



# **AGENDA**

## **Special Council Meeting Wednesday, 3 November 2021**

**I hereby give notice that a Special Meeting of Council will be held on:**

**Date: Wednesday, 3 November 2021**

**Time: 1.00pm**

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

**Mark Pitt PSM  
Chief Executive Officer**

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

## Order Of Business

<b>1</b>	<b>Opening</b> .....	<b>4</b>
<b>2</b>	<b>Attendance</b> .....	<b>4</b>
<b>3</b>	<b>Leave of Absence / Apologies</b> .....	<b>4</b>
<b>4</b>	<b>Prayers</b> .....	<b>4</b>
<b>5</b>	<b>Declaration of Interest</b> .....	<b>4</b>
<b>6</b>	<b>Portfolio - Corporate Services, People &amp; Culture, Communications/Media, Finance &amp; ICT</b> .....	<b>5</b>
6.1	Adoption of Council's Annual Report 2020/2021 .....	5
<b>7</b>	<b>Confidential Section</b> .....	<b>148</b>
7.1	Update on the Management of Murgon Jubilee Swimming Pool.....	148
<b>8</b>	<b>Closure of Meeting</b> .....	<b>149</b>

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

## **6 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**

### **6.1 ADOPTION OF COUNCIL'S ANNUAL REPORT 2020/2021**

**File Number:** Exec1

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Adoption of Council's Annual Report 2020/2021

#### **SUMMARY**

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

The Annual Report 2020/2021 is Council's report card to our community and stakeholders on our performance, achievements, and planned outcomes. It reveals Council's strategic and financial positions, and it details Council's performance in meeting the strategic priorities outlined in Council's Corporate Plan.

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#### **OFFICER'S RECOMMENDATION**

That Council adopt the South Burnett Regional Council 2020/2021 Annual Report for the period 1 July 2020 to 30 June 2021.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from the production of Annual Report. Considerable staff time goes into the production of the document which is produced in-house within Council.

The Annual Plan provides detailed information on financial performance.

#### **LINK TO CORPORATE/OPERATIONAL PLAN**

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

#### **COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

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

#### **LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Council's Annual Report has been compiled in accordance with the *Local Government Act 2009* and pursuant to Section 182 of the *Local Government Regulation 2012* the Council must prepare and adopt an annual report.

#### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**REPORT**

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

The Annual Report 2020/2021 is Council's report card to our community and stakeholders on our performance, achievements, and planned outcomes. It reveals Council's strategic and financial positions, and it details Council's performance in meeting the strategic priorities outlined in Council's Corporate Plan.

**ATTACHMENTS**

1. **South Burnett Regional Council Annual Report 2020/2021** [↓](#) 

# Annual Report 2020/21



South Burnett...Unique communities working together in a strong and vibrant 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 2020/21 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 1300 789 279, 07 4189 9100 or email [info@sbrc.qld.gov.au](mailto:info@sbrc.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.





**CONTENTS**

Our Vision and Values .....4

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

Mayor & CEO Report .....8

Strategic Highlights ..... 10

Community Financial Report..... 12

**OUR COUNCIL.....16**

Our Elected Representatives ..... 19

Council Decisions ..... 23

**OUR ORGANISATION .....30**

Our Structure..... 32

**OFFICE OF THE CEO..... 33**

Executive Services..... 34

Communications..... 40

Economic Development ..... 41

People and Culture ..... 43

**COMMUNITY DEPARTMENT.....46**

Environment & Waste ..... 47

Natural Resource Management & Parks..... 49

Planning & Land Management..... 52

Property ..... 53

Indigenous Affairs..... 55

Libraries ..... 56

**FINANCE & CORPORATE DEPARTMENT ..... 60**

Finance ..... 61

Corporate Services..... 64

Plant & Fleet ..... 68

Business Systems..... 69

**INFRASTRUCTURE DEPARTMENT .. 70**

Infrastructure Management..... 71

Infrastructure Planning..... 73

Works ..... 77

Water & Wastewater..... 79

**STATUTORY INFORMATION .....82**

**FINANCIAL STATEMENTS.....97**

Acronyms ..... 137

Feedback Form..... 138

Council Contact Details ..... 140

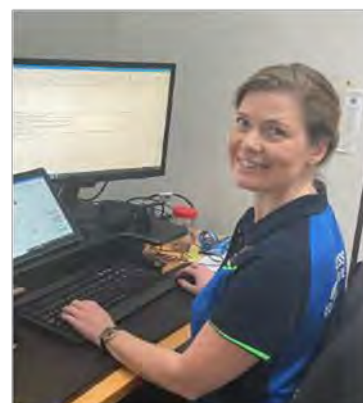
# WELCOME TO OUR 2020/21 ANNUAL REPORT

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 a vibrant, healthy, supportive and inclusive community	 <b>GROWTH AND OPPORTUNITY</b> A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms	 <b>OUR ENVIRONMENT</b> A sustainable environment, proactively and responsibly managed in partnership with the community for future generations	 <b>ORGANISATIONAL EXCELLENCE</b> An organisation that is characterised by effective leadership, responsible management and quality service delivery.	 <b>QUALITY INFRASTRUCTURE</b> The provision of quality services and infrastructure for our community that is planned, provided and managed on sound asset management
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## OUR PURPOSE

SOUTH BURNETT REGIONAL COUNCIL MAKING A POSITIVE DIFFERENCE IN PEOPLE'S LIVES THROUGH THE QUALITY OF THE WORK WE DO.



KTP team State of Origin sausage sizzle



## OUR VISION

South Burnett...unique communities working together in a strong and vibrant region.

## OUR VALUES

HONESTY

RESPECT

ACCOUNTABILITY

INTEGRITY

UNITY

## 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 spot in the region popular for fishing is Boondooma Dam. 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"**





## MAYOR'S REPORT

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 over the course of the past year to work alongside my fellow elected representatives to serve our community in developing and guiding the delivery of the strategic priorities of Council.

The 2020/2021 year has seen our regional community avoid cases of COVID-19. Indeed, the financial year has seen a new era of prosperity across our regional communities with a renewed interest in rural lifestyle has provided somewhat of an economic silver lining to the COVID-19 cloud.

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

Overall, significant progress has been made throughout the 2020/2021 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 adoption of our new regional five-year 2021 – 2026 Corporate Plan a significant milestone. After extensive community consultation I firmly believe the plan represents the aspirations of our communities and will set the framework for significant regional advancement over the next five years.

Council has committed to raising the standard of presentation of our parks and gardens as part of our 'enhanced liveability' strategy. We have committed additional resources and with a renewed level of enthusiasm from our staff we trust the community is noticing significant improvements.

Council understands the importance of road upgrades and maintenance to our region and as such, 2020/2021 saw further rollout of Council's road network asset management plan.

Water security and reliability remains a high priority of Council and the advancement of the water feasibility study through to a shortlist of key projects will underpin further progression of our collaboration with the Queensland and Australian governments towards the development of critical infrastructure.

The liveability of our region was further progressed with the commencement of works on the Kingaroy Transformation Project (KTP). This is a regionally significant and exciting initiative that provide real benefits to current and future generations.

Council ended the 2020/2021 financial year in a reasonably sound financial position. Current assets totalled \$56.829 million, including cash at bank of \$41.003 million. Current liabilities totalled \$18.738 million, leaving Council in a strong liquidity position. Total assets, including non-current assets such as property, plant and equipment totalled \$931.381 million. Total liabilities ended at \$63.591 million, with term loans held with the Queensland Treasury Corporation down from \$33.658 million in 2019/2020 to \$30.536 million at 30 June 2021. Total community equity (Council's net assets) at 30 June 2021 was \$867.790 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 2020/2021 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 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 2020/2021 annual report to you and in doing so, acknowledge my fellow Councillors, our CEO and his staff for their contribution to the South Burnett region over the course of the 2020/2021 year.



MAYOR BRETT OTTO

## CEO'S REPORT TOGETHER WE ARE STRONGER

The 2020/2021 Annual Report presents Council's progress and performance against its adopted Corporate Plan.

This is the fourth and final year of the reporting for the 2018/2019 to 2022/2023 Corporate Plan and also reports on the first full year of the 2020-2024 term of Council. During this period Council engaged the Community and on Wednesday 28 April 2021, Council adopted the 2021-26 Corporate Plan at the General Meeting.

The new document is Council's third five-year Corporate Plan since the original Corporate Plan for the South Burnett Regional Council which was adopted 17 June 2009. As part of the renewal of the plan, we have seen a renewal of and continued progress towards achieving Council's vision for the community and purpose:

### OUR VISION:

"The South Burnett... unique communities working together in a strong and vibrant region."

### OUR PURPOSE:

"South Burnett Regional Council... making a positive difference in peoples lives through the quality of the work we do."

Our Council achieved many strong outcomes for the year in review. Council's operating deficit was originally predicted to come in at a maximum of \$4.56 million operating loss. Through strong discipline and strategic decisions, the deficit was reduced to a forecast \$1.153 million. Council has set a path out of deficit by the end of this current term and on these results, this is very achievable. There will still be plenty of challenges and hard decisions to be made along the path to this goal, but as this year has shown, by working together all things are possible.

Council capitalised on increased revenue opportunities and has seen a rise in fees and charges reflecting the growth of building and development occurring within the region. This demand for development has positive flow on effects for revenue through natural growth of the rateable properties within the region.

This is coupled with this term of

Council delivering a 0% general rate rise for its first budget and a 1% general rate rise for most categories for the second budget. Rural landholders were rated a 0% on the general rate in recognition of current drought and other financial impacts for that sector.

Our Council continues to draw down debt and has maintained a strong cash position, with Council's current cash holdings at the end of August 2021 being \$42.622m with \$27.026m of this currently classed as restricted cash.

Our Council will continue looking at all opportunities to review operations and improve efficiencies, as we deliver services to our community.

The year also saw the delivery of several significant capital works and operational projects. The most significant of these projects was the Kingaroy Transformation Project (KTP). The project will see a renewal of water, sewerage, footpath and road infrastructure within the Kingaroy CBD, with sustainable improvements for the region's future. Approximately 50 km of conduit will be placed underground whilst works are being undertaken, allowing for the future undergrounding of electricity supplies as well as dark fibre (high speed) broadband.

On a similar theme to KTP was the renewal of the Council core computer system – TechOne.

An audit of Council's Corporate Business System Tech 1 has previously identified several issues to be resolved within the system. On Thursday 8 April 2021, Council moved its Business Systems software to a cloud-based system. This transition will allow Council to continue improving internal efficiencies and ultimately place us in a position to deliver web-based services to the community. Much more work to do but the project is progressing well.

Our staff were acknowledged through the LGMA Awards for Excellence. For the second year, a Council team were finalists in these awards. We also reached finals for the second year in a row for the South West Queensland Regional Training Awards.

COVID-19 has continued to shadow events during the past year. Along with renewing and developing pandemic planning, the South Burnett Local Disaster Management Group (LDMG) endorsed the new South Burnett Local Disaster Management Plan (SBLDMP) and sub plans at their meeting on Thursday 17 June 2021. The plan and sub plans will now be



MARK PITT PSM

taken to Council's Ordinary Meeting on Wednesday 25 August 2021 for adoption by South Burnett Regional Council. This plan represents a significant review of all aspects of the region's disaster management capacity and builds on a strong foundation of previous responses to natural events that have impact the council area.

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, received through this funding source. Works 4 Queensland funding is an extremely valuable source of grant funding that allows for projects supporting liveability, economic and social capacity.

The Annual Report is not only the formal mechanism for Council to report on its activities over the past year, but 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 region through the window of Council. The extent of diversity and opportunity within the region is almost impossible to place within one document.

All the results above have been possible through the efforts of many people, both our Councillor team, our staff and community. Each of their input has delivered the results that can be seen so clearly right across our community. As we sign off another year, I thank the elected members and staff for their commitment and the community who we serve. Each and every person in the South Burnett and member of our community is playing their part. Together we are stronger, and I look forward to the coming year with great optimism.



## STRATEGIC HIGHLIGHTS 2020/2021

At the conclusion of each 12 month reporting period, it is 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>• 2021-2026 Corporate Plan adopted with 10 community engagement sessions held</li> <li>• Community Engagement Strategy reviewed and draft commenced</li> <li>• Delivery of community wellbeing events</li> </ul>
Sustainable community groups	<ul style="list-style-type: none"> <li>• Facilitated the delivery of the Community Grants Program</li> <li>• Progressed new and renewal of community leases of Council owned land and facilities</li> </ul>
An active, safe and healthy community	<ul style="list-style-type: none"> <li>• Sport and Recreation plan used to formulate funding priorities.</li> <li>• Public health licence applications, routine inspections of licensed premises effectively managed and actioned</li> <li>• Acknowledge and participate in official activities associated with recognising the Traditional Custodians of the land on which Council gathers / meets paying respects to Elders past, present and emerging.</li> </ul>

STRATEGIC PRIORITY: GROWTH AND OPPORTUNITY	
GOALS	ACHIEVEMENTS
A strong and sustainable regional economy	<ul style="list-style-type: none"> <li>• Consultation Draft 2021-2026 Regional Development Strategy adopted</li> </ul>
Balanced development that preserves and enhances our region	<ul style="list-style-type: none"> <li>• Assess development applications in a timely manner in accordance with legislation</li> <li>• Development engineering advice provided to internal and external customers</li> </ul>
The South Burnett is a recognised tourism destination	<ul style="list-style-type: none"> <li>• Coordination and support of annual Festival of the Dams event</li> <li>• Effectively maintain and enhance caravan park facilities, camping and rest areas to promote visitation and recreational opportunities</li> <li>• Progressed Arts Development Strategy to encourage and foster the arts in the South Burnett community</li> </ul>



**STRATEGIC PRIORITY: A SUSTAINABLE ENVIRONMENT**

GOALS	ACHIEVEMENTS
Our region's environmental assets are promoted, protected and enhanced	<ul style="list-style-type: none"> <li>• Robust Rural Service and Pest Management program</li> <li>• Developed and implemented illegal dumping surveillance, investigation and enforcement in conjunction with North Burnett Regional Council and Cherbourg Aboriginal Council</li> <li>• Implemented on-ground declared and environmental weed control programs</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>• Collaboration with Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee</li> <li>• Provision of cost effective and environmentally responsible waste collection service</li> </ul>

**STRATEGIC PRIORITY: ORGANISATIONAL EXCELLENCE**

GOALS	ACHIEVEMENTS
Effective financial management	<ul style="list-style-type: none"> <li>• Robust and accountable financial, resource and infrastructure planning in accordance with asset management plans</li> <li>• Effective management of the 2020/2021 budget with quarterly reviews provided to Council</li> <li>• Unqualified audit from Queensland Audit Office</li> </ul>
Effective corporate management	<ul style="list-style-type: none"> <li>• Policy Framework developed and implemented to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards</li> <li>• 2020/2021 Annual Operational Plan reviewed and updated as adopted by Council</li> <li>• Manage Council's corporate documents using recordkeeping good practice</li> <li>• Sound corporate risk management and internal audit policies and strategies developed and implemented</li> <li>• Comprehensive review of Council's Insurance</li> </ul>
A skilled and sustainable workforce	<ul style="list-style-type: none"> <li>• Promotion of a zero-harm environment through implementation of Council's Workplace Health Safety Plan</li> <li>• Training Needs Analysis commenced to provide training and education programs to increase the capacity of officers to understand and exercise their delegations and authorisations</li> </ul>
Effective advocacy and strategic partnerships	<ul style="list-style-type: none"> <li>• Advocated to all tiers of government and relevant industry organisations on key issues</li> <li>• Regular meetings on potential health services for the region with the Public Health Network</li> </ul>
Quality customer service	<ul style="list-style-type: none"> <li>• Delivered a high standard of corporate responsibility, transparency and accountability in decision making by making decisions</li> <li>• Council Customer Service Charter developed and implemented</li> </ul>

**STRATEGIC PRIORITY: QUALITY INFRASTRUCTURE**

GOALS	ACHIEVEMENTS
Infrastructure that meets our communities needs	<ul style="list-style-type: none"> <li>• Quality Management System and ISO9001 certification maintained</li> <li>• Developed a prioritised 10 year works program for the replacement, upgrade and construction of new and existing transport assets</li> <li>• Valuation of assets undertaken in accordance with valuation standards</li> <li>• Water and Wastewater infrastructure complies with customer service standards</li> <li>• Future water security reports developed for each potable water scheme</li> <li>• Development and implementation of maintenance service levels for NRM and Parks assets commenced</li> <li>• Investigations commenced into options for partnership and service agreements for the management of Council properties with community groups</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 97)

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 2020/2021 was \$6,028,731 compared to the 2019/2020 financial year (\$5,800,405). This was largely driven by an increase in revenue of \$8.009m and a decrease in expenditure of \$3.821m. The decrease in expenditure was heavily affected by capital expenditure. Capital expense is the net proceeds or loss on assets that have been sold or disposed of - see Note 7 - Page 109 of the Financial Statements.

COMPREHENSIVE INCOME STATEMENT				
	2021	2020	2019	2018
Net Result	6,028,731	(5,800,405)	6,118,606	924,078
Other Comprehensive Income	7,855,915	(36,501,239)	(43,819,182)	100,712
Total Comprehensive Income	13,844,646	(42,301,644)	(37,700,576)	1,024,790

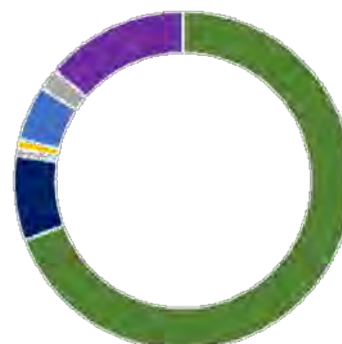
The Net Operating Result (excludes capital items) is a deficit of (\$1.153M). This is largely made up of unfunded transport depreciation.

SNAPSHOT - NET OPERATING RESULT				
	2021	2020	2019	2018
Revenue (R)	72,284,772	68,139,485	70,410,682	64,533,549
Expenses (E)	(73,437,916)	(70,525,924)	(68,683,374)	(64,927,089)
Operating Result – Profit/(Loss) (R-E)	(1,153,144)	(2,386,439)	1,727,308	(393,540)

## OPERATING INCOME – WHERE THE MONEY CAME FROM

Rates and utility charges are Council's main source of income making up 69.25% 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.

- Net Rates & Charges
- Fees & Charges
- Rental Income
- Interest Received
- Sales of Contract & Recoverable Works
- Other Income
- Grants, Subsidies, Contributions and Donations





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

Council provides a wide range of services to the community. This work is primarily undertaken by Council staff and private contractors where required. Wherever possible, local suppliers and contractors are utilised ensuring the money flows back into our community.

Council's three largest expenditure categories are employee costs, materials and services and depreciation. Council expenditure is monitored through a rigorous budget process to ensure value for money for the South Burnett community.

This year saw an increase in employee benefits of \$619k partially due to end of year provisions for long service leave. Finance costs decreased by \$156k due to favorable changes to discount rates relating to quarry and landfill provisions. Materials and services increased by \$1.042m largely due to disaster management expenses which were offset by additional grant revenue.

Depreciation had the largest effect on the net result with an increase of \$1.407m. This was largely driven by the revaluation of the building assets effective from 30 June 2020.

**STATEMENT OF FINANCIAL POSITION (REFER TO 'FINANCIAL STATEMENTS' ON PAGE 100)**

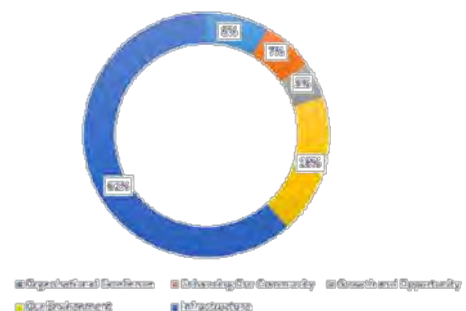
The Statement of Financial Position shows Council's net accumulated financial worth at the end of each financial year.

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.

Where The Money Goes



**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 93% 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 of 30 June 2021, Council held property, plant and equipment assets worth

\$866,344,262. This is an increase of \$13.557 million compared to the prior year largely due to the revaluation of Water and Wastewater assets and desktop revaluations for Roads, Buildings and Land assets. For a breakdown of assets refer to Note 11- Property, Plant and Equipment on Page 112 of Financial Statements.

#### INTANGIBLE ASSETS

Intangible assets are made up of water allocations and any eligible computer software. Water allocations are tested for impairment at the end of each financial year. No impairment was identified in 2020/2021.

This year Council wrote off the remaining value of the Technology One software which was recorded as an intangible asset. This was due to Council moving across to Software as a Service (SaaS) model and has now lost control over the underlying assets.

#### LIABILITIES – WHAT OUR COMMUNITY OWES

The major components of our liabilities include:

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

#### 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 2020/2021 year with principle repayments of \$2,986,082 being paid; see Section 16 Borrowings - Page 119.

There was a decrease in total borrowing and provisions due to repayment of principle and discount rates respectively.

SNAPSHOT - NET OPERATING RESULT				
	2021	2020	2019	2018
Assets (A)	931,380,913	919,816,519	962,400,897	999,502,757
Liabilities (L)	(63,590,639)	(65,868,807)	(66,975,807)	(66,248,497)
Equity (A-L)	867,790,274	853,947,712	895,425,090	933,254,260

#### 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 twelve (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 \$47,404,602 in the bank and ended the year with \$41,003,341. Therefore, Council decreased the cash position by \$6,401,261.

#### 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 \$14,102,525. 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 \$17,496,460 on investing activities and net cash outflows of \$3,007,326 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 3.03:1 suggests Council is in a sound position to pay all its current debts when they fall due.



South Burnett Libraries Officer

2020/2021 ANNUAL REPORT

## 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 region's 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, local Government employees and Councillor advisors

### 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 8,381.6m<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 the 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 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 2020/2021 reporting year are on page 26 'Councillor Remuneration'.

### COUNCILLOR'S CODE OF CONDUCT

Council's Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs:

- Responsibilities - Carry our responsibilities conscientiously and in the best interests of the Council and the community
- Respect - Treat people in a reasonable, just, respectful and non-discriminatory way
- Reputation - Ensure conduct does not reflect adversely on the reputation of Council

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 the official Council portfolio spokesperson and have been



appointed as portfolio representatives to areas of personal interest and/or experience. Council has established Standing Committees reflective of portfolios.

**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 the 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 2021 - 2026 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.



*Disaster Management Officers*



# 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**

Cr Otto was elected Mayor in the 2020 elections.

Mayor Otto's great grandmother, Granny Strohmeier (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 and South Burnett 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.

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

Mayor Otto and his wife raised their four children in the South Burnett and remain very passionate about and

committed to our beautiful region.

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 and parks and gardens, creating population growth through economic development, developing the arts and providing programs that support our most vulnerable people.

Mayor Otto is the portfolio representative for Corporate Services, People & Culture, Communications/ Media, Finance and Information Communication Technology (ICT).



**COUNCIL ELECTED REPRESENTATIVES**



## DIVISION ONE

### CR ROZ FROHLOFF

Cr Frohloff represents Division 1 containing the localities of Nanango, Barker Creek Flat, Booie, 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 all her life, being born in Kingaroy and moving to Nanango in

1988 after marrying her husband and is mother of three adult children.

During her time as Councillor, Cr Frohloff recalls when she first was appointed as a Councillor in 2016 and thought she could change the way things were done in Council but soon realised that it was a complicated process with all the legislations and regulations that have to be followed by all Local Government Councils. With strict Belcarra rules in place, transparency and accountability are essential in everything that you do during work and personal life.

Being a Councillor has its challenges, with Cr Frohloff's constituents in 2016 coming to her with changes they wanted made. She has been working hard to achieve as much as possible for her division as well as South Burnett as a whole.

Some of her accomplishments during her Council term include:

- Fencing around Butter Factory Park for the safety of the children playing
- 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 to be replaced
- Bike rack installation for the CBD of Nanango
- 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.

These are just a few things that Cr Frohloff has been able to achieve during her time in Council.

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

- Local Disaster Management Group (LDMG) - Chair
- 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 out 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 Roads and Drainage branch, to review and plan new strategies which are now being implemented. Cr Jones is the portfolio representative for Roads and Drainage and sits on the following Council committees:

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



### DIVISION THREE

#### CR DANITA POTTER

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

Council passed the Arts, Culture and Heritage Policy at the end of 2020 and is working on the next step which is the Arts, Culture and Heritage Advisory Committee. Central Queensland Regional Arts Services Network (CQ RASN) is going strong and has helped to facilitate workshops and funding to the South Burnett Region.

Our art galleries have some of the best displays rivaling many larger galleries.

Libraries have expanded their resources and are delivering fantastic programs and community information sessions, both online and in person. This has also increased with the library outreach programs.

Becoming more inclusive with the upgrades to Kingaroy Transformation Project, Lions Park Kingaroy and the Butter Factory Park in Nanango, this is South Burnett's new normal. We hope to become a 'Community of Choice' aligning with our Corporate Plan.

We live in one of the most beautiful places on earth and I enjoy working with a comprehensive cross section of the South Burnett community, stakeholders, non-government, government organisations and agencies to progress and improve the whole of the region with the intent to make the South Burnett a happy, healthy, prosperous and more attractive region to live in.

Cr Potter is the portfolio holder for Community, Arts, Heritage, 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 (Deputy Chair)
- Local Disaster Management Group (Deputy Chair)
- Regional Arts Development Fund (RADF)
- South Burnett Community Consultative Committee (Health)
- South Burnett Community Police Consultative Committee
- 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 Arts Group
- South Burnett Partnerships for Kids
- Wide Bay Burnett Sport and Rec Group
- South Burnett Arts



### 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 includes five years with Stanwell Corporation as a community relations advisor at Tarong Power Stations and Meandu Mine, working with local groups to develop projects for social investment, influenced organisational change and maintained relationships with key stakeholders. This role increased her awareness of strategic issues including water security and early planning about the region's transition to decarbonisation.

Previously providing corporate support for South Burnett CTC Inc, Kirstie learned firsthand the needs of people with disabilities, the homeless, foster children, at-risk youth and the vulnerable, and the challenges of delivering services and addressing these needs, regardless of funding.

Kirstie is nearing completion of a Bachelor of Communication and Media with USQ, majoring in Public Relations and like many, now juggles family, study, business and community commitments.

She had an early appreciation for local government and completed a Diploma of Local Government Governance and Administration in 2006 and worked with South Burnett Regional Council during Council amalgamations in

areas of strategic planning, policy development, annual reporting, corporate branding, community events and specialist projects.

At 19, Kirstie and her husband Wayne built their first home, and two years later started their family-operated drilling business in partnership with her brother and sister-in-law. They have since diversified to invest in their passion for agriculture, grazing cattle, growing peanuts and grain, and establishing their avocado orchard.

Growing up in Blackbutt, Kirstie is proud to raise her children Decklan and Grace with strong country values here in the South Burnett. She is a strong advocate for all things South Burnett, regularly supporting local groups to write funding applications and rolling up her sleeves to volunteer.

Kirstie is portfolio holder for Regional Development and participates in the following committees for Council:

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



**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, Byee, Chelmsford, Cobbs Hill, Crownthorpe,

Ficks Crossing, Glenrock, Greenview, Hivesville, Kawi Kawi, 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 Rural Resilience, Parks & Gardens,

Property & Facility Management and Indigenous Affairs.

Cr Duff sits on the following Council committees:

- Boondooma Homestead Management Advisory Committee
- Murgon Sports Association
- Reconciliation Action Plan Committee
- South Burnett Community Network Committee (interagency)
- BIEDO Sub Committee - Ag Network
- South Burnett Drought Resilience Committee
- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group Environment (Chair)
- South Burnett PCYC Steering Committee



**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, Tingoorra, 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
- South Burnett Community Police Consultative Committee
- South Burnett Community Network Committee
- Traffic Advisory Committee
- BIEDO Sub-committee - Ag Network



22 southburnett.qld.gov.au



## COUNCIL DECISIONS

As shown below, 2020/2021 was a busy year for the elected members and Council staff with 495 resolutions recorded at the General Meetings.

### COUNCIL MEETINGS AND MINUTES

Ordinary Meetings of Council are held on the fourth Wednesday of every month unless otherwise advertised. Standing Committee Meetings are held on the first, second and third Wednesdays of the month unless otherwise advertised.

Unconfirmed minutes are available for inspection no later than ten (10) 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 four Special Meetings were held during the period July 2020 to June 2021. Meeting attendance by Councillors for the reporting period is shown in the table below. A total of 21 Standing Committee Meetings (seven for each committee) were held during the period July 2020 to June 2021.

### FORMAL COUNCIL RESOLUTIONS 2020/21

Meeting Type	Date	Decisions
Special Meeting	01/07/2020	4
Budget Meeting	15/07/2020	33
General Meeting	15/07/2020	35
General Meeting	19/08/2020	38
General Meeting	16/09/2020	48
General Meeting	14/10/2020	31
Special Meeting	28/10/2020	1
Special Meeting	18/11/2020	2
General Meeting	25/11/2020	42
General Meeting	16/12/2020	31
General Meeting	20/01/2021	21
General Meeting	24/02/2021	47
General Meeting	24/03/2021	33
General Meeting	28/04/2021	45
General Meeting	26/05/2021	34
General Meeting	30/06/2021	50
<b>Total</b>		<b>495</b>

### COUNCILLOR ATTENDANCE 2020/21 - ORDINARY AND SPECIAL MEETINGS

Meeting Date	01/07/2020	15/07/2020	15/07/2020	19/08/2020	16/09/2020	14/10/2020	28/10/2020	18/11/2020	25/11/2020	16/12/2020	20/01/2021	24/02/2021	24/03/2021	28/04/2021	26/05/2021	30/06/2021
Cr Brett Otto	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Roz Frohloff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Gavin Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Danita Potter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Kirstie Schumacher	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Kathy Duff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Scott Henschen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

■ = Special Meetings

## COUNCILLOR INFORMATION 2020/21

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

<ul style="list-style-type: none"> <li>the total number of the following during the financial year</li> </ul>		
<ul style="list-style-type: none"> <li>orders made under section 150(2) of the LGA</li> </ul>	LGR s186	Nil
<ul style="list-style-type: none"> <li>orders made under section 150AH(1) of the LGA</li> </ul>		1
<ul style="list-style-type: none"> <li>decisions, orders and recommendations made under section 150AR(1) of the LGA</li> </ul>		1
<ul style="list-style-type: none"> <li>each of the following during the financial year</li> </ul>		
<ul style="list-style-type: none"> <li>the name of each Councillor for whom a decision, order or recommendation under section 150(2), 150AH(1) or 150AR(1) of the LGA was made</li> </ul>	LGR s186	Cr Kirstie Schumacher;  Cr Terry Fleischfresser (Former)
<ul style="list-style-type: none"> <li>a description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the Councillors;</li> </ul>		
<ul style="list-style-type: none"> <li>a summary of the decision, order or recommendation made for each Councillor;</li> </ul> <p>Cr Terry Fleischfresser</p> <p>Allegation One, being an allegation that on 21 August 2019, Councillor Fleischfresser, a Councillor of South Burnett Regional Council, engaged in misconduct as defined in Section 150L(1)(b)(i) of the Local Government Act 2009, in that his conduct involved a breach of the trust placed in him as a Councillor, either knowingly or recklessly, in that it was inconsistent with local government principle 4(2)(e) 'ethical and legal behaviour of Councillors and local government employees'.</p> <p>Allegation Two, being an allegation that on 21 August 2019, Councillor Fleischfresser, a Councillor of South Burnett Regional Council, engaged in misconduct as defined in Section 150L(1)(b)(i) of the Local Government Act 2009, in that his conduct involved a breach of the trust placed in him as a Councillor, either knowingly or recklessly, in that it was inconsistent with local government principle 4(2)(e) 'ethical and legal behaviour of Councillors and local government employees'.</p> <p>Allegation One and Two have been sustained.</p> <p>Pursuant to Section 150AR(1)(b)(i) of the Local Government Act 2009, former Councillor Fleischfresser is reprimanded for the conduct that constitutes Allegations One and Two.</p>		
<ul style="list-style-type: none"> <li>Cr Kirstie Schumacher</li> </ul> <p>Allegation One, being that Councillor Kirstie Schumacher engaged in inappropriate conduct when the Councillor posted to the Councillor's Facebook page about funding for the Kingaroy Transformation Project on 26 November 2020.</p> <p>Allegation One has been sustained. Pursuant to Section 150AH of the Local Government Act 2009 Council decided an order that no action be taken against Councillor Schumacher.</p>		

## COUNCILLOR INFORMATION 2020/21

2020/2021 ANNUAL REPORT

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)(i)-(iv)	21
• 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		21
• notices given under section 150S(2)(a) of the LGA		Nil
• decisions made under section 150W(1)(a), (b) and (e) of the LGA	LGR s186(1)(i)(v) and s353	21
• referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the LGA	LGR s186(1)(i)(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)	Nil
• under chapter 5A, part 3, division 6 of the Act about whether a Councillor engaged in misconduct or inappropriate conduct	(f)(ix) and s353	1

## COUNCILLOR REMUNERATION

On 29 November 2019, the Local Government Remuneration Commission (Commission) concluded its review of the categories of local governments and the assignment of local governments to categories. In addition, the Commission determined the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*. The South Burnett Regional Council has been determined to be a Category 3 Local Government.

The remuneration schedule to apply from 1 July 2020 are as follows:

- Mayor - the rate payable of \$133,196
- Deputy Mayor - the rate payable of \$83,247
- Councillor - the rate payable of \$70,759

For an overview of the tribunal's remuneration determination and its review of local government categories visit:

[https://www.dlgrma.qld.gov.au/\\_data/assets/pdf\\_file/0016/45322/local-government-remuneration-commission-report-2019.pdf](https://www.dlgrma.qld.gov.au/_data/assets/pdf_file/0016/45322/local-government-remuneration-commission-report-2019.pdf)

Name	Position	Remuneration	Super	Motor Vehicle Allowance	Motor Vehicle Claim Reimbursements	Total
Cr Brett Otto	Mayor	\$133,125.60	\$13,133.63	-	-	\$150,650.30
Cr Gavin Jones	Deputy Mayor	\$83,203.12	\$8,418.42	\$1,548.00	\$13,239.36	\$109,153.31
Cr Roz Frohloff	Councillor - Division 1	\$70,721.66	\$8,478.19	\$1,548.00	\$2,547.29	\$85,627.85
Cr Danita Potter	Councillor - Division 3	\$70,721.66	\$8,478.19	\$860.00	\$1,920.24	\$84,312.80
Cr Kirstie Schumacher	Councillor - Division 4	\$70,721.66	\$8,486.53	\$860.00	-	\$82,400.91
Cr Kathy Duff	Councillor - Division 5	\$70,721.66	\$8,226.63	-	-	\$81,281.00
Cr Scott Henschen	Councillor - Division 6	\$70,721.66	\$8,486.53	\$2,150.00	\$9,037.44	\$92,728.35
<b>Total</b>		<b>\$569,937.02</b>	<b>\$63,708.12</b>	<b>\$6,966.00</b>	<b>\$26,744.33</b>	<b>\$686,154.52</b>

**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 2020/21 year are outlined in the following table:

Name	Phone	Hire of Council Vehicle	Accomm/ Meals & Incidentals	Training / Conferences	Professional Development	Other	Total
Brett Otto	\$499.97	\$127.50	\$1,096.97	\$159.09	\$2,306.39	\$31.82	\$4,221.74
Gavin Jones	\$499.97	-	\$442.42	-	-	-	\$942.39
Roz Frohloff	\$499.97	-	-	-	\$450.00	-	\$949.97
Danita Potter	\$499.97	-	-	-	\$900.00	-	\$1,399.97
Kirstie Schumacher	\$499.97	-	\$1,438.42	-	\$2,735.03	-	\$4,673.42
Kathy Duff	\$499.97	-	654.55	-	\$1,967.17	-	\$3,121.69
Scott Henschen	\$499.88	-	-	-	-	-	\$499.88
<b>TOTAL</b>	<b>\$3,499.70</b>	<b>\$127.50</b>	<b>3,632.36</b>	<b>\$159.09</b>	<b>\$8,358.59</b>	<b>\$31.82</b>	<b>\$15,809.06</b>





## COUNCILLOR PROFESSIONAL DEVELOPMENT

Conference/Training	Date	Who attended
Local Government Association of Queensland (LGAQ) - Elected Members Update (EMU)	6 August 2020	Mayor Otto, Cr Frohloff, Cr Jones, Cr Potter, Cr Schumacher, Cr Duff, Cr Henschen
Department of Local Government, Racing and Multicultural Affairs (DLGRMA) Integrity Act Reforms – online workshop	10 September 2020	Mayor Otto, Cr Frohloff, Cr Jones, Cr Potter, Cr Schumacher, Cr Duff, Cr Henschen
Department of Local Government, Racing and Multicultural Affairs (DLGRMA) - Induction training for new and re-elected Councillors and Mayors – online courses (Good Decision Making; Meeting Procedures; Register of Interests, Material Personal Interests & Conflict of Interest, Meeting Procedures and Planning & Development)	September 2020	Cr Henschen
LGAQ Annual Conference (Gold Coast)	19-21 October 2020	Mayor Otto, Cr Jones
LGAQ (Peak Services) – The Power of Public Speaking and Storytelling	8 October 2020	Cr Potter, Cr Schumacher
Alphacrane Intercultural Specialists - Future-Proof Your Economic Strategy for Tourism Growth – online workshop	2 February 2021	Cr Potter, Cr Schumacher
LGAQ (Peak Services) – Social Media for Elected Members – online course	15 June 2021	Mayor Otto, Cr Schumacher
ALGA National General Assembly (Canberra)	19-23 June 2021	Mayor Otto, Cr Schumacher, Cr Duff

## MAYOR - DEPUTATIONS AND VISITING DIGNITARIES

Dignitary	Date	Place	Topic
Hon Annastacia Palaszczuk MP - Premier of Queensland	9 September 2020	Brisbane	Meet & Greet
Hon Sterling Hinchcliffe MP - Minister for Local Government, Racing & Multicultural Affairs			Murgon CBD Footpath Redevelopment W4Q Round 3 Update on programmed COVID-19 Round 3
Hon Dr Anthony Lynam MP - Minister for Natural Resources, Mines & Energy			South Burnett Water Security
His Excellency the Honourable Paul de Jersey AC Governor of Queensland	9 - 10 April 2021	Kingaroy	South Burnett update, afternoon tea at Town Hall with guests, visit to Bega, morning tea at Pottique Lavender Farm, Nanango Show attendance
Deb Frecklington MP - State Member for Nanango	25 May 2021	Brisbane	Cherbourg Road reclassified to a state-controlled road, Kingaroy urban water supply issue
Jim Murphy - Chief of Staff to the Premier and Minister for Trade	25 May 2021	Brisbane	Opening of W4Q Projects Premiers visit
Hon Steven Miles MP - Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning	25 May 2021	Brisbane	Financial situation of Council, financial assistance grants (FAGS), Kingaroy urban water supply issue and water crisis, Regional development opportunities, Regional Water Supply Security Assessment
Hon Glenn Butcher MP - Minister for Regional Development and Manufacturing and Minister for Water	25 May 2021	Brisbane	Kingaroy Urban Water Security Strategy, Regional Water Supply Security Assessment, Kingaroy's Urban Water Crisis
Hon David Coleman MP - Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention	21 June 2021	Canberra	Mental Health, Wellbeing and Suicide Prevention In South Burnett region
Hon David Littleproud MP - Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party			
Hon Angus Taylor - Minister for Energy and Emissions Reduction	21 June 2021	Canberra	Communities preliminary discussions (Corporate Plan) Opportunities to work together to plan for our communities' eventual coal transition
Hon David Littleproud - Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party			

South Burnett Regional Council Annual Report 2020/2021

27

## MAYOR PRESENTATIONS, AWARDS AND COMMUNITY ENGAGEMENT

Event	Date	Place	Topics
'Have a chat' with the Mayor	8 June 2020 - 20 July 2020	Murgon, Wondal, Kingaroy, Nanango, Blackbutt, Maidenwell Kumbia	Issues or concerns
'Have a chat' with the Mayor	27 July 2020 - 17 August 2020	Hivesville, Murgon, Wondal, Kingaroy	Issues or concerns
Australia Day Award Presentations	21-Jan-21	Wondal Town Hall	Australia Day Award Recipients
Kingaroy Australia Day Citizenship Ceremonies	26-Jan-21	Kingaroy Cricket Club	Citizenship Recipients
Hivesville Community Plan Consultation	13-Feb-21		Discuss improvements/possibilities as to the township
Murgon Community Plan Consultation	17-Feb-21	Royal Hotel	Discuss improvements/possibilities as to the township
Wondal Community Plan Consultation	18-Feb-21	Wondal Coronation Park	Discuss improvements/possibilities as to the township
Proston Community Plan Consultation	20-Feb-21	Proston Scouts Hall	Discuss improvements/possibilities as to the township
Tingoora Community Plan Consultation	23-Feb-21	Tingoora Picnic Shelter	Discuss improvements/possibilities as to the township
Kingaroy Community Plan Consultation	24-Feb-21	Kingaroy Memorial Park	Discuss improvements/possibilities as to the township
Nanango Community Plan Consultation	3-Mar-21	Nanango RSL - Tara Hall	Discuss improvements/possibilities as to the township
Blackbutt Community Plan Consultation	4-Mar-21	Les Muller Park	Discuss improvements/possibilities as to the township
Mondure Community Plan Consultation	5-Mar-21	Rural Fire Brigade	Discuss improvements/possibilities as to the township
Maidenwell Community Plan Consultation	10-Mar-21	Maidenwell Hotel	Discuss improvements/possibilities as to the township
Durong Community Plan Consultation	11-Mar-21	Durong Bowls Club	Discuss improvements/possibilities as to the township
Kumbia Community Plan Consultation	17-Mar-21	Kumbia Hall	Discuss improvements/possibilities as to the township
Wooroolin Community Plan Consultation	18-Mar-21	Dalton Place	Discuss improvements/possibilities as to the township

## PROCEDURES APPROVED DURING 2020/2021

Branch	Procedure name	Procedure No.	Approved date
Corporate Services	Human Rights Complaints Procedure	004	07-Jul-20
Corporate Services	Gifts & Benefits Procedure	003	15-Jul-20
NRM & Parks	Coin Operated Services Collection Procedure	002	16-Sep-20
NRM & Parks	Discovery, Handling and Management of Human Remains Procedure	012	25-Nov-20
ICT	Computer, Internet & Email Usage Procedure	008	16-Dec-20
People & Culture	Fatigue Management Procedure	015	24-Mar-21
People & Culture	Recruitment & Selection Procedure	006	23-Jun-21
People & Culture	Learning & Development Guidelines	005	30-Jun-21

## POLICIES UPDATED DURING 2020/2021

Branch	Policy Name	Corporate / Operational / Administrative	Adopted / Sign Off Date
Executive Services	Code of Competitive Neutrality Complaints Policy	Statutory	15-Jul-20
Executive Services	Media Relations Policy	Strategic	15-Jul-20
Corporate Services	Gifts & Benefits Policy	Strategic	15-Jul-20
Corporate Services	Internal Audit Policy	Statutory	16-Sep-20
Corporate Services	Fraud & Corruption Prevention Management Policy	Statutory	16-Sep-20
Corporate Services	Corporate Risk & Audit Advisory Committee Policy	Statutory	16-Sep-20
Executive Services	Infrastructure Standing Committee Terms of Reference	Statutory	14-Oct-20
People & Culture	Defence Service Policy	Statutory	25-Nov-20
People & Culture	Workplace Health & Safety Policy	Statutory	25-Nov-20
NRM & Parks	Discovery, Handling and Management of Human Remains Policy	Statutory	25-Nov-20
Executive Services	Conduct of Council & Committee Meetings Policy	Statutory	25-Nov-20
Environment & Waste	Trading on Local Government Controlled Areas Facilities & Roads Policy	Statutory	25-Nov-20
Executive Services	Community Standing Committee Terms of Reference	Statutory	25-Nov-20
Executive Services	Executive & Finance & Corporate Standing Committee Terms of Reference	Statutory	25-Nov-20
Planning & Land Management	Community Group Infrastructure Charges Policy	Statutory	25-Nov-20
People & Culture	Recruitment & Selection Policy	Statutory	20-Jan-21
Executive Services	Arts, Culture & Heritage Policy	Strategic	20-Jan-21
Finance	Procurement Policy	Statutory	24-Feb-21
Corporate Services	Customer Service Charter	Strategic	24-Feb-21
Community	Arts, Culture & Heritage Advisory Committee Terms of Reference	Statutory	24-Mar-21
Finance	Investment Policy 2021/2022	Statutory	24-Mar-21
People & Culture	Joint Consultative Committee Terms of Reference	Administrative	28-Apr-21
Finance	Revenue Policy 2021/2022	Statutory	28-Apr-21
Works	Infrastructure Quality Policy	Statutory	26-May-21
Water & Wastewater	Trade Waste Management Policy	Statutory	26-May-21
Finance	Undetected Water Leaks Policy	Statutory	26-May-21
Corporate Services	Financial Hardship Policy	Statutory	26-May-21
Finance	Debt Policy 2021/2022	Statutory	30-Jun-21
Corporate Services	Public Interest Disclosure Policy	Statutory	30-Jun-21
People & Culture	Recognition of Service Policy	Strategic	30-Jun-21
People & Culture	Learning & Development Policy	Strategic	30-Jun-21
Water & Wastewater	Water Restrictions Policy	Strategic	30-Jun-21
Property	Ringsfield House Advisory Committee Terms of Reference	Strategic	30-Jun-21

2020/2021 ANNUAL REPORT



## 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.





# 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	PEOPLE & CULTURE	ECONOMIC DEVELOPMENT
<ul style="list-style-type: none"> <li>• Council Meetings &amp; Workshops (Agendas &amp; Minutes)</li> <li>• Regional Bodies</li> <li>• Grants Coordination</li> <li>• Councillor Support</li> <li>• Corporate Event Management</li> <li>• Corporate Media</li> <li>• Corporate Brand</li> <li>• Advertising</li> <li>• Website</li> <li>• Social Media</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Workplace Relations</li> <li>• Performance Management</li> <li>• Learning &amp; Development</li> <li>• Workplace Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Tourism Development &amp; Marketing</li> <li>• Visitor Information Centres</li> <li>• SB Directions Advisory Board</li> <li>• SB Community Hospital Foundation Ltd</li> <li>• SB Tourism Advisory Board</li> <li>• Art Gallery Associations</li> <li>• Museum Associations</li> <li>• Boondooma Homestead Management Advisory Committee</li> <li>• Ringsfield House Advisory Committee</li> </ul>



Councillors and guests at the Mayor's Community Charity Breakfast 2021

## 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 100 Council meetings, strategic workshops, Senior Executive Team and Senior Management Team meetings were organised during 2020/2021 by the Executive Services team.

### CORPORATE EVENT COORDINATION

The Executive Services team successfully coordinated the following corporate events throughout the 2020/2021 financial year:

- Citizenship ceremonies
- Australia Day Awards and ceremony
- Anzac Day
- Mayor's Breakfast
- 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, Migrant Services and Multicultural Affairs, The Honourable Alex Hawke 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 19 ceremonies over the last financial year.

We offer our new Australian citizenship candidates either a public ceremony held on Australia Day, Australian Citizenship Day or at a Council Meeting, or 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 the 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 Alex Hawke 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 Australian 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 for 2020/2021 financial year as follows:

Month	No. of New Citizens
June 2020	3
January 2021	9
April 2021	7
<b>Total</b>	<b>19</b>

### MAYOR'S CHRISTMAS LUNCHEON

Due to COVID-19, the 2020 Mayor's Christmas Luncheon was not held.

### ANZAC DAY ACROSS THE SOUTH BURNETT - APRIL 2021

Council sponsored ANZAC Day ceremonies across the South Burnett with representation from Mayor Brett Otto, Councillors and Senior Staff in attendance at the ceremonies. Ceremonies were held at the following locations: Blackbutt, Boondooma, Bunya Mountains, Cherbourg, Hivesville, Kingaroy, Kumbia, Maidenwell, Murgon, Nanango, Proston, Wondal, Wooroolin, and Yarraman.

### MAYOR'S COMMUNITY CHARITY BREAKFAST - LAUNCH OF RELAY FOR LIFE - APRIL 2021

The annual Mayor's Community Charity Breakfast was hosted by Mayor Brett Otto on Friday 30 April 2021 at the Kingaroy RSL to officially launch the 2021 South Burnett Relay for Life fundraising campaign, which raised \$1026.40 for Cancer Council Australia. Entrepreneur and media personality Lee Carseldine was the special guest speaker for this annual event.

This year's breakfast revealed Sheva Butler as the Face of Relay 2021. The captains speaking at the 2021 Relay For Life Dinner were also announced; these being former Kangaroo, Maroon and Broncos half back Allan Langer AM, professional beach volleyball player and Olympic gold medallist Natalie Cook OAM and Australian Bowls champion and Commonwealth Games Gold Medallist and South Burnett local, Kelvin Kerkow OAM.





**AUSTRALIA DAY AWARDS**

**24 JANUARY 2021**

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 Sunday 24 January 2021 at the Wondai Memorial Hall.

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



Australia Day Awards at Wondai Memorial Hall



Australia Day Awards nominees



**KATHRYN STEPHENS**  
Citizen of the Year

Award - South Burnett	Recipient
Citizen of the Year	Kathryn Stephens
Young Citizen of the Year	Olivia Eriksen
Organisation of the Year	South Burnett Speedway Club Inc.
Lifetime Achievement Award	Dr Joe Gangemi Dr John Robinson Dr Frederick Morgan Marie Shaw Marilyn Stephens
Volunteer of the Year	Carl Braithwaite
Cultural Award (Senior)	Olivia Everitt
Cultural Award (Junior)	Amber Fitz-Herbert
Junior Sportsperson of the Year	Pharrell Chapman
Senior Sportsperson of the Year	Graham Hourn
Sportsperson of the Year (Coach/ Official or Administrator)	Cole Cooper
Award - Local Achiever by Town	Recipient
Wondai / Tingora	Alfred Law
Kingaroy	Eleanor Druce
Kumbia	Josie McConville
Murgon	Andrew and Felicity Dascomber
Hivesville / Proston	Kathleen Julian
Blackbutt / Benarkin	David Eaton
Wooroolin / Memerambi	Ros Heit
Nanango	Peter Jurd
Maldenwell / Burya Mountains	John Learmont



**OLIVIA ERIKSEN**  
Young Citizen of the Year



**SOUTH BURNETT SPEEDWAY CLUB INC.**  
Community Organisation  
(accepted by Deb Frecklington on behalf of the Speedway Club)



**MARIE SHAW, MARYLIN STEPHENS, DR JOE GANGEMI, DR JOHN ROBINSON, DR FREDERICK MORGAN** (accepted by Cr Roz Frohloff on behalf of Frederick Morgan)



**CARL BRAITHWAITE**  
Volunteer of the Year



**OLIVIA EVERITT**  
Senior Cultural Award



**AMBER FITZ-HERBERT**  
Junior Cultural Award



**PHARRELL CHAPMAN**  
Junior Sportsperson



**GRAHAM HOURN**  
Senior Sportsperson



**COLE COOPER**  
Sportsperson Coach/Official or  
Administrator



**ROS HEIT**  
Local Achiever  
Wooroolin / Memerambi



**JOHN LEARMONT**  
Local Achiever  
Maidenwell / Bunya Mountains



**ALFRED LAW**  
Local Achiever  
Wondai / Tingooro



**ELEANOR DRUCE**  
Local Achiever  
Kingaroy



**ANDREW AND FELICITY DASCOMBE**

Local Achiever  
Murgon



**KATHLEEN JULIAN**

Local Achiever  
Hivesville / Proston



**PETER JURD**

Local Achiever  
Nanango



**AUSTRALIA DAY AMBASSADOR VANESSA FOWLER  
AND PRISCILLA DICKIE WITH MAYOR BRETT OTTO**



**JOSIE MCCONVILLE**

Local Achiever  
Kumbia



**DAVID EATON**

Local Achiever  
Blackbutt / Benarkin

**CONSTRUCTION OF BIG PEANUT MONUMENT**

**27 MAY 2021**

Council is pleased to announce construction commenced on the Big Peanut monument located in Lions Park Kingaroy on Tuesday 25 May 2021. Completion of this project is anticipated for Wednesday 30 June 2021. Council acknowledges the 'Kingaroy Needs a Peanut' committee for their valued contribution in commissioning the artist, delivery and installation of the Big Peanut monument. This project is in conjunction with the 2021-2026 Corporate Plan in enhancing community culture through the support of initiatives and the provision of community facilities.



Facebook Top Post

Instagram Top Post



**WOOROLIN FIRE AND RESCUE STATION OPENING**

**1 JUNE 2021**

Auxiliary Firefighters in South Burnett celebrated the opening of the newly built Wooroolin Fire and Rescue Station on Tuesday 18 May 2021 with Minister for Fire and Emergency Services the Honorable Mark Ryan and South Burnett Regional Council Mayor Brett Otto.

Wooroolin Fire and Rescue Services have served the local community for 65 years and South Burnett Regional Council thanks them for their service.

**KTP GROUNDBREAKING CEREMONY**

**20 JANUARY 2021**

South Burnett Regional Council has marked the turning of the first sod at the Kingaroy Transformation Project Ground Breaking Ceremony.

Key objectives of the Kingaroy Transformation Project are a focus on human, social, and economic enabling infrastructure, creating a "Community of Choice".

The project will be a partnership delivered over the next two years with \$4.5M coming from the Australian Government's Building Better Regions Fund.

LinkedIn Top Post



## COMMUNICATIONS

**COMMUNICATIONS** are essential for Council to ensure residents are up to date with the latest decisions, regulations and resources available to the public for their continual engagement with Council and its services for their quality of life in the South Burnett.

Community engagement and feedback are vital aspects of this to understand local priorities and gaps in Council services, which assist in the strategy, planning and delivery of communication and services.

Council's internal communications is also of high importance to ensure our employees are informed and engaged, and to assist with greater productivity for the organisation.

In 2020/21 increasing Council's online presence was important too so that all messaging was accessible to all

community members through their preferred platform and/or channel.

Council is working hard to listen to the community and use effective communication strategies and platforms to remain transparent and support its community.

Initiatives during 2020/2021:

- Implementation of style guide across publications and advertising
- Regular, consistent social media updates and engagement
- Relationship building with local news publications
- Attendance of Council at local community events for photo and media opportunities.
- Continued dissemination of COVID-19 information via media releases, website and social media.
- Update of Council's photo gallery



### What did our Media team achieve in 2020/2021?

#### MEDIA RELEASES

Council's Media team progressed a total of 345 media releases.

#### MEDIA ENQUIRIES

Council's Media team progressed a total of 207 media enquiries.

#### SOCIAL MEDIA

Council's Media team progressed a total of 791 Facebook posts.

The most popular post: 26-05-21 'Council announces construction of the Big Peanut monument' reached an audience of 8,400.

Council's 'southburnettregion' Facebook page ended the 2020/2021 year with 8,305 followers and reached an audience of 16,621.

Council's Media team progressed a total of 88 Instagram posts.

The most popular post: 01-06-21 'Auxiliary Firefighters in South Burnett celebrated the opening of the newly built Wooroolin Fire and Rescue Station' reached an audience of 434.

Council's 'South\_Burnett\_Regional\_Council' Instagram page ended the 2020/2021 year with 989 followers.

Council's Media team progressed a total of 71 LinkedIn posts.

The most popular post: 20-01-21 'KTP Groundbreaking Ceremony' reached an audience of 1,410.

Council's LinkedIn page ended the 2020/2021 year with 1640 followers.

#### MEDIA RELEASES 2020/2021

2020	Jul	Aug	Sep	Oct	Nov	Dec
	30	19	28	24	34	28
2021	Jan	Feb	Mar	Apr	May	Jun
	22	22	34	34	40	30

#### MEDIA ENQUIRIES 2020/2021

2020	Jul	Aug	Sep	Oct	Nov	Dec
	28	23	26	10	20	9
2021	Jan	Feb	Mar	Apr	May	Jun
	10	18	18	12	16	17

#### SOCIAL MEDIA - FACEBOOK POSTS 2020/2021

2020	Jul	Aug	Sep	Oct	Nov	Dec
	58	61	61	81	74	52
2021	Jan	Feb	Mar	Apr	May	Jun
	43	55	69	75	85	77

#### SOCIAL MEDIA - INSTAGRAM POSTS 2020/2021

2020	Jul	Aug	Sep	Oct	Nov	Dec
	2	3	0	1	2	1
2021	Jan	Feb	Mar	Apr	May	Jun
	9	12	18	11	20	9

#### SOCIAL MEDIA - LINKEDIN POSTS 2020/2021

2020	Jul	Aug	Sep	Oct	Nov	Dec
	0	0	0	0	0	0
2021	Jan	Feb	Mar	Apr	May	Jun
	6	4	14	17	17	13

## ECONOMIC DEVELOPMENT AND TOURISM

The COVID-19 pandemic has impacted economic development and tourism opportunities to generate income, with the importance of strategic economic initiatives at the forefront for the recovery and sustainability of South Burnett.

Highlights for the 2020/2021 year include:

**August 2020** - Murgon VIC received upgrades to service counter.

The Kingaroy Heritage Museum takes possession of a hand-crafted wagon built in 1896 by the late Hans Hansen to cart the family's possession to Kingaroy.

**October 2020** - Kingaroy Visitor Information Centre participated in Pinking up South Burnett for the month of October. All funds raised went to the McGrath Foundation for Breast Cancer.

**December 2020** - Volunteer Christmas party - volunteers, along with the Mayor, Councillors and Senior staff celebrated Christmas at the annual volunteer Christmas party at Kingaroy town hall.

The Kingaroy Visitor Information Centre sold 148 hampers leading up to Christmas, setting a record for hampers sold in the centre.

The Kingaroy Visitor Information Centres went virtual in December with a virtual reality headset. The new display is a part of the South Burnett Visitor Information Centre's Virtual Reality Installation (VRI), where you can explore the South Burnett region via a virtual reality (VR) headset that transports the viewer on an incredible hero experience.

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.

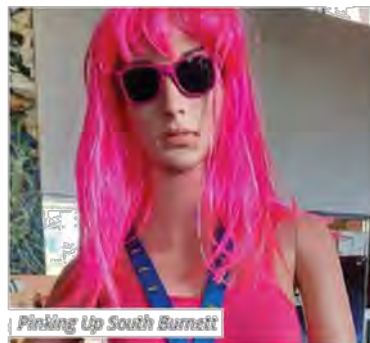
**January 2021** - Life as a peanut VR Project - inside workings for the peanut factory was installed at the Kingaroy Heritage Museum featuring the inner workers of the peanut factory.

Australia Day display at Kingaroy VIC.

**February 2021** - Caravan and Motor Club - Visitor Information Centre volunteers prepared 300 information bags promoting the South Burnett



Murgon VIC upgrades to service counter



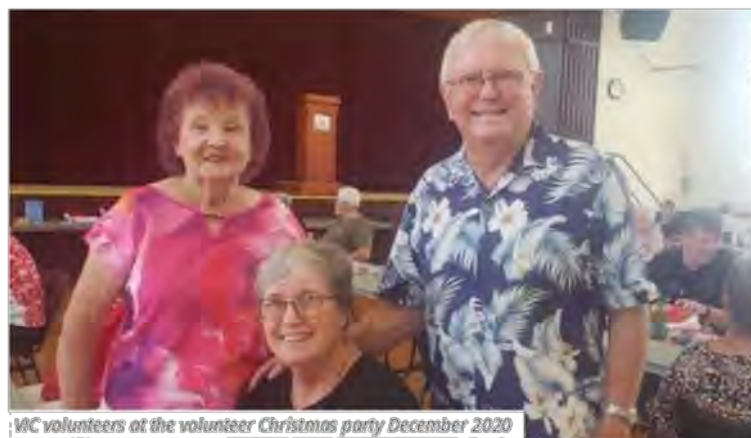
Pinking Up South Burnett



Virtual Reality Installation Kingaroy VIC



Handcrafted wagon built in 1896 donated to Kingaroy Heritage Museum



VIC volunteers at the volunteer Christmas party December 2020

region. The promotional bags were delivered to the Blackbutt Show Society in anticipation of the visit by the Caravan and Motor Club of Australia (CMCA) to Blackbutt in March.

We said farewell to Visitor Information Centre volunteer Gwen who has volunteered with us for over 14 years. Congratulations and farewell Gwen!

**March 2021** - A refreshed military display was installed at the Kingaroy Heritage Museum.

Sound restored to the sound boxes at the Kingaroy Heritage Museum, with the interactive displays a key attraction at the museum.

The Kingaroy Visitor Information Centre had new teardrop flag holders installed at the front of the centre making it easier for elderly volunteers to transport the flags.

**April 2021** - The South Burnett Energy Centre and Wondai Heritage Museum had shade sails replaced, providing a cool, relaxing area adjacent to the centre for visitors to the region.

The Kingaroy Heritage Museum has installed new signage for its static displays.

**May 2021** - The Wondai Heritage Museum received a significant donation this month with the AV & C Boisen's collection. Alfred Victor Boisen (1887-1961 Wondai) started a business in 1907 by selling socks and singlets on the side of the bullock track into Wondai. Later partnering with his brother Charles and opening AV & C Boisen's Drapery at Wondai. This historical collection dates back to 1913 and bustiers / chemises from the early 1900s.

Information boards were replaced at the Kingaroy Visitor Information Centre through the Queensland Government's Works for Queensland program.

Celebrations were held across the region to commemorate National Volunteers Week to thank those volunteering with the VICs and museums, with volunteers receiving a small gift for their contribution to South Burnett tourism.

**June 2021** - South Burnett volunteers joined up with Somerset volunteers for a road trip around the region which commenced at the Roy Emerson Museum in the south and ended with the Qld Dairy and Heritage Museum in the north.

**VISITOR INFORMATION STATISTICS**

The Queensland borders closed to our southern visitors numerous times over the 2020/2021 financial year. This adversely affected visitation from interstate travellers decreasing 73% from 11,792 (2019) to 3,082 (2020). Additionally, overseas travel was down 78% from 1422 (2019) to 310 (2020). Tourism and Events Queensland conducted the 'Good to Go' tourism campaign to ensure visitors in Queensland it was safe to travel. As a result, Visitor Information Centres saw an increase in visitors from the Gold Coast, Sunshine Coast and Brisbane regions.

According to the South Burnett Visitor Information Centre statistics for 2020/21 approximately 88% of visitors to the South Burnett are intrastate visitors. These number are reflective of border closures. The SE Qld drive market is our primary target market with approximately 83% of Queensland visitors in 2020/2021 coming from within a 400km radius of the complex. This figure is up 7% from the previous year. The interstate market, while important, is secondary and seasonal and in 2020/2021 represented 11% of the total visitors to the complex.

**VISITOR INFORMATION CENTRE YTD STATISTICS 2020/21**

Year to Date Totals	
Sales	\$126,452
Coach Tours	110
Volunteer Numbers	3,065
Volunteer Hours	17,787
Volunteer Numbers as at 30 June 2021	
Murgon VIC	11
Wondai VIC	10
Wondai Museum	4
Kingaroy VIC	15
Kingaroy Museum	12
Nanango VIC	19
<b>TOTAL</b>	<b>71</b>



Volunteer Gwen says farewell after 14 years



National Volunteer Week celebration at South Burnett Energy Centre Nanango



Volunteer family June 2021



## PEOPLE AND CULTURE

South Burnett Regional Council engages with employees in the continued development, implementation and improvement of Council's Workplace Health and Safety Strategy and strives to provide a stable, safe and progressive workplace.

Continued workforce development ensures our people carry out their work to deliver outcomes aligned to our Corporate goals and Operational expectations, expected by the community.

As at 30 June 2021, Council employed a total of 327\* staff (excluding seven elected representatives). This figure includes senior management, 12 trainees/apprentices and spread across the following departments:

- 91 Community
- 19 Executive Services
- 76 Finance and Corporate
- 141 Infrastructure

During the reporting period, Council's established workforce comprised of a total of 301.82 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 an annual turnover rate of 12.73%\* and advertised 79 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 \$128,325.

### WORKFORCE COMPOSITION BY GENDER

Council's 2020/2021 workforce was composed of 196 males and 131 females equating to a ratio of 60:40, a continued increase in the composition of the workforce as compared to other years.

### WORKFORCE BY GENERATION

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

### GENERATION BREAKDOWN OF COUNCIL WORKFORCE

Generation	No of Employees	%
Gen Z (1995 - 2009)	45	14%
Gen Y (1981 - 1994)	80	24%
Gen X (1965 - 1980)	138	42%
Baby Boomer (1946 - 1964)	64	20%
Silent Generation (1925-1945)	0	0%
<b>Total</b>	<b>327</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	12	11	15	1	1	0	0	0	0	0	0	0	0	45
Gen Y (1981 - 1994)	5	7	16	16	8	4	13	11	0	0	0	0	0	0	80
Gen X (1964 - 1980)	10	4	20	10	14	12	28	15	10	8	7	0	0	0	138
Baby Boomer (1946 - 1963)	5	1	4	3	9	3	14	5	7	2	6	2	3	0	64
Silent Gen (1925-1945)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>25</b>	<b>24</b>	<b>54</b>	<b>44</b>	<b>32</b>	<b>20</b>	<b>55</b>	<b>31</b>	<b>17</b>	<b>10</b>	<b>16</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>327</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.

### 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:

- 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
- Safe Systems of Work and Safe Work Method Statements
- Safe Work Instructions and Processes
- Engagement

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

### 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 many 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 and Driver Safety

These handbooks are issued monthly 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 219 hazard inspections completed during the 2020/2021 year. This is an increase of 44 (25%) more inspections across facilities and worksites. These inspections identified many items that require action to eliminate or reduce any potential risk or incident in the future.

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





People and Culture Manager and Officer

- 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 391 corrective actions were identified as a part of these inspections with 234 (60%) of these actions closed and 157 (40%) actions are still waiting to be completed.

**WORKPLACE INCIDENTS AND INJURIES**

A total of 178 recordable incidents were reported for the 2020/2021 year. While this was a slight increase from the previous year (155 recordable

incidents) the severity of incidents reported were lower, showing a greater engagement of workers in reporting incidents.

Recordable incidents occur 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 65% of all reported incidents, with plant damage making up 41% of all incidents reported, similar to last year's figures. A total of 43 injuries ranging from bruising and cuts to soft tissue and sprains and strains, were reported, with eight reported injuries resulting in days lost.

**SAFETY MANAGEMENT SYSTEM**

Documentation and clutter continue to be reviewed for effectiveness and

appropriateness. These reviews led to the development of an implementation of the WHS Management System Manual which consolidated 21 procedures in the system. This manual provides a detailed overview of the framework implemented by Council to ensure compliance with legislation. The purpose of the manual is to establish, implement and maintain information that describes the core elements of the WHS Management System and their interaction as well as provide direction on where to obtain related documentation and more detailed information on the operation of specific elements of the WHS Management System.

Reviews will continue to occur across many areas of safety and in consultation with workers to ensure the WHS Management System is operating effectively.



Moving Mindz Council Staff Initiative

# 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, property management and community services.



**ENVIRONMENT & WASTE**

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

**PLANNING & LAND MANAGEMENT**

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



**NRM & PARKS**

- Weeds & Pest Management
- Natural Resources
- Stock Routes
- Straying Livestock
- Coolabunia Saleyard
- Tick Facilities
- Parks & Gardens
- Rail Trails
- Recreational Reserves
- Boondooma Tourist Park
- Yallakool Tourist Park
- Ficks Crossing
- Cemetery Management
- Public Conveniences
- Aerodrome Operations

**SPORTS & RECREATION DEVELOPMENT**

- Sports Development
- Sporting Grants



**PROPERTY**

- Land Management (Sales)
- Leases & Licences
- Caravan Parks
- Commercial Shops
- Halls
- Community Housing
- Commercial Housing
- Depots
- Swimming Pools
- Administration Buildings
- Art Galleries Facilities
- Heritage Buildings
- Library Facilities
- Museum Facilities
- Private Hospital Facility
- PCYC Facility
- Showground Facility
- Sports Ground Facilities
- Boondooma Homestead Facilities
- Ringsfield House Facilities
- Aerodrome Building

**COMMUNITY SERVICES**

- Libraries
- Indigenous Affairs
- Council Community Events
- Arts Development
- Community Grants Program
- Community Development



*Public recreation spaces and equipment*

## ENVIRONMENT & WASTE

**DURING 2020/2021** 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 partnered with the RSPCA to encourage cat and dog owners to desex their animals via the RSPCA's state desexing program called, 'Operation Wanted'.

Operation Wanted was available from June 2020 and continued until 31 August 2020. During the campaign dog and cat owners were able to obtain up to a 20% discount for the desexing of their animals.

The statistics for the South Burnett as well as for the State for this period were:

- Number of Participating Vet Clinic - 2
- Number of Dogs Registered for Desexing - 69
- Number of Cats Registered for Desexing - 84
- Total Number Registered for Desexing - 153

**KENNEL STANDARD DEVELOPMENT**  
South Burnett Regional Council approved a draft Code of Practice for the Keeping and Breeding of Dogs and Cats in the South Burnett Region at its September 2020 Council Meeting. 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 Code was subsequently released to the South Burnett community and industry for comment and feedback as part of its Community Consultation process.

The Council's Draft Code of Practice was 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 was also considered.

Council's Compliance section is still considering submissions received and making changes to the draft Code of Practice document before it will be tabled again for Council's consideration.

### WASTE SERVICES

**CAPPING CLOSED LEGACY LANDFILLS**  
During 2020/2021 Council continued the capping of a number of its old closed Legacy Landfill sites, with a particular focus on Malar, Boole and Blackbutt. Work was also performed on the old Kingaroy Liquid Waste Facility site.

**WASTE COLLECTION CONTRACT**  
Council's waste collection contractor, JJ Richards and Sons P/L trading as JJ's Waste & Recycling, 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 749,530 potential waste collection services able to be provided in the 2020/2021 Financial Year with a greater than 99% successful wheelie bin servicing collection rate for the period. There was an additional 122 new wheelie bins services that commenced during this period.

**MULCHING OF GREEN WASTE**  
Council continued to receive and separate 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 8,300m<sup>3</sup> mulched at Kingaroy and 4,000m<sup>3</sup> mulched at Nanango.

**WASTE CUSTOMER REQUESTS**  
869 waste collection customer requests were received in 2020/2021. There was also 359 general waste enquiries for action in 2020/2021.

**INDIGENOUS STREET ART PROJECT: PAINTING OF THE BUNYA AVENUE TRANSFER STATION INDUSTRIAL BINS**  
The South Burnett Regional Council provided some funding for this particular component of the broader Indigenous Street Art Project.

**STATE WASTE LEVY**  
2020/2021 has been the second year of the State Government's Waste Levy. The State Government's Waste Levy resulted in all of the South Burnett Regional Council's landfills which received waste for disposal having to be supervised and secured.

**LOCAL GOVERNMENT ILLEGAL DUMPING PARTNERSHIPS PROGRAM**  
South Burnett Regional Council is working hard to curb illegal dumping. In association with an initiative of





the State Government called, "The Local Government Illegal Dumping Partnerships Program (LGIDPP)" funding has been secured to establish a fixed term full-time Litter and Illegal Dumping Compliance Officer. This Officer is working across the three local government areas of the South Burnett Regional Council, the North Burnett Regional Council and the Cherbourg Aboriginal Shire Council to investigate illegal dumping, raise awareness within the community and develop long term strategies to reduce waste.

Illegal littering and dumping costs Council a substantial amount of money to investigate, clean up and dispose of responsibly. 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 received 625 local law related customer requests. They were made up of 45 Abandoned Vehicle requests, 72 Illegally Parked Vehicle requests, 30 drumMUSTER requests, 320 overgrown allotments and 158 General Local Law enquiries. There was also 66 Annual Footpath Approvals issued and 35 Short Term Footpath Approvals issued. There was 19 Market Stall Applications received. 503 Compliance Notices were issued for overgrown allotments.

**ANIMAL MANAGEMENT ENFORCEMENT**  
There were 1106 animal management related requests submitted to Council in 2020/2021, of these 131 were animal attack related with 7 animals finally being declared Regulated. There were 410 animals impounded during 2020/2021.

**PUBLIC AND ENVIRONMENTAL HEALTH:**  
There was a total of 228 Public Health customer requests received and 291 Environmental customer requests submitted to Council for the 2020/2021 Financial Year.

**MOSQUITO MANAGEMENT**  
The significant and emerging COVID-19 operational demands required the scarce and limited resources involved with Council's Mosquito Management Program to be diverted to assist with Council's COVID-19 response. Although, mosquito control activities were halted in 2020/2021, Council continued to monitor significant vectors such as the 'aedes aegypti' mosquito which has been identified in Wondai and Murgon.

**GRIFFITH UNIVERSITY 3RD YEAR STUDENTS**  
The South Burnett Regional Council has again hosted the final year Environmental Health students from the Griffith University on their 2021 field trip into regional Queensland. This field trip attempts to broaden the university students understanding of the various Environmental Health issues experienced in regional areas.

This is an opportunity to provide valuable input into the next generation of Environmental Health practitioners coming through the university system. It also provides an opportunity for some people who have only had exposure to a city lifestyle to experience life in a Queensland regional area, albeit briefly.

**COVID-19 RESPONSE**  
Council's Environmental Health Officers have continued to be actively engaged in responding to COVID-19 enquiries from individuals, businesses and organisations within the South Burnett. However, Queensland Health still remain the lead agency in the response to COVID-19.

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 unfortunately is still too difficult to say when this response will cease and for how much longer additional support will be needed to be provided to assist Queensland Health with discharging their responsibilities. However, Council remains committed to providing good public health outcomes for its community.

**ENVIRONMENTAL HEALTH AND WASTE CHALLENGES AND HIGHLIGHTS 2020/2021**

- 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.
  - Managing the State Government's State Waste Levy and its associated compliance requirements.
  - Managing the high number of customer requests for the Environment and Waste Section.

- HIGHLIGHTS**
- Working collaboratively with our neighbouring Councils under the State Illegal Dumping Partnership Program and seeing some improved outcomes in relation to litter and illegal dumping.
  - Having the capacity to deliver some waste education to the community via the fixed term Waste Officer funded by the State Illegal Dumping Partnership Program.
  - Introducing e-waste recycling at some of our waste facilities.

## NATURAL RESOURCE MANAGEMENT & PARKS

### NATURAL RESOURCE MANAGEMENT

#### Biosecurity

##### WEED MANAGEMENT PROGRAM

Pest management contractors treated a total of 156 hectares of environmental and restricted weeds on roads and reserves across the region this year. Authorised officers inspected a total of 507 properties for restricted weeds and provided 111 landholders with information about their impacts, control options and biosecurity obligation.

Trailer mounted quick spray units, splatter guns and tree spears were borrowed by 115 landholders to treat weeds such as Groundsel, Mother of Millions, Tree Pear, Giants Rats Tail Grass, Parthenium and Lantana. This service enabled landholders to carry out approximate 850 hours of additional weed control and coordinate treatment efforts between Council land and private property.

##### AUSTRALIAN GOVERNMENT - COMMUNITIES COMBATTING PEST AND WEED IMPACTS DURING DROUGHT PROGRAM

##### HONEY LOCUST COORDINATED TREATMENT AND RAPID RESPONSE EXERCISE

Local Government Biosecurity Officers from South Burnett and Bundaberg joined forces to survey and treat Honey Locust on the Stuart River. Officers used the opportunity to review and improve our rapid response capabilities in the event of a new incursion of prohibited weed or animal species in the region.

##### PEST ANIMAL WORKING GROUPS

Council delivered five workshops with landholders across the region showcasing the benefits of coordinated pest animal management. Two pest animal control syndicates developed operational plans to manage wild dogs in their district and were successful in applying for funds to undertake trapping and baiting activities. A total of 155 dogs have been caught by syndicates this year.

##### FERAL ANIMAL MANAGEMENT SERVICES

Three coordinated baiting programs were held in the 2020/2021 financial year – September, March and June to assist landholders to manage the impacts of wild dogs and feral pigs. Council's Pest Animal officer distributed baiting products to 107 landholders across the region. Council received 507 scalps through the wild dog bounty program.

Council's Pest Animal Officer provided 37 landholders with 39.5 kilos of carrots containing RDHV calici virus to reduce rabbit populations across the region.

#### LIVESTOCK SERVICES

##### COOLABUNIA SALEYARDS

A total of 8,360 head of cattle were sold at the Coolabunia Saleyards this year. Saleyard staff performed 15,668 tick inspections and dipped 18,649 cattle.

##### WANDERING LIVESTOCK

Council's Council's Stock Route Officer attended 123 wandering livestock call outs for wandering cattle and horses.



Harissia Cactus



Training of staff delivered



Weed management program

## DAMS

### BOONDOOMA & BJELKE-PETERSEN DAMS

Council re-opened both Boondooma and Bjelke-Petersen Dams on the 1 August 2020 following closure due to COVID-19. Patrons supported the re-opening with higher numbers than expected. Both dams saw an increase compared to the same period last year.

### FESTIVAL OF THE DAMS

As part of the re-opening Council held the annual Festival of the Dams fishing competition at Boondooma Dam on the 14-16 August 2020. 46 teams comprising 42 boating & 4 kayak teams went head to head over the weekend.

A total of 230 legal fish were checked in for scoring with more than 400 undersize fish being caught and released.

The biggest bass caught was 51.5cm and biggest Golden Perch being 54cm.

This event brings around 200-250

visitors to Boondooma Dam, so the benefits to the local economy are substantial.

"A Day At The Dam" concert featuring Troy Cassar-Daley was held at Bjelke-Petersen Dam on the 14 November to a sold out audience of over 500 patrons. The event was an overwhelming success for the region, showcasing local tourist attractions and businesses in and around the Murgon area.

Great reviews have been received from all those in attendance and there is huge support being received for next year's event.

Dam Managers Heath & Rowena Sander were instrumental in making the event happen together with Council staff and volunteers who helped organise things, including the local Murgon Rotary Club.

Troy Cassar-Daley shared his experience on Facebook saying "Well our day on the dam at Yallakool Park on Bjelke-Petersen Dam was a huge success and incredible fun. Troy mentioned in his post "Heath

& Rowena Sander, local Council and Rotary plus their volunteers all just made it a great night, the local talent sounded fantastic Connie, Andrew and Rocko warmed everyone up". This post was liked by 3.2K people great advertising for BP Dam and the South Burnett region.

Boondooma Dam's new playground was installed in its new location just opposite the Kiosk, whilst the bunkhouse was relocated from the top-park to its new location in the main park offering more accommodation options. These projects were funded by Works for Queensland, through the Queensland Government.

Bjelke-Petersen Dam was also fortunate through Works for Queensland funding to repair the boat ramp and tennis courts. New toilet and shower amenities were included and conversion of an disused building into an accommodation/conference centre. These enhancements help keep these facilities as two of Queensland's best freshwater recreation and camping tourist destinations.

### GENERAL DAM OCCUPANCY

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

### FESTIVAL OF THE DAMS OCCUPANCY

Facility	Occupants 2019/20	Occupants 2020/21	+/-
Boondooma Dam	8120	15780	+7660
Bjelke-Petersen Dam	4514	11713	+7199

\* 2019/2020 year to date cumulative figures are significantly lower due to COVID-19 closure between 24 March 2020 - 31 July 2020

# FESTIVAL OF THE DAMS

## LAKE BOONDOOMA 15-16 MAY 2021

### FISHING COMPETITION ENTRY \$225

- Limited to 40 teams
- Unlimited numbers in teams
- 4 per boat at anytime

### OVER \$10,000 WORTH OF PRIZES TO BE WON

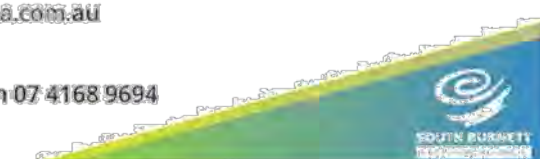
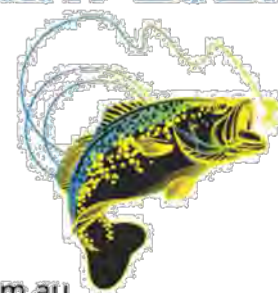
For registration and rules visit [www.fishingfreshwater.com.au](http://www.fishingfreshwater.com.au)

- Family fun
- Raffles and lucky door prizes
- Accommodation available at [www.lakeboondooma.com.au](http://www.lakeboondooma.com.au)

For further information contact

Lake Boondooma Caravan and Recreation Park on 07 4168 9694

COVID-19 restrictions apply





## SPORT AND RECREATION

Council continues supporting the community to get outside and be active through the Sport & Recreation Infrastructure and Strategic Plan, working in partnership with community organisations, private providers, and Government agencies to achieved shared goals.

An example of this is Butter Factory Park in Nanango. This project was achieved through local community initiatives, fund raising efforts, community grants auspiced through local organisation, and Local and State Government funding support.



## COUNCIL FACILITIES

### CEMETERIES

Council has eleven active cemeteries in the region with maintenance and presentation being of a high standard throughout the year. A total of 125 burials and ashes were placed in Council's cemeteries for the year, compared to 153 in the prior year.

Council also receives various requests, ranging from reservations to historical enquiries. During the year, Council received a total of 122 general enquiries and 11 maintenance requests.



### AERODROMES

As part of the Queensland Government W4Q – COVID funding round, runway lighting was installed at the Wondai Aerodrome. The new lighting replaced existing damaged and out of date lighting. The new lighting, which meets Civil Aviation Safety Authority (CASA) standards, assists pilots during night landings. Over fifty lights were installed with total funding of \$20,467.



### SALEYARDS

In November 2020, Council decided not to accept any tenders for the sale of the Coolabunia Saleyards. Council instead decided to prepare a comprehensive 5-year business plan for the future operations of the facility, incorporating a review of ownership structure, fees and charges, profit forecast and capital investment.

In March 2021, Council submitted an application to the Australian Government Building Better Regions Fund (BBRF) – Round 5. The application, if successful, will fund essential upgrades to existing aged infrastructure to ensure maximum efficiency and safety. Structural enhancements to selling pens, platforms and water infrastructure will



ensure the facility operates efficiently together with addressing animal welfare and bio-security issues. Total

project cost is \$1,056,306, with a fifty percent contribution each from the BBRF grant and Council funds.

## 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.

### GENERAL

Council experienced a high demand for building certification, plumbing approvals, planning enquiries and property searches relating to property sales and transfers throughout the financial year. Statistics highlighting operational activities are provided within the Annual Report

Former Manager of Planning & Land Management, Chris Du Plessis, finished up with Council at the end of May. Chris led the Planning & Land Management team for over a decade and his wealth of planning knowledge along with his quirky sense of humour will be missed. Council would like to acknowledge Chris for his assistance, dedicated service and efforts over his time with Council and wish him the very best for the future.

### DEVELOPMENT INCENTIVES

Council recognises the importance of local development and committed to creating temporary incentives to stimulate development and growth in the region. To this end, in November 2020 Council adopted a Development Incentive Scheme to reduce infrastructure charges for developments. The incentives are aimed at kick-starting developments where a valid development approval is

in place and the development was not completed at the time the incentives scheme commenced. The incentive scheme is currently available until 30 June 2022.

Council also introduced a policy that provides for a reduction in the infrastructure charges to certain not-for-profit and community groups when they undertake development. Community groups provide unique benefits to the local community therefore it is considered appropriate for a portion of the cost of infrastructure to be borne by the community at large, rather than just the community group.

### AMENDMENT TO THE SOUTH BURNETT REGIONAL COUNCIL PLANNING SCHEME 2017

In December 2020, Council adopted an administrative amendment to Council's Planning Scheme to correct minor administrative matters such as format and presentation, spelling, grammatical or mapping errors, inconsistent number and correcting cross referencing.

Following on from the administrative amendment to the Planning Scheme, Council resolved to commence proposed (major) amendments to the Planning Scheme at the Ordinary Meeting of Council on 24 February 2021. This will be the first major amendment since its adoption four years ago. The proposed amendment will aim to improve the scheme's efficiency by providing more streamlined requirements for development and remove unnecessary triggers for development applications.

### ECONOMIC SUPPORT INSTRUMENT PROVISION IN THE PLANNING REGULATION 2017

Amendments to the Planning Regulation 2017 were made on 11 September 2020 to support the state-wide economic recovery initiative by streamlining some statutory planning processes. The amendments prescribe a process to enable Council to make an economic support instrument for its local government area.

Council adopted an economic support instrument at the Ordinary Meeting of Council on 24 February 2021 that makes temporary changes to the provisions of Council's planning scheme that allows:

- Changes to the level of assessment for a development application for certain uses from impact to code assessment in the business and industry zones in the Region;
- Removal of the requirement for a planning application to make a material change to the use of an existing building provided the number of car parks and landscaping is not reduced; and
- Removing the requirements for establishing a home-based business in the residential and township zones provided the use is not an industry activity and the acoustic noise objectives of the Environmental Protection (noise) Policy 2019 are met.

### NOTIFIABLE WORK INSPECTIONS

We had no notifiable work inspections in 2020/21 due to limited resources in the Plumbing department.

### BUILDING STATISTICS

	2015	2017	2018	2019	2020	2021
Council Certification	252	297	196	137	352	489
Private Certification	238	232	182	396	191	283
Building Searches	379	351	270	300	379	682

### PLUMBING STATISTICS

The Plumbing Services team assessed a total of 307 applications in 2020/2021 consisting of:

- 48 commercial buildings, non-sewered and sewer areas
- 150 domestic buildings in non-sewered areas
- 90 domestic buildings in sewer areas
- 6 amended permits
- 13 other

In 2020/21 we received:

- 170 plumbing enquiries
- 163 plumbing searches

### PLANNING APPLICATIONS

	2019	2020	2021
Material change of use	15	37	23
Reconfiguration (subdivisions)	27	37	19
Operational work	10	3	4
Approving plan of subdivision	33	18	15
Exemption certificates	-	-	1
Superseded planning scheme requests	2	1	-
Planning searches	42	42	54

## PROPERTY

The Property department had the task of delivering projects as part of Council's Building Capital Works and Maintenance Program for the 2020/2021 period. This was one of Council's largest maintenance programs which will help with longevity of Council building assets.

### KINGAROY FINANCE BUILDING

November 2020 saw the beginning of construction works on the Kingaroy Finance building. Works included a new roof, internal and external painting, and new floor coverings. Council engaged local contractors to complete the project.

Funding was received as part of the State Government's Work for Queensland COVID-19 Program.

Works was completed by mid-January 2021.



Kingaroy Finance Building

### KINGAROY INFORMATION ART AND HERITAGE PRECINCT

The Kingaroy Information Art and Heritage Precinct received a mini makeover internally and externally. Funding for the projects at the Precinct

were funded through the State Government's Works for Queensland COVID-19 Program and the Federal Government's Drought Community Program.

The Kingaroy Heritage Museum external windows have been fitted with window skins that shows the history of peanut farming in the South Burnett region. The Museum internally received new information plaques that guide visitors through the historic peanut artifacts on display. The external of the Museum was also given a fresh coat of paint.

The Kingaroy Visitor Information Centre received new wall banners behind their front counter and new floor coverings. Local contractors were engaged to undertake these works. New external information boards which are located throughout the back garden area of the Precinct.

A new external illuminated sign has been fixed to the awning of the building that lights up at evening.



Kingaroy VIC Wall Banners

### NANANGO ENERGY CENTRE

As part of the State Government's Works for Queensland COVID-19 Program the Nanango Energy Centre received new roofing.

Local electrical contractors removed 52 solar panels before the old roof was removed for the installation of the new roof and the panels reinstated.

This project was completed in early February 2021.



Nanango Energy Centre

### NANANGO TENNIS CLUB AND COURTS

During the latter part of the year South Burnett Regional Council completed upgrades at the Nanango Tennis Club.

The upgrades included the removal and installation of new poles and lights, re-roofing and painting of the club house.

Funding for these upgrades was a joint venture between Council's Capital Works program and the State Government's Works for Queensland COVID-19 program and the Nanango



Nanango Tennis Club and Courts

Tennis Association who had also received funding. The funds were used to cover the costs of the poles, electrical upgrades, new electrical wiring from the light poles to the switchboard and earthing of the poles. As well as repainting and re-roofing of the clubhouse.

The Nanango Tennis Association lease part of this facility from Council which endorsed the capital improvements.

These upgrades will now allow the Nanango Tennis Association and the community to enjoy night tennis under quality lighting and comforts of a fresh-looking clubhouse.

#### RINGSFIELD HOUSE

Upgrades progressed at the historical Ringsfield House through funding secured through the Queensland Government's Local Government Grants and Subsidies Program (LGGSP) and 2020/2021 COVID Works for Queensland (W4Q) Community Building Upgrade project in association with Council's Capital Works program.

The historical museum which showcases local historical items and artefacts, has seen upgrades to the building's roof and flooring.

The reroofing project entailed the supply and installation of a new roof retaining the character of the original

iron roof which will ensure the house and historical items on display are safe from water damage.

The floors received a full sand back, minor repairs to the floor surface including repairs to cracks in the timber and replacement of loose nails. Flooring was resealed, with two final coats being applied.

#### LEASES AND LAND SALES

During the 2020/2021 period Council had only three properties listed for sale on the open market through a local real estate agent. With the booming real estate market, two of those properties sold – a house and land at 20 William Street, Kingaroy and vacant land in West Street, Kingaroy. The house at Nanango has been removed from sale and dedicated to housing for temporary and contract staff as rental and short-term accommodation is difficult to secure.

Council is hoping the future will see more of its vacant land and properties become available for public purchase after the investigation into its land and property asset register is finalised.

Several South Burnett community and sporting groups secured leases with Council during the 2020/2021 period. The Kingaroy Rotary Club temporarily occupied 95 Kingaroy Street, Kingaroy for their national

conference and community groups such as South Burnett Fossicking and Gem Club, Qld Public Service Business Agency, Nanango Theatre Company and Barambah Bee Keepers secured agreements to occupy Council's land and buildings. A number of groups also had their leases and licences renewed during this period.

#### AQUATIC CENTRES

##### South Burnett Aquatic Centre Nanango

Renovations for this site have included the revitalisation of the 25-meter pool which consisted of the removal of existing paint to the pool shell including the black lines, removal of existing expansion joints and then the repaint of the pool shell, black lines, and installation of new expansion joints. The existing solar heating system has also been replaced. This included design for a new pool solar heating system, removal of existing solar heating system, installation of completely new pool solar heating system and the commissioning of new pool solar heating systems. Supply and installation of new floor coverings for the building, including carpet to the pool surrounds and vinyl to the front entry and sitting area. This consisted of approximately 438m<sup>2</sup> of carpet and 89m<sup>2</sup> of vinyl. Installation of a new self-bunded chlorine tank was also installed during this maintenance period.



Upgrades to Ringsfield House Nanango

**Wondai Swimming Pool**

Replacement of inoperable existing solar heating system with a new solar heating system. Works included removal of existing pool solar heating system, design of new solar heating system, installation of complete new solar heating system. This also included commissioning and provision of a comprehensive operations manual and training.

**Murgon Jubilee Swimming Pool**

Replacement of electrical powered heat pump to a new solar heating system. The replacement of the heating to solar presents a reduction to Council's heating costs. Works included design of new solar heating system, installation of complete new solar heating system. This also included commissioning and provision of a comprehensive operations manual and training.

Replacement of the existing plant room building with the added installation of a new storage shelter over the plant room building designed for the storage of pool equipment. Installation of new self-bunded chlorine tank which required modifications to existing bund.

floors, any minor repairs to the floors and lastly the resealing. This will help the longevity of Council's public facilities.



South Burnett Aquatic Centre

**REGIONAL BUILDING FLOORING RENEWALS**

As part of the 2020-21 COVID Works for Queensland (W4Q) Community Building Upgrade, Council was able to do a number of floor renewals across the region. Facilities included Proston Community Hall, Proston Showgrounds Pavilion Wondai Town Hall, Kingaroy SES, Kingaroy Visitor Information Centre, and repair works to the decking at Maidenwell Sportsground.

Works included the sanding of the



Proston Community Hall

**INDIGENOUS AFFAIRS**

NAIDOC Week is usually held in the first week (Sunday to Sunday) of July, however this year with COVID-19 the National NAIDOC Committee decided to postpone NAIDOC Week 2020 to the 8 - 15 November 2020.

Acknowledging our indigenous community and our close relationship with the Cherbourg Aboriginal Shire Council a temporary flagpole was erected in Sir James Heading Memorial Park, Murgon with a flag raising ceremony held on Thursday 12 November 2020.

Whilst the event was timed to coincide with NAIDOC Week 2020, the installation of two additional permanent flagpoles

was subsequently progressed to allow both the Aboriginal and Torres Strait Islander flags to be permanently flown alongside the Australian and Queensland flags in Sir James Heading Memorial Park, Murgon.

This initiative followed Council's decision to fly the Australian Aboriginal flag in Kingaroy outside of the Council Chambers in May 2019 and the acquisition of a new flag stand in September 2020 which will be on permanent display in the Warren Truss Chamber. The new stand proudly displays both first nations people flags (Aboriginal & Torres Strait Islanders).



Murgon Flag Raising of Aboriginal and Torres Strait Islander Flags

## LIBRARIES

During the 2020/2021 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. Despite the continued impact of COVID-19, visitation across our 6 library branches totalled 119,018, with 996 new members welcomed to the service.

### SOUTH BURNETT LIBRARIES COVID RESPONSE

#### COVID-19 restrictions and programming

Following the reopening of South Burnett Libraries on Monday 25 May 2020, visitation to each branch remained substantially lower than normal due to COVID restrictions. Amongst the directives in place from the State Government, library patrons were required to check in when visiting and staff were to be aware of how many people were in each facility at one time. Due to the social distancing requirements also in place, regular programs including First 5 Forever Rhyme Time and Story Time sessions remained suspended. To counteract this, library staff continued to create online presentations where possible, with a highlight being the Queensland Senior's Week digital 'Living Library' series that was broadcast in August 2020.

#### Digital adaptation of library programs

South Burnett Libraries Digital 'Living Library' Series was developed for Queensland Senior's Week 2020 to promote and recognise the valuable contribution of older people in our region. As in-house programming was suspended, library staff created

a series of videos featuring local identities from the South Burnett region. Hosted by Helen Swendson, the 10 episodes each highlighted the hobbies, interests and achievements of seniors in our local community. The digital 'living library' series premiered during Senior's Week, which ran from 15-23 August 2020 and attracted a total of 2,081 views.

Another popular digital event to take place because of COVID restrictions was an online author talk with best-selling author Tony Park. This took place on 4 August 2020 and attracted 1,524 views. In addition to this, library staff continued to create online rhyme time and story time sessions whilst programming was suspended. These videos accumulated 1,458 views.

#### A reintroduction of programming

Once restrictions began to ease, programs including rhyme time and story time were amongst the first to be reintroduced from the 19 April 2021. Other groups, including social crochet and bridge also resumed their weekly meetings as it was safe to do so. As of 30 June 2021, South Burnett Libraries were once again hosting regular family history workshops, tech help sessions and book clubs. Our libraries also hosted a series of in-house author talks, with well-known Australian authors Rick Morton, William McInnes and Maya Linnell visiting the Kingaroy Library to speak about their craft.

### SOUTH BURNETT LIBRARIES COMMUNITY OUTREACH

#### First 5 Forever hits the road for Children's Book Week 2020

As with many events and programs during 2020, COVID restrictions impacted South Burnett Libraries plans

for Children's Book Week. To remedy this, library staff planned a series of outreach sessions at local playgroups, kindies and schools. Reaching out to these centres generated a fantastic response, as 14 separate sessions were scheduled across the region.

These visits featured a portable puppet theatre, tailor-made by local community organisation The Kingaroy Men's Shed with funds received via a State Library of Queensland Micro Grant. Painted a vibrant fire-engine red and decorated to resemble an old school theatre, the stage became a vehicle of communication; perfect for attracting the attention of our young community members. Funds from the grant also facilitated the purchase of a variety of hand puppets, which kept children enthralled at each of the visits.

Highlights of this targeted outreach program, which reached over 600 children and 100 adults, included the creation of a number of new partnerships with local schools and playgroups, with these centres requesting follow up visits from the library. The sessions also encouraged new families to join their local library, with children keen to visit after hearing about the exciting programs available.

#### South Burnett Libraries Out 'n' About with First 5 Forever

South Burnett Libraries were successful in obtaining a First 5 Forever Innovation Grant of \$5,080. These funds enabled the library service to purchase a vibrant outreach kit that aligns with First 5 Forever branding and consists of 2 marquees, 5 colourful banners, 2 folding tables, 2 tablecloths and promotional flyers. These items can be set up at local



Online Story Time



2020 Book Week Outreach



COVID restrictions at all South Burnett Libraries



First 5 Forever at South Burnett Libraries



Tech connected seniors in South Burnett



Kingdom of Libraria

community events to promote First 5 Forever and the services provided by the library at outreach sessions. This new equipment allows the library to be more visually present in the community and attract families and carers to participate in all that can be offered through First 5 Forever programs.

**Tech connected seniors in the South Burnett**

In early 2020, South Burnett Libraries were successful in obtaining a State Library of Queensland Tech Savvy Seniors Queensland Grant of \$9,056. These funds were sought to purchase a suite of new laptops and tablets to be used at a series of outreach sessions hosted by library staff at local aged care facility Orana, with a portion of the funds earmarked for staff training.

The 'Tech Connected Seniors in the South Burnett' program ran from November 2020 – May 2021 and was the first tech outreach program facilitated by South Burnett Libraries. During this time, library staff delivered tech lessons at Orana with the aim of increasing the digital literacy of attendees. One of the many highlights of the sessions included seeing attendees bring along their

own devices to the classes. Some of the tablets and iPads had been sitting forgotten in a drawer for years so it was wonderful to see participants gain the confidence in themselves to be able to use them.

**SOUTH BURNETT LIBRARIES AS A SPACE FOR YOUNG PEOPLE**

**The Kingdom of Libraria - a new children's loyalty program**

Launching on 21 September 2020, children across the region were invited to explore the magical 'Kingdom of Libraria' with the introduction of South Burnett Libraries new children's loyalty program. Designed with a whimsical twist to spark the imagination of those who join, the program is based on the South Burnett Region and encourages families to visit each of our wonderful libraries. With plenty of missions, bonus activities, prizes and incentives, the 'Kingdom of Libraria' has captured the imagination of our young community members.

**Summer Reading Club**

Each year, South Burnett Libraries participate in the State Library of Queensland's Summer Reading Club. This program, which ran from 1 December 2020 – 31 January 2021, encourages a love of reading and

continued literacy development in children and young people during the summer holidays.

The slogan "Join the Club! Join the Challenge!" encouraged children to read something each day of the school holidays. To help keep children motivated, there were 40 challenges to complete. Activities to compliment the Summer Reading Club were hosted in each library during the school holidays, with children in Blackbutt, Kingaroy, Murgon, Nanango, Preston and Wondai invited to complete a special scavenger hunt.

**Refurbishment of Kingaroy and Murgon children's areas**

The refurbishment of the Kingaroy and Murgon Library's junior areas resulted in young community members taking full advantage of the bright and inviting spaces that now feature forward-facing display shelves and interactive toys. The wall mounted crocodile installed at the Kingaroy Library, purchased with First 5 Forever funding, has been a massive hit with young visitors as they play the magnetic marble maze in his tummy and move the beads on his tail. New and attractive signage in the junior fiction and junior non-fiction sections assists children as they explore each collection to discover



Larrikin Puppets Show

their favourite books and authors. In Murgon, the dated pink shelving in the junior area was replaced with the new shelves featuring front facing displays designed to capture the attention of young readers.

#### Larrikin Puppets Show

South Burnett Libraries were excited to host an extra special story time with the Larrikin Puppets at the Kingaroy Town Hall on Wednesday 19 May 2021. This show was colourful and interactive, featuring a puppetry style similar to the Muppets and Sesame Street. Funded by the State Library of Queensland's First 5 Forever initiative, children under 5 and their families came along to sing, dance and play. 173 children and 86 adults attended.

#### The Fabulous Lemon Drops visit Kingaroy and Wondai

On Thursday 17 June 2021, young members of the South Burnett community joined a rock and roll Rhyme Time as the Fabulous Lemon Drops performed two live shows at the Kingaroy and Wondai Town Halls. 192 people attended the concerts that featured highly interactive songs and rhymes that had children in attendance dancing and singing along.

#### First 5 Forever 'Libraries, Literacy and Little Ones' workshop at State Library of Queensland

In June 2021, three library team members travelled to the State Library of Queensland for the First 5 Forever 'Libraries, Literacy and Little Ones' workshop. This hands on, capacity building workshop is designed for library staff who work directly with families of children under 5 years and deliver early childhood programs such as Rhyme Time and Story Time.

These workshops aim to increase confidence in delivering programming for the under 5s through the opportunity to practice the skills required for the provision of high quality, inclusive, evidenced based, fun and interactive programs for both

children and their families.

#### SOUTH BURNETT LIBRARIES AS COMMUNITY SPACES

##### Library Lovers Day

South Burnett Libraries celebrated Library Lovers Day once again on 14 February 2021. This event, coordinated by the Australian Library and Information Association (ALIA), provides the chance each year for community members to reconnect with their local library and share the library love.

When asked what there is to love about South Burnett Libraries, patron's responses included:

"Welcoming & friendly atmosphere"

"Cheerful, helpful, efficient and professional staff"

"It's so bright and spacious, neat and organised with friendly, welcoming staff"

##### Library and Information Week

To promote Library and Information Week 2021, which ran from the 17-23 of May, South Burnett Libraries compiled a series of 'Staff Spotlight' interviews so that library patrons could get to know the library team a little better. These profiles included questions about working in a library and book recommendations and were extremely well received on both the South Burnett Libraries' Facebook and Instagram platforms. Vibrant photos of library team members in their workplace gained excellent feedback from social media followers, with an increase in post engagements of over 500%.

##### Kingaroy Library Artist's Space

The Kingaroy Library continued to showcase the work of local artists by providing a free exhibition space. Several artists from South Burnett took the opportunity to display their artwork, with one of the highlights being the installation of Channah Lederhose's 'Refuge' which was created

from discarded cardboard boxes.

#### SOUTH BURNETT LIBRARIES COLLECTIONS

Each year, the State Library of Queensland administers an annual Public Library Grant to Queensland Local Governments to support the development of high-quality library collections. For the 2020/2021 financial year, the Public Library Grant allocated to South Burnett Regional Council totalled \$168,169. To align with South Burnett Libraries Collection Development Policy, these funds were used to purchase a variety of resources for the community.

As a summary:

- \$79,643 was spent on printed library materials which include books and magazines. Many of these items are delivered to the library 'shelf ready'; whereby the items are catalogued and processed by the supplier for an agreed fee. For the 2020/2021 financial year, \$9,460 from the Public Library Grant was spent on this shelf ready service for printed materials, with an additional \$5,989 contributed by Council.

For 2020/2021, these funds facilitated the addition of 4,132 books and magazines to the collection. This equates to 79 new items hitting the shelves per week.

- \$26,223 was spent on non-printed library materials which include audio books and DVDs. Included in this total is the \$2,878 spent on shelf ready services.

For 2020/2021, these funds facilitated the addition of 1,301 new items. This equates to 25 new audiobooks and DVDs available to library patrons per week.

- \$50,365 was spent on electronic and digital collections which include eBooks, eAudiobooks, eMagazines and online databases Beamafilm and the Story Box Library. This total includes the \$7,400 platform fee from Bolinda Digital for the hosting of online resources.
- \$11,867 was allocated to the South Burnett Signage Project which will be finalised mid-August 2021. The use of the Public Library Grant to purchase collection signs and display items for each branch was permitted by submitting a Library Priorities Project application with the State Library of Queensland.

#### 2020/2021 COLLECTION PERFORMANCE HIGHLIGHTS

- 64,657 physical collection items across 6 locations
- 113,133 physical loans
- 22,987 eAudiobook & eBook loans + 777 eMagazine loans





Author Maya Linnell book launch and reading



Library and Information Week staff spotlight



Kingaroy Library Artist's Space



Channah Lederhose

- 21,136 physical and digital reserves satisfied
- 6,938 new physical and digital items added to the collection

It is worth noting that access and use of digital items including eBooks and eAudiobooks saw a 14% increase compared to last financial year.

**COLLECTIONS TAILORED TO THE SOUTH BURNETT COMMUNITY**

To ensure the South Burnett Libraries collection suited the interests of people who live locally, our Librarians regularly order titles that are requested for purchase by library patrons. In the 2020/2021 financial year, items requested for purchase by members of the public made up 18% of the funds spent on the collections in the Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai Libraries.

**INCREASING ONLINE ACCESS TO SOUTH BURNETT LIBRARIES COLLECTION - AURORA MONTAGE**

To provide increased access to South Burnett Libraries collection, the online

public access catalogue (OPAC) was upgraded in July 2020. The move to Aurora's 'Montage' permitted library customers to search for eBooks, eAudiobooks, eMagazines, external databases and image collections at the same time as the main library collection; all from the comfort of home. Once logged in, customers can reserve or renew items, suggest items for purchase or request inter-library loans.

**SOUTH BURNETT LIBRARIES WEBSITE REFRESH**

To coincide with the introduction of Montage, the 'Libraries' section of the SBRC website was refreshed to better reflect the variety of online resources available to library patrons. Changes included the addition of links to authoritative information about researching family history, cyber safety and online learning sites, whilst the eLibrary and Just for Kids categories were updated to incorporate newly acquired digital resources.

**WATER DAMAGE TO KINGAROY**

**LIBRARY**

In December 2020, the Kingaroy Library sustained water damage to a substantial section of the adult non-fiction collection. This damage resulted in the library closing for an extended period over the Christmas period. Whilst the library was closed, staff carried out a weed of this area with the aim to create a bright and inviting space capable of accommodating the freshly curated adult non-fiction collection and study area. Although many items were deleted during this process, funds from the State Library of Queensland's Public Library Grant were utilised to purchase hundreds of contemporary, high quality items that cover a range of popular topics and interests.

## 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.

		
<p style="text-align: center;"><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• Stores</li> <li>• Rates / Revenue</li> <li>• Accounts Receivable</li> <li>• Accounts Payable</li> <li>• Cash Management</li> <li>• Finance Registers</li> <li>• Taxation</li> <li>• Trust Accounts</li> <li>• Asset Management</li> <li>• Budget Preparation</li> <li>• Budget Monitoring</li> <li>• Financial Planning</li> <li>• Financial Reporting</li> <li>• Financial Compliance</li> <li>• Contract Compliance</li> <li>• Prequalified Suppliers</li> <li>• Preferred Suppliers</li> <li>• Payroll Function</li> </ul>	<p style="text-align: center;"><b>CORPORATE SERVICES</b></p> <ul style="list-style-type: none"> <li>+ Governance and Legal</li> <li>+ Corporate Strategic Planning &amp; Performance</li> <li>+ Operational Planning &amp; Performance</li> <li>+ Information Privacy</li> <li>+ Right to Information</li> <li>+ Delegations &amp; Authorisations</li> <li>+ Corporate Registers</li> <li>• Internal Audit</li> <li>• Corporate Risk Management</li> <li>• Complaint Management Process</li> <li>+ Customer Service</li> <li>• Policy Framework</li> <li>+ Record Management</li> <li>• Publication Scheme</li> </ul>	<p style="text-align: center;"><b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>• Computer Hardware</li> <li>• Network Systems</li> <li>• Operating Software</li> <li>• GIS System Administration</li> <li>• Internet Operating Systems</li> <li>• Intranet Operating Systems</li> <li>• Telecommunications</li> </ul> <p style="text-align: center;"><b>BUSINESS SYSTEMS &amp; ED RMS</b></p> <ul style="list-style-type: none"> <li>• Business System (Tech One)</li> <li>• Security System Administration</li> </ul> <p style="text-align: center;"><b>PLANT &amp; FLEET</b></p> <ul style="list-style-type: none"> <li>• Plant &amp; Fleet Management</li> <li>• Kingaroy Workshop</li> <li>• Nananga Workshop</li> <li>• Murgon Workshop</li> </ul>

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

"Doubt kills more dreams than failure ever will." - Suzy Kassem

It's a pleasure to present the 2020/2021 Finance and Corporate Department report. This year has seen many 'firsts' for the Finance & Corporate Team and our organisation as a whole.

A major first has been the launch of the budget workshops and our Budget Committee Meetings for Councillors and staff in the lead up to the delivery of the 2021/2022 budget. Since February 2021 we have held 10 workshops and eight (8) budget committee meetings which has resulted in the delivery of a \$2.995M deficit budget.

The South Burnett Regional Council is always open to reviewing our processes to allow us to deliver more effective and efficient services to our residents and ratepayers.

With this in mind we are currently undertaking a review of Council's Plant & Fleet that will go into the 2021/2022 financial year. We have finalised Stage 1 of our Centralised Procurement Process, implemented a number of cloud-based processes (which included the transition to the SaaS platform) within our ICT area. We are undertaking a Rates Review which will result in benefits to the community in next year's budget and have developed the project governance framework for our Business Transformational Project "T2" which defines how we approach business improvement projects over the next few years.

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 staff / my team within Finance and Corporate.

I am excited to see what these upcoming changes will bring to Council in the coming year and the flow on to our residents and ratepayers.

**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 ten (10) years, that is, the period in review plus the next nine (9) 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 2022 to 2031. The Long-Term Financial Performance demonstrates a strong result for the region with Council having a ten (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 2025. This is largely a result of prior asset valuations which has impacted on depreciation.

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, eg. roads.

### LONG TERM LIABILITY TREND

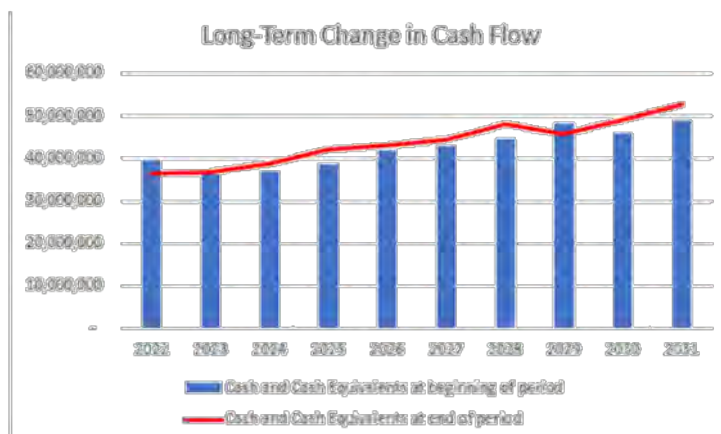
Council’s Long Term Liability Trend illustrates that this number is largely driven by proposed borrowings as per the adopted Debt Policy and provisions for landfill and quarry restoration.

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. The finalisation of the Maturing the Infrastructure Pipeline Program has identified significant capital works for Council's water and wastewater assets. It is envisaged that there will be an effect 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 (1) 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.

**ASSET SUSTAINABILITY RATIO**

SBRC Proposed Target	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26
Target greater than 90% (on average over long-term)	122.10%	134.20%	102.40%	107.70%	86.60%
Lower Target Limit	90%	90%	90%	90%	90%

SBRC Proposed Target	Year 6 2026/27	Year 7 2027/28	Year 8 2028/29	Year 9 2029/30	Year 10 2030/31
Target greater than 90% (on average over long-term)	88.70%	91.50%	95.60%	82.90%	102.60%
Lower Target Limit	90%	90%	90%	90%	90%

**LONG-TERM AVERAGE 95.38%**

**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.

**NET FINANCIAL LIABILITY RATIO**

SBRC Proposed Target	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26
Target greater than 60% (on average over long-term)	17.70%	17.00%	16.40%	14.90%	8.20%
Upper Target Limit	60%	60%	60%	60%	60%

SBRC Proposed Target	Year 6 2026/27	Year 7 2027/28	Year 8 2028/29	Year 9 2029/30	Year 10 2030/31
Target greater than 60% (on average over long-term)	0.90%	-8.20%	-10.00%	-18.40%	-28.50%
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 2025 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.

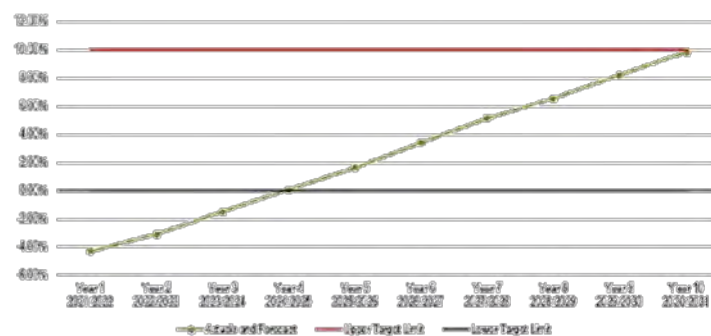
The ratios calculated are disclosed with the annual budget and are produced quarterly as part of a rolling budget review during the year. Other indicators of financial health are produced monthly as a snapshot guide for the key decision makers. Given the uncertainty of future Government funding, Council 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 89% which is a good result. While this is a desirable position, Council's dilemma is balancing the organisation's ongoing financial sustainability with the economic capacity of the region. Council undertakes rate modelling during each budget year to determine future rating implications and to build in the costs of, and potential funding sources for major capital projects identified in the forward works program. Council is committed to maintaining surplus budgets into future years to provide sustainability of the region.

**OPERATING SURPLUS RATIO**

SBRC Proposed Target	Year 1 2021/22	Year 2 2022/23	Year 3 2023/24	Year 4 2024/25	Year 5 2025/26
Target between 0% and 10% (on average over long-term)	-4.30%	-3.10%	-1.50%	-0.10%	1.60%
Upper Target Limit	10%	10%	10%	10%	10%
Lower Target Limit	0%	0%	0%	0%	0%

SBRC Proposed Target	Year 6 2026/27	Year 7 2027/28	Year 8 2028/29	Year 9 2029/30	Year 10 2030/31
Target between 0% and 10% (on average over long-term)	3.40%	5.10%	6.50%	8.20%	9.90%
Upper Target Limit	10%	10%	10%	10%	10%
Lower Target Limit	0%	0%	0%	0%	0%



**HIGHLIGHTS**

- Unqualified audit for the 2020/2021 financial year with that audit completed during the year in review.
- Debt recovery processes increased to improve cash flow and to ensure that there is equity in rate payments across the region.
- Annual Operating and Capital Budgets adopted by Council within the set milestones.
- Financial reports presented to Council each month.



## CORPORATE SERVICES

With recent changes to team structure and many pressure points within Social & Corporate Performance in the first half of 2020/2021, as well as a renewed focus on customer service through the adoption of the Customer Service Charter in February 2021, a realignment of the branch was made toward Council's effective delivery of services to the organisation and external customers.

To align functions to strategy, the department changed its name from Social & Corporate Performance to Corporate Services. This ensures a strong alignment with the functions delivered within the Finance & Corporate team, and transitioned social performance elements to the Community Department late 2020.

Further the Customer Contact section within the Branch, was renamed Customer Service reflecting the strengthening of the policy direction of building relationships with our customers in a 'customer service' focused approach.

With regards to the other sections of the Branch we have renamed and transitioned Records Management to be included within the broader Governance function combining records management responsibilities with corporate governance functions such as delegations, corporate registers, Information access scheme, Right to Information / Information Privacy applications/processing.

Through internal consultation, the Branch is now well positioned to drive positive change through Customer Service, Corporate Governance, Corporate Risk and Internal Audit functions.

### ADMINISTRATIVE ACTION COMPLAINTS

Council has a complaints management process to deal with complaints received. Council aims to resolve all complaints within prescribed timeframes. Circumstances vary considerably between complaints, so it is not possible to establish a uniform timeframe for all complaints decisions.

Pursuant to Section 187 of the *Local Government Regulation 2012*, Council reports that 16 administrative action complaints were received through this process during 2020/2021 and the investigations were resolved by a suitably qualified staff member in accordance with policy. There was one complaint carried forward from the 2019/2020 financial year.

Customers who are not satisfied with a complaint decision are able to lodge a request with the Chief Executive Officer for an internal review, if the CEO was not the decision maker in the original decision.

During the 2020/2021 financial year there were 15 administrative action complaints resolved by Council under the complaints management process, one administrative action complaint was not resolved under the complaint's management process in this financial year and has been carried over to 2021/2022.

### POLICY GOVERNANCE FRAMEWORK

A review of Council's corporate forms has commenced with Corporate Services currently maintaining a suite of 275 forms. This project has commenced in line with the administrative changes to Council's 85 policies and 99 procedures, as per Council Resolution 2021/296 endorsing relevant title/name changes. The team continues to progress with Managers the development and review of Council's policies and procedures. Vacant positions within the Corporate Services team have been filled which has enabled a more concerted consistent approach to these functions.

## Governance

### 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 Governance Section receives and processes all Council's Right to Information and Information Privacy requests.

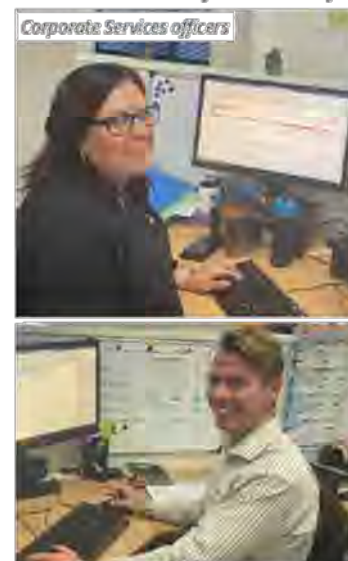
Details of the number of Right to Information and Information Privacy requests processed during 2020/2021 are available at 'Right to Information (RTI)' of the Statutory Information on page 88. Training has been provided to the Governance Team in relation to the processing of Right to Information, Information Privacy, Gifts & Benefits and Councillor Requests for

Information. The number of qualified Officers to undertake these functions has been increased to ensure continual coverage of tasks limiting the risk of delays in processing as per legislative requirements.

In 2020/2021, Council's Corporate Services Branch dealt with five applications under the *Right to Information Act 2009*. Three applications were completed within legislative timeframes. One application was non-compliant and resulted in an outcome where information had already been provided. One application, received in the previous financial year, was withdrawn by the applicant in the 2020/2021 financial year within legislative timeframes. One application was referred to external review and was still open as of 30 June 2021.

### 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* ('Act') allows Council by resolution, to delegate a power under the Act or another Act to the Chief Executive Officer. 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. An audit of Council's sub-delegations and authorised persons powers has been carried out during 2020/2021 to ensure accountability and accuracy.



**RECORDS MANAGEMENT**

Governance 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 2020/2021 financial year records staff lodged 14,838 pieces of incoming correspondence into Council's electronic recordkeeping system, comprising 4,862 pieces of hard copy correspondence and 9,976 emails. There has been an increase of over 1,200 emails during this period which is attributed to more customers using email as their point of contact with Council. The hard copy mail has increased by approximately 200 which may account for the increase of Council forms completed and submitted by customers at various Customer Service centres.

This year, Council partnered with the State government promoting Privacy Awareness Week 2021 "Making privacy a priority". The Governance Team provided awareness notifications to staff, themed up Council's Customer Service centres and offered the opportunity for staff to discuss Council information privacy obligations. This initiative was a great reminder about the importance of protecting and respecting the personal information we hold, with staff obtaining further understanding of our information privacy rights and responsibilities.

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. Governance staff reviewed and have ensured that 868 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 final stages 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 recently fitted to complete the second stage of the works. A large quantity of hard copy Planning, Plumbing, Building files and further records have been reviewed and relocated

to the facility during 2020/2021. As a result of the records audit findings, Grace Records Management were engaged to work with Governance staff to carry out project work collating Council documents from various locations throughout the region. This work involved 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 during 2021/2022 to address the high volume of records held in each Council office prior to amalgamation. Work has also commenced to sort, catalogue and label 150 archive boxes containing the former Nanango Shire Council general correspondence files prior to transporting to the Grace Records Management facility in Toowoomba for the storage of these permanent records.



## 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 2020/2021 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 Corporate Risk & Audit Advisory Committee meeting on 3 September 2020. The 6-monthly review of the registers/ treatment plans was undertaken by the Branch Managers and through the relevant General Managers approval by the Chief Executive Officer. Subsequently, the 6-monthly review as tabled at the Corporate Risk & Audit Advisory Committee and endorsed by the Committee on 25 February 2021.

The review of Council policies relating to the Corporate Risk & Audit Advisory Committee, Corporate Risk Management, Internal Audit and Fraud & Corruption Prevention Management, have been completed with the policies being adopted by Council on 16 September 2020. The revised policies formally established the Committee hierarchy of the Working and Steering Groups through to the Advisory Committee.

With the conversion of the Internal Auditor position to an administrative position, the Internal audit function was awarded to an external agency through the procurement process and is now undertaken by Pacifica Pty Ltd, with support provided by Corporate Service primarily through the administration position. A review of the outstanding internal audit recommendations was undertaken by Senior Management and the Corporate Risk & Audit Advisory Committee, where the risk attributed to the outstanding internal audit recommendations was recalculated to reflect Council's current risk appetite relative to the individual internal audits. All outstanding recommendations prior to 2020/21 were actioned / finalised during this financial year by the responsible Branches.

The Corporate Risk & Audit Advisory Committee received and accepted the Financial Reports for 2019/2020 on 29

September 2020.

Both the Corporate Risk & Audit Steering and Working Groups meet regularly and progress the Corporate Risk and Internal Audit actions including Council's commitment to fraud & corruption risk prevention management.

### CORPORATE RISK AND AUDIT ADVISORY COMMITTEE

Council's Corporate Risk & Audit Advisory Committee ('Committee') operated in accordance with the *Local Government Act 2009* ('Act'), the *Local Government Regulation 2012* ('Regulation') and the Council's Corporate Risk & Audit Advisory Committee Policy.

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:

Review the integrity of financial documents;

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

corporate risk management and internal audit functions.

The Committee provides advice directly to Council and is composed of five (5) voting members. As at 30 June 2021, the Committee membership comprised: Mayor Brett Otto (Committee Chair), Cr Kirstie Schumacher, Peter van der Eijk (Independent Member), JP O'Kennedy (Independent Member) and George Hampouris (Independent Member).

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

#### External (independent) Committee Members

Council called for Expressions of Interest for Independent Members of the Committee late 2020. Applicants were shortlisted and attended an interview for one (1) of the three (3) available positions on the Committee. A report was tabled at the Ordinary Meeting of Council in January 2021, where the following independent members were appointed. Each member is appointed for a term of three (3) years:

**Peter van der Eijk** - Peter (Pete) brings a wealth of financial knowledge to the Committee. Pete is currently an auditor within Deloitte's Audit Public Sector and has a comprehensive knowledge of accounting standards and financial reporting. Pete also has experience with reporting to audit and risk committees in addition to management. Pete has a strong interest in complex laws and regulations as well as holding a Bachelor of Economics (Honours) and is currently undertaking further studies.

**JP O'Kennedy** - JP is a qualified and enthusiastic professional with 17 years of audit, assurance, risk advisory, service improvement and investigative experience. JP has previously worked for Deloitte's and has significant managerial experience in large and intricate organisations. JP is a member of the Institute of Internal Auditors Australia and is a member of the Global Association of Certified Fraud Examiners and is a Certified Fraud Examiner.



**George Hampouris** - George is an experienced professional, who has worked in large State and Local government organisations in both managerial and executive capacity. George is an executive member of the Local Government Internal Audit network. George has had extensive experience in providing audit and risk services and has been involved with the development and execution of risk policies, frameworks and plans. George has a Bachelor of Commerce and is a Fellow CPA.

#### INTERNAL AUDIT

As required by the *Local Government Act 2009*, Council maintained an efficient and effective internal audit function during 2020/2021. Internal Audit operationally reports through to the CEO / Committee and is managed by the Corporate Services 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.

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.

A risk based internal audit approach was continued through 2020/2021. The three-year Internal Audit Plan and the Annual Internal Audit Plan are based on identified strategic and operational risks. The Committee endorsed the 2020/2021 to 2022/2023 Internal Audit Plan at its meeting on 3 September 2020 which was subsequently adopted by Council.

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

During 2020/21, Corporate Services endorsed by the Committee implemented sample audits undertaken in-house where specific high-risk areas are identified enabling a short sharp 'drill-down' into the operations such as Community Grants Program administration and Payroll employee data.

#### Internal Audit Conducted

**Cyber security** - The internal audit

was performed by an external firm Kaon Security to validate Council's ICT systems and infrastructure providing assurance that the operation is secure. The report was presented to the Committee on 5 February 2021 and the 'Summary and Status on Implementation of Internal Audit Recommendations Register' was updated accordingly.

#### Review of End-to-End Grant Management

- The Internal audit was performed by Pacifica Pty Ltd and was finalised prior to 30 June 2021. The report will be presented to the Committee in the first quarter of 2021/2022.

#### Conflicts of Interest & Related Parties Disclosure

- The Internal audit is underway and being performed by Pacifica Pty Ltd. It is anticipated that the internal audit will be finalised early in 2021/2022 and presented to the Committee in the first quarter of 2021/2022.

#### MEETINGS

During 2020/2021, the Committee continued to meet quarterly with the Steering and Working Groups meeting as required.

#### External audit

The Queensland Audit Office's appointed external auditors, KPMG, continued in the external audit role during 2020/2021. The Committee liaised with Council's external auditors as part of its responsibilities through the Committee agenda. Matters of interest and audit findings were interrogated to gain assurance regarding the accuracy of the financial statements.

### Customer Services

Council seeks to continually improve its response to service requests, balancing the needs of the customer and the community with our capacity to respond. Council encourages the community to engage with us through their preferred channel of choice. Current communication channels include in person, telephone, email, letter, social media and through Council's website. We continue to evolve and develop in the digital services space and are currently assessing the viability and prospect of implementing guided online self-service portals.

Our customer service team acknowledge the importance of clear communication and recognise the importance of keeping the community informed, listening to, and acknowledging public concerns,

and seeking feedback to improve our connection with the community. We achieve this through the accurate provision of information, empathetic and respectful interactions when managing requests for improvement to Council's service and as well as referral to the appropriate agencies, information or services which fall outside of Council's jurisdiction. Council continues to ensure that all customer information is managed in a way which respects and secures all personal information.

In late February 2021, Council adopted the Customer Service Charter Policy. This policy established the framework for assessing a customer service request and identifying the appropriate responses to customers, managing the service request for the duration of the action required to completion and recording actions relating to such in Council's Customer Request Management (CRM) System. The adoption of the Customer Service Charter will allow Council to foster an organisational culture dedicated to building strong customer relations to enhance customer satisfaction.

The Customer Request Effectiveness Review Project commenced in early April 2021. The objective of the Project is to fully review, rethink and reimplement all business processes, system processes, data quality processes and reporting requirements in order to deliver a corporate, consistent, responsive, and accountable Customer Request Process for South Burnett Regional Council. The Project Team ran Discovery Workshops with all areas of Council in June 2021. This engagement informed us on departmental concerns and aspirations and assisted in identifying some inconsistencies with workflows, configurations, and lifecycle processes within the current Customer Request module. As the project progresses through to the Analysis phase, we will review service request resolution times, map processes, and identify further service improvement opportunities.

COVID-19 continued to impact Council throughout 2020/2021, with the Customer Service team negotiating the logistical challenges of working remotely and collaboratively from home. The provision of laptops and implementation of new software allowed our team to maintain productivity and continue to deliver excellent service to the community.

Despite COVID-19 impacts, customers still preferred traditional channels of communication, (telephone, email

and face to face). During 2020/2021, Council's business line (07 4189 9100) received a total of 37,088 calls, increasing by 3,746 from 2019/2020. 57.45 percent of calls received were resolved by the Customer Services officers with no referral required. An issuance of 20,557 receipts over the service counters demonstrated a slight increase of 539 from 2019/2020. Service demands increased significantly with 24,424 customer requests and applications created during 2020/2021, showing an increase from 2019/2020 of 2,436 customer request and applications.

The Customer Service team perform a range of duties on behalf of Council such as processing customer enquiries resolving at the first point of contact as well as taking bookings, payments, and requests for service.

The team received and registered a total of 16,249 customer requests within 41 categories - the top 5 categories being:

Customer Request Category	Number of Requests
Rates	2,972
Animals	1,988
Water Supply	1,718
Roads	1,525
Building Matters	1,003

Across the broader areas of customer service beyond customer requests, the Customer Service team entered:

Type	Number
Certificates – Search Requests	2,841
Regulatory Applications	2,579
Licences and Permits	1,475
Property By Law Enforcement	1,030
Trade Waste	140
Bonds and Guarantees	71
Property Management Leases / Licences	34

Further, specific to the services provided from the Blackbutt office, the team processed 2,217 QGAP transactions, 407 Services Australia activities and issued 300 customers with new number plates for various types of vehicles.

The Customer Service Section delivers front counter services to the community across Council's five offices in Blackbutt, Nanango, Kingaroy, Wondai and Murgon. During 2020/2021 the team was busy

assisting Queensland Health and Council's Community Department to accommodate the possible venues for the roll out of the COVID-19 vaccination program in our region and implementing the COVID-19 protocols including sanitisation stations and QR codes at each facility.

In early 2021, after extensive consultation internally, Council adopted the Customer Service Charter at the Ordinary Meeting of Council in February 2021. Council's desire to establish a framework that supports how the Council will respond to contact by customers of Council, is the foundation to delivering good customer service.

The purpose of the charter is to set, manage and communicate expectations for our internal and external customers whilst ensuring consistency and fairness in how Council operations respond to customer requests. The charter guides and informs both customers and Council representatives on Council's operational management of customer requests and standard response times delivering workflow processes and accountability whilst ensuring clear and consistent information is provided across all of Council's communication channels.



Customer Service officers

## PLANT AND FLEET

Council invested \$1,577,065 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
Workshop Compressor	1
Waste Service Ute (State Government grant)	1
Work Ute	2
Zero Turn Mower	1
Front Deck Mower	3
Tractor	1
Reach Mower	1
Black Hoe	1
Hooklift Truck	1
Waste Loader	1
Motor Grader	1



Plant and Fleet team



No new fleet vehicles fit for purpose were purchased in 2020/21.

## BUSINESS SYSTEMS



### MICROSOFT EXCHANGE

Council has completed the migration of user mailboxes to Microsoft Exchange online. Email is accessible from any location that has an internet connection, and the migration has increased staffs email storage capacities and send receive limitations. Investment into cloud technologies lowers the requirement for on-premise ICT hardware and reduces the asset replacement spend lowering operating costs. Another significant benefit of cloud-based technologies is the reduction of investment into disaster management recovery strategies.

### MICROSOFT TEAMS

Phase one of the Microsoft teams deployment project has been completed with Council running a hybrid combination of MS Teams and Skype for Business. With the decommission of skype for business cloud scheduled to be end of life 31 July 2021 and skype for business on-premise scheduled to be unsupported as of 2024 Council is carrying out its transition planning.

This project enhances the way that

Council collaborates through video conferencing and further utilises the Microsoft Office 365 suite of products.

### SAAS ENTERPRISE RESOURCE PLANNING

Council completed the migration of the business system software ERP (Enterprise Resource Planning) as of 22 March 2021 to a cloud-based SaaS platform. This migration enables Council access to corporate resources anywhere anytime and has relieved the support and maintenance overheads for continual patches and updates.

### BUSINESS IMPROVEMENT

Council has commenced a business improvement project "T2 - Our Business Our Software Next Level". This project will thoroughly review both administrative processes and system elements with a view to identifying and implement efficiencies across the organisation business systems software.

This improvement project will ensure the effective use of Council's software governed by a strong project management framework which will be

continuously reviewed and reassessed.

### T1: T2: BUSINESS SYSTEMS TRANSFORMATION

As part of Council's business system transformation project, the Governance Section worked closely with officers to progress ECM tasks in preparation for the transition of Council's business system to the Cloud. Using ECM Dashboards in Ci Anywhere, it was determined that there were 1017 tasks over four Departments requiring finalisation. This project was completed well ahead of schedule and the tasks were actioned accordingly.

Working with Business Systems, the Customer Service section has commenced the 'Customer Request Effectiveness Review Project' commencing in late 2020/2021. This project will be delivered primarily during 2021/2022 and will fully review, rethink and reimplement all business processes, system processes, data quality processes and reporting requirements in order to deliver a corporate, consistent, responsive and accountable Customer Request Process for Council.



# INFRASTRUCTURE DEPARTMENT

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

 <p><b>INFRASTRUCTURE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• General Manager Office</li> <li>• Infrastructure Support</li> <li>• Quality Assurance</li> <li>• Disaster Management</li> <li>• State Emergency Services</li> </ul>	 <p><b>INFRASTRUCTURE PLANNING</b></p> <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>	 <p><b>WORKS</b></p> <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>	 <p><b>WATER AND WASTEWATER</b></p> <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>
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## INFRASTRUCTURE MANAGEMENT

### Disaster Management

The Local Disaster Management Group (LDMG) had one disaster event from 2019/2020 financial year to 2020/2021 financial year under the *Disaster Management Act 2003 and Regulation 2014*, the COVID-19 pandemic. Queensland Health was lead agency.

The LDMG continued with preparedness and prevention functions as follows:

- Comprehensive rewrite of the new Local Disaster Management Plan (LDMP) and sub plans (see details below);
- Quarterly LDMG meetings in September and December 2020 and March 2021;
- LDMG Recovery sub-groups to encompass all sections of the community and include human-social, roads and transport / building and assets, environment and economic;
- Participation in Get Ready Week 2020/21 including the following activities:
  - Promotion of the Disaster Dashboard;
  - Jumbo Snakes and Ladders preparedness game;
  - Disaster Dashboard video played at the local cinema;
  - Gazebo Display;
  - 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:
- LGAQ Disaster Management Conference;
- Disaster Management Engagement Group meetings;
- WBBROC Resilience Committee meetings;
- Coordinating Teams Operating in Disaster Masterclass;
- Meteorology for Disaster Managers Masterclass;
- Gordonbrook Dam Emergency Action Plan Exercise;

### COVID-19 Pandemic continued in July 2020

South Burnett Regional Council was impacted by Coronavirus (COVID-19) and has taken a number of measures to protect the community and Council's

employees. Council has been working with various agencies including Queensland Health. The LDMG role is to ensure that support is provided to Queensland Health as the lead agency and ensure a whole government response for the community.

In response to the COVID-19 pandemic, regular meetings were held during July 2020 and August 2020 involving the LDMG, sub-groups and external agencies to collate information and advice and formulate an appropriate response and action plan to support the community. Council has also created a temporary Human, Social and Economic working group to combine the recovery efforts of the various sub-groups.

The pandemic is an ongoing event which the LDMG will continue to support as required.



### Get Ready Funding 2020/2021

Due to COVID-19 restrictions, we were unable to facilitate some of the attendance at the local shows or hold our Aged Care forum as scheduled in our Plan of Activities this financial year.

Therefore, the Get Ready funding was utilised by purchasing merchandise material for the community together with the purchase of Snakes and Ladders and a Get Ready marquee which will be taken to further community days and schools.



### Launch of Bunya Mountains Community Disaster Management Sub Plan

Representatives from Western Downs Regional Council and South Burnett Regional Council's Local Disaster Management Officers, QFES, Bunya Mountains Rural Fire Brigade, Bunya Mountains Queensland Parks & Wildlife and BMCAI collaborated on possible scenarios, current available resources, logistical issues such as telecommunications and difficult local terrain. The outcome was to create and implement a Local Disaster Management Sub-Plan for the Bunya Mountains community, which forms part of Council's Local Disaster Management Plans.

The South Burnett and Western Downs regions are vulnerable to extreme weather conditions including fire risk, and together saw great merit in developing a strategy and local emergency plan for identified vulnerable areas like Bunya Mountains to minimise risk.

South Burnett were successful in securing a grant through the Qld Bushfire Category C Flexible Funding Grants Program to assist with preparation, implementation and community education for the Bunya Mountains Community.

The South Burnett and Western Downs Disaster Management Officers, with QFES (RFS, FRS, SES) and QPS attended the launch of the plan at the Bunya Mountains to educate the community on preparation and resilience during disaster events.

The South Burnett & Western Downs Disaster Dashboard provides the public with one point of truth during natural disasters. The Disaster Dashboard feeds details from BOM, Ergon Energy, Queensland Traffic, Sunwater and Queensland Fires, and updates from the South Burnett Local Disaster Management Group.

### Comprehensive rewrite of the new Local Disaster Management Plan (LDMP) and sub plans

The Disaster Management team and LDMG has collaboratively embarked on a journey to redevelop the South Burnett Local Disaster Management Plan (LDMP) to deliver a modern, informative, understandable, succinct and useable plans. The LDMP will also become an interactive plan which will be located on Council's website following the adoption at the General Council meeting. The new LDMP and sub plans meet the requirements of legislation, regulations, guidance and frameworks associated with the Queensland Disaster Management Arrangements (QDMA).



### State Emergency Services (SES)

ROUTINE:	Hours
Equipment Maint & M'ment	39
Facility Maint & M'ment	38
Fund Raising	7
Induction	0
Joint Emergency Service Exercises	0
Media Activity	4
Meetings/Conferences	122
Peer Support	55
Public Education	104
Training Administration	0
Training Courses	147
Transport operations	0
Unit/Group Administration	300
Unit/Group Training	953
<b>Total</b>	<b>1769</b>

OPERATIONS:	Hours
AIMS/ICS	19
Assist Other	25.25
Assist QAS	0
Assist QFRS	0
Assist QPS	21.25
Chainsaw Operations	43.50
Communications	0
Debris Clean Up	2.25
Deployment Travel	0
Emergency Incident Site	20.50
Emergency Road Closure/Diversion	91
Flood Boat	16
Land Search	179
Road Crash Rescue	9
Sandbagging	68.75
Temporary repairs	76
Welfare	4.50
Working at heights	7
<b>Total</b>	<b>583</b>



## INFRASTRUCTURE PLANNING

The Infrastructure Planning Department acts as an internal technical service provider to Council asset owners. The team completes several different activities including, traffic counts, survey, design, project planning, speed reviews and assistance in managing and maintaining Council's many assets. As well as providing technical services, the Infrastructure Planning department also provides materials testing to internal and external clients from their in-house materials laboratory.

### 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 2020/2021, the asset team completed a comprehensive valuation of Council's Water and Wastewater assets. This followed on from the collection of Council's assets during the Maturing the Infrastructure Pipeline Project 2 (MIPP2). With this information, a new register was built in consultation with the asset owner

ensuring all fields relevant specifically to Water and Wastewater were captured. Mapping of these assets was updated from the condition assessment completed in the MIPP2 project of visible and accessible assets and through a review of ASCON plans. Asset Management Plans for Water and Wastewater were reviewed and updated from the new data. Desktop valuations were also completed for Buildings, Properties, Waste and Transport asset classes.

This year the asset team invested in an e-bike with both forward and back facing cameras to accommodate footpath inspections. The asset team collected all footpath imagery in the region with GPS coordinates allowing for post processing of data. During post processing, the asset team will be able to review all footpath attributes and conduct a full condition assessment. In future, combining this data with the transport asset maintenance program will allow for improvements with defect logging. This allows Council to responsibly manage their footpath assets throughout the asset lifecycle whilst planning for future replacements and provides an understanding of the level

of service required for pathways based on available budget.

Improvements to the mapping of assets continues to be a priority for the asset team. This year the asset team mapped all of Council's road assets with updated segments, hierarchy and chainages. Speed signs were added to our mapping files along with a full update of our school bus routes. Updates to the display of surface topography, stormwater assets and water assets in Council's map viewer allowed for better decision-making tools for the whole of Council. Providing this information to the relevant staff allows for appropriate reviews on levels of service, decision-making tools for customer requests and forward planning. Following on from last year's comprehensive valuations of Buildings, Parks, Land and Waste, the asset team updated all mapping files and created links to the Buildings maintenance system. Mapping was linked to the asset register improving completeness of the register and providing asset owners better access to review their assets.



**DESIGN**

The Infrastructure Planning Design team acts as an internal technical service provider to Council asset owners. The team undertakes many different actions including survey, design and planning for projects to enable Council to deliver on their promised financial year Capital works program for delivery throughout the region. 2020/2021 has been a productive year with the design and delivery of various operational, capital and externally funded infrastructure projects, such as:

- Murgon Anzac Memorial;
- Nanango Butter Factory Park carpark;
- Mercer Springgate Road, Nanango;
- Rural Road, Nanango; and
- Wheatlands State School carpark.

**ASSESSMENTS & GENERAL DESIGN CONDUCTED:**

ACTIVITY	NUMBER
Traffic Counts Completed	37
Project Planning Investigations	15
Detailed Designs Completed or Ongoing	62



**Design Highlights**

**STREETSCAPE PROJECTS**

In recent years the region has faced the challenges of prolonged drought, very low population growth and a relatively high social disadvantage. As part of the 2020/2021 Design program, major focus was put into advancing the design of our regional town's streetscapes for current and future funding opportunities and to leverage off the development of the Kingaroy Transformation Project (KTP). These streetscape projects will provide an opportunity to support the community in responding to these challenges while boosting community activation, opening up creative and business opportunities, and increase productivity into the future. Through careful and extensive planning and staged delivery of each individual town's project, the final constructed streetscapes are expected to drive economic growth, offering the South Burnett district the opportunity to emerge as a modern, vibrant regional area.



- Footpath reconstruction and surfacing on Coulson Street;
- Landscaping and raised planters;
- New safe pedestrian crossing and refuges;
- People with Disability Bays installed on Coulson Street and Muir Street;
- New kerb and channel along with upgraded line marking;
- Upgrades to Les Muller Park including installation of softfall, around playground equipment, new bike racks and footpath upgrades

Medians project is the first stage of redeveloping the centre medians on the Bunya Highway between River Road, Kingaroy and the roundabout on Scott Street, Wondai. The project includes a key aspect of asset renewal works, where the main purpose is to address the existing condition of the aged assets improving the southern Bunya Highway entrance into Kingaroy whilst reducing maintenance and long-term cost.

The Youngman Street Medians vision and intent is to provide landscape treatments that reflect the style of Kingaroy and its unique character and place within our South Burnett region. The desired outcome of the treatments is to ensure the rehabilitation of the medians and roundabouts provide a functional, attractive, and relatively low maintenance solution. The design selected for River Road Roundabout is aimed at providing an entry to the town from the southern Bunya Highway entrance, while subtly referencing the newly developed roundabout town entry at Rogers Drive on the D'Aguilar Highway.

Tree planting throughout the medians will 'cool the street' and provide a

**BLACKBUTT CBD STREETSCAPE**

The Blackbutt CBD Streetscape project is the first stage of redeveloping the infrastructure within Blackbutt and incorporating aspects of Les Muller Park and other community-based infrastructure. The project includes a key aspect of asset renewal works, rehabilitating the footpaths and kerb and channel as well as siting People with Disabilities (PWD) bays. Stage one (1) is valued at \$1.3 million and will deliver streetscape works on the following items:

Extensive community consultation has been undertaken by Council with the first of the community consultations being held in December 2020, running through to June 2021. The feedback received from both the community and businesses was mostly positive with a key focus on parking and disabled access within the CBD.

**YOUNGMAN STREET MEDIANS**

The proposed Youngman Street



leafy appeal, while the colour palette and materials will reflect the Kingaroy Transformation Project to give a cohesive and unified link between the two projects given the common boundary of both projects along Youngman Street, Kingaroy.

## WONDAI, KUMBIA & NANANGO CBD STREETSCAPES

Initial concept stage designs have commenced for Wondai, Kumbia and Nanango Streetscapes detailing project scopes, survey and landscape design. These concept plans have been developed to have 'shovel-ready' projects available for future funding opportunities as they become available in the capital, state or federal funding program space. These projects will be ready for when funding becomes available for construction, which will then reopen the detailed design and community consultation stages of each individual project.

## APPLICATION TO 2021/2022 BLACK SPOT PROGRAM

In July 2020, the Australian Federal Government opened applications for nominations of Black Spot locations for future funding in the 2021/2022 Black Spot Program. The Infrastructure Planning team investigated, compiled, and submitted a comprehensive application for funding to improve the safety of motorists utilising the roundabout at the Glendon and Markwell Street intersection in Kingaroy.

The application focused on documenting the concerns relating to the safety of the public in relation to the number of incidents and near misses that have occurred at the intersection. From crash history data, Glendon/Markwell Street intersection has had a high rate of incidents, with nine being reported since 1 June 2000. In development of the submission, a Road Safety Audit was conducted on the intersection to highlight the areas requiring improvement. The Road Safety Audit indicated that due to the presence of central parking areas and the flush nature of the roundabout apron, the current layout doesn't provide deflection for motorists on the approach and increases motorists tendency to proceed through the intersection at high speeds. It was also acknowledged that there is a perceived lack of warning or visual indications to inform motorists of the intersection on

approach.

Applications to this program were assessed on several criteria by a consultative panel of representatives drawn from community and road user groups, industry, Australian and local government, and state road and transport agencies. On June 11 2021, an announcement was made that South Burnett Regional Council were one of the 67 successful nominations and secured \$353,500 in funding for the Glendon/Markwell Street intersection.

This funding will be a significant investment aimed at improving the safety of road users and lower the frequency of crashes causing injuries within the South Burnett.

## KINGAROY TRANSFORMATION PROJECT

The Kingaroy Transformation Project (KTP) is the principal streetscape redevelopment for Council. During 2020/2021, the Infrastructure Planning Design team have finalised the detailed designs and the commencement of construction was celebrated with an official 'ground-breaking' ceremony on the 18 January 2021, with Mayor Brett Otto and Councillors, The Hon David Littleproud MP, local Members of Parliament, senior representatives from the Department of Transport and Main Roads, stakeholders and shop owners all partaking in the ceremony. The Infrastructure Planning Design team will continue to assist the KTP and construction teams with engineering design support to ensure successful delivery throughout the construction program.

During the process of design, significant attention has been directed at improving Kingaroy's inclusivity and accessibility throughout the CBD precinct as the South Burnett has the highest population of people with disability per capita when compared with all regions in Queensland. As part of the design, Council has provided increased on street Persons With Disability (PWD) and elderly / people with prams parking (green parks) for those who need it most. Inclusivity for all people is a major outcome of the project and will ensure that no person with a disability will need to travel more than 50m to any business within the CBD. This is a significant improvement on the current lack of available parking for people with disability as there is only a current total of four (4) existing PWD parking spaces, which do not meet current

standards. 15 new compliant, wider and flatter on street PWD parks will be introduced as part of the project. Council is also introducing eight (8) special "Green Bay Parking" for the elderly and patrons with prams. These parks will be located adjacent to disability parks and will share the kerb ramp access to the footpath. The KTP has been designed through consultation with APM, local disability support groups and independent reviews through an Inclusive Access Consultant, to ensure the project meets the needs of our community and current standards.

Council's vision for the KTP is to transform the town centre and provide opportunities for regional growth through incorporating 'future-proof' infrastructure. The project will build 'smart country' capacity into all infrastructure upgrades enabling businesses and residents to make the most of future technological advances.

'Future-Proofing' elements of the design are incorporated through:

- Enabling infrastructure for fibre-optic cabling that will increase internet capabilities and enhance future economic activity and employment opportunities;
- Ability to connect with the community and visitors through interactive mobile apps and technology offering information on Kingaroy and surrounding towns and villages;
- Enabling future capacity for a CBD Wi-Fi Network with the installation of technology capable infrastructure;
- Installation of an interactive and programmable feature lighting that has capacity to be used to support events such as Cancer Awareness/Are you Ok Day etc;
- Lower energy consumption, power offsets and simple maintenance through master planned systems and solar panels;
- CPTED - Crime Prevention Through Environmental Design including the installation of CCTV Network and lighting;
- Use of recycled water through an automated subsoil irrigation system; and
- Transfer of powerlines underground including the removal of all poles and replacement of legacy light poles.

Extensive community consultation has been held throughout the year

with major focus on design feedback and pre-construction programming, as well as momentous support being given to businesses in the CBD who are affected by construction during the initial, current, and upcoming stages. Business support and community consultation will continue throughout the project to address public needs and provide a platform for direct feedback to the KTP team.

Once complete, the KTP will connect the CBD and allow it to function more effectively by actively engaging our community, regenerating our economy and providing opportunities for the future. This project offers Kingaroy and the greater South Burnett Region an opportunity to emerge as a modern, vibrant regional community that will inspire tourists to visit and attract growth to our region.

### 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 in 2019 the urban package to design a number of intersections along the D'Aguilar Highway in Kingaroy, encompassing Harris Road, Knight, Duke, Prince and Evelyn Streets. Designs for these intersections have been submitted to DTMR and have been approved. Council has now progressed to Stage two (2) which involves the Early Works Package of the project. The Early Works Package details work that needs to be completed before the construction stage of the project can begin. As the project footprint is quite substantial, it affects multiple internal Council assets, as well as external assets owned by Ergon Energy. The Design team have successfully programmed and co-ordinated with the internal Water and Waste Water team and Ergon, and with their input, a cohesive and extensive proposal has been submitted to DTMR covering all aspects of the Early Works package. Upon successful negotiation, the completion of Stage two (2) Early Works, is to be completed over the 2021/2022 and 2022/2023 financial years.



KTP SOD Turning with Councillors



KTP SOD Turning with Infrastructure team

### STIP - MURGON STATE HIGH SCHOOL

The Murgon State High School line marking project was nominated for funding under the STIP (School Transport Infrastructure Program) to provide a revitalised carpark and crosswalk, as well as extending the footpath on the northern side of Dutton Street East for the safe travel of the school community.

Design for this project commenced in late 2020 and ready for construction in May 2021. Construction of the project finished in June 2021. With completion of the project, the high school students and community now have a safe and functional facility for the school.



STIP Murgon State High School

committed to providing high quality, reliable and timely results to the greater South Burnett for both internal and external clients. Over the 2020/2021 financial year, the Materials team have completed approximately 3000 tests over multiple disciplines, while complying with National Association of Testing Authorities, Australia (NATA) accreditation. Compliance with NATA accreditation guarantees that all tests carried out by the Materials Laboratory are in accordance with appropriate standards, and that the laboratory has been assessed against best international practice.

With construction starting on the long awaited Kingaroy Transformation Project (KTP), the Materials Laboratory technicians have been kept busy with daily testing for the KTP, in addition to numerous RoadTek jobs, such as Durong Mundubbera Highway, intersection upgrades between Kingaroy and Nanango on the D'Aguilar Highway and rehabilitation at Tingoorra on the Bunya Highway, while also maintaining their quality customer service to internal customers on various Council based projects.

It is because of the Materials Laboratory's upstanding reputation in the construction industry and competitive pricing, that the Standing Offer Arrangement between South Burnett Regional Council and Department of Transport and Main Roads for materials testing services was renewed for a further two (2) years until July 2023.

### MATERIALS LABRATORY

South Burnett Regional Council's Materials laboratory technicians are specialists in scientific testing solutions with NATA's worldwide accreditation. The Materials Laboratory are

## 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 \$21.2M for the financial year with a budgeted investment in roads and associated infrastructure of:

- **Maintenance**  
Road Maintenance \$6.7M
- **Construction**  
Roads, stormwater drainage, footpaths and bridges \$14.4M

### 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;
- Roads to Recovery Drought;
- Transport Infrastructure Development Scheme;
- Drought Communities Programme;
- Local Roads and Community Infrastructure;
- Building Better Regions Funding; and
- School Transport Infrastructure Program.

Construction works commenced or completed during the year included:

### UPGRADE TO SEALED ROAD STANDARD

- Benarkin - Williams Road (continuing)
- Nanango - Rural Road

### ROAD WIDENING / INTERSECTION UPGRADE

- Coolabunia - Petersen Drive
- Nanango - Mercer Springgate / Brights Road intersection upgrade

### ROAD RECONSTRUCTION

- Niagara Road - Boyneside



- Footpath Upgrades / pedestrian facilities upgrades
- Murgon - CBD footpath - Stage 3, Murgon High School Pedestrian Facilities
- Bunya Mountains - Bunya Avenue
- Kingaroy - Markwell Street, Haly Street, Tessmanns Road, Youngman Street
- Nanango - Burnett Street
- Kumbia - Bell Street

### DRAINAGE UPGRADE / KERB AND CHANNEL UPGRADE

- Proston - Hood Street
- Kingaroy - Alford Street
- Murgon - Cobb Street South
- Nanango - Gipps Street

### CAR PARKING

- Kingaroy - Alford Street Car Park
- Wondai - Dingo Creek Car Park
- Wheatlands - Wheatlands School set down area
- Nanango - Butter Factory Car Park Upgrade

- Bunya Mountains - Bunya Mountains Carpark Upgrade

### BRIDGE REHABILITATION

- Nanango - Nanango State School Pedestrian Bridge
- Blackbutt Taromeo - Pedestrian Bridge access Taromeo Creek
- Kingaroy - K.T Peters Bridge Guard Rail Replacement - River 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.

**Stalworth**

Back Creek Road, Range Road, Stalworth Road

**Abbeywood**

Basin Road, Cridlands Road, Speedwell Abbeywood Road

**Silverleaf**

Beers Road

**Taabingah**

Boonenne Ellesmere Road, Edenvale South Road

**Kingaroy**

Bunya Highway (parking lane), Edenvale North Road, Geritz Road, Moonya Street

**Memerambi**

Corndale Road

**Greenview**

Cushnie Road

**Booie**

Faughnans Road, Faulkner Road, Harchs Road, Smith Road

**Hivesville**

Gayndah Hivesville Road, Gwen Street, Johnson Street, Starr Street, Vaughan Street, Webb Street

**Nanango**

Greenwood Creek Road, Racecourse Road, Rural Road

**Murgon**

Heading Street - Footpath, Silverleaf Road

**Maidenwell**

King Road

**Kinleymore**

Kinleymore School Road

**Moffatdale**

Leddy Court, Verdelho Drive, Waterview Drive

**Tingoora**

Magnussens Road

**Mannuem**

Mannuem Road

**Cushnie**

McAllisters Road

**MP Creek**

MP Creek Road

**Speedwell**

Okeden Byanda Road

**Gordonbrook**

Weens Road

**GRAVEL RESHEETING**

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

**Ballogie**

Seiler Road

**Benair**

Reedy Creek Road

**Booie**

Harchs Road, Nystrom Road

**Chahpingah**

Burra Burri Road

**Charlestown**

Weckers Road

**Coolabunia**

Franklins Road

**Cushnie**

Morris Road

**Glan Devon**

Grindstone School Road

**Goodger**

Neale Road

**Hivesville**

Oberles Road

**Hodgleigh**

Lucas Road

**Johnstown**

Johnstown Road

**Kingaroy**

Ushers Road

**Kumbia**

Hancocks Road, Nollers Road

**Nanango**

Greenwood Creek Road, Rural Road

**Neumgna**

Maidenwell Upper Yarraman Road, Ryan Reagon Road, Tarong Yarraman Road

**Sandy Ridges**

Glenmore Road

**South East Nanango**

Old Yarraman Road

**Warnung**

Friebergs Road

**Wondai**

Hansens Road

**Wooroolin**

West Wooroolin Road

**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



PaveLiner



Grading of unsealed road



New town and village signs

## WATER AND WASTEWATER

### FUTURE PLANNING

The Total Asset Management Strategy (TAMS) Project, delivered by South Burnett Regional Council, provides a platform of detailed study and analysis to support the management of Council's major investment in water and wastewater infrastructure, address emerging issues and inform sustainable, long-term strategy.

This significant project has established a 30 year planning framework for the entirety of Council's owned water and wastewater infrastructure comprising of Gordonbrook Dam, weirs, bores, treatment plants, pump stations, reservoirs and reticulation networks for communities right across the South Burnett region. The project met aspects of all strategic priorities identified in Council's Corporate Plan.

Council was successful in securing State funding under the Maturing the Infrastructure Pipeline Program (MIPP2). The MIPP2 is a State Development, Infrastructure, Local Government and Planning Program that supports development of strong project pipelines that can be advanced from conceptual notions through to firm propositions. The completed TAMS project clearly meets this objective.

The project delivered numerous independent studies under dedicated project guidance ensuring integration with prior work and organisational knowledge as well as taking full advantage of significant concurrent studies. Studies addressed growth in demand, asset condition and projected renewal commitments, water security and financial sustainability. The over-

arching regional Asset Management Strategies for Water and Wastewater draw together all components and present recommendations in a format suited for consideration and adoption by Council. Importantly, financial recommendations guide Council's consideration of full cost pricing and sustainability.

From the results of the MIPP Council has produced a detailed forward works program identifying required projects in water and wastewater.

During budget deliberations Council has endorsed a program that will see \$75M in capital renewals and identified upgrades to water and wastewater networks across the region for the next ten (10) years.

Council staff have attended 1084 water requests in 2020/21

Water Supply Schemes	Population Served	Connections	Volume Water Supplied	Length of Water Mains	Number of Water Pump Stations	Number of Fire Hydrants
11	18673	9625	2300 ML per year	614 km	44	2162

Council staff have attended 129 sewer requests in 2020/21

Water Supply Schemes	Connections	Volume treated	Length of Sewer Mains	Number of Sewer Pump Stations	Number of Sewer Access Chambers
9	7283	1119 ML per year	244 km	25	4107

### OPERATIONS AND DELIVERIES

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 \$16.9M. Significant investment into the regions water and wastewater networks has continued during the 2020/2021 reporting period.

Water and Wastewater Capital Budget of \$9.8M.

#### WATER

Some of the major projects undertaken includes:

- Replacement Program 1000 water meters- 20/21
- SCADA and Cyber security upgrades
- Regional-Arc Flash Compliance
- Regional Water main replacement

#### WASTEWATER

Some of the major projects undertaken includes:

- Sewer main relining renewal program 2019/2020 & 2020/2021
- Wondai Recycled Water Treatment Plant commissioned and operating
- SCADA and Cyber security upgrades
- Regional-Arc Flash Compliance





Irrigator



Council Officer testing recycled water



Wondai Recycled Water Treatment Plant



KTP water main replacement



Oaten hay at irrigation farm

Statutory Information

# 2020/21 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 2020/2021 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 rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to Section 107 of the *Fire and Emergency Services Act 1990*).
  - b. the service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the region.
  - c. the time for implementing the overall plan is 1 year commencing 1 July 2020 and ending 30 June 2021.
  - d. the estimated cost of implementing the overall plan is \$217,000.
  - e. the level of contribution each brigade receives will be decided by the Local Area Rural Fire Services Committee.

This charge generated revenue of \$217,675.61 (\$219,086.69 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.

#### SEPARATE CHARGE - WASTE MANAGEMENT LEVY

That pursuant to Section 94 of the *Local Government Act*

#### RURAL FIRE LEVY ALLOCATION

Area	Allocation	Paid
Ballogie	5,000.00	5,091.55
Boole Rise	7,000.00	7,128.15
Brigooda	2,000.00	2,036.62
Brooklands	11,000.00	11,201.40
Bulkcamp	3,500.00	3,564.08
Bunya Mountains	9,000.00	9,164.77
Chahpingah	2,000.00	2,036.62
Cloyna	5,000.00	5,091.55
Coerty	4,500.00	4,582.39
Dangore	2,000.00	2,036.68
East Nanango	8,000.00	8,146.47
Glencoe	8,000.00	8,146.47
Gordonbrook	13,000.00	13,238.02
Ironpot	2,000.00	2,036.62
Kunioon Hodgeleigh	10,000.00	10,183.09
Maldenwell District	15,500.00	15,783.80
Malar Boole	7,000.00	7,128.15
McEuen	5,000.00	5,091.55
Mondure District	17,000.00	17,311.25
Rody Creek	2,000.00	2,036.62
Sandy Ridges	7,000.00	7,128.15
South Nanango	10,000.00	10,183.09
Speedwell	2,000.00	2,036.60
Stuart River	3,000.00	3,054.93
Tablelands	10,000.00	10,183.09
Taromeo	8,000.00	8,146.41
Waringa	2,000.00	2,036.60
Wattle Grove	2,000.00	2,036.62
Wattlecamp	12,500.00	12,728.85
Wooroolin	2,000.00	2,036.62
<b>Grand Total</b>	<b>\$197,000.00</b>	<b>\$200,606.81</b>
<b>Reserve Funds</b>	<b>20,000</b>	

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

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



- the area; and
3. rehabilitation of closed Waste Disposal sites.

The levy generated a total revenue of \$2,852,076 in the 2020/2021 reporting period.

#### SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION LEVY

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

The levy generated a total revenue of \$87,763 in the 2020/2021 reporting period.

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

That:

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

#### CONCESSION 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:

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

Assess. No	Owner	Property Description & Location
31384	GSR Silburn	Hebbel Dr, Tablelands
31598-1	A Bradley, C Ewart & I Hinricks	Bradleys Rd, Woorooden

#### 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	0	0
Service and other clubs	100	100	75	75	0
Show grounds	100	100	50	50	0
Race grounds	100	100	0	0	0
Museums, Theatres, Heritage	100	100	100	100	0
Sporting Groups & Associations	100	100	75	75	0
Charitable Organisations	100	100	0	0	0
Community Owned Halls	100	100	0	0	0

## Statutory Information

**COUNCILLOR'S REMUNERATION**

On 29 November 2019, 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 2020 are as follows:

- **Mayor** - the rate payable of \$133,196
- **Deputy Mayor** - the rate payable of \$83,247
- **Councillor** - the rate payable of \$70,759

For an overview of the tribunal's remuneration determination and its review of local government categories visit:

[https://www.localgovernment.qld.gov.au/\\_\\_data/assets/pdf\\_file/0016/45322/local-government-remuneration-commission-report-2019.pdf](https://www.localgovernment.qld.gov.au/__data/assets/pdf_file/0016/45322/local-government-remuneration-commission-report-2019.pdf)

**EXPENSES REIMBURSEMENT POLICY FOR COUNCILLORS****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, local government employees and Councillor advisors.

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 Councillors of South Burnett Regional Council ('Council').

This policy does not provide for Councillor remuneration as in accordance with the determination of the Local Government Remuneration Commission.

**3. 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.

**3.1. Payment of Expenses**

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:

- a mediator and/or investigator engaged under Council's Councillor Conduct Complaints Investigation Policy;
- 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 Chief Executive Officer ('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 the Councillor.

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.

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 Executive Services. 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 (incl. 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.

#### 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.

### 3.2. 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 Divisional 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 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 \$1,000 per annum to Councillors to offset the cost of mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For Councillors supplied

## Statutory Information

mobile telephone, Council will pay the monthly account to a maximum of \$1,000.

**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. Councillors must retain original logbook records for a minimum of five (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.

**4. DEFINITIONS**

**Council business:** means 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 Council business includes:

- a. preparing for, attending, and participating in Council meetings, committee meetings, Councillor Information Sessions and approved workshops, strategic briefings, and deputations; or
- b. meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions relating to Council business; or
- c. seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution or by Mayoral approval; or
- d. approved professional development opportunities (see Professional Development expense category section 3.3); or
- e. official functions organised by or on behalf of the local government;
- f. public meetings and other community events within the region such as presentation dinners, meetings with community groups, fetes, and carnivals; or
- g. as an official Council representative as per resolution or with the prior approval of the Mayor; or
- h. attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- i. attendance at events for the purpose of gathering of

information by a Councillor necessary to inform them of a matter of interest to Council or which properly falls within the responsibility of Council or in relation to the Councillor's portfolio; or

- j. other business as resolved by Council.

The following are not regarded as 'Council Business' by the attendance or participation as a community member:

- I. attending or participating in a community event, community group including service clubs, or being a representative on a Committee or Board;
- II. attendance at fundraising events;
- III. attendance at events organised by political parties

**Councillors** means the Mayor, Deputy Mayor and Councillors unless otherwise specified.

**Expenses** means 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** means the facilities deemed necessary to assist Councillors in their role.

**Reasonable** means Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

**5. LEGISLATIVE REFERENCE**

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Income Tax Assessment Act 1997 (Cth)*

**6. RELATED DOCUMENTS**

South Burnett Regional Council Councillor Code of Conduct Policy - Statutory001

South Burnett Regional Council Councillor Conduct Complaints Investigation Policy - Statutory028

**7. NEXT REVIEW**

As prescribed by legislation or June 2023

**COUNCIL MEETINGS AND MINUTES**

General Meetings of Council are held on the fourth Wednesday of every month unless otherwise advertised. Standing Committee Meetings are held on the first, second and third Wednesdays of the 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 2020/2021 to senior executives = \$976,429

#### 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 during the 2020/2021 financial year.

### COUNCILLOR'S STATEMENT OF INTEREST EXTRACTS

Pursuant to Section 295 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)(e) of the Regulation, no invitations were extended to change tenders under Section 228(8) 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 a complaints management process to deal with complaints received. Council aims to resolve all complaints within prescribed timeframes. Circumstances vary considerably between complaints, so it is not possible to establish a uniform timeframe for all complaints decisions.

Pursuant to Section 187 of the *Local Government Regulation 2012*, Council reports that 16 administrative action complaints were received through this process during 2020/2021 and the investigations were resolved by a suitably qualified staff member in accordance with policy. There was one (1) complaint carried forward from the 2019/2020 financial year.

Customers who are not satisfied with a complaint decision are able to lodge a request with the Chief Executive Officer for an internal review, if the CEO was not the decision maker in the original decision.

During the 2020/2021 financial year there were 15 administrative action complaints resolved by Council under the complaints 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 2020/2021.

### RIGHT TO INFORMATION (RTI)

In 2020/2021, Council's Corporate Services Branch dealt with five (5) applications under the *Right to Information Act 2009*.

Three (3) applications were completed within legislative timeframes. One (1) application was non-compliant and resulted in an outcome where information had already been provided. One (1) application, received in the previous financial year, was withdrawn by the applicant in the 2020/2021 financial year within legislative timeframes. One (1) application was referred to external review and was still open as of 30 June 2021.

### 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, one beneficial enterprise of the local government was conducted during the 2020/2021 financial year - South Burnett Community Hospital Foundation.

### SIGNIFICANT BUSINESS ACTIVITIES

Section 45 of the Act requires Council to identify significant business activities during the 2020/2021 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 2020/2021 year and the number of premises connected to a water service.

Council determines that of those Business Activities categorised as Other Business Activities in Table 1 below, the Business Activities that meet the Prescribed Business Activity status by nature of exceeding the threshold of \$340,000, in accordance with Section 39 of the *Local Government Regulation 2012*, have been separately identified in Table 2 below. Council resolved not to apply the Code of Competitive Conduct to any business activity in 2020/21 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 (Section 150DX *Local Government Act 2009*)
- Delegation Register (Section 260 *Local Government Act 2009*)

## Statutory Information

- Local Laws Register (Section 31 *Local Government Act 2009*)
- Roads Map and Register (Section 74 *Local Government Act 2009*)
- Dog Registry (Section 177 *Animal Management (Cats and Dogs) Act 2008*)
- Cemetery Register (Section 79 *Land Act 1994*)
- Registered Lobbyists Register (Section 49 *Integrity Act 2009*)
- Environmental Authorities Register (Section 540 *Environmental Protection Act 1994*)
- Asset Register (Section 104 (5)(b)(ii) *Local Government Act 2009*)
- Local Heritage Register (Section 113 of *Queensland Heritage Act 1992*)
- Permits and Inspection Certificates Register (Section 112 *Plumbing and Drainage Regulation 2019*)
- Testable Backflow Prevention Devices Register (Section 113 *Plumbing and Drainage Regulation 2019*)
- Greywater Use and On-site Sewage Facilities Register (Section 114 *Plumbing and Drainage Regulation 2019*)
- Show Cause and Enforcement Notices Register (Section 115 *Plumbing and Drainage Regulation 2019*)
- Notices Given Register (Section 251 *Building Act 1975*)
- Biosecurity Orders Register (Section 379 *Biosecurity Act 2014*)
- Planning Registers (Schedule 22 *Planning Regulation 2017*)
- Cost Recovery Fees (Section 98 *Local Government Act 2009*)
- Pre-Qualified Suppliers Register
- Corporate Risk Register
- Gifts and Benefits Register
- Information Private Breach Complaints Register
- Public Interest Disclosure Register
- Councillor Requests for Information Register
- Right to Information Disclosure Register
- Council Contracts over \$200,000 Register
- Administrative Action Complaints Register
- Legal Advice and Proceedings Register
- Fraud and Corruption Complaint Register
- Information Security Intrusions Register
- Process Anomalies Register

## 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 12 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 99.

**TABLE 1 - STATEMENT OF BUSINESS ACTIVITIES**

Business Activities	Operating Cost	Threshold (\$19 to LGR 2012)
<b>Water and Wastewater Combined Business Activity</b>		
Waste and Wastewater	9,504	10,000
Business Activities	Operating Costs	Threshold (\$19 to LGR 2012)
Caravan and Tourist Parks	\$1,451,805	\$9,700,000
Cemeteries	\$372,164	
Shops	\$1,134	
Community Housing	\$41,605	
Saleyards	\$171,049	
Waste	\$5,473,141	
Airport	\$265,093	
<b>Total</b>	<b>\$7,775,991</b>	

**TABLE 2 - PRESCRIBED BUSINESS ACTIVITIES**

Business Activities	Operating Costs	Threshold (\$39 to LGR 2012)
Caravan & Tourist Parks	\$1,451,805	\$340,000
Cemeteries	\$372,164	
Waste	5,473,141	
<b>Total</b>	<b>\$7,297,110</b>	

## Community Grants

### GRANTS TO COMMUNITY ORGANISATIONS

Pursuant to section 189 of the Regulation, Council must report a summary of expenditure on grants to community organisations. Council expended a total of \$114,040.40 on Community Grants for the 2020/2021 financial year.

### COMMUNITY EVENTS SPONSORSHIP

Organisation	Event	Amount Funded
Nanango Tourism & Development Association Inc. (NaTDA)	Nanango Family Christmas Carnival	\$2,000.00
South Burnett Gem & Fossicking Club	South Burnett Gem Show	\$2,650.00
Kumbia Race Club Inc.	Melbourne Cup / Kumbia Cup Race Day	\$2,000.00
Boondooma Dam Fish Stocking & Management Committee	Boondooma Dam Yellowbelly Family Fishing Competition 2021	* see note
Kumbia & District Memorial School of the Arts	Kumbia Christmas Carnival	\$1,000.00
South Burnett Endurance Riders	Endurance Ride	\$2,500.00
Murgon Junior Rugby League	Domestic Violence Round	\$3,000.00
South Burnett Mountain Bike Club	State Titles	\$2,000.00
Relay for Life Organising Committee	South Burnett Relay for Life	\$2,000.00
Bloomin Beautiful Blackbutt	Bloomin Beautiful Blackbutt Festival	\$3,000.00
South Burnett Reserve Forces Day Committee	South Burnett Reserve Forces Day 2021	\$750.00
<b>TOTAL</b>		<b>\$20,900.00</b>

\* The Boondooma Dam Fish Stocking & Management Committee had been approved for sponsorship to the value of \$2000, however due to COVID-19 the event was cancelled and therefore no sponsorship money was paid to this group

### HALLS - COMMUNITY HALL INSURANCE / PUBLIC HALL LIABILITY INSURANCE

Hall	Amount Funded
Tablelands Hall Committee	\$1,000.00
Kumbia & District Historical Society	\$920.00
Farmers Hall Inveralaw	\$1,000.00
Wooroolin Community Committee	\$1,000.00
Mondure Hall	\$1,000.00
Durong Community Hall	\$1,000.00
Queensland Dairy Heritage Museum	\$1,000.00
Kumbia & District Memorial School of the Arts	\$1,000.00
<b>TOTAL</b>	<b>\$7,920.00</b>



South Burnett Regional Council Annual Report 2020/2021

## Statutory Information

**AUSTRALIA DAY EVENTS**

Organisation	Amount Funded
Nanango Tourism & Development Association Inc. (NaTDA)	\$1,000.00
Kumbia & District Memorial School of Arts Inc.	* see note
Bloomin Beautiful Blackbutt	\$1,000.00
Boondooma Heritage Museum	\$1,000.00
Hivesville Progress Association	\$884.90
Kingaroy Christmas Carnival Committee	\$1,000.00
Nanango RSL Sub Branch	\$930.00
Queensland Dairy & Heritage Museum	\$1,000.00
Wondal Lions Club	\$1,000.00
<b>TOTAL</b>	<b>\$7,814.90</b>

\* The Kumbia & District memorial School of Arts Inc. had been approved for sponsorship to the value of \$1000, however due to COVID-19 the event was cancelled and therefore no sponsorship money was paid to this group

**ELITE YOUTH PERFORMANCE SPONSORSHIP**

Name	Event	Amount Funded
Lucy Turton	Cycling Australia National Mountain Bike Championships in Tasmania	\$500.00
Lachlan Zelinski	QTF Junior Broncos Team 16 Boys for Touch Football	\$500.00
Kayley Collins	Queensland Youth Development Squad for Touch Football	\$500.00
<b>TOTAL</b>		<b>\$1,500.00</b>

**HEALTHY COMMUNITIES SPONSORSHIP**

Organisation	Amount Funded	
South Burnett Rugby League	Beyond the Nest Development Camp	\$3,000.00
Nanango Tai Chi	Purchase PA Sound System	\$2,000.00
South Burnett Little Athletics	Top Dress High Jump Facility	\$3,000.00
South Burnett Western Performance Club	Come & Try/ Open Days	\$600.00
<b>TOTAL</b>		<b>\$8,600.00</b>

**REGIONAL ARTS DEVELOPMENT FUND (RADF)**

Recipient	Purpose	Amount Funded
Nanango Theatre Company Inc.	Nanango PlayFest 2021	\$3,000.00
Noosa Film Academy	Filmmaking Workshop Incursions	\$3,000.00
Kirstie Barganquast	Silversmithing Workshop	\$2,560.00
Robyn Dower	'Arts of Top 2021 Regional Arts Forum'	\$340.00
Kingaroy Regional Art Gallery	Celebrating the Art of Craft 2021	\$1,950.00
Nanango Theatre Company	Stand Up Comedy Workshop	\$3,000.00
<b>TOTAL</b>		<b>\$13,850.00</b>

**SCHOOL STUDENT AWARDS**

Organisation	Program	Amount Funded
St Mary's Catholic College	School Awards	\$300.00
Wondal State School	School Awards	\$300.00
<b>TOTAL</b>		<b>\$600.00</b>



## PROJECT PROGRAM ONE-OFF

Organisation	Project	Amount Funded
Blackbutt Primary P&C Association	Blackbutt State School Recycling Depot	\$3,000.00
Go Getta Girls Inc.	Support "Dead Cow Gully" Ultra Marathon	\$1,000.00
Kingaroy Men's Shed	Tooling for Woodworking and Fab Shop	\$1,000.00
Nanango History Room Inc.	Saving "The Times"	\$1,054.00
Queensland Country Women's Association Blackbutt Yarraman Branch	Garden Shed	\$1,897.00
Kumbia Tennis Association	Insurance & Audit Fees	\$1,800.00
Returned & Services League of Australia (QLD Branch) Murgon Sub-Branch Inc.	Welfare Drop-In Centre	\$3,000.00
Nanango RSL Sub-Branch Inc.	Taras Hall Restoration Project	\$2,337.50
Blackbutt & District Tourism & Heritage Association Inc.	Table & Shelter Setting	\$2,930.00
Queensland Dairy & Heritage Museum Murgon Inc.	"Castra" House Revamp	\$1,000.00
National Council of Women Queensland	South Burnett Regional Council Bursary	\$1,000.00
Lions Club of Nanango	Supply Hospital Beds Through Community Health	\$3,000.00
Agricultural Shows of the South Burnett	2021 Sub Chamber Finals Showgirl, Rural Ambassador and Dark Rich Fruitcake	\$1,600.00
Murgon Men's Shed	Building Maintenance & Security	\$1,200.00
The South Burnett Pantry	Advertising Letters and Reckon Fees	\$650.00
Wooroolin Hall Committee	Repair of Wooroolin Memorial Hall Ceiling	\$3,000.00
Eva's Place	Eva's Place Kingaroy Establishment Project	\$2,629.00
Bunya Mountains Community Association	Equipment	\$3,000.00
Proston QLD	Proston Park Run	\$3,000.00
Mondure District Rural Fire Brigade	Purchase and Install of Rainwater Tank	\$2,000.00
Kingaroy & District Vintage Machinery Club Inc	Old Hospital Canteen Building	\$3,000.00
Proston Scout Group	New Air-conditioning and Stove for Scout Den/Hall	\$2,200.00
Taabinga State School P&C	Secure Storage for Outdoor Equipment	\$693.00
Wondai Country Club	Security Camera System	\$3,000.00
Nanango Men's Shed	Computer Renewal	\$2,865.00
Barambah Beekeepers	Website Development	\$1,000.00
<b>TOTAL</b>		<b>\$52,855.50</b>



South Burnett Regional Council Annual Report 2020/2021

## Statutory Information



## IN-KIND SPONSORSHIP

Organisation	Project	In-Kind Services
Proston Car Rally	Kanacross/Burnouts	10 x Wheelie Bins
South Burnett Mountain Bike Club	Delivery and Supply of Deco	Delivery and Supply of Deco
Boondooma Museum & Heritage Association Inc.	Open Day, Boondooma Homestead	Supply of Skip Bins (1)
Proston Car Rally	Kanacross/Burnouts	10x Wheelie Bins
Kingaroy Christmas Carnival Committee	Christmas Markets	10 x Bollards
Nanango Sporting Association	Car Show & Shine	2 x Gazebo's
Kingaroy Men's Shed	Dinner Under the Stars	2 x Gazebo, 15 x Wheelie Bins, 1 x Skip Bin, 125 x chairs
Kumbia Campdraft	Kumbia Camp Draft	1 x 10m3 Skip Bin 20 x Wheelie Bins
Burrandowan Picnic Races	Burrandowan Picnic Races	2 x Skip Bins 30 x Wheelie Bins.
Proston Show Society	Proston Show	12 x Wheelie Bins 50 x Bollards 40 x Witches Hats 120m Bunting
Proston Campdraft	Proston Camp Draft	10 x Wheelie Bins Delivery and Collection of 1 x 10.0m3 Skip Bin
Wondai Regional Art Gallery	Wondai Running Festival	50 x Chairs, Extra Clean of McKell Park and 48Hr Stop Over
Wondai Neighbourhood Watch	Placement of Neighbourhood Watch Sign-age	Signage
Wondai Hospial Aux	Fete	Supply and Delivery of 50 x Chairs
Wondai Junior Rugby League	Mini Mods Carnival	1 x Skip Bin, 20 x Wheelie Bins, Bunting

### COUNCILLOR DISCRETIONARY FUND ALLOCATIONS

Council determined that for the 2020/2021 financial year each Councillor shall have a budget allocation for Councillor Discretionary Funds - the total amount allocated for the 2020/2021 financial year was \$28,000. 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 \$24,797.12 in Councillor Discretionary Funds during the 2020/21 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):



Mayor Otto and Councillor Frohloff with drawings from Nanango & District Kindergarten

#### MAYOR - CR BRETT OTTO

Organisation	Project	Amount
Nanango & District Kindergarten	Outdoor timber buddy bench	\$300.00
QCWA Kingaroy Branch	Building Improvements	\$300.00
Variety Special Children's Christmas Party	The Special Children's Christmas Party	\$300.00
Nanango Theatre Company Inc.	Hiring of Nanango Cultural Centre	\$500.00
Kumbia State School P&C	Kumbia State School Break Up Date	\$200.00
Creative Country Association	BBRF Application	\$1,000.00
Proston RSL Sub Branch	Anzac Breakfast	\$188.06
<b>TOTAL</b>		<b>\$2,788.06</b>

#### DIVISION 1 - CR ROZ FROHLOFF

Organisation	Project	Amount
Nanango & District Kindergarten	Sand & Mud Pit Covers	\$500.00
Nanango History Room Inc	History Research	\$500.00
South Burnett Caravan & Touring Club Inc.	Public Liability Insurance Assistance	\$250.00
Community Café Inc.	Food Licence Renewal	\$300.00
Nanango Theatre Company Inc.	Hiring of Nanango Cultural Centre	\$250.00
Nanango Netball Association	Donation towards Mowing of Grounds	\$100.00
Nanango Rugby League Club	Purchase of Line Marking aint	\$494.00
Nanango Senior Citizens	Hall Hire Fee Assistance	\$250.00
Working Equitation	Donation towards Equipment	\$950.00
SB Autism Support Group	Donation towards High Tea	\$200.00
Nanango Sporting Association	Donation towards Naming of Sportsground	\$200.00
<b>TOTAL</b>		<b>\$3,994.00</b>

## Statutory Information

**DIVISION 2 - CR GAVIN JONES (DEPUTY MAYOR)**

Organisation	Project	Amount
Benarkin State School P&C	Benarkin Rally	\$400.00
Maidenwell Quilters	Donation towards Insurance	\$483.46
Blackbutt Axeman & Sawyer Club	Donation towards Blackbutt Axeman & Sawyer Club 'Chop'	\$500.00
Blackbutt Cricket Club	Family Fun Day	\$1,000.00
Bloomin Beautiful Blackbutt Festival	Contribution towards FRRR Grant for Blackbutt Arts Strategy and Part-Time Arts Officer	\$500.00
Bloomin Beautiful Blackbutt Festival	Donation towards Avocado Statue	\$1,000.00
<b>TOTAL</b>		<b>\$3,883.46</b>

**DIVISION 3 - CR DANITA POTTER**

Organisation	Project	Amount
QCWA Kingaroy Branch	Building Improvements	\$328.00
Wondai Rifle Club	South Burnett District Rifle Association Prize Shoot	\$250.00
Kingaroy Touch Association	Donation towards Secure Watering System	\$330.00
Kingaroy Regional Art Gallery	Donation towards Art Gallery Openings	\$250.00
Sistas in Sync	Donation towards Resilience Program	\$500.00
SB Autism Support Group	Donation towards High Tea	\$400.00
South Burnett CTC	Donation towards Homeless Swags	\$1,000.00
Good Start Early Learning Centre	Donation towards Under 8's Day	\$400.00
Kingaroy Arts Team	Donation towards Art Piece	\$400.00
<b>TOTAL</b>		<b>\$3,858.00</b>



Councillor Danita Potter and Mayor Brett Otto at Kingaroy Regional Art Gallery Opening



Councillor Kirstie Schumacher with artist Martin Shaw at Kingaroy Regional Art Gallery

**DIVISION 4 - CR KIRSTIE SCHUMACHER**

Organisation	Project	Amount
Kingaroy Chamber of Commerce	Donation towards KCCI Business Breakfast	\$700.00
Kingaroy Touch Association	Donation towards Secure Watering System	\$330.00
Kingaroy Regional Art Gallery	Donation towards Art Gallery Openings	\$250.00
Sistas in Sync	Donation towards Resilience Program	\$500.00
Proston State School P&C	Donations towards Ag Team to the Ekka	\$500.00
Bloomin Beautiful Blackbutt Festival	Contribution towards FRRR Grant for Blackbutt Arts Strategy and Part-Times Arts Officer	\$500.00
SB Autism Support Group	Donation towards High Tea	\$400.00
<b>TOTAL</b>		<b>\$3,180.00</b>

Statutory Information



**DIVISION 5 - CR KATHY DUFF**

Organisation	Project	Amount
Creative Country Association Inc	Utilities	\$386.00
Wondai Rifle Club	South Burnett District Rifle Association Prize Shoot	\$250.00
Murgon State Primary School P&C	Bari Bari Outdoor Space	\$753.50
Kingaroy Touch Association	Donation towards Secure Watering System	\$330.00
Proston Lions Club	Australia Day Event	\$1,000.00
Murgon & District Tennis Association	Murgon Tennis Coaching Clinic	\$1,000.00
<b>TOTAL</b>		<b>\$3,719.50</b>



**DIVISION 6 - CR SCOTT HENSCHEN**

Organisation	Project	Amount
Kumbia Neighbourhood Watch Rural	Turning the Screws Event	\$250.00
Wondai Rifle Club	South Burnett District Rifle Association Prize Shoot	\$500.00
Kumbia Country Women's Association	Donation towards Payments of Rates	\$201.10
South Burnett Gem & Fossicking Club	First Aid and Resuscitation Courses	\$323.00
Proston Show Society	Donation towards Purchase of Chairs	\$550.00
QCWA - Wondai Branch	Donation towards Removal of Trees	\$750.00
Proston State School P&C	Donations towards Ag Team to the Ekka	\$500.00
Kumbia Kindy	Donation towards Service Aside Cricket Fundraiser	\$300.00
<b>TOTAL</b>		<b>\$3,374.10</b>

Statutory Information

# 2020/21 Financial Statements

For the financial year ended 30 June 2021



97 [southburnett.qld.gov.au](http://southburnett.qld.gov.au)

# Table of Contents

Statements of Comprehensive Income.....	99
Statements of Financial Position.....	100
Statements of Changes in Equity.....	101
Statements of Cash Flows.....	102
1. Information about these financial statements.....	103
2. Analysis of Results by Function.....	104
3. Revenue.....	106
4. Employee Benefits.....	108
5. Materials and Services.....	108
6. Finance Costs.....	109
7. Capital Expenditure.....	109
8. Cash and Cash Equivalents.....	109
9. Receivables.....	110
10. Inventories.....	110
11. Property, Plant and Equipment 30 June 2021.....	112
12. Intangible Assets.....	115
13. Contract Balances.....	116
14. Leases.....	117
15. Payables.....	118
16. Borrowings.....	119
17. Provisions.....	120
18. Other Liabilities.....	120
19. Asset Revaluation Surplus.....	121
20. Commitments for Expenditure.....	121
21. Contingent Liabilities.....	121
22. Superannuation.....	121
23. Trust Funds.....	122
24. Reconciliation of Result from Ordinary Activities to Net Cash Inflow/(Outflow) from Operating Activities.....	123
25. Reconciliation of Liabilities Arising from Finance Activities.....	123
26. Events Affecting the Reporting Period.....	123
27. Financial Instruments and Financial Risk Management.....	123
28. Transactions with Related Parties.....	124
Management Certificate.....	125
Independent Auditor's Report on the Audit of the Financial Report.....	126
Current-Year Financial Sustainability Statement.....	129
Certificate of Accuracy.....	130
Independent Auditor's Report on the Current Financial Year Sustainability Statement.....	131
Unaudited Long-Term Financial Sustainability Statement.....	134
Certificate of Accuracy.....	135
Acronyms.....	137
Feedback Form.....	138
Council Contact Details.....	140



## STATEMENTS OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2021

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates, Levies and Charges	3(a)	50,055,582	49,000,147	50,055,582	49,000,147
Fees and Charges	3(b)	5,886,364	4,110,350	5,886,364	4,110,350
Sales of Contract and Recoverable Works	3(c)	3,836,933	3,455,485	3,836,933	3,455,485
Grants, Subsidies, Contributions and Donations	3(d)	9,822,519	8,997,409	9,822,073	8,997,409
<b>Total Recurrent Revenue</b>		<b>69,601,398</b>	<b>65,563,391</b>	<b>69,600,952</b>	<b>65,563,391</b>
<b>Capital Revenue</b>					
Grants, Subsidies, Contributions and Donations	3(d)	12,323,459	8,460,239	12,323,459	8,460,239
<b>Total Capital Revenue</b>		<b>12,323,459</b>	<b>8,460,239</b>	<b>12,323,459</b>	<b>8,460,239</b>
Rental Income		548,630	555,331	495,064	528,284
Interest Received		638,212	957,583	638,201	957,433
Other Income		1,594,197	1,133,031	1,550,555	1,090,376
<b>Total Income</b>		<b>84,705,896</b>	<b>76,669,574</b>	<b>84,608,231</b>	<b>76,599,724</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Benefits	4	(24,363,633)	(23,745,066)	(24,363,633)	(23,745,066)
Materials and Services	5	(26,230,884)	(25,259,126)	(26,168,678)	(25,126,210)
Finance Costs	6	(1,868,229)	(2,024,345)	(1,868,228)	(2,024,340)
<b>Depreciation and Amortisation</b>					
Property, Plant and Equipment	11	(20,693,650)	(19,261,907)	(20,654,433)	(19,222,635)
Intangible Assets	12	(351,885)	(371,820)	(351,885)	(371,820)
Right-of-Use Assets	14	(31,059)	(35,853)	(31,059)	(35,853)
<b>Total Recurrent Expenses</b>		<b>(73,539,340)</b>	<b>(70,698,118)</b>	<b>(73,437,916)</b>	<b>(70,525,924)</b>
<b>Capital Expenses</b>	7	(5,141,584)	(11,874,205)	(5,141,584)	(11,874,205)
<b>Total Expenses</b>		<b>(78,680,924)</b>	<b>(82,572,322)</b>	<b>(78,579,500)</b>	<b>(82,400,129)</b>
<b>Net Result</b>		<b>6,024,972</b>	<b>(5,902,748)</b>	<b>6,028,731</b>	<b>(5,800,405)</b>
<b>Other Comprehensive Income</b>					
<b>Items that will not be Reclassified to Net Result</b>					
Increase/(Decrease) in Asset Revaluation Surplus	11	7,855,915	(36,501,239)	7,855,915	(36,501,239)
<b>Total Other Comprehensive Income for the Year</b>		<b>7,855,915</b>	<b>(36,501,239)</b>	<b>7,855,915</b>	<b>(36,501,239)</b>
<b>Total Comprehensive Income for the Year</b>		<b>13,880,887</b>	<b>(42,403,987)</b>	<b>13,884,646</b>	<b>(42,301,644)</b>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Statutory Information

## STATEMENTS OF FINANCIAL POSITION

### AS AT 30 JUNE 2021

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
<b>Current Assets</b>					
Cash and Cash Equivalents	8	41,193,921	47,614,022	41,003,341	47,404,602
Trade and Other Receivables	9	10,649,552	7,634,259	10,643,363	7,597,677
Inventories	10	712,987	780,158	712,987	780,158
Contract Assets	13	4,469,609	603,559	4,469,609	603,559
<b>Total Current Assets</b>		<b>57,026,069</b>	<b>56,631,998</b>	<b>56,829,300</b>	<b>56,385,996</b>
<b>Non-Current Assets</b>					
Trade and Other Receivables	9	1,072,077	1,306,115	1,072,077	1,306,115
Property, Plant and Equipment	11	866,565,980	853,048,385	866,344,262	852,787,451
Intangible Assets	12	6,266,487	8,292,967	6,266,487	8,292,967
Right-of-Use Assets	14	868,787	1,043,990	868,787	1,043,990
<b>Total Non-Current Assets</b>		<b>874,773,331</b>	<b>863,691,457</b>	<b>874,551,613</b>	<b>863,430,523</b>
<b>Total Assets</b>		<b>931,799,400</b>	<b>920,323,455</b>	<b>931,380,913</b>	<b>919,816,519</b>
<b>Current Liabilities</b>					
Trade and Other Payables	15	10,934,266	10,115,396	10,919,014	10,027,183
Contract Liabilities	13	968,415	1,257,667	968,415	1,245,938
Lease Liabilities	14	21,740	24,260	21,740	24,260
Borrowings	16	3,013,874	2,877,630	3,013,874	2,877,630
Provisions	17	3,815,255	3,577,157	3,815,255	3,577,157
Other Liabilities	18				
<b>Total Current Liabilities</b>		<b>18,753,550</b>	<b>17,852,110</b>	<b>18,738,298</b>	<b>17,752,168</b>
<b>Non-Current Liabilities</b>					
Contract Liabilities	13		26,044		26,044
Lease Liabilities	14	868,951	1,031,819	868,951	1,031,819
Borrowings	16	30,535,540	33,657,866	30,535,540	33,657,866
Provisions	17	13,447,850	13,400,910	13,447,850	13,400,910
Other Liabilities	18				
<b>Total Non-Current Liabilities</b>		<b>44,852,341</b>	<b>48,116,639</b>	<b>44,852,341</b>	<b>48,116,639</b>
<b>Total Liabilities</b>		<b>63,605,891</b>	<b>65,968,749</b>	<b>63,590,639</b>	<b>65,868,807</b>
<b>Net Community Assets</b>		<b>868,193,509</b>	<b>854,354,706</b>	<b>867,790,274</b>	<b>853,947,712</b>
<b>Community Equity</b>					
Asset Revaluation Surplus	19	435,309,599	427,453,684	435,309,599	427,453,684
Retained Surplus / Deficiency		432,883,910	426,901,022	432,480,675	426,494,028
<b>Total Community Equity</b>		<b>868,193,509</b>	<b>854,354,706</b>	<b>867,790,274</b>	<b>853,947,712</b>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

## STATEMENTS OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2021

Consolidated		Asset Revaluation Surplus	Retained Surplus	Total Equity
	Note	\$	\$	\$
	19			
Balance as at 1 July 2020		427,453,684	426,901,022	854,354,706
Net Operating Result			6,024,972	6,024,972
Release of Restricted Cash			(42,084)	(42,084)
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		7,855,915		7,855,915
<b>Total Comprehensive Income for the Year</b>		<b>7,855,915</b>	<b>5,982,888</b>	<b>13,838,802</b>
Balance as at 30 June 2020		435,309,599	432,883,910	868,193,509
Balance as at 1 July 2019		463,994,923	431,592,819	895,587,741
Adjustment on Initial Application of AASB 15 / AASB 1058			(810,951)	(810,951)
Net Operating Result			(5,902,748)	(5,902,748)
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		(36,501,239)		(36,501,239)
<b>Total Comprehensive Income for the Year</b>		<b>(36,501,239)</b>	<b>(5,091,797)</b>	<b>(41,593,037)</b>
Balance as at 30 June 2020		427,453,684	426,901,022	854,354,706

Council		Asset Revaluation Surplus	Retained Surplus	Total Equity
	Note	\$	\$	\$
	19			
Balance as at 1 July 2020		427,453,684	426,494,028	853,947,712
Net Operating Result			6,028,731	6,028,731
Release of Restricted Cash			(42,084)	(42,084)
Other Comprehensive Income for the Year				
Increase/(Decrease) in Asset Revaluation Surplus		7,855,915		7,855,915
<b>Total Comprehensive Income for the Year</b>		<b>7,855,915</b>	<b>5,986,647</b>	<b>13,842,562</b>
Balance as at 30 June 2020		435,309,599	432,480,679	867,790,278
Balance as at 1 July 2019		463,994,923	431,470,167	895,465,090
Adjustment on Initial Application of AASB 15 / AASB 1058			824,266	824,266
Net Operating 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)
<b>Total Comprehensive Income for the Year</b>		<b>(36,501,239)</b>	<b>(4,976,139)</b>	<b>(41,477,378)</b>
Balance as at 30 June 2020		427,453,684	426,494,028	853,947,712

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Statutory Information

## STATEMENTS OF CASH FLOW

### FOR THE YEAR ENDED 30 JUNE 2021

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
<b>Cash Flows from Operating Activities</b>					
Receipts from Customers		64,809,712	63,314,651	64,729,557	63,254,752
Payments to Suppliers and Employees		60,037,343	(52,234,883)	(59,884,326)	(52,035,224)
		4,772,369	11,079,768	4,845,231	11,219,528
Interest Received		638,212	957,583	638,201	957,433
Rental Income		548,630	492,042	495,064	492,042
Non-Capital Grants and Contributions		9,822,519	8,997,409	9,822,073	8,997,409
Finance Costs		(1,698,045)	(1,981,302)	(1,698,044)	(1,981,297)
<b>Net Cash Inflow (-Outflow) from Operating Activities</b>	24	14,083,685	19,545,500	14,102,525	19,685,115
<b>Cash Flows from Investing Activities</b>					
Payments for Property, Plant and Equipment		(30,613,548)	(26,858,846)	(30,613,548)	(26,858,846)
Payments for Intangible Assets		(25,130)	(43,775)	(25,130)	(43,775)
(Advances)/Repayments of Loans to other Entities		2,400	2,400	2,400	2,400
Proceeds from Sale of Property, Plant and Equipment		816,359	963,423	816,359	963,423
Grant, Subsidies, Contributions and Donations		12,323,459	8,460,239	12,323,459	8,460,239
<b>Net Cash Inflow (-Outflow) from Investing Activities</b>		(17,496,460)	(17,476,560)	(17,496,460)	(17,476,560)
<b>Cash Flows from Financing Activities</b>					
Proceeds from Borrowings		-	-	-	-
Repayments from Borrowings		(2,986,082)	(2,849,274)	(2,986,082)	(2,849,274)
Repayments made on leases (principal only)		(21,244)	(23,764)	(21,244)	(23,764)
<b>Net Cash Inflow (-Outflow) from Financing Activities</b>	25	(3,007,326)	(2,873,038)	(3,007,326)	(2,873,038)
<b>Net Increase (-Decrease) In Cash and Cash Equivalents Held</b>		(6,420,101)	(804,098)	(6,401,261)	(664,483)
<b>Cash and Cash Equivalents at the Beginning of Financial Year</b>		47,614,022	48,418,120	47,404,602	48,069,086
<b>Cash and Cash Equivalents at End of Financial Year</b>		41,193,921	47,614,022	41,003,341	47,404,602

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

# NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 30 JUNE 2021

### 1. Information about these financial statements

#### 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 2020 to 30 June 2021 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 as applicable for non-for-profit entities.

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.

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 statements 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

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2020. None of the standards had a material impact on reported position, performance and cash flows.

#### 1.D Standards Issued by the AASB Not Yet Effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2021. These standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a material impact for Council then further information has been provided in this note.

While Council will align with any changes in AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current and associated standards and AASB 2020-3 Amendments to Australian Accounting standards - Annual Improvements 2018-2020 and Other Amendments 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 - Revenue Recognition

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 unless stated otherwise.

Comparative information is generally restated for reclassifications, errors, and changes in accounting policies unless transition rules in a new Accounting Standard permits an alternative option. Comparative information is prepared on the same basis as prior year.

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

#### Statutory Information

such as training, attraction familiarisation tours, meeting requirements, workshops and associated events.

While amounts 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 due to the value not being material.

#### 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

The effect on South Burnett Regional Council as a result of COVID-19 for the financial year was minimal. While some of the tourist facilities were closed until August 2020, no significant financial impacts were seen on the Statement of Comprehensive Income as these tourist parks exceeded budget for the 2020-2021 year.

### 2. Analysis of Results by Function

#### 2.A Statement of Compliance

The activities relating to the Council's components reported on In Note 2B are as follows:

##### Organisational Excellence

*An organisation that is characterised 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 function's 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 2021 Functions	Gross Program Income			Gross Program Expenses			Total Expenses	Net Result from Recurrent Operations	Net Results	Assets	
	Recurrent		Capital	Recurrent		Capital					
	Grants	Other	Grants	Other	Grants	Other					
	2020	2021	2021	2021	2020	2021	2021	2021	2020	2021	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Organisational Excellence	6,975,316	29,899,504	4,441,240	-	41,316,060	6,128,222	3,361,523	9,489,745	30,746,598	31,826,315	99,799,936
Enhancing Our Community	1,618,575	422,345	-	-	2,040,920	5,024,004	-	5,024,004	(2,983,084)	(2,983,084)	20,022,219
Growth and Opportunity	33,422	3,317,363	26,357	-	3,377,142	3,537,032	-	3,537,032	(186,247)	(159,890)	63,836,220
Our Environment	344,612	6,901,698	-	-	7,246,310	13,579,228	-	13,579,228	(6,332,918)	(6,332,918)	9,793,198
Infrastructure	850,148	21,921,789	7,855,862	-	30,627,799	45,169,430	1,780,061	46,949,491	(22,397,493)	(16,321,692)	737,929,340
Total Council	9,822,073	62,462,699	12,323,459	-	84,608,231	73,437,916	5,141,584	78,579,500	(1,153,144)	6,028,731	931,380,913
Controlled Entity Net of Eliminations	445	97,219	-	-	97,665	101,424	-	101,424	(8,759)	(8,759)	418,487
Total Consolidated	9,822,519	62,559,918	12,323,459	-	84,705,896	73,539,339	5,141,584	78,680,924	(1,156,903)	6,024,972	931,799,400
Year Ended June 2020 Functions	Gross Program Income			Gross Program Expenses			Total Expenses	Net Result from Recurrent Operations	Net Results	Assets	
	Recurrent		Capital	Recurrent		Capital					
	Grants	Other	Grants	Other	Grants	Other					
	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Organisational Excellence	7,752,255	29,848,904	4,100,269	-	41,701,428	6,005,417	3,361,523	4,543,301	10,550,718	31,150,710	74,031,756
Enhancing Our Community	492,805	357,695	-	-	850,499	2,327,316	-	2,327,316	(1,476,817)	(1,476,817)	8,670,354
Growth and Opportunity	79,449	1,789,479	89,390	-	1,958,318	3,519,663	-	3,519,663	(1,650,735)	(1,561,345)	57,178,430
Our Environment	35,350	6,068,248	-	-	6,103,598	10,241,396	-	10,241,396	(4,137,798)	(4,137,798)	17,226,918
Infrastructure	697,550	21,077,751	4,270,560	-	23,085,861	48,432,133	7,328,904	55,761,037	(26,716,852)	(29,775,156)	762,709,079
Total Council	8,997,409	59,142,076	8,460,239	-	76,599,724	70,525,924	11,874,205	82,400,129	(2,386,440)	(5,809,405)	919,816,519
Controlled Entity Net of Eliminations	-	69,851	-	-	69,851	172,193	-	172,193	(102,343)	(102,343)	506,936
Total Consolidated	8,997,409	59,211,927	8,460,239	-	76,669,574	70,698,118	11,874,205	82,572,322	(2,488,782)	(5,902,748)	920,323,455

2020-21 ANNUAL REPORT

## Statutory Information

## 3. Revenue

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>(a) Rates, Levies and Charges</b>				
Rates and annual charges are recognised as revenue at 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	32,080,428	31,654,324	32,080,428	31,654,324
Separate Rates	2,943,125	2,643,396	2,943,125	2,643,396
Water	7,135,786	6,949,331	7,135,786	6,949,331
Water Consumption, Rental and Sundries	3,856,752	3,809,331	3,856,752	3,809,331
Sewerage	6,504,000	6,338,746	6,504,000	6,338,746
Waste Management	2,539,946	2,480,751	2,539,946	2,480,751
<b>Total Rates and Utility Charge Revenue</b>	<b>55,060,037</b>	<b>53,875,879</b>	<b>55,060,037</b>	<b>53,875,879</b>
Less: Discounts	(4,191,814)	(4,068,786)	(4,191,814)	(4,068,786)
Less: Pensioner Remissions	(812,641)	(806,946)	(812,641)	(806,946)
	50,055,582	49,000,147	50,055,582	49,000,147

**(b) Fees and Charges**

Revenue arising from fees and charges are recognised at the point in time when 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 is recognised at the time that the licence is granted rather than the term of the licence.

**(c) Sales and Revenue**

Sale of goods is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the services are rendered.

Revenue from contracts and recoverable works generally consists of the recoupment of material costs incurred 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. 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.



**(d) Grants, Subsidies, Contributions and Donations****Grant Income under AASB 15**

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 in each agreement but include events and delivering of a specified program. 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, revenue is recognised using either costs or time incurred.

**Grant Income under AASB 1058**

Where Council receives an asset for significantly below fair value, the asset is recognised at fair value. related liability (or equity items) are recorded and income then is recognised for any remaining asset value at the time that the asset is received.

**Capital Grants**

Where Council receives funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is complete.

For construction projects, this is generally as the construction progresses in accordance with costs incurred.

**Donations and Contributions**

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.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

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 Council obtains control of the asset 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 \$1,500) are recognised as non-current assets. Those below the thresholds are recorded as expenses.

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>Operating</b>				
General Purpose Grants	6,623,712	7,481,371	6,623,712	7,481,371
State Government Subsidies and Grants	2,278,073	1,331,353	2,278,073	1,331,353
Commonwealth Government Subsidies and Grants	872,503	148,235	872,503	148,235
Contributions and Donations	48,231	36,449	47,785	36,449
	9,822,519	8,997,409	9,822,073	8,997,409
<b>Capital</b>				
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	4,541,189	4,168,244	4,541,189	4,168,244
Commonwealth Government Subsidies and Grants	4,951,622	2,920,775	4,951,622	2,920,775
Contributions and Donations	2,830,648	1,371,220	2,830,648	1,371,220
	12,323,459	8,460,239	12,323,459	8,460,239
<b>Timing of Revenue Recognition for Grants, Subsidies, Contributions and Donations</b>				
Grants and Subsidies	2,278,073	1,331,353	2,278,073	1,331,353
Contributions and Donations	48,231	36,449	47,785	36,449
	9,822,519	8,997,409	9,822,073	8,997,409

## Statutory Information

**4. Employee Benefits**

Employee benefit expenses are recorded when the service has been provided by the employee.

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
Total Staff Wages and Salaries		19,841,223	19,642,569	19,841,223	19,642,569
Councillors' Remuneration		697,920	680,745	697,920	680,745
Termination Benefits		52,041	-	5,041	-
Annual, Sick and Long Service Leave Entitlements		3,296,225	3,023,821	3,296,225	3,023,821
Superannuation	22	2,554,336	2,461,108	2,554,336	2,461,108
		26,441,745	25,808,243	26,441,745	25,808,243
Other Employee Related Expenses		58,882	660,396	588,882	660,396
		27,030,627	26,468,640	27,030,627	26,468,640
Less: Capitalised Employee Expenses		(2,666,994)	(2,723,574)	(2,666,994)	(2,723,574)
		24,363,633	23,745,066	24,363,633	23,745,066

Councillor remuneration represents salary, superannuation contributions and other allowances paid in relation to the carrying out of their duties.

**5. Materials and Services**

Expenses are recorded on an accruals basis as Council receives the goods or services,

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
Advertising and Marketing		322,478	238,683	322,478	238,683
Administration Supplies and Consumables		244,608	229,159	244,608	229,159
Audit of Annual Financial Statements by the Auditor - General of Queensland		156,408	161,239	150,908	156,989
Communications and IT		1,328,455	1,290,538	1,328,455	1,290,538
Consultants		2,027,734	1,691,503	2,027,734	1,691,503
Contractors		10,618,325	9,672,593	10,671,876	9,671,053
Donations and Community Grants		533,778	503,442	533,778	503,442
Insurance and Legal Services		1,412,604	1,364,749	1,412,604	1,364,749
Rates Payable		586,069	642,156	586,069	642,156
Repairs and Maintenance		4,177,560	4,699,139	(4,175,832)	4,623,546
Subscriptions and Registrations		226,599	244,798	226,599	244,798
Travel		13,860	14,125	13,860	14,125
Power		1,96,599	2,118,064	1,913,139	2,066,531
Waste Levy Payable - Commercial		309,042	293,599	309,042	293,599
Water Consumption		1,483,231	1,156,211	1,483,231	1,156,211
Other Materials and Services		768,534	939,128	768,465	939,128
		26,230,884	25,259,126	26,168,678	25,126,210

## 6. Finance Costs

	Note	Consolidated		Council	
		2021	2020	2021	2020
		\$	\$	\$	\$
Finance Costs Charged by the Queensland Treasury Corporation		1,596,956	1,736,442	1,596,956	1,736,442
Bank Charges		69,078	55,919	69,077	55,914
Impairment of Receivables		8,203	52,080	8,203	52,080
Interest on Leases		23,808	28,286	23,808	28,286
Quarry Rehabilitation- Discounting	17	7,162	(59,319)	7,162	(59,319)
Refuse Restoration- Discounting	17	163,022	102,362	163,022	102,362
Other Costs - Land Tax Paid			108,574		108,574
		<b>1,868,229</b>	<b>2,024,345</b>	<b>1,868,228</b>	<b>2,024,340</b>

## 7. Capital Expenditure

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>Gain/(Loss) on Disposal of Plant and Equipment</b>				
Proceeds on Disposal	561,118	185,425	561,118	185,425
Less: Book Value of Assets Disposal	(354,220)	(219,311)	(354,220)	(219,311)
	<b>206,898</b>	<b>(33,886)</b>	<b>206,898</b>	<b>(33,886)</b>
<b>Gain/(Loss) on Disposal of Land</b>				
Proceeds on Disposal	561,118	185,425	561,118	185,425
Less: Book Value of Assets Disposal	(354,220)	(219,311)	(354,220)	(219,311)
	<b>206,898</b>	<b>(33,886)</b>	<b>206,898</b>	<b>(33,886)</b>
<b>Gain/(Loss) on Write-Off of Infrastructure and Building Assets</b>				
Proceeds on Disposal	116,013	-	116,013	-
Loss on Write-Off of Infrastructure and Building Assets	(3,748,998)	(10,497,137)	(3,748,998)	(10,497,137)
	<b>(3,632,985)</b>	<b>(10,497,137)</b>	<b>(3,632,985)</b>	<b>(10,497,137)</b>
<b>Gain/(Loss) on Write-Off of Intangibles</b>				
Proceeds on Disposal	(1,699,725)	-	(1,699,725)	-
Loss on Write-Off of Intangibles	(1,699,725)	-	(1,699,725)	-
<b>Total Capital Expenditure</b>	<b>(5,141,584)</b>	<b>(11,874,205)</b>	<b>(5,141,584)</b>	<b>(11,874,205)</b>

## 8. 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.

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Cash at Bank and On Hand	2,650,444	6,300,752	2,459,864	6,091,333
Deposits at Call	38,543,477	41,313,270	38,543,477	41,313,270
Term Deposits	-	-	-	-
Balance per Statement of Financial Position	41,193,921	47,614,022	41,003,341	47,404,602
Less Bank Overdraft	-	-	-	-
Balance per Statement of Cash Flows	41,193,921	47,614,022	41,003,341	47,404,602

Council is exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio investing in a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", the likelihood of the counterparty not having capacity to meet its financial commitments is low.

Photo courtesy of South Burnett Council

## Statutory Information

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Cash and Cash Equivalents	41,193,921	47,61,022	41,003,341	47,404,602
Less: Externally Imposed Restriction on Cash	5,366,833	6,773,671	5,366,833	6,773,671
Unrestricted Cash	35,827,088	40,840,351	35,636,508	40,630,931

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:

(i) Externally Imposed expenditure restrictions at the reporting date relate to the following cash assets:

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Unspent Government Grants and Subsidies	-	-	-	-
Unspent Developer Contributions	4,556,587	4,598,671	4,556,587	4,598,671
Unspent Loan Monies	810,246	2,175,000	810,246	2,175,000
Total Externally Imposed Restrictions on Cash Assets	5,366,833	6,773,671	5,366,833	6,773,671

(ii) Internal allocations of cash at the reporting date

Internal allocations of cash may be lifted by a Council with a resolution

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Future Capital Works	20,669,940	20,392,953	20,669,940	20,392,953
Future Recurrent Expenditure	988,873	1,387,645	988,873	1,387,645
Total Internally Allocated Cash	21,658,813	21,780,598	21,658,813	21,780,598

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 term credit rating of'

Banking Institution	Short Term	Long Term
QTC	A-1+	AA+
CBA	A-1+	AA-

### 9. Receivables

Receivables, loans and advances are amounts owed to Council at year end and 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.

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.

Receivables are measured at amortised cost which approximates to fair value at reporting date. Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

Debts are being regularly assessed for collectability and allowance is made, where appropriate, for impairment. Debts that have been declared bad and uncollectible by Council have been written-off at 30 June 2021. If an amount is recovered in a subsequent period, it is recognised as revenue in that period.

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 8.53% per annum. No interest rates charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees, and other debtor's receivable.

	Consolidated		Council	
	2021	2020	2021	2020
<b>Current</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rateable Revenue and Utility Charges	5,310,330	5,775,862	5,310,330	5,775,862
Other Debtors	3,669,015	914,207	3,662,826	883,270
Less Provision for Impairment of Receivables	(140,407)	(137,074)	(140,407)	(137,074)
GST Recoverable	451,820	548,167	451,820	542,522
Loans and Advances to Community Organisations	2,400	2,400	2,400	2,400
Prepayments	1,356,394	530,696	1,356,394	530,696
	10,649,552	7,634,259	10,643,363	7,597,677
<b>Non-Current</b>				
Rateable Revenue and Utility Charges	1,067,277	1,298,915	1,067,277	1,298,915
Loans and Advances to Community Organisations	4,800	7,200	4,800	7,200
	1,072,077	1,306,115	1,072,077	1,306,115

#### Accounting Policies - Grouping

Accounting for impairment losses is dependent upon the individual group of receivables subject to impairment. The loss allowance for grouped receivables reflects lifetime expected credit losses and incorporates reasonable and supportable forward looking information. Economic changes impacting debtors, and relevant industry data form part of the impairment assessment.

	Consolidated		Council	
	2021	2020	2021	2020
<b>Movement in Accumulated Impairment Losses as follows</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Balance at 1 July	137,074	255,260	137,074	255,260
Less: Debts Written-Off During the Year	(4,870)	(170,266)	(4,870)	(170,266)
Additional Impairments Recognised	8,203	52,080	8,203	52,080
Less: Impairments Reversed				
Closing Balance as at 30 June	140,407	137,074	140,407	137,074

#### 10. Inventories

Stores and raw materials are valued at the lower of cost or net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of average cost.

Inventories held for distribution are:

- Goods to be supplied at no or nominal charge, and
- Goods to be used for the provision of services at no or nominal charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

	Consolidated		Council	
	2021	2020	2021	2020
<b>Inventories Held for Distribution</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Plant and Equipment Stores	712,987	780,158	712,987	780,158
	712,987	780,158	712,987	780,158
Total Inventories	140,407	137,074	140,407	137,074

Statutory Information

11. Property, Plant and Equipment

Consolidated - 30 June 2021		Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work In Progress	Total
	Fair Value	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	
<b>Asset Values</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2020	35,636,000	152,363,923	29,590,056	661,194,857	175,448,736	116,966,217	8,966,297		1,150,195,126
Additions/ Transfers from Work In Progress	80,000	3,661,939	3,112,987	12,556,312	3,420,854	2,458,100	(25,271,152)		
Additions to Work In Progress - Renewals	-	-	-	-	-	-	-	-	-
Additions to Work In Progress - New/Upgrade	-	-	-	-	-	-	-	-	-
Disposals	(210,000)	(1,268,544)	(63,856,973)	(3,967,940)	(793,214)	-	-	7,746,471	(9,576,570)
Revaluation Adjustment to Asset Revaluation Surplus	242,200	2,056,609	17,687,071	11,656,418	34,272,948	2,856,698	-	-	51,124,892
Transfers Between Classes	-	(83,937)	(39,511)	83,937	-	-	-	-	(38,811)
<b>Closing Gross Value as at 30 June 2021</b>	<b>35,748,200</b>	<b>155,759,651</b>	<b>29,260,493</b>	<b>681,514,484</b>	<b>212,343,324</b>	<b>122,312,015</b>	<b>14,368,502</b>		<b>1,252,362,976</b>
<b>Accumulated Depreciation and Impairment</b>									
Opening Balance as at 1 July 2020	-	63,513,393	17,687,071	18,927,270	52,941,170	3,672,836	-	-	327,146,740
Depreciation Expense	-	3,581,509	2,489,484	16,463,519	2,320,101	1,839,037	-	-	20,693,659
Depreciation on Disposals	-	(650,993)	(2,982,391)	(1,427,792)	(351,171)	-	-	-	(9,312,323)
Revaluation Adjustment to Asset Revaluation Surplus	19	-	-	24,414,770	18,854,188	-	-	-	43,268,958
Transfers Between Classes	-	(27,902)	-	27,902	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2021</b>	<b>-</b>	<b>66,516,002</b>	<b>17,194,164</b>	<b>169,342,899</b>	<b>79,334,870</b>	<b>5,449,061</b>	<b>-</b>	<b>-</b>	<b>388,796,956</b>
<b>Consolidated Book Value as at 30 June 2021</b>	<b>35,748,200</b>	<b>90,273,649</b>	<b>12,066,329</b>	<b>513,171,585</b>	<b>133,008,454</b>	<b>67,892,954</b>	<b>14,368,502</b>		<b>866,565,980</b>
Range of Estimated Useful Life in Years	Not Depreciated	40 - 100	Mar-20	5 - 120	20 - 120	20 - 120	20 - 120	Not Depreciated	
<b>Consolidated - 30 June 2021</b>									
<b>Book of Measurement:</b>									
<b>Asset Values</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2020	35,636,000	151,971,749	29,592,989	661,194,857	175,448,736	116,966,217	8,966,297		1,179,796,845
Additions/ Transfers from Work In Progress	80,000	3,661,939	3,112,987	12,556,312	3,420,854	2,458,100	(25,271,152)		
Additions to Work In Progress - Renewals	-	-	-	-	-	-	-	-	-
Additions to Work In Progress - New/Upgrade	-	-	-	-	-	-	-	-	-
Disposals	(210,000)	(1,268,544)	(63,856,973)	(3,967,940)	(793,214)	-	-	7,746,471	(9,576,570)
Revaluation Adjustment to Asset Revaluation Surplus	19	242,200	2,056,609	11,656,418	34,272,948	2,856,698	-	-	51,124,892
Transfers Between Classes	-	(83,937)	(39,511)	83,937	-	-	-	-	(38,811)
<b>Closing Gross Value as at 30 June 2021</b>	<b>35,748,200</b>	<b>155,977,676</b>	<b>29,260,493</b>	<b>681,514,484</b>	<b>212,343,324</b>	<b>122,312,015</b>	<b>14,368,502</b>		<b>1,251,954,694</b>
<b>Accumulated Depreciation and Impairment</b>									
Opening Balance as at 1 July 2020	-	63,352,153	17,689,964	18,927,270	52,941,170	3,672,836	-	-	327,009,393
Depreciation Expense	-	3,542,292	2,489,484	16,463,519	2,320,101	1,839,037	-	-	20,654,493
Depreciation on Disposals	-	(650,993)	(2,982,391)	(1,427,792)	(351,171)	-	-	-	(9,272,392)
Revaluation Adjustment to Asset Revaluation Surplus	19	-	-	24,414,770	18,854,188	-	-	-	43,268,958
Transfers Between Classes	-	(27,902)	-	27,902	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2021</b>	<b>-</b>	<b>66,345,545</b>	<b>17,188,057</b>	<b>168,942,659</b>	<b>79,334,870</b>	<b>5,441,901</b>	<b>-</b>	<b>-</b>	<b>385,620,432</b>
<b>Carrying Amount as at 30 June 2021</b>	<b>35,748,200</b>	<b>90,052,131</b>	<b>12,072,436</b>	<b>513,171,585</b>	<b>133,018,454</b>	<b>67,892,954</b>	<b>14,368,502</b>		<b>866,344,262</b>
Range of Estimated Useful Life in Years	Not Depreciated	40 - 100	Mar-20	5 - 120	20 - 120	20 - 120	20 - 120	Not Depreciated	

		Land	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
		Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	
<b>Revaluations - 30 June 2020</b>									
<b>Asset Values</b>	<b>Note</b>								
Opening Gross Value as at 1 July 2019		44,467,255	152,984,275	28,634,955	652,786,533	173,692,007	116,966,217	13,320,050	1,182,935,292
Additions/ Transfers from Work in Progress		-	3,254,277	2,610,979	21,628,499	3,698,844	-	(31,192,595)	-
Additions to Work in Progress - Renewals		-	-	-	-	-	-	23,155,757	23,155,757
Additions to Work in Progress - New/Upgrade		-	-	-	-	-	-	3,703,089	3,703,089
Disposals		-	-	-	-	-	-	-	(21,272,710)
Revaluation Adjustment to Asset Revaluation Surplus	19	(1,787,000)	(2,536,582)	(1,646,838)	(13,220,175)	(2,082,115)	-	-	(8,296,302)
Transfers Between Classes		(7,044,255)	(1,252,047)	-	-	-	-	-	-
<b>Closing Gross Value as at 30 June 2020</b>		<b>35,636,000</b>	<b>152,363,923</b>	<b>29,599,098</b>	<b>661,194,857</b>	<b>175,448,736</b>	<b>116,966,217</b>	<b>8,966,297</b>	<b>1,180,195,126</b>
<b>Accumulated Depreciation and Impairment</b>									
Opening Balance as at 1 July 2019		-	3,3613,437	16,681,601	154,221,712	51,707,540	31,890,688	-	288,114,978
Depreciation Expense		-	2,381,488	2,432,996	10,319,566	2,292,689	1,835,148	-	19,261,907
Depreciation on Disposals		-	(1,020,649)	(1,427,526)	(5,262,028)	(1,059,059)	-	-	(8,769,262)
Revaluation Adjustment to Asset Revaluation Surplus	19	-	28,539,117	-	-	-	-	-	28,539,117
Transfers Between Classes		-	-	-	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2020</b>		<b>-</b>	<b>63,513,393</b>	<b>17,687,071</b>	<b>159,279,270</b>	<b>52,941,170</b>	<b>33,725,836</b>	<b>-</b>	<b>327,146,741</b>
<b>Consolidated Book Value as at 30 June 2020</b>		<b>35,636,000</b>	<b>88,850,530</b>	<b>11,912,025</b>	<b>501,915,586</b>	<b>122,507,565</b>	<b>83,240,381</b>	<b>8,966,297</b>	<b>853,049,385</b>
Range of Estimated Useful Life in Years		Not Depreciated	40 - 100	Mar-20	5 - 120	20 - 120	20 - 120	Not Depreciated	
<b>Leasehold - 30 June 2020</b>									
<b>Asset Values</b>	<b>Note</b>								
Opening Gross Value as at 1 July 2019		44,467,255	152,906,101	28,628,848	652,786,533	173,692,007	116,966,217	13,320,050	1,182,507,011
Additions/ Transfers from Work in Progress		-	3,254,277	2,610,979	21,628,499	3,698,844	-	(31,192,595)	-
Additions to Work in Progress - Renewals		-	-	-	-	-	-	23,155,757	23,155,757
Additions to Work in Progress - New/Upgrade		-	-	-	-	-	-	3,703,089	3,703,089
Disposals		(1,787,000)	(2,536,582)	(1,646,838)	(13,220,175)	(2,082,115)	-	-	(21,272,711)
Revaluation Adjustment to Asset Revaluation Surplus	19	(7,044,255)	(1,252,047)	-	-	-	-	-	(8,296,302)
Transfers Between Classes		-	-	-	-	-	-	-	-
<b>Closing Gross Value as at 30 June 2020</b>		<b>35,636,000</b>	<b>151,971,749</b>	<b>29,592,969</b>	<b>661,194,857</b>	<b>175,448,736</b>	<b>116,966,217</b>	<b>8,966,297</b>	<b>1,179,296,844</b>
<b>Accumulated Depreciation and Impairment</b>									
Opening Balance as at 1 July 2019		-	3,321,415	16,675,548	154,221,712	51,707,540	31,890,688	-	288,016,903
Depreciation Expense		-	2,342,270	2,432,942	10,319,566	2,292,689	1,835,148	-	19,222,635
Depreciation on Disposals		-	(1,020,649)	(1,427,526)	(5,262,028)	(1,059,059)	-	-	(8,769,263)
Revaluation Adjustment to Asset Revaluation Surplus	19	-	28,539,117	-	-	-	-	-	28,539,117
Transfers Between Classes		-	-	-	-	-	-	-	-
<b>Accumulated Depreciation as at 30 June 2020</b>		<b>-</b>	<b>63,382,152</b>	<b>17,680,964</b>	<b>159,279,270</b>	<b>52,941,170</b>	<b>33,725,836</b>	<b>-</b>	<b>327,019,393</b>
<b>Consolidated Book Value as at 30 June 2020</b>		<b>35,636,000</b>	<b>88,589,596</b>	<b>11,912,025</b>	<b>501,915,587</b>	<b>122,507,566</b>	<b>83,240,381</b>	<b>8,966,297</b>	<b>852,787,451</b>
Range of Estimated Useful Life in Years		Not Depreciated	40 - 100	Mar-20	5 - 120	20 - 120	20 - 120	Not Depreciated	

#### Statutory Information

##### 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 operational 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 losses.

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 MSB 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 held at cost 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 of 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 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.

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 categorised 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.

(ii) Valuation techniques used to derive fair values

Asset Type and Financial Reporting	Valuation approach	Measurement frequency	Valuation category	Key Assumptions and Data Sources	Discount Rate	Professional Valuer
Land (Level 2)	Market Value	30/06/2020	Revised Fair Value	Market based evidence - historical sales data from properties of similar nature, profession and locality - various comparable sales in terms of property characteristics	3% (2020) or 4% (2021)	Ingraham, Bartlett & Morgan - 10% Franchise - 20% Franchise - 10%
Buildings (Level 2) 2020 \$752,265 2021 \$467,739	Market Value	30/06/2020	Step 1 of Services Pty Ltd	Sale prices of comparable properties at the time of sale for different use by an owner. Fair value based on square metres can be supported by market evidence.	3.50%	Desktop 30/06/2021 Geering Solutions
Buildings (Level 2) 2020 \$40,344,100 2021 \$10,828,212	Cost or Replacement	30/06/2020	Step 1 of Services Pty Ltd	Cost of replacement with a new asset of similar type and service potential, such as to use the market data for recent projects and using guides based by the Australian Institute of Quantity Surveyors, Queensland	3.50%	Desktop 30/06/2021 Geering Solutions
Roads, Drainage and Bridge Network (Level 2)	Cost or Replacement	30/06/2020	Step 1 of Services Pty Ltd	Use cost method with benchmarking to fair costs based on Councils EBA full scope methodologies. Benchmarking of assets with similar condition for existing conditions.	3.50%	Desktop 30/06/2021 Geering Solutions
Water Allocation Infrastructure (Level 2)	Cost or Replacement	30/06/2020	Step 1 of Services Pty Ltd	Assets are grouped and valued by components of facility. Cost replacement cost based on appropriate methods and fair cost based on Councils EBA full scope methodologies. Remaining life and physical observation.	Nil	Nil

12. Intangible Assets

Intangible assets with a cost or other value exceeding \$5,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

The water allocation assets are considered to have an indefinite useful life. The assets were tested for impairment at 30 June 2021, 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 or forecast future cashflows (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% 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 2021.

Treatment and recognition of costs associated with the purchase and development or Council's computer software and business system has changed this year after Council went live with SAAS (Software as a Service), a cloud based platform. In accordance with the new license based contract, Council no longer has control over the underlying asset and therefore going forward will recognise all licenses and associated costs as an expense in the income statement when incurred.

## Statutory Information

	Consolidated		Council	
	2021	2020	2021	2020
<b>Water Allocation</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Closing Gross Carrying Value	6,234,639	6,234,639	6,234,639	6,234,639
<b>Computer Software</b>				
Opening Gross Carrying Value	3,761,899	3,718,124	3,761,899	3,718,124
Additions	25,130	43,775	25,130	43,775
Disposals	(3,747,219)	-	(3,747,219)	-
Closing Gross Carrying Value	39,810	3,761,899	39,810	3,761,899
<b>Accumulated Amorisation</b>				
Opening Balance	1,703,571	1,331,751	1,703,571	1,331,751
Amorisation Provided in Period	351,885	371,820	351,885	371,820
Amorisation on Disposals	(2,047,494)	-	(2,047,494)	-
Closing Balance	7,962	1,703,571	7,962	1,703,571
Net Carrying Value at End of Financial Year	31,848	2,058,328	31,848	2,058,328
<b>Total Intangible Assets</b>	<b>6,266,487</b>	<b>8,292,967</b>	<b>6,266,487</b>	<b>8,292,967</b>

## 13. Contract Balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that Council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

	Consolidated		Council	
	2021	2020	2021	2020
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Contract Assets</b>				
	4,469,609	603,559	4,469,609	603,559
<b>Contract Liabilities</b>				
Funds Received Upfront to Construct Council Controlled Assets	192,333	1,070,457	192,333	1,070,457
Non-Capital Performance Obligations Not Yet Satisfied	776,082	213,254	776,082	201,525
	968,415	1,283,711	968,415	1,271,982
Current Contract Liabilities	968,415	1,257,667	968,415	1,245,938
Non-Current Contract liabilities	-	26,044	-	26,044
	968,415	1,283,711	968,415	1,271,982
<b>Revenue Recognised that was Included in the Contract Liability Balance at the Beginning of the Year</b>				
Funds to Construct Council Controlled Assets	1,052,000	2,250,000	1,052,000	2,250,000
Non-Capital Performance Obligations	149,364	389,143	137,635	389,143
	1,201,364	2,639,143	1,189,635	2,639,143
<b>Significant Changes in Contract Balances</b>				

There has been a significant increase in the value of contract assets as at 30 June 2021:

- Works for Queensland grant programs make up \$2.1m of the contract assets balance due to timing of payment milestones. Final acquittal reports were sent off to the funding body in early July 2021 to progress the final payments for these grants.
- Contributions for works done on Niagara Road account for \$1.3m of the increase in contract assets. These funds will be drawn down from a security bond once the next works milestone has been reached.

**14. Leases****Council as a Lessee**

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 is comprised of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received and 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 recognized 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.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured whether there is a lease modification or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

**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's (\$)
Balance as at 1 July 2020	1,043,990
Additions to Right-of-Use Assets	-
Adjustments to Right-of-Use Assets Due to Re-Measurement of Lease Liability	(144,144)
Depreciation Charge	(31,059)
Impairment of Right-of-Use Assets	-
<b>Balance at 30 June 2021</b>	<b>868,787</b>
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	(11,632)
Depreciation Charge	(35,853)
Impairment of Right-of-Use Assets	-
<b>Balance at 30 June 2020</b>	<b>1,043,990</b>

## Statutory Information

## 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
	\$	\$	\$	\$	\$
2021	44,934	175,897	1,061,466	1,282,297	890,691
2020	51,777	205,187	1,280,724	1,537,688	1,056,079
<b>2021</b>					
	Current	21,740			
	Non-Current		868,951		
	<b>Total</b>		<b>890,691</b>		
<b>2020</b>					
	Current	24,260			
	Non-Current		1,031,819		
	<b>Total</b>		<b>1,056,079</b>		

## 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:

Consolidated and Council	2021	2020
	\$	\$
Interest on Lease Liabilities	23,808	28,286
Depreciation of Right-to-Use Assets	31,059	35,853
Expenses Relating to Short-Term Leases	-	-
Expenses Relating to Low-Value Assets	-	-
	54,867	64,139
<b>Total Cash Outflows for Leases</b>	<b>45,052</b>	<b>52,050</b>

## Lease 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 Boondooma 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*.

## 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 accrued wages and salaries, annual leave, RDO and Toil 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.

	Consolidated		Council	
	2021	2020	2021	2020
<b>Current</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Creditors	2,947,418	2,876,727	2,933,099	2,788,514
Annual Leave	2,223,743	2,261,401	2,223,743	2,261,401
Accrued Wages and Salaries	626,417	494,443	626,417	494,443
Prepaid Rates	2,348,741	2,048,204	2,348,741	2,048,204
Accrued Expenses	2,629,802	2,271,434	2,628,869	2,271,434
Other Entitlements	158,145	163,187	158,145	163,187
	<b>10,934,266</b>	<b>10,115,396</b>	<b>10,919,014</b>	<b>10,027,183</b>

**16. Borrowings**

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Thereafter, they are measured at amortised cost. Principal and interest repayments are made annually in advance.

All borrowings are in \$A denominated amounts and interest is expensed as it accrues. No interest has been capitalized during the current or comparative reporting period. Expected final repayment dates vary from 15 September 2022 to 15 September 2038.

Council adopts an annual debt policy that sets out Council's borrowings for the next nine years. Council's borrowings with OTC are fixed rate loans, as such Council is not subject to any material level of interest rate risk on borrowings with OTC. 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.

	Consolidated		Council	
	2021	2020	2021	2020
<b>Current</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Loans - Queensland Treasury Corporation	3,013,874	2,877,630	3,013,874	2,877,630
<b>Non-Current</b>				
Loans - Queensland Treasury Corporation	30,535,540	33,657,866	30,535,540	33,657,866
<b>Loans - Queensland Treasury Corporation</b>				
Opening Balance at Beginning of Financial Year	2,629,802	2,271,434	2,628,869	2,271,434
Loans Raised	158,145	163,187	158,145	163,187
<b>Book Value at End of Financial Year</b>	<b>10,934,266</b>	<b>10,115,396</b>	<b>10,919,014</b>	<b>10,027,183</b>

The OTC loan fair value at the reporting date was \$38,299,488. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

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 Status – Consolidated and Council					
	< 1 year	1-5 years	> 5 years	Total Contractual Cash Flows	Carrying Amount
	\$	\$	\$	\$	\$
<b>Loans - QTC</b>	4,526,849	17,408,602	19,000,040	40,935,491	33,549,414

**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 resulting 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

## Statutory Information

the restoration on the various sites will occur progressively after closing.

**Quarry Rehabilitation**

The provision for quarry rehabilitation represents the present value or 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	
	2021	2020	2021	2020
<b>Current</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Refuse Dump Restoration	195,449	51,243	195,449	51,243
Long Service Leave	3,619,806	3,525,914	3,619,806	3,525,914
Other	-	-	-	-
	<b>3,815,255</b>	<b>3,577,157</b>	<b>3,815,255</b>	<b>3,577,157</b>
<b>Non - Current</b>				
Quarry Rehabilitation	1,266,221	1,258,420	1,266,221	1,258,420
Refuse Dump Restoration	11,672,120	11,694,841	11,672,120	11,694,841
Long Service Leave	509,509	447,649	509,509	447,649
	<b>13,447,850</b>	<b>13,400,910</b>	<b>13,447,850</b>	<b>13,400,910</b>
<i>Movements in non-employee benefit provisions</i>				
<b>Quarry Rehabilitation</b>				
Balance at Beginning of Financial Year	1,258,420	1,313,275	1,258,420	1,313,275
Increase Due to Unwinding of Discount	41,015	35,631	41,015	35,631
Additional Provisions	638	4,464	638	4,464
Increase/(Decrease) Due to Change in Discount Rate	(33,852)	(94,949)	(33,852)	(94,949)
Balance at End of Financial Year	<b>1,266,221</b>	<b>1,258,420</b>	<b>1,266,221</b>	<b>1,258,420</b>
<b>Refuse Dump Restoration</b>				
Balance at Beginning of Financial Year	11,746,084	12,162,298	11,746,084	12,162,298
Increase Due to Unwinding of Discount	366,835	310,560	366,835	310,560
Amounts Used	(41,537)	(518,576)	(41,537)	(518,576)
Increase (Decrease) Due to Change in Discount Rate	(203,813)	(208,198)	(203,813)	(208,198)
Balance at End of Financial Year	<b>11,867,569</b>	<b>11,746,084</b>	<b>11,867,569</b>	<b>11,746,084</b>

**18. Other Liabilities**

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.

The State Government made 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.

	Note	Consolidated		Council	
		2021	2020	2021	2020
<b>The Closing Balance of the Asset Revaluation Surplus comprises the following Asset Categories:</b>		\$	\$	\$	\$
Land and Improvements	11	8,737,680	8,495,480	8,737,680	8,495,480
Buildings	11	31,523,090	29,466,481	31,523,090	29,466,481
Road, Drainage and Bridge Network	11	287,367,751	275,701,333	287,367,751	275,701,333
Water	11	66,423,235	56,565,057	66,423,235	56,565,057
Wastewater	11	41,257,843	57,225,333	41,257,843	57,225,333
		435,309,599	427,453,684	435,309,599	427,453,684

**20. Commitments for Expenditure****Contractual Commitments**

Contractual Commitments at End of Financial Year but not recognised in the Financial Statements are as outlined in the table to the right

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Garbage Collection Contract	1,484,311	3,438,494	1,484,311	3,438,494
Pest Control	74,096	115,135	74,096	115,135
Security		74,690		74,690
Cleaning Contractors	1,068,880	1,322,212	1,068,880	1,322,212

**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 Urbanity 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 2021 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

**Local Government Work Care**

The South Burnett Regional Council is a member of the Queensland Local Government Worker's Compensation Self-Insurance Scheme, Local Government Work Care. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self-insurance license be cancelled and there were insufficient funds to cover outstanding liabilities. Only the government worker's compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$372,110.47 for 30 June 2021.

**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.

## Statutory Information

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 government's 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 2018. The actuary indicated that "At the valuation date of 1 July 2018, 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:

**Investment Risk** - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

**Salary Growth Risk** - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
Superannuation Contributions Made to the Regional Defined Benefits Fund	162,224	191,985	162,224	191,985
Other Superannuation Contributions for Employees	2,392,112	2,269,124	2,392.11	2,269,124
The Amount of Superannuation Contributions paid by Council to the Scheme in this period for the Benefit of Employees was	2,554,336	2,461,108	2,554,336	2,461,108

## 23. Trust Funds

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>Trust Funds Held for Outside Parties</b>				
Security Deposits	4,220,020	5,779,399	4,220,020	5,779,399

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

	Consolidated		Council	
	2021	2020	2021	2020
	\$	\$	\$	\$
<b>Net Result</b>	6,024,972	(5,902,748)	6,028,731	(5,800,405)
<b>Non-Cash Items:</b>				
Depreciation and Amortisation	21,076,594	19,669,580	21,037,377	19,630,308
Unwinding Discount on Provisions	170,184	43,043	170,184	43,043
Impairment of Receivables	3,334	(118,186)	3,334	(118,186)
<b>Investing and Development Activities (Non-Cash):</b>	5,141,584	11,874,205	5,141,584	11,874,205
Net (-Profit)/Loss on Disposal of Non-Current Assets	(12,323,459)	(8,460,239)	(12,323,459)	(8,460,239)
Capital Grants and Contributions	(7,181,875)	3,413,966	(7,181,875)	3,413,966
<b>Changes in Operating Assets and Liabilities:</b>				
(-Increase)/Decrease in Receivables	(2,786,988)	(90,771)	(2,817,381)	(67,680)
(-Increase)/Decrease in Contract Assets	(3,866,050)	1,308,558	(3,866,050)	1,308,558
(-Increase)/Decrease in Inventory	67,171	70,507	67,171	70,507
Increase (-Decrease) in Payables	476,249	2,186,361	549,210	2,251,544
Increase (-Decrease) in Contract Liabilities	(315,297)	(1,355,432)	(303,567)	(1,367,161)
Increase (-Decrease) in Other Provisions	114,853	(479,587)	114,853	(479,587)
Increase/(-Decrease) in Other Liabilities	300,538	800,208	300,538	800,208
	(6,009,524)	2,439,845	(5,955,226)	2,516,389
<b>Net Cash Inflow from Operating Activities</b>	<b>14,083,685</b>	<b>19,545,500</b>	<b>14,102,525</b>	<b>19,685,115</b>

## 25. Reconciliation of Liabilities Arising from Finance Activities

		As at 30 June 2020	Change in Accounting Policy	Cash Flows	Non-Cash Changes (New Leases & Adjustments)	As at 30 June 2021
	Note	\$	\$	\$	\$	\$
Borrowings	16	36,535,496	-	(2,986,082)	-	33,549,414
Lease Liabilities	14	1,056,079	-	(21,244)	(144,144)	890,691
		37,591,575	-	(3,007,326)	(144,144)	34,440,105

		As at 30 June 2019	Change in Accounting Policy	Cash Flows	Non-Cash Changes (New Leases & Adjustments)	As at 30 June 2021
	Note	\$	\$	\$	\$	\$
Borrowings	16	39,384,770	-	(2,849,274)	-	36,535,496
Lease Liabilities	14	-	1,079,843	(23,764)	-	1,056,079
		39,384,770	1,079,843	(2,873,038)	-	37,591,575

## 26. Events After the Reporting Period

There are no material adjusting events after the balance date.

## 27. Financial Instruments and Financial Risk Management

## (a) Financial Assets and Financial Liabilities

South Burnett Regional Council has exposure to market risk arising from financial instruments.

## Market Risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

## Interest Rate Risk

Council is exposed to interest rate risk through investments and borrowings with QTC.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

## Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

## Statutory Information

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 25 basis points/ 0.25%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

Market Rate Risk	Net Carrying Amount	Effect on Net Result		Effect on Equity	
		0.25% Increase	0.25% Decrease	0.25% Increase	0.25% Decrease
<b>2021</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
QTC Cash Fund	38,527,167	96,318	(96,318)	96,318	(96,318)
Loans - QTC	33,549,413	-	-	-	-
Loans - Other	-	-	-	-	-
<b>Net Total</b>	<b>72,076,580</b>	<b>96,318</b>	<b>(96,318)</b>	<b>96,318</b>	<b>(96,318)</b>
<b>2020</b>					
QTC Cash Fund	41,289,201	103,223	(103,223)	103,223	(103,223)
Loans - QTC	36,535,496	-	-	-	-
Loans - Other	-	-	-	-	-
<b>Net Total</b>	<b>77,824,697</b>	<b>103,223</b>	<b>(103,223)</b>	<b>103,223</b>	<b>(103,223)</b>

In relation to the QTC loans held by the Council, the following has been applied:

**QTC Fixed Rate Loan** - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

**(b) Fair Value**

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

**28. Transactions with Related Parties****(a) Subsidiaries**

The following transactions occurred with subsidiaries:

Council leases the Lady Bjeke-Petersen hospital building facilities to the South Burnett Community Hospital Foundation Limited for a nominal fee. The lease expired in July 2021 and Council is working with the Board of the Foundation to develop a strategy for the Foundation and the Hospital including assessing new lease arrangements with other parties. All funding support given to the Foundation was agreed to by the Council for the 2020/21 period. The amount payable by the Foundation to Council at 30 June 2021 was \$14,091 (2020 \$88,212).

**(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 2020/2021 comprises:

	2021	2020
	\$	\$
Short-Term Employee Benefits	1,591,725	1,737,657
Post-Employment Benefits	175,895	266,917
Long-Term Benefits	3,688	-
Termination Benefits	-	-
<b>Total</b>	<b>1,771,308</b>	<b>2,004,574</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 Transaction	Additional Information	2021 (\$)	2020 (\$)
Employee expenses for Close Family Members of Key Management Personnel	28 c(i)	353,703	456,082

(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 334 staff of which only 6 are close family members of key management personnel.

**(d) Loans and Guarantees to/from Related Parties**

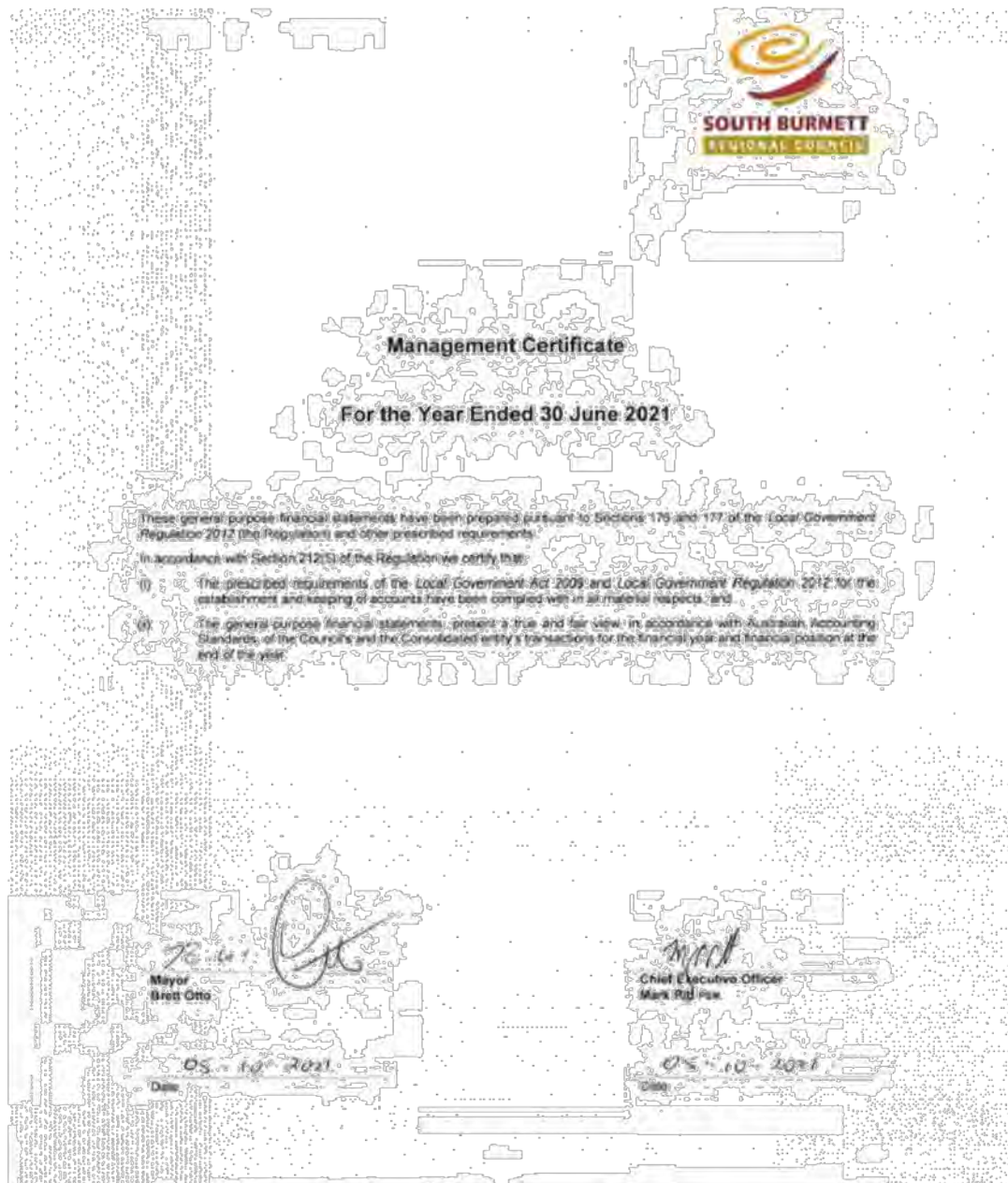
Council does not make loans to or receive loans from related parties. No guarantees have been provided.

**(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 area. 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.



## Statutory Information



## 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 2021, 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 2021, 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 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 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 2021 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 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 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 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 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

## Statutory Information

● **Queensland**  
 ● **Audit Office**

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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 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 2021:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

**Prescribed requirements scope**

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, any other Act and the *Local Government Regulation 2012*. The applicable requirements include those for keeping financial records that correctly record and explain the group's transactions and account balances to enable the preparation of a true and fair financial report.



Vaughan Stemmett  
as delegate of the Auditor-General

7 October 2021

Queensland Audit Office  
Brisbane

## Current-Year Financial Sustainability Statement For the Year Ended 30 June 2021

Measures of Financial Sustainability	How the Measure is Calculated	Actual	Target
<b>Consolidated</b>			
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-1.60%	Between 0% and 10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	110.70%	Greater than 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	9.10%	Not greater than 60%
<b>Council</b>			
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-1.60%	Between 0% and 10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	110.90%	Greater than 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	9.40%	Not greater than 60%

**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general-purpose financial statements for the year ended 30 June 2021.

Statutory Information



**Certificate of Accuracy**  
**For the Year Ended 30 June 2021**

The current-year financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that the current-year financial sustainability statement has been accurately calculated.

Mayor  
Brett Otto

Date

05.10.2021

Chief Executive Officer  
Mark Peterson

Date

05.10.2021





## INDEPENDENT AUDITOR'S REPORT

To the councillors of South Burnett Regional Council

### Report on the current-year financial sustainability statement

#### Opinion

I have audited the accompanying current-year financial sustainability statement of South Burnett Regional Council for the year ended 30 June 2021, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.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 2021 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 2021 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.

## Statutory Information



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.

Vaughan Stemmett  
as delegate of the Auditor-General

7 October 2021

Queensland Audit Office  
Brisbane

Statutory Information

*Unaudited Long-Term Financial Sustainability Statement*

Measures of Financial Sustainability	How the Measure is Calculated	Actual as at 30 June 2021												
		30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	30-Jun-29	30-Jun-31			
<b>Consolidated</b>														
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-1.60%	-4.30%	-3.10%	-1.50%	-0.10%	1.60%	3.40%	5.10%	6.50%	8.20%	9.90%		
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	110.70%	122.10%	134.20%	102.40%	107.70%	86.60%	88.70%	91.50%	95.60%	82.90%	102.60%		
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	9.10%	17.70%	17.00%	16.40%	14.90%	8.20%	0.90%	-8.20%	-10.00%	-18.40%	-28.50%		
<b>Council</b>														
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-1.60%	-4.30%	-3.10%	-1.50%	-0.10%	1.60%	3.40%	5.10%	6.50%	8.20%	9.90%		
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	110.90%	122.10%	134.20%	102.40%	107.70%	86.60%	88.70%	91.50%	95.60%	82.90%	102.60%		
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items).	9.40%	17.70%	17.00%	16.40%	14.90%	8.20%	0.90%	-8.20%	-10.00%	-18.40%	-28.50%		

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future



**Certificate of Accuracy**  
**For the Long-Term Financial Sustainability Statement**  
**Prepared as at 30 June 2021**

The long-term financial sustainability statement has been prepared pursuant to Section 17B of the Local Government Regulation 2012 (the Regulation).  
In accordance with Section 212(5) of the Regulation, we certify that the long-term financial sustainability statement has been accurately calculated.

\_\_\_\_\_  
\_\_\_\_\_

  
Mayor  
Erich Otto  
05-10-2021  
Date

  
Chief Executive Officer  
Mark Pittman  
05-10-2021  
Date

Statutory Information



## Statutory Information

# Acronyms

AASB	Australian Accounting Standards Board	MCBF	Mayor's Community Benefit Fund
ACW	Australia's Country Way	NAB	National Australia Bank
ACH	Arts Culture and Heritage	NDRRA	Natural Disaster Relief Recovery Arrangements
APV	Adjusted Present Value	NRM	Natural Resource Management
BIEDO	Burnett Inland Economic Development Organisation	PCYC	Police Citizens Youth Club
BP	Bjelke-Petersen	PIA	Planning Institute of Australia
BVRT	Brisbane Valley Rail Trail	QAO	Queensland Audit Office
CASA	Civil Aviation Safety Authority	QMS	Quality Management System
CBA	Commonwealth Bank of Australia	QRAIL	Queensland Rail
CEDA	Community Economic Development Australia	QTC	Queensland Treasury Corporation
CEO	Chief Executive Officer	RADF	Regional Arts Development Fund
CR	Councillor	REDAC	Regional Economic Development Advisory Committee
CTC	(South Burnett) Community Training Centre	RLCIP	Regional and Local Community Infrastructure Program
DSDILGP	Department of State Development Infrastructure, Local Government and Planning	RMPC	Routine Maintenance Performance Contract
DTMR	Department of Transport and Main Roads	RPO	Recovery Point Objective
EBA	Enterprise Bargaining Agreement	RRG	Regional Road Group
ECM	Electronic Content Management	RSVP	Rapid Surveillance for Vector Presence (Mosquito trap)
EEO	Equal Employment Opportunity	RTI	Right to Information
EOC	Emergency Operations Centre	RTO	Recover Time Objective
ERM	Enterprise Risk Management	RTR	Roads to Recovery
EVNT	Endangered, Vulnerable and Near Threatened	SBCOS	South Burnett and Cherbourg on Show
FSF	First 5 Forever Reading Program	SBD	South Burnett Directions
FTE	Full-time Equivalent Staff Member	SBHCP	South Burnett Healthy Communities Plan
GAT	Graed Aedes (Mosquito) Traps	SBLDMG	South Burnett Local Disaster Management Group
GPS	Global Positioning Satellite	SES	State Emergency Service
GST	Goods and Services Tax	SET	Senior Executive Team
HARRY	Helping Access Relevant Resources For You	SMT	Senior Management Team
HCC	Healthy Communities Committee	SOE	Standard Operating Environment
ICT	Information and Communications Technology	SQCT	Southern Queensland Country Tourism
IDAS	Integrated Development Assessment System	TGWSBT	Toowoomba Golden West South Burnett Tourism
IPA	Independent Public Accountant	TIDS	Traffic Infrastructure Development Scheme
JCC	Joint Consultative Committee	TSBE	Toowoomba Surat Basin Enterprise
KPI	Key Performance Indicator	USQ	University of Southern Queensland
LAC	Local Ambulance Committee	VIC	Visitor Information Centre
LLA	Local Level Alliance	WBBROC	Wide Bay Burnett Regional Organisation Of Councils
LDCC	Local Disaster Coordination Centre	WBBRRG	Wide Bay Burnett Regional Road Transport Group
LDMG	Local Disaster Management Group	WBC	Westpac Banking Corporation
LG	Local Government	WBRP	Wide Bay Regional Plan
LGA	Local Government Act	WHS	Workplace Health and Safety
LGAQ	Local Government Association of Queensland	WHSMS	Workplace Health and Safety Management System
LGGSPIS	Local Government Grants and Subsidies Program Infrastructure Subsidy	WIOA	Water Industry Operators Association
		WMP	Waste Management Plan



# 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: \_\_\_\_\_

<b>Content:</b>	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"/>

<b>Structure:</b>	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"/>

<b>Style and Design:</b>	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"/>

<b>Overall Rating of the Report:</b>	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

33

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## South Burnett Regional Council

PO Box 336 Kingaroy Qld 4610

E [info@sbrc.qld.gov.au](mailto:info@sbrc.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](https://www.facebook.com/southburnettregion)  [south\\_burnett\\_regional\\_council](https://www.instagram.com/south_burnett_regional_council)

### Customer Service Centres

**Blackbutt** - 89 Hart Street Blackbutt

**Kingaroy** - 45 Glendon Street Kingaroy

**Murgon** - 42 Stephens Street West Murgon

**Nanango** - 48 Drayton Street Nanango

**Proston** - 34 Blake Street Proston

**Wondai** - MacKenzie Street Wondai

### Libraries

**Blackbutt Library** - 89 Hart Street Blackbutt

**Kingaroy Library** - Civic Centre, Glendon Street Kingaroy

**Murgon Library** - 42 Stephens Street West Murgon

**Nanango Library** - 48 Drayton Street Nanango

**Proston Library** - 34 Blake Street Proston

**Wondai Library** - MacKenzie Street Wondai

### Visitor Information Centres

**Kingaroy Visitor Information Centre** - 128 Haly Street Kingaroy

**Murgon Visitor Information Centre** - Lamb Street Murgon

**Nanango South Burnett Energy Centre** - Henry Street Nanango

**Wondai Visitor Information Centre** - 80 Haly Street Wondai

### Stores and Depots

**Kingaroy Depot** - Ivins Street Kingaroy

**Murgon Depot** - Macallister Street Murgon

**Nanango Stores** - Dalby Street Nanango

**Proston Depot** - 46 Okden Road Proston

**Wondai Stores** - 30 Peroone Street Wondai

### Recreational Facilities

**Boondooma Dam Caravan and Recreation Park** - 40 Bushcamp Road Proston

**Yallakool Park on Bjelke-Petersen Dam** - Barambah Road Murgon





PO Box 336 Kingaroy Qld 4610

E [info@sbrc.qld.gov.au](mailto:info@sbrc.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](https://www.facebook.com/southburnettregion)  [south\\_bumett\\_regional\\_council](https://www.instagram.com/south_bumett_regional_council)

**7 CONFIDENTIAL SECTION**

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**OFFICER'S RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

**7.1 Update on the Management of Murgon Jubilee Swimming Pool**

This matter is considered to be confidential under Section 254J - e of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

**8 CLOSURE OF MEETING**