previously mentioned banking institutions currently have a short and long-term credit rating of:

Banking Institution	Short-Term	Long-Term
QTC	A-1+	AA+
CBA	A-1+	AA-

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

Consolidated		Council	
2020	2019	2020	2019
\$	\$	\$	\$

### 9. Receivables

Receivables, loans and advances are amounts owed to Council at year end. They are recognised at the amount due at the time of sale or service delivery or advance (i.e. the agreed purchase price/contract price net of applicable discounts). Settlement of receivables is required within 30 days from invoice date.

Debits are being regularly assessed for collectability and allowance is made, where appropriate, for impairment. Debits that have been declared bad and uncollectible by Council have been written-off at 30 June 2020. If an amount is recovered in a subsequent period, it is recognised as revenue in that period. All receivables have this year, in accordance with AASB 9 Financial Instruments, been categorised based on days outstanding and risk level. Each category has then been applied to a historical loss rate and forward-looking predicted loss rate to find the new lifetime expected credit loss. The loss is recognised in finance costs.

Because Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivable. Interest is charged on outstanding rates at a rate of 6.83% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtor's receivable.

Loans relate to advances made to various sporting bodies and other community organisations. Loans and advances are recognised at fair value using an observable market rate. Terms are usually a maximum of three years with interest charged at a rate equal to the current debt pool rate set by Queensland Treasury or, where paid in full within 12 months, interest free. Security is obtained for loans greater than \$5,000 and the credit risk on these loans is considered low.

Current				
Rateable Revenue and Utility Charges	5,775,862	5,632,030	5,775,862	5,632,030
Other Debtors	914,207	2,782,838	883,270	2,758,027
Less: Provision for Impairment of Receivables	(137,074)	(288,304)	(137,074)	(255,250)
GST Recoverable	548,107	258,624	542,822	288,683
Loans and Advances to Community Organisations	2,400	2,400	2,400	2,400
Prepayments	530,898	411,261	530,898	411,261
	<u>7,834,259</u>	<u>8,895,949</u>	<u>7,547,877</u>	<u>8,809,141</u>
Non-Current				
Rateable Revenue and Utility Charges	1,288,916	1,551,287	1,288,916	1,551,287
Loans and Advances to Community Organisations	7,200	8,600	7,200	8,600
	<u>1,306,116</u>	<u>1,590,887</u>	<u>1,306,116</u>	<u>1,580,887</u>

#### Movement in Accumulated Impairment Losses (Other Debtors) is as follows:

Opening Balance at 1 July	255,280	62,320	255,280	62,320
Adjustment to Opening Balance Upon Application of AASB 9	-	138,828	-	128,585
Less: Debts Written-Off During the Year	(170,288)	(30,174)	(170,288)	(30,174)
Additional Impairments Recognised	52,080	87,329	52,080	94,510
Less: Impairments Reversed	-	-	-	-
Closing Balance at 30 June	<u>137,074</u>	<u>258,304</u>	<u>137,074</u>	<u>255,280</u>



South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

Consolidated		Council	
2020	2019	2020	2019
\$	\$	\$	\$

### 10. Inventories

Stores, raw materials and water held for resale are valued at the lower of cost or net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of average cost except for land where the costs are allocated to the relevant parcel.

Inventories held for distribution are:

- \* Goods to be supplied at no or nominal charge, and
- \* Goods to be used for the provision of services at no or nominal charge

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

#### Inventories Held for Distribution

Plant and Equipment Stores	780,158	850,865	780,158	850,865
	<u>780,158</u>	<u>850,865</u>	<u>780,158</u>	<u>850,865</u>
<b>Total Inventories</b>	<b>780,158</b>	<b>850,865</b>	<b>780,158</b>	<b>850,865</b>

**South Burnett Regional Council**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**

**11. Property, Plant and Equipment:**

Consolidated - 30 June 2020

2020

Basis of Measurement	Carrying Amount		Fair Value		Cost		Fair Value		Cost	
	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost
Asset Value	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2019	54,407,268	162,865,275	38,634,665	602,785,533	173,832,007	116,956,217	-	-	13,330,050	1,182,905,252
Additions	-	-	-	-	-	-	-	-	26,828,846	26,828,846
Depreciation	(1,787,000)	(2,538,682)	(1,645,858)	(13,253,175)	(2,062,115)	-	-	-	-	(21,272,710)
Revaluation Adjustments to Asset Revaluation Surplus	(7,044,355)	(1,262,047)	-	-	-	-	-	-	-	(8,286,302)
Transfers from Work in Progress	-	3,254,277	2,610,879	21,628,439	(3,650,844)	-	-	(31,152,506)	-	-
Transfers Between Classes	-	-	-	-	-	-	-	-	-	-
Closing Gross Value as at 30 June 2020	35,638,000	152,983,923	20,599,096	681,194,857	175,448,736	116,956,217	-	-	8,988,297	1,150,105,136

**Accumulated Depreciation and Impairment**

Opening Balance as at 1 July 2019	-	50,613,437	16,681,801	154,231,712	51,707,640	31,820,600	-	-	-	268,114,879
Depreciation Provided in Period	-	2,301,404	2,432,660	10,319,506	2,292,638	1,630,100	-	-	-	19,201,907
Depreciation on Disposals	-	(1,020,640)	(1,427,526)	(5,262,028)	(1,056,056)	-	-	-	-	(8,769,262)
Revaluation Adjustment to Asset Revaluation Surplus	-	28,529,117	-	-	-	-	-	-	-	28,529,117
Transfers Between Classes	-	-	-	-	-	-	-	-	-	-
Accumulated Depreciation as at 30 June 2020	-	63,613,308	17,687,074	169,279,270	52,941,176	33,726,836	-	-	-	327,168,741

**Consolidated Book Value as at 30 June 2020**

Range of Estimated Useful Life in Years	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	20 - 120	Not Depreciated	-	-	-
Additional Comments										
Not Depreciated	35,638,000	88,809,530	11,912,025	501,819,587	122,697,566	83,240,881	8,988,297	8,988,297	863,048,386	

**Reconcile**

Other Additions	-	-	-	-	-	-	-	-	20,185,767	20,185,767
Total Additions	-	-	-	-	-	-	-	-	20,185,767	20,185,767

Notes to the Financial Statements  
For the Year Ended 30 June 2020

Council - 30 June 2020

Notes	Council		Council		Council		Council	
	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	

State of Measurement	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Cost
Asset Values	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2019	44,487,355	52,509,101	28,625,640	552,708,533	173,852,007	1,183,888,267
Additions	-	-	-	-	-	26,858,846
Disposals	(1,787,600)	(2,638,582)	(1,848,828)	(3,320,115)	(2,082,115)	(21,372,711)
Revaluation Adjustment to Asset Revaluation Surplus	(7,044,355)	(1,252,047)	-	-	-	(8,296,302)
Transfers from Works in Progress	-	3,264,277	2,810,809	21,628,489	3,698,844	(35,192,889)
Transfers Between Classes	-	-	-	-	-	-
Closing Gross Value as at 30 June 2020	35,698,000	49,971,748	28,907,819	651,104,857	175,448,736	1,179,796,846

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2019	-	33,521,418	18,675,548	154,221,712	51,707,540	31,800,088	288,075,803
Depreciation Provided in Period	-	2,342,270	2,432,842	10,318,585	2,202,880	1,935,146	19,272,825
Depreciation on Disposals	-	(1,070,640)	(1,427,920)	(5,767,028)	(1,058,088)	-	(8,789,263)
Revaluation Adjustment to Asset Revaluation Surplus	-	28,538,117	-	-	-	-	28,538,117
Transfers Between Classes	-	-	-	-	-	-	-
Accumulated Depreciation as at 30 June 2020	-	63,362,153	17,680,450	159,279,270	52,941,170	33,735,836	307,809,363

Consolidated Book Value as at 30 June 2020

Range of Estimated Useful Life in Years	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	852,787,461
Additions Complete	-	-	-	-	-	-	-

Receivables	-	-	-	-	-	23,165,757	23,165,757
Other Assets	-	-	-	-	-	3,703,099	3,703,099
Total Additions	-	-	-	-	-	26,868,846	26,868,846

**South Burnett Region**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**

**Consolidated - 30 June 2019**

**Note**

Basis of Measurement	Additions		Other Financially Useful Disposals		Transfers		Renewals		Other Additions		Total
	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	Fair Value	Cost	
<b>Asset Values</b>											
Opening Gross Value as at 1 July 2018	44,441,172	29,374,618	610,281,391	171,023,122	117,004,362	14,318,890	14,318,890	14,318,890	1,139,078,624	1,139,078,624	
Additions	-	-	-	-	-	-	-	-	16,817,058	-	16,817,058
Deprecials	(330,000)	(1,850,500)	(7,115,762)	(758,143)	(67,400)	-	(67,400)	-	(8,096,773)	-	(8,096,773)
Revaluation Adjustment to Asset Revaluation Surplus	366,083	3,413,077	8,013,821	2,805,786	108,878	(17,812,898)	(17,812,898)	-	34,998,683	-	34,998,683
Transfers from Works in Progress	-	-	-	157,253	(157,253)	-	-	-	-	-	-
Transfers Between Classes	-	-	-	-	-	-	-	-	-	-	-
<b>Closing Gross Value as at 30 June 2019</b>	<b>44,467,255</b>	<b>29,527,129</b>	<b>602,766,529</b>	<b>173,832,007</b>	<b>116,886,717</b>	<b>13,329,050</b>	<b>13,329,050</b>	<b>13,329,050</b>	<b>1,182,955,252</b>	<b>1,182,955,252</b>	

**Accumulated Depreciation and Impairment**

Opening Balance as at 1 July 2018	-	17,740,300	68,444,749	49,774,534	30,108,547	-	-	-	198,155,205	-
Depreciation Provided in Period	-	2,470,049	7,488,490	2,262,800	1,840,327	-	-	-	16,371,205	-
Depreciation on Disposals	-	(877,149)	(437,290)	(383,844)	(30,137)	-	-	-	(65,197,229)	-
Revaluation Adjustment to Asset Revaluation Surplus	-	-	78,725,784	-	-	-	-	-	78,725,784	-
Transfers (Between Classes)	-	-	-	20,048	(20,048)	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2019</b>	<b>-</b>	<b>16,773,624</b>	<b>164,221,742</b>	<b>51,707,540</b>	<b>31,990,689</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>285,114,890</b>	<b>-</b>

**Consolidated Book Value as at 30 June 2019**

Range of Estimated Useful Life in Years	40 - 100	3 - 20	5 - 120	20 - 120	30 - 120	Not Depreciated
Net Depreciated	118,984,888	13,253,505	898,584,850	122,124,467	87,075,524	11,329,050
<b>Total Additions</b>	<b>44,467,255</b>	<b>29,527,129</b>	<b>602,766,529</b>	<b>173,832,007</b>	<b>116,886,717</b>	<b>13,329,050</b>
<b>Renewals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Additions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,817,058</b>
<b>Total Additions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,817,058</b>

South Burnett Regional Council  
Notes to the Financial Statements  
For the Year Ended 30 June 2020

Council - 30 June 2019

Notes

Basis of Measurement

Asset Values

Opening Gross Value as at 1 July 2019

Additions

Disposals

Revaluation Adjustment to Asset Revaluation Surplus

Transfers from Non-in Progress

Transfers Between Classes

Closing Gross Value as at 30 June 2019

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2019

Depreciation Provided in Period

Disposals

Revaluation Adjustment to Asset Revaluation Surplus

Transfers Between Classes

Accumulated Depreciation as at 30 June 2019

Consolidated Basis Value as at 30 June 2019

Range of Estimated Useful Life in Years

Additions Complete

Impairment

Other Additions

Total Additions

Asset	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	Fair Value	Cost
\$	\$	\$	\$	\$	\$	\$	\$	\$

44,441,172	152,363,838	29,178,337	610,281,391	179,827,123	117,084,382	14,313,880	1,139,483,142
(330,050)	(2,204,801)	(3,080,587)	11,315,242	(758,163)	(87,630)	-	16,817,058
-	-	-	34,909,883	-	-	-	34,909,883
308,083	2,417,253	3,413,077	8,513,031	3,828,788	100,878	(17,812,886)	-
-	-	-	-	(87,263)	(187,250)	-	-
44,467,255	152,568,101	38,628,847	652,788,533	173,832,007	116,898,217	13,296,050	1,182,587,076

-	32,088,908	17,883,131	88,494,742	48,774,834	30,106,947	-	198,097,850
-	2,308,568	2,428,227	7,488,486	2,262,808	1,840,327	-	16,338,418
-	(877,149)	(3,435,816)	(437,240)	(958,844)	(90,137)	-	(5,137,229)
-	-	-	78,726,764	-	-	-	78,726,764
-	(33,621,416)	16,875,548	154,221,712	(51,707,540)	(28,049)	-	388,018,054

44,467,255	118,984,688	11,953,236	488,984,820	122,124,467	20,076,328	13,322,050	694,490,190
Net Depreciated	40 - (10)	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	-
\$	\$	\$	\$	\$	\$	\$	\$
-	-	-	-	-	-	8,143,818	8,143,818
-	-	-	-	-	-	7,873,141	7,873,141
-	-	-	-	-	-	16,817,058	16,817,058

South Burnett Regional Council  
**Financial Statements**  
 For the Year Ended 30 June 2020

**Property, Plant and Equipment**

**11 (a) Recognition**

Infrastructure and Building assets with a total value of less than \$5,000, and IT assets with a total value of less than \$1,500 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Replacement of a major component of an asset, in order to maintain its service potential, is treated as the acquisition of a new asset. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed when incurred.

Expenditure incurred in accordance with Natural Disaster Relief Funding arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. Material expenditure that extends the useful life or renews the service potential of an asset is capitalised.

Land under the roads and reserve land which falls under the Land Act 1994 or the Land Title Act 1994 is controlled by the Queensland Government pursuant to the relevant legislation. This land is not recognised in these financial statements.

**11 (b) Measurement**

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition or for construction of an asset includes direct labour and materials and an appropriate proportion of overheads plus freight in, architect's fees and engineering design fees and all other establishment costs where appropriate.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value.

**11 (c) Depreciation**

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the in-service date which is the time an asset is completed and commissioned ready for use. At this time, they are reclassified from work in progress to the appropriate property, plant and equipment class.

Land is not depreciated as it has an unlimited useful life. Formation/Earthworks in relation to infrastructure is also not depreciated. Depreciation on all other property, plant and equipment is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value (nil for all Council assets other than Fleet), progressively over its estimated useful life to the Council. The straight-line basis approximately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is shorter.

Depreciation methods estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments are performed as part of the annual valuation process for assets at each reporting date.

In accordance with the depreciation requirements of AASB 116, "complex assets" are componentised into short-life and long-life components based on planned asset management strategies and are depreciated separately.

**11 (d) Impairment of Non-Current Assets**

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

**11 (e) Valuation**

**(i) Valuations Processes**

Council's valuation policies and procedures are set by the Asset Management Governance Committee and reviewed annually taking into consideration an analysis of movements in fair value and other relevant information.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. Revaluations will be made with sufficient regularity to ensure that the written down value amount does not differ materially from that which would be determined using fair value at the end of the reporting period. Accordingly, revaluations will be carried out every three to five years. This process involves the Valuer physically sighting Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal and external engineers and asset owners to assess for material differences in the assumptions for useful life, remaining lives and costs with all infrastructure assets, the results of which are considered in combination with suitable indexes from the Australian Bureau Statistics. Together these are used to form the basis of a management valuation for the infrastructure asset classes. The land and buildings asset classes are revalued by independent,

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

professionally qualified valuers who are engaged by management to perform a "desktop" valuation, whereby Council provides updated asset information to the valuers who then determine suitable indices which are applied to each of these asset classes. In accordance with external valuer's recommendation, Council has applied 0% indexation on its Roads, Drainage and Bridge Network assets as well as its Water and Wastewater assets as at 30 June 2020.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

In accordance with AASB 13 fair value measurements are categorized on the following basis:

- Level 1:** Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities  
**Level 2:** Fair value based on inputs that are directly or indirectly observable for the asset or liability  
**Level 3:** Fair value based on unobservable inputs for the asset and liability

There were no transfers between levels of hierarchy during the year.

**(B) Valuation Techniques Used to Derive Fair Values**

The table below summarises the level of detail applied in determining the value of Council's assets as at 30 June 2020.

Asset Category	Valuation Technique 30 June 2020	Performed By	Effective Date of Last Comprehensive Valuation	Performed By
Land	Comprehensive	Shepherd Services Pty Ltd	30-Jun-2020	Shepherd Services Pty Ltd
Buildings	Comprehensive	Shepherd Services Pty Ltd	30-Jun-2020	Shepherd Services Pty Ltd
Roads, Drainage and Bridge Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2019	Shepherd Services Pty Ltd
Water Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management
Wastewater Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management

**Land (Level 2 and 3)**

Fair value of land is measured at current market value, which is derived by reference to market-based evidence including observable historical sales data for properties of similar nature and specification in the same localities. Where there is a lack of appropriate comparable sales evidence, the valuation is based on the closest comparable sales in terms of the characteristics of the parcel and sales evidence.

Council's fair value measurement has been either a level 2 or 3, depending on the assumptions as to whether the land is subject to restriction as to use and/or sale, and whether there is an active market.

**Buildings (Level 2 and 3)**

Where there is a market for Council building assets, they are categorised as non-specific buildings and fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes.

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset of similar type and service potential. The current replacement cost has been derived from reference to market data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook). Where a depth in market can be identified we have assessed the fair value of an asset as the best estimate of price reasonably obtained in the market at the date of valuation. Where there is no depth of market, the fair value of a building asset is the current replacement cost less accumulated depreciation to reflect the consumed or expired service potential of the asset.

In determining the level of accumulated depreciation, the asset has been assessed at component level by conducting a condition assessment on each of the various components within each building, taking into account both physical characteristics as well as holistic factors such as functionality, capability, utilisation and obsolescence.

While the unit rates based on square metres can be supported by market evidence (Level 2), the estimates of residual value, useful life, pattern of consumption and asset condition that are used to calculate accumulated depreciation comprise unobservable inputs (Level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as level 3.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

Buildings	2020	2019
	\$	\$
Residential/Commercial (Level 2)	723,265	931,219
Specialised Buildings (Level 3)	63,344,100	81,216,736
<b>Total</b>	<b>64,067,365</b>	<b>82,147,954</b>

**Water, Wastewater and Road, Drainage and Bridge Network Asset Classes (Level 3)**

The valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full-service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced such as earthworks.

The accumulated depreciation cost was determined by an assessment of the age from either its construction date or by a condition assessment where an asset was close to the end of its life or where no reliable construction data information was available. The age in days is then times by the daily depreciation amount to determine the accumulated depreciation amount.

Condition assessments used the following table to determine the remaining life of an asset.

Condition Rating	Description	% Asset Remaining (Based on Delivery of Future Economic Benefit)
0	Brand new.	100
1	Near new. No visible deterioration.	90
2	Excellent overall condition. Early stages of deterioration.	80
3	Very good overall condition. Obvious deterioration evident.	70
4	Good overall condition. Obvious deterioration, serviceability impaired very slightly.	60
5	Fair overall condition. Obvious deterioration, serviceability loss.	50
6	Fair to poor overall condition. Obvious deterioration, some serviceability loss.	40
7	Poor overall condition. Obvious deterioration, some serviceability loss, high maintenance costs.	30
8	Very poor overall condition. Severe deterioration, very high maintenance costs. Consider renewal.	20
9	Extremely poor condition. Severe serviceability problems. Renewal required immediately.	10
10	Failed asset. No longer serviceable. Should not remain in service.	0

Remaining Life (Age based) = Useful Life – Age

An aged-based approach was used for assets where condition was not available. Regardless, this is a reasonable approach for young assets as in the first 0 to 50% of the life of most infrastructure assets there is often little visible distress. This makes estimating of remaining life unreliable using visual techniques and if age is known then the age-based approach is more reliable.

Dimensional changes and normal annual cost increases to unobservable inputs like plant, labour and material costs would change the fair value of assets, these changes are factored into the valuation inputs used at 30 June 2020. Below is a summary of unobservable inputs.

Significant Unobservable Inputs	Range of Inputs
Number of Plant and Labour Hours	hours/m <sup>2</sup> or linear metre
Material Usage Quantities	varies depending upon the type of material
Condition	1-10
Remaining Useful Life	1-100



Consolidated		Council	
2020	2019	2020	2019
\$	\$	\$	\$

## 12. Intangible Assets

Intangible assets with a cost or other value exceeding \$0,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

The water allocation assets are considered to have an indefinite useful life. The assets were tested for impairment at 30 June 2020, by comparing the carrying value of the water distribution network cash-generating unit (incorporating the tangible water infrastructure and the intangible allocation assets) against the net present value of forecast future cash flows (value in use) to be generated over the maximum replacement/lifecycle of network assets. While Council does not operate the water distribution network to generate a profit, Council does set rates for water access and distribution with the view to recovering the costs of maintaining the distribution network.

Cash flow projections were based on the most recent adopted 5-year budget. An expected cash flow approach was applied after assessing 5 years of historical actual data versus budget data to establish the probability of estimated cash flows changing from predictions. Terminal value was calculated using the perpetuity method with key assumptions of 2.00% for growth and a discount rate of 5.21%. The impairment assessment performed resulted in the calculated value in use being greater than the carrying amount indicating that the water allocation assets were not impaired as at 30 June 2020.

Costs associated with the purchase and development of Council's computer software and business system has been capitalised and is being amortised on a straight-line basis over the period of expected benefit to Council, being 10 years. Amortisation methods and estimated useful lives are reviewed at the end of each reporting period and adjusted where appropriate.

### Water Allocation

Closing Gross Carrying Value	6,234,639	6,234,639	6,234,639	6,234,639
<b>Computer Software</b>				
Opening Gross Carrying Value	3,718,124	3,415,730	3,718,124	3,415,730
Additions	43,775	302,394	43,775	302,394
Disposals	-	-	-	-
Closing Gross Carrying Value	3,761,899	3,718,124	3,761,899	3,718,124
<b>Accumulated amortisation</b>				
Opening balance	1,331,751	989,753	1,331,751	989,753
Amortisation	371,820	341,987	371,820	341,987
Closing Balance	1,703,571	1,331,751	1,703,571	1,331,751
Net carrying value at end of financial year	2,058,328	2,386,373	2,058,328	2,386,373
<b>Total Intangible Assets</b>	<b>8,292,967</b>	<b>8,621,012</b>	<b>8,292,967</b>	<b>8,621,012</b>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

### 13. Contract Balances

Council enters into various contracts and grant agreements with customers and grantors. Where amounts billed to customers are based on the progress milestones established in the contracts, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed.

When a performance obligation is satisfied, by meeting a progress milestone, before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer/grantor prior to Council meeting the agreed progress milestone, Council recognises a contract liability for the amount which exceeds value of works completed.

	Consolidated 2020 \$	Council 2020 \$
<b>(a) Contract Assets</b>		
	<u>603,559</u>	<u>603,559</u>
<b>(b) Contract Liabilities</b>		
Funds Received Upfront to Construct Council Controlled Assets	1,070,457	1,070,457
Deposits Received in Advance of Services Provided (a.g. Performance Obligations in Grants)	213,254	201,528
	<u>1,283,711</u>	<u>1,271,982</u>
Current Contract Liabilities	1,257,867	1,245,938
Non-Current Contract Liabilities	28,044	28,044
	<u>1,283,711</u>	<u>1,271,982</u>
Revenue Recognised that was Included in the Contract Liability Balance at the Beginning of the Year		
Funds to Construct Council Controlled Assets	2,250,000	2,250,000
Deposits Received in Advance of Services Provided	389,143	389,143
	<u>2,639,143</u>	<u>2,639,143</u>

#### (c) Significant Changes in Contract Balances

The contract assets and liabilities have arisen on adoption of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of NFP Entities. Previously the revenue was recognised on receipt and therefore there was no effect on the Statement of Financial Position.

## 14. Leases

### Council as a Lessee

The only leases Council currently has in place are over Land parcels. Council has applied the exception to lease accounting for leases of low-value assets and short-term leases.

Where Council assesses that an agreement contains a lease, a right-of-use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

### Exceptions to Lease Accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

### Leases at Significantly Below Market Value – Concessionary Leases

Council has elected to measure the right-of-use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

### Terms and Conditions of Leases

#### Land

Council has leases over land parcels at Yallakool Tourist Park, Memerambi Transfer Station and Murgon SES. The lease terms range from 10 to 50 years. Lease payments for the year are based on 6% of the 3-year average rental value.

### Right-of-Use Assets

Consolidated and Council		Land
Adoption of AASB 16 at 1 July 2019		1,091,475
Additions to Right-of-Use Assets		-
Adjustments to Right-of-Use Assets Due to Re-Measurement of Lease Liability		(11,032)
Depreciation Charge		(36,853)
Impairment of Right-of-Use Assets		-
<b>Balance at 30 June 2020</b>		<b>1,043,590</b>

### Lease Liabilities

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts will not be the same as the recognised lease liability in the statement of financial position.

Consolidated and Council				
- 1 year \$	1 - 5 years \$	> 5 years \$	Total \$	Total per Statement of Financial Position \$
51,777	205,197	1,280,724	1,537,698	1,056,079
				Current 24,260
				Non-Current 1,031,819
				<b>Total 1,056,079</b>

**South Burnett Regional Council**  
**Notes to the Financial Statements**  
For the Year Ended 30 June 2020

**Amounts Included in the Statement of Comprehensive Income Related to Leases**

The following amounts have been recognised in the statement of comprehensive income for leases where Council is the lessee:

<b>Consolidated and Council</b>	
Interest on Lease Liabilities	28,288
Depreciation of Right-of-Use Assets	60,000
Expenses Relating to Short-Term Leases	-
Expenses Relating to Low-Value Assets	-
	<b>64,139</b>
<b>Total Cash Outflows for Leases</b>	<b>52,050</b>

**Leases at Significantly Below Market Value – Concessionary/Peppercorn Leases**

Council holds a number of leases at significantly below market value for land and buildings which are used for community and recreational purposes mainly relating to the Boonilooma Dam and Rail Trail.

The leases are generally between 2 and 50 years and require payments between \$1 and \$10,000 per annum. The use of the right-to-use asset is restricted by the lessors to specified community services which Council must provide; these services are detailed in the leases.

Council does not believe that any of the leases in place are individually material.

**Council as a Lessor**

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains a lease and non-lease components, then the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers.

The lease income is recognised on a straight-line basis over the lease term.

**15. Payables**

Creditors are recognised upon receipt of invoice, at the amount owed. Amounts owing are unsecured and are generally settled on 30-day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual and long service leave in respect of services provided by the employees up to the reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current liability.

	<b>Consolidated</b>		<b>Council</b>	
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Current</b>				
Creditors and Accruals	5,642,504	3,646,398	5,854,381	3,492,999
Annual Leave	2,261,401	2,118,934	2,261,401	2,118,934
Prepaid Rates	2,046,204	-	2,046,204	-
Other Entitlements	163,187	117,503	163,187	117,503
	10,115,396	5,880,833	10,027,183	5,727,436

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$

## 16. Borrowings

Council adopts an annual debt policy that sets out Council's borrowings for the next nine years. Council's borrowings with QTC are fixed rate loans, as such council is not subject to any material level of interest rate risk on borrowings with QTC. South Burnett Regional Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows.

Principal and interest repayments are made annually in advance. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 September 2022 to 15 September 2038.

### Current

Loans - Queensland Treasury Corporation	2,877,630	2,747,723	2,877,630	2,747,723
---	-----------	-----------	-----------	-----------

### Non-Current

Loans - Queensland Treasury Corporation	33,657,896	38,837,047	33,657,896	38,837,047
---	------------	------------	------------	------------

### Loans - Queensland Treasury Corporation

Opening Balance at Beginning of Financial Year	39,384,770	42,051,588	39,384,770	42,051,588
Loans Raised	-	-	-	-
Principal Repayments	(2,849,274)	(2,666,819)	(2,849,274)	(2,666,819)
Book Value at End of Financial Year	36,535,496	39,384,770	36,535,496	39,384,770

The QTC loan fair value at the reporting date was \$42,882,116 representing the value of the debt if Council repaid it at that date.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government. There have been no defaults or breaches of the loan agreement during the period.

The following table represents the remaining contractual cashflows (principal and interest) of financial liabilities (excluding lease liabilities) at the end of the reporting period:

Maturity Analysis - Consolidated and Council	< 1 year	1 - 5 years	5 years +	Total Contractual Cash Flows	Carrying Amount
Loans - QTC	4,626,846	17,874,680	20,080,941	42,582,467	36,535,496

South Burnett Regional Council  
**Notes to the Financial Statements**  
For the Year Ended 30 June 2020

## 17. Provisions

### Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employees remaining in Council's employment or other associated employment which would result in Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to the Millman G100 discount rates at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12-month, long service leave is classified as a current liability. Otherwise it is classified as non-current.

### Refuse Dump Restoration and Quarry Rehabilitation

This provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to the Millman G100 discount rates with a date corresponding to the anticipated date of the restoration.

#### Refuse Dump Restoration

This provision represents the present value of the anticipated future costs associated with the closure of 25 old and operating refuse disposal sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires the use of assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates.

These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse disposal sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 2037 and that the restoration on the various sites will occur progressively after closing.

#### Quarry Rehabilitation

The provision for quarry rehabilitation represents the present value of the anticipated future costs associated with the closure of the quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time.

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$
<b>Current</b>				
Refuse Dump Restoration	51,243	244,076	51,243	244,076
Long Service Leave	3,525,914	3,418,046	3,525,914	3,418,046
Other	-	92,835	-	92,835
	<u>3,577,157</u>	<u>3,754,957</u>	<u>3,577,157</u>	<u>3,754,957</u>
<b>Non-Current</b>				
Quarry Rehabilitation	1,258,420	1,313,275	1,258,420	1,313,275
Refuse Dump Restoration	11,894,841	11,918,222	11,894,841	11,918,222
Long Service Leave	447,649	428,157	447,649	428,157
	<u>13,400,910</u>	<u>13,659,654</u>	<u>13,400,910</u>	<u>13,659,654</u>

**Details of Movements in Provisions**

**Quarry Rehabilitation**

Balance at Beginning of Financial Year	1,313,275	832,016	1,313,275	832,016
Increase/(Decrease) in Estimate of Future Cost	4,464	388,612	4,464	388,612
Increase/(Decrease) Due to Change in Discount Rate	(94,949)	4,036	(94,949)	4,036
Increase Due to Unwinding of Discount	35,631	90,611	35,631	90,611
Balance at End of Financial Year	<u>1,258,420</u>	<u>1,313,275</u>	<u>1,258,420</u>	<u>1,313,275</u>

**Refuse Dump Restoration**

Balance at Beginning of Financial Year	12,162,298	12,220,299	12,162,298	12,220,299
Increase/(Decrease) in Estimate of Future Cost	(518,576)	256,294	(518,576)	256,294
Increase/(Decrease) Due to Change in Discount Rate	(308,198)	(438,799)	(208,196)	(436,799)
Increase Due to Unwinding of Discount	310,580	124,503	310,580	124,503
Balance at End of Financial Year	<u>11,746,084</u>	<u>12,162,298</u>	<u>11,746,084</u>	<u>12,162,298</u>

**Long Service Leave**

Balance at Beginning of Financial Year	3,846,204	3,746,306	3,846,204	3,746,306
Long Service Leave Entitlement Arising	599,802	631,206	599,802	631,206
Long Service Entitlement Paid	(472,444)	(731,310)	(472,444)	(731,310)
Balance at End of Financial Year	<u>3,973,562</u>	<u>3,646,204</u>	<u>3,973,562</u>	<u>3,646,204</u>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$
<b>18. Other Liabilities</b>				
<b>Current</b>				
Unearned Revenue	-	205,771	-	205,771
Waste Levy Refund Received in Advance	-	1,053,976	-	1,053,976
Prepaid Rates	-	1,843,722	-	1,843,722
	-	3,103,469	-	3,103,469
<b>Non-Current</b>				
Unearned Revenue	-	1,345,521	-	1,345,521
	-	1,345,521	-	1,345,521

Revenue is classified as unearned if it relates to an obligation to supply specific goods and services in future periods. Unearned revenue includes cemetery and rent prepayments.

Due to implementation of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of NFP Entities* on 1 July 2019, unearned revenue and prepaid rates have been reclassified as contract assets and trade and other payables for the 2020 year.

The State Government made an advance payment of \$1,053,976 in 2019/2019 for the 2019/2020 Levy. The State Government will make four (4) quarterly advance payments to Council starting early in the first quarter of the 2020/2021 to mitigate the impacts on households for 2020/2021 of the State Waste Levy, which took effect from 1 July 2019. The Council will be liable to the State for payment of the Levy on most forms of commercial and household waste delivered to landfill from 1 July 2019.

Payment to the Council essentially refunds the Council for the portion of the Levy that relates to Municipal Solid Waste. Council will fund the portion of the Levy that relates to commercial waste through charges to commercial users of disposal sites from 1 July 2019.

### 19. Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus. Increases and decreases on revaluation are offset within a class of assets.

Where a class of asset is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus, unless the asset disposed is the last remaining asset in its particular asset category.

The Closing Balance of the Asset Revaluation Surplus comprises the following Asset Categories:	Note	2020	2019	2020	2019
Land and Improvements	11	8,495,480	15,539,735	8,495,480	15,539,735
Buildings	11	29,466,481	59,257,645	29,466,481	59,257,645
Road, Drainage and Bridge Network	11	275,701,333	275,701,333	275,701,333	275,701,333
Water	11	56,565,057	56,565,057	56,565,057	56,565,057
Wastewater	11	57,225,333	57,225,333	57,225,333	57,225,333
		427,453,684	463,954,923	427,453,684	463,954,923



Consolidated		Council	
2020	2019	2020	2019
\$	\$	\$	\$

**20. Commitments for Expenditure**

**Contractual Commitments**

Contractual Commitments at End of Financial Year but not recognised in the Financial Statements are as follows:

Garbage Collection Contract	3,438,494	4,053,880	3,438,494	4,053,880
Pest Control	115,135	-	115,135	-
Security	74,800	97,944	74,800	97,944
Cleaning Contractors	1,322,212	1,558,242	1,322,212	1,558,242
	<u>4,950,531</u>	<u>6,320,046</u>	<u>4,950,531</u>	<u>6,320,046</u>

**21. Contingent Liabilities**

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The South Burnett Regional Council is a member of the Local Government Mutual Liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2020 the financial statements of LGM Queensland reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government WorkCare

The South Burnett Regional Council is a member of the Queensland Local Government Workers Compensation Self-Insurance Scheme, Local Government WorkCare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self-insurance licence be cancelled and there were insufficient funds to cover outstanding liabilities. Only the government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$359,171.38 for 30 June 2020.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

Note	Consolidated		Council	
	2020	2019	2020	2019

## 22. Superannuation

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan; however, Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate but has not been recognised as an asset or liability of the Council.

Technically South Burnett Regional Council can be liable to the scheme for a portion of another local governments' obligation should that local government be unable to meet them. However, the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2016. The actuary indicated that 'At the valuation date of 1 July 2016, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date'. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

<b>Investment Risk</b>	The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.
<b>Salary Growth Risk</b>	The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

Superannuation Contributions Made to the Regional Defined Benefits Fund	101,585	196,409	101,585	196,409
Other Superannuation Contributions for Employees	2,269,124	2,194,652	2,269,124	2,194,652
<b>The Amount of Superannuation Contributions paid by Council to the Scheme in this period for the Benefit of Employees was</b>	<b>4</b>	<b>2,461,108</b>	<b>2,381,261</b>	<b>2,381,261</b>

	Consolidated		Council	
	2020	2019	2020	2019
	\$	\$	\$	\$

### 23. Trust Funds

#### Trust Funds Held for Outside Parties

Security Deposits	5,779,388	7,653,770	5,779,388	7,653,770
-------------------	-----------	-----------	-----------	-----------

Trust Funds are monies collected or held on behalf of other individuals and/or entities yet to be paid out to or on behalf of those individuals and/or entities. The South Burnett Regional Council performs only a custodial role in respect of these monies. As these funds cannot be used by Council, they are not brought to account in these financial statements.

### 24. Reconciliation of Result from Ordinary Activities to Net Cash Inflow/(Outflow) from Operating Activities

Net Result	(5,802,748)	6,078,281	(5,800,405)	5,118,606
<b>Non-Cash Items:</b>				
Depreciation and Amortisation	19,889,580	16,713,225	19,530,308	16,672,406
Impact of Discounting + Provisions	43,043	(219,648)	43,043	(219,648)
Credit Loss Allowance	(118,186)	185,853	(118,186)	132,938
<b>Investing and Development Activities (Non-Cash):</b>				
Net (Profit)/Loss on Disposal of Non-Current Assets	11,874,205	3,070,592	11,874,205	3,070,592
Capital Grants and Contributions	(5,460,238)	(7,481,890)	(5,460,238)	(7,481,890)
	3,413,866	(4,391,298)	3,413,866	(4,391,298)
<b>Changes in Operating Assets and Liabilities:</b>				
(Increase)/Decrease in Receivables	(80,771)	(288,547)	(67,580)	(199,078)
(Increase)/Decrease in Contract Assets	1,308,558	-	1,308,558	-
(Increase)/Decrease in Inventory	70,507	215,514	70,507	215,514
Increase/(Decrease) in Payables	2,188,361	2,238,051	2,251,544	2,098,780
Increase/(Decrease) in Contract Liabilities	(1,355,432)	-	(1,367,161)	-
Increase/(Decrease) in Other Provisions	(479,587)	752,031	(479,587)	752,031
Increase/(Decrease) in Other Liabilities	800,208	(1,023,311)	800,208	(1,023,311)
	2,438,645	1,883,736	2,516,389	1,851,915
Net Cash Inflow from Operating Activities	18,645,500	20,360,279	19,665,116	20,224,821

### 25. Reconciliation of Liabilities Arising from Finance Activities

		as at 30 June 2019	Change in Accounting Policy	Cash Flows	Non-Cash Changes (New Leases)	as at 30 June 2020
Loans	<a href="#">16</a>	38,384,770	-	(2,848,274)	-	35,536,496
Lease Liabilities	<a href="#">14</a>	-	1,079,843	(23,784)	-	1,056,079
		38,384,770	1,079,843	(2,872,058)	-	37,591,575

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

## 26. Changes in Accounting Policy

During the year ended 30 June 2020, Council adopted AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of NFP Entities and AASB 16 Leases using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated and continues to comply with AASB 111 Construction Contracts, AASB 117 Leases, AASB 118 Revenue, AASB 1004 Contributions and associated Accounting Interpretations.

All adjustments on adoption of AASB 15, AASB 1058 and AASB 16 have been taken to retained earnings at 1 July 2019.

The impacts of adopting these standards and associated transition disclosures are provided below:

### Revenue Standards – AASB 15 and AASB 1058

The following options have been applied on transition to AASB 15 and AASB 1058:

- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements.
- Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modifications were minor.

Council has identified the below changes in accounting policy on adoption of AASB 15 and AASB 1058:

#### 1. Recognition of Costs Incurred in Fulfilling Customer Contracts

Depending on contractual terms, new requirements of AASB 15 results in a change to the timing of revenue recognition from sales of Council's goods and services. Some revenue may need to be deferred to a later reporting period to the extent that Council has received payment but has not met its associated performance obligations giving rise to a contract liability until such time that obligations are met, and revenue can be recognised. Additionally, some revenue may need to be recognised in earlier reporting periods than physical cash is actually received this occurs when Council has completed contract works however milestone or claim payments have not been received. This gives rise to a contract asset until such time that physical cash is received.

It has been identified that majority of Council's contracts with customers are set up in a way that Council completes the work and then submits a progress claim for work completed. With the adoption of AASB 15 Council recognises a contract asset for all works completed to date until payment is received.

Had the standard applied in 2018/2019 Council would have recognised a contract liability of \$36,243 for income received from customers who rent/lease a variety of Council owned properties or space on those properties.

#### 2. Prepaid Rates

Prepaid rates will not be recognised as revenue until the relevant rating period starts. Until that time, these receipts will be recognised as liability under trade and other payables.

#### 3. Recognition of Grant Revenue within the Scope of AASB 15 and For Acquisition or Construction of Assets Controlled by Council

Grants received by Council which satisfy requirements of AASB 15 can be recognised as a liability, and subsequently recognised progressively as revenue as the Council satisfied its performance obligations under the grant agreement. Prior to the adoption of AASB 15 and AASB 1058 these grants were recognised as revenue upfront.

Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral and continue to be recognised as revenue as soon as they are received. Council receives several operational grants from the Federal Government and State Government which do not include sufficiently specific performance obligations. These are expected to continue being recognised as revenue upfront assuming no change to the current grant agreements.

Grants that are not sufficiently specific may still qualify for deferral if the grant is enforceable, the agreement requires Council to acquire or construct a non-financial asset with identified specifications and Council will retain control of the asset after completion. Under AASB 1058 a contract asset or liability can still be recognised for the portion received in advance of works completed and cash not received to align revenue with construction obligations.

Had the standard applied in 2018/2019, Council would have taken up a contract asset of \$1,912,117 and a contract liability of \$2,602,901. These relate to various capital and operational grants including Works for Queensland, Drought Communities Program and an infrastructure agreement for enhancement to a road controlled by Council.

Under the transition, Council has also derecognised \$1,551,292 in unearned revenue which related to works done on the Memerambi Estate in a prior year. Under the agreement, Council performed the works and property owners were given the option to repay the costs of the infrastructure over a 10-year period. As all performance obligations have been met by Council and the costs still to pay have been raised against the properties, this unearned revenue no longer meets the criteria to remain as a liability in Council's accounts.

Opening Contract Balances on Transition at 1 July 2019

	Consolidated	Council
	Balance at 1 July 2019	Balance at 1 July 2019
	\$	\$
<b>Contract Assets</b>		
Under AASB 15	3,483,409	3,483,409
Under AASB 1058	-	-
<b>Total Contract Assets</b>	<u>3,483,409</u>	<u>3,483,409</u>
<b>Contract Liabilities</b>		
Under AASB 15	2,852,457	2,839,143
Under AASB 1058	-	-
<b>Total Contract Liabilities</b>	<u>2,852,457</u>	<u>2,839,143</u>

Comparison of affected financial statement lines between AASB 15 / 1058 and previous revenue standards

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards.

Statement of Financial Position at 30 June 2020

	Carrying Amount per Statement of Financial Position Dr / (Cr) \$	Adjustments Dr / (Cr) \$	Carrying Amount if Previous Standards had Applied
<b>Consolidated</b>			
Contract Assets	603,559	(603,559)	-
Contract Liabilities - Current	(1,257,867)	1,257,867	-
Contract Liabilities - Non-Current	(28,044)	28,044	-
Unearned Revenue - Current	-	(199,304)	(199,304)
Unearned Revenue - Non-Current	-	(1,099,616)	(1,099,616)
Retained Earnings	(426,901,022)	618,768	(426,282,254)
	<u>(427,581,174)</u>	<u>0</u>	<u>(427,581,174)</u>
<b>Council</b>			
Contract Assets	603,559	(603,559)	-
Contract Liabilities - Current	(1,245,938)	1,245,938	-
Contract Liabilities - Non-Current	(28,044)	28,044	-
Unearned Revenue - Current	-	(199,304)	(199,304)
Unearned Revenue - Non-Current	-	(1,099,616)	(1,099,616)
Retained Earnings	(426,494,028)	830,497	(425,663,531)
	<u>(427,162,451)</u>	<u>0</u>	<u>(427,162,451)</u>

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

Statement of Comprehensive Income for the Year Ended 30 June 2020

	Carrying Amount per Statement of Financial Position Dr / (Cr) \$	Adjustments Dr / (Cr) \$	Carrying Amount if Previous Standards had Applied
<b>Consolidated</b>			
<b>Revenue - Operating</b>			
Rates, Levies and Charges	49,000,147	262,372	49,262,519
Grants	8,897,409	150,781	9,148,190
Sales of Contract and Recoverable Works	3,455,485	-	3,455,485
Rental Income	655,331	86,148	650,479
<b>Revenue - Capital</b>	<b>8,460,239</b>	<b>138,711</b>	<b>8,598,950</b>
	<b>70,468,611</b>	<b>637,012</b>	<b>71,105,623</b>
<b>Council</b>			
<b>Revenue - Operating</b>			
Rates, Levies and Charges	49,000,147	262,372	49,262,519
Grants	8,897,409	150,781	9,148,190
Sales of Contract and Recoverable Works	3,455,485	-	3,455,485
Rental Income	528,284	83,419	611,703
<b>Revenue - Capital</b>	<b>8,460,239</b>	<b>138,711</b>	<b>8,598,950</b>
	<b>70,441,564</b>	<b>625,283</b>	<b>71,066,847</b>

Statement of Cash Flows for the Year Ended 30 June 2020

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.

South Burnett Regional Council  
**Notes to the Financial Statements**  
 For the Year Ended 30 June 2020

**Lease Standard – AASB 16**

**Council as a Lessee**

Under the previous lease accounting standard, Council assessed whether leases were operating or finance leases, based on its assessment of whether the significant risks and rewards of ownership had been transferred to Council or remained with the lessor.

Under AASB 16, there is no differentiation between finance and operating leases for the lessee and all of Council's leases which meet the definition of a lease are now recognised as lease expenses, right-of-use assets and right-of-use asset depreciation, resulting in Council recognising them as lease assets on the statement of financial position (except for short-term leases and leases of low-value assets).

Council has used the exception to lease accounting for short-term leases and leases of low-value assets, and any lease expenses relating to these leases have been recognised in the Statement of Comprehensive Income on a straight-line basis.

**Practical Expedients Used on Transition**

AASB 16 includes a number of practical expedients which can be used on transition:

Council has used the following expedients:

- Contracts which had previously been assessed as not containing leases under AASB 117 were not re-assessed on transition to AASB 16.
- Lease liabilities have been discounted using the Council's incremental borrowing rate at 1 July 2019.
- Right-of-use assets at 1 July 2019 have been measured at an amount equal to the lease liability, adjusted by any prepaid or accrued lease payments.
- A single discount rate was applied to all leases with similar characteristics.
- Leases with an expiry date prior to 30 June 2020 have been excluded from the Statement of Financial Position, and lease expenses from these leases have been recorded on a straight-line basis over the remaining term.
- Council used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

**Impact of Adopting AASB 16 at 1 July 2019**

Council has recognised right-of-use assets and lease liabilities of \$1,091,475 at 1 July 2019 for leases previously classified as operating leases.

The weighted average lessee's incremental borrowing rate applied to lease liabilities at 1 July 2019 was 2.86%.

Council has assessed and determined that there are no embedded leases in contracts that it is party to.

	Consolidated and Council €
Operating Lease Commitment at 30 June 2019	1,505,813
Discounted Using the Incremental Borrowing Rate at 1 July 2019	1,091,475
<b>Lease Liabilities Recognised at 1 July 2019</b>	<b>1,091,475</b>

**27. Events After the Reporting Period**

There are no material adjusting events after the balance date.

**South Burnett Regional Council**  
**Notes to the Financial Statements**  
**For the Year Ended 30 June 2020**

**28. Transactions with Related Parties**

**(a) Subsidiaries**

The following transactions occurred with subsidiaries:

Council leases the Lady Byelke-Petersen hospital building facilities to the South Burnett Community Hospital Foundation Limited for a nominal fee. All funding support given to the Foundation was agreed to by the Council for the 2019/2020 financial year. The amount payable by the Foundation to Council at 30 June 2020 was \$68,212 (2019 \$153,387).

**(b) Transactions with Key Management Personnel (KMP)**

KMP include the Mayor, Councillors, council's Chief Executive Officer, some executive management personnel and Directors of South Burnett Community Hospital Foundation. The Directors of South Burnett Community Hospital Foundation receive no remuneration for their services. The compensation paid to KMP for 2019/2020 comprises:

	2020	2019
	\$	\$
Short-Term Employee Benefits	1,737,657	1,780,442
Post-Employment Benefits	366,917	251,170
Long-Term Benefits	-	3,201
Termination Benefits	-	-
<b>Total</b>	<b>2,004,574</b>	<b>2,043,614</b>

Detailed remuneration disclosures are provided in the annual report.

**(c) Transactions with Other Related Parties**

Other related parties include the close family members of KMP, and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below:

Details of Transaction	Additional Information	2020	2019
		\$	\$
Employee expenses for Close Family Members of Key Management Personnel	28 c(i)	456,082	435,540

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

The council employs 308 staff of which only 8 are close family members of key management personnel.

**(d) Loans and Guarantees to/from Related Parties**

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

**(e) Transactions with Related Parties That Have Not Been Disclosed**

Most of the entities and people that are related parties of council live and operate within the South Burnett Regional Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of Rates
- Normal Use of Council's Sport and Recreational Facilities
- Dog Registration
- Normal Fees and Charges

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.





## Management Certificate

### For the Year Ended 30 June 2020

These general-purpose financial statements have been prepared pursuant to Sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation we certify that:

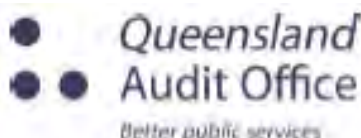
- (i) The prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) The general-purpose financial statements present a true and fair view, in accordance with Australian Accounting Standards, of the Council's and the Consolidated entity's transactions for the financial year and financial position at the end of the year.

28.09.20   
Mayor  
Brett Otto

29-09-2020  
Date

  
Chief Executive Officer  
Mark Pitt

29-09-2020  
Date



## INDEPENDENT AUDITOR'S REPORT

To the Councillors of South Burnett Regional Council

### Report on the audit of the financial report

#### Opinion

I have audited the accompanying financial report of South Burnett Regional Council (the council) and its controlled entities (the group).

In my opinion, the financial report:

- a) gives a true and fair view of the council's and group's financial position as at 30 June 2020, and of their financial performance and cash flows for the year then ended;
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statements of financial position as at 30 June 2020, the statements of comprehensive income, statements of changes in equity and statements of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and the Chief Executive Officer.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council and the group in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in South Burnett Regional Council's annual report for the year ended 30 June 2020 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the councillors for the financial report**

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's and group's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the group.

#### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's or the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Conclude on the appropriateness of the council's and the group's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's or the group's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council or the group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the audit of the group. I remain solely responsible for my audit opinion.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

#### **Report on other legal and regulatory requirements**

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2020:

- a) I received all the information and explanations I required.
- b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

**Melissa Read**  
as delegate of the Auditor-General

2 October 2020

Queensland Audit Office  
Brisbane

**Current-Year Financial Sustainability Statement  
For the Year Ended 30 June 2020**

**Current-Year Financial Sustainability Statement  
For the Year Ended 30 June 2020**

**Mission to Financial Sustainability How this Measure is Calculated Actual Target**

**Consolidated**

<b>Operating Surplus Ratio</b>	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-3.7%	Between 0% and 10%
<b>Asset Sustainability Ratio</b>	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense	120.2%	Greater than 80%
<b>Net Financial Liabilities Ratio</b>	Total liabilities less current assets divided by total operating revenue (excluding capital items)	13.1%	Not greater than 85%

**Council**

<b>Operating Surplus Ratio</b>	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-3.5%	Between 0% and 10%
<b>Asset Sustainability Ratio</b>	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense	120.9%	Greater than 80%
<b>Net Financial Liabilities Ratio</b>	Total liabilities less current assets divided by total operating revenue (excluding capital items)	13.4%	Not greater than 80%

**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guidelines 2012. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general-purpose financial statements for the year ended 30 June 2020.




### Certificate of Accuracy

### For the Year Ended 30 June 2020

This current-year financial sustainability statement has been prepared pursuant to Section 17B of the Local Government Regulation 2012 (the Regulation).

In accordance with Section 2(2)(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.

23-09-20   
Mayor  
Brett Otto

29-09-2020  
Date

  
Chief Executive Officer  
Mark Pitt PSM

29-09-2020  
Date

## INDEPENDENT AUDITOR'S REPORT

To the Councillors of South Burnett Regional Council

### Report on the current year financial sustainability statement

#### Opinion

I have audited the accompanying current year financial sustainability statement of South Burnett Regional Council (the council) for the year ended 30 June 2020 comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of South Burnett Regional Council for the year ended 30 June 2020 has been accurately calculated.

#### Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in South Burnett Regional Council's annual report for the year ended 30 June 2020 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the councillors for the current year financial sustainability statement**

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

#### **Auditor's responsibilities for the audit of the current year financial sustainability statement**

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



2 October 2020

**Melissa Read**  
as delegate of the Auditor-General

**Queensland Audit Office**  
**Brisbane**

**South Burnett Regional Council**  
**Long-Term Financial Sustainability Statement**  
**For the Year Ended 30 June 2020**

**Long-Term Financial Sustainability Statement**

Prepared as at 28 June 2020

[Financial Sustainability Statement](#) | [Local Government Information](#) | [Top](#) | [Financial Sustainability Statement](#) | [Financial Sustainability Statement](#) | [Financial Sustainability Statement](#)

Category	Operating Surplus Ratio	Net result (including council fees) divided by total operating revenue (including council fees)	Revenue % of 2019	Operating Surplus Ratio	Revenue % of 2019	Operating Surplus Ratio	Revenue % of 2019	Operating Surplus Ratio	Revenue % of 2019
Operating Surplus Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Asset Sustainability Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Net Financial Sustainability Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Operating Surplus Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Asset Sustainability Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Net Financial Sustainability Ratio	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Council measures revenue and expenditure trends over time as a guide to future requirements and financial positions about the financial sustainability of the Council. Council ensures that its financial management strategy is prudent and that its long term financial position will allow it to meet the community's needs and future needs.




## Certificate of Accuracy

### For the Long-Term Financial Sustainability Statement Prepared as at 30 June 2020

This long-term financial sustainability statement has been prepared pursuant to Section 17B of the Local Government Regulation 2012 (the Regulation).

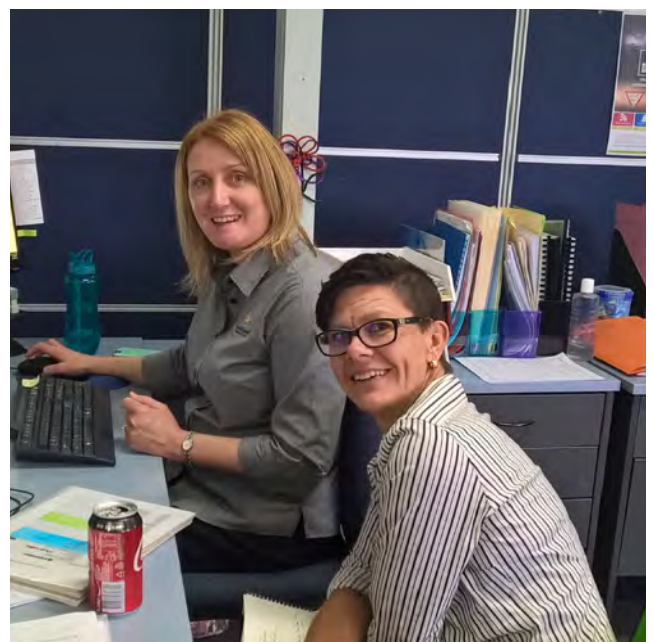
In accordance with Section 21(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

28-09-2020   
\_\_\_\_\_  
Mayor  
Brett Otto

29-09-2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Executive Officer  
Mark Pittman

29-09-2020  
\_\_\_\_\_  
Date



# Table of Contents

# Acronyms

<b>AASB</b>	Australian Accounting Standards Board	<b>NRM</b>	Natural Resource Management
<b>ACW</b>	Australia's Country Way	<b>PCYC</b>	Police Citizens Youth Club
<b>ACH</b>	Arts Culture and Heritage	<b>PIA</b>	Planning Institute of Australia
<b>APV</b>	Adjusted Present Value	<b>QAO</b>	Queensland Audit Office
<b>BIEDO</b>	Burnett Inland Economic Development Organisation	<b>QMS</b>	Quality Management System
<b>BP</b>	Bjelke-Petersen	<b>QRAIL</b>	Queensland Rail
<b>BVRT</b>	Brisbane Valley Rail Trail	<b>QTC</b>	Queensland Treasury Corporation
<b>CASA</b>	Civil Aviation Safety Authority	<b>RADF</b>	Regional Arts Development Fund
<b>CBA</b>	Commonwealth Bank of Australia	<b>REDAC</b>	Regional Economic Development Advisory Committee
<b>CEDA</b>	Community Economic Development Australia	<b>RLCIP</b>	Regional and Local Community Infrastructure Program
<b>CEO</b>	Chief Executive Officer	<b>RMPC</b>	Routine Maintenance Performance Contract
<b>CR</b>	Councillor	<b>RPO</b>	Recovery Point Objective
<b>CTC</b>	(South Burnett) Community Training Centre	<b>RRG</b>	Regional Road Group
<b>DLGP</b>	Department of Local government and Planning	<b>RSVP</b>	Rapid Surveillance for Vector Presence (Mosquito trap)
<b>DTMR</b>	Department of Transport and Main Roads	<b>RTI</b>	Right to Information
<b>EBA</b>	Enterprise Bargaining Agreement	<b>RTO</b>	Recover Time Objective
<b>ECM</b>	Electronic Content Management	<b>RTR</b>	Roads to Recovery
<b>EEO</b>	Equal Employment Opportunity	<b>SBCOS</b>	South Burnett and Cherbourg on Show
<b>EOC</b>	Emergency Operations Centre	<b>SBD</b>	South Burnett Directions
<b>ERM</b>	Enterprise Risk Management	<b>SBHCP</b>	South Burnett Healthy Communities Plan
<b>EVNT</b>	Endangered, Vulnerable and Near Threatened	<b>SBLDMG</b>	South Burnett Local Disaster Management Group
<b>F5F</b>	First 5 Forever Reading Program	<b>SES</b>	State Emergency Service
<b>FTE</b>	Full-time Equivalent Staff Member	<b>SET</b>	Senior Executive Team
<b>GAT</b>	Gravid Aedes (Mosquito) Traps	<b>SMT</b>	Senior Management Team
<b>GPS</b>	Global Positioning Satellite	<b>SOE</b>	Standard Operating Environment
<b>GST</b>	Goods and Services Tax	<b>SQCT</b>	Southern Queensland Country Tourism
<b>HARRY</b>	Helping Access Relevant Resources for You	<b>TGWSBT</b>	Toowoomba Golden West South Burnett Tourism
<b>HCC</b>	Healthy Communities Committee	<b>TIDS</b>	Traffic Infrastructure Development Scheme
<b>ICT</b>	Information and Communications Technology	<b>TSBE</b>	Toowoomba Surat Basin Enterprise
<b>IDAS</b>	Integrated Development Assessment System	<b>USQ</b>	University of Southern Queensland
<b>IPA</b>	Independent Public Accountant	<b>VIC</b>	Visitor Information Centre
<b>JCC</b>	Joint Consultative Committee	<b>WBBROC</b>	Wide Bay Burnett Regional Organisation of Councils
<b>KPI</b>	Key Performance Indicator	<b>WBBRRG</b>	Wide Bay Burnett Regional Road Transport Group
<b>LAC</b>	Local Ambulance Committee	<b>WBC</b>	Westpac Banking Corporation
<b>LLA</b>	Local Level Alliance	<b>WBRP</b>	Wide Bay Regional Plan
<b>LDCC</b>	Local Disaster Coordination Centre	<b>WHS</b>	Workplace Health and Safety
<b>LDMG</b>	Local Disaster Management Group	<b>WHSMS</b>	Workplace Health and Safety Management System
<b>LG</b>	Local Government	<b>WIOA</b>	Water Industry Operators Association
<b>LGA</b>	Local government Act	<b>WMP</b>	Waste Management Plan
<b>LGAQ</b>	Local government Association of Queensland		
<b>LGGSPIIS</b>	Local Government Grants and Subsidies Program Infrastructure Subsidy		
<b>MCBF</b>	Mayor's Community Benefit Fund		
<b>NAB</b>	National Australia Bank		
<b>NDRRA</b>	Natural Disaster Relief Recovery Arrangements		



# SEND US YOUR FEEDBACK

We want to hear your views on the Annual Report so we can continually improve our reporting.

## Your Details:

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Content:

	Excellent	Good	Satisfactory	Poor
How do you rate the usefulness of the information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the degree of detail provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the information be made more useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Structure:

	Excellent	Good	Satisfactory	Poor
How do you rate the grouping of information in each section?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the sequencing of the sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could grouping and sequencing be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Style and Design:

	Excellent	Good	Satisfactory	Poor
How do you rate the style of writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the clarity of tables and graphs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the style and design be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Overall Rating of the Report:

	Excellent	Good	Satisfactory	Poor
Please provide an overall rating of this report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Stakeholder:

Please indicate what stakeholder group you belong to (✓ appropriate category):

- |   |  |
|---|--|
| <input type="checkbox"/> Resident               | <input type="checkbox"/> Local government      |
| <input type="checkbox"/> Ratepayer              | <input type="checkbox"/> Government Department |
| <input type="checkbox"/> Customer               | <input type="checkbox"/> Potential Investor    |
| <input type="checkbox"/> Community Organisation | <input type="checkbox"/> Industry Organisation |

## Any other suggestions for improvement:

---



---



---

- Yes, I'd like to keep up-to-date with Council and join the e-news mailing list

Thank you for your feedback.

AFFIX STICKY TAPE

Attn: Chief Executive Officer  
**South Burnett Regional Council**  
PO Box 336  
KINGAROO QUEENSLAND 4610



AFFIX  
STAMP  
HERE







## South Burnett Regional Council

PO Box 336, Kingaroy Q 4610

E [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)

P 1300 789 279 or 07 4189 9100

F 07 4162 4806

[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)

 SouthBurnettRegion  @SouthBurnettRC

### Customer Service Centres

#### Blackbutt

69 Hart Street, Blackbutt

#### Kingaroy

45 Glendon Street, Kingaroy

#### Murgon

42 Stephens Street West, Murgon

#### Nanango

48 Drayton Street, Nanango

#### Wondai

Cnr Scott and Mackenzie Streets, Wondai

### Libraries

#### Blackbutt Library

69 Hart Street, Blackbutt

#### Kingaroy - TJ O'Neill Memorial Library

Glendon Street, Kingaroy

#### Murgon - Dermot Tiernan Memorial Library

2/43 Stephen Street West, Murgon

#### Nanango Municipal Library

Drayton Street, Nanango

#### Proston Public Library

34 Blake Street, Proston

#### Wondai - Col Morris Library

78 Mackenzie Street, Wondai

### Stores and Depots

#### Kingaroy Depot

Ivins Street, Kingaroy

#### Murgon Depot

Macalister Street, Murgon

#### Nanango Stores

Dalby Street, Nanango

#### Proston Depot

46 Okden Road, Proston

#### Wondai Stores

30 Peroone Street, Wondai

### Visitor Information Centres

#### Blackbutt Visitor Information Centre

Hart Street, Blackbutt

#### Murgon Visitor Information Centre

Lamb Street, Murgon

#### Nanango Visitor Information Centre

Henry Street, Nanango

#### South Burnett Visitor Information Centre

Haly Street, Kingaroy

#### Wondai Visitor Information Centre

80 Haly Street, Wondai

### Recreational Facilities

#### Boondooma Dam Caravan and Recreation Park

40 Bushcamp Rd, Proston

#### Yallakool Park on Bjelke-Petersen Dam

Barambah Road, Murgon



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

PO Box 336 Kingaroy Q 4610

**P** 1300 789 279

**E** [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)

[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)