

Annual Report

2018/2019

Stability and sustainability connecting our region



Acknowledgements

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

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

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

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.



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Welcome

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:



ENHANCING OUR COMMUNITY

Building vibrant, healthy, supportive and inclusive communities



GROWTH AND OPPORTUNITY

A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms



OUR ENVIRONMENT

A sustainable environment, proactively and responsibly managed in partnership with the community for future generations



ORGANISATIONAL EXCELLENCE

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



INFRASTRUCTURE

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





Our Mission - South Burnett Region, working together building a strong, vibrant and safe community.

Our values

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

Accountability

We accept responsibility for our decisions and actions.

Community

Building partnerships, supporting communities and delivering quality services.

Harmony

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

Innovation

Encouraging an innovative and resourceful workplace and community.

Ethical Conduct

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

Vision

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

Excellence

Striving to deliver excellent environmental, social and economic outcomes.



Our Region

The South Burnett region has a lively history, from the tribes that traversed the region on their way to the Bunya Mountains through to Queensland's longest serving Premier and symbol of traditional country fare, Lady Flo's Pumpkin Scones.

Peanuts, navy beans, cattle and pigs were among the region's notable produce, enabling globally significant value-added processing. Local companies developed innovative manufacturing solutions, enabling farmers to improve productivity.

Once the crest of the Great Dividing Range is left behind, the South Burnett's natural environment, big skies and country towns beckon. It's more than a food or music event, a weekend in the vineyards or freshwater fishing. It's more than a forest walk, a rail trail ride or a paddle down the creek. In the South Burnett, our history is no different to our future – and the future is anything but dusty.

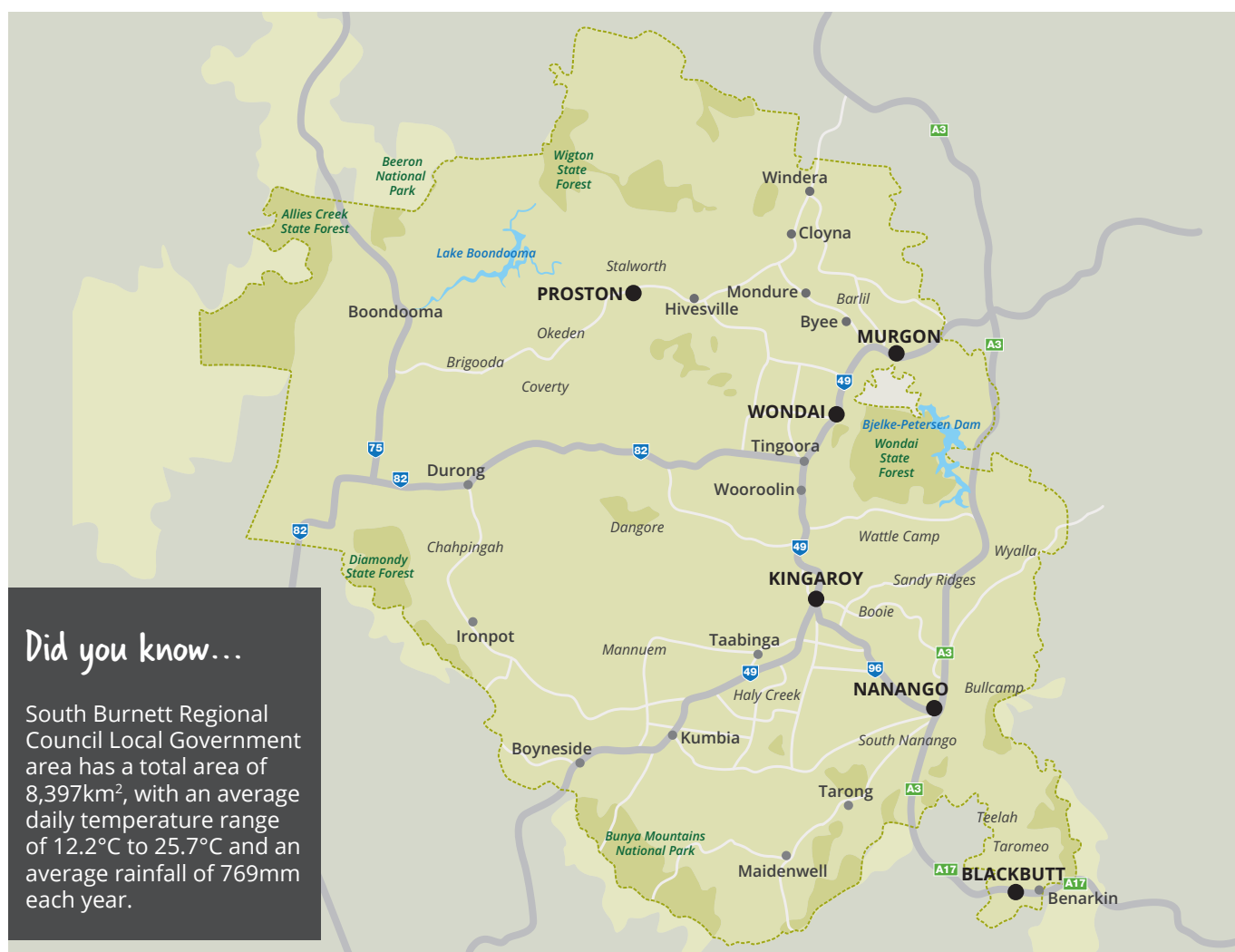
The innovative manufacturing presence is retained across the region, continuing to serve the region's diverse agricultural output. Intensive livestock businesses coexist with mining and

energy production around a network of vibrant country towns. Industrial land in the region is on average 18% less expensive than Queensland and the region is welcoming an economic shift as investment increases (development approvals are at their highest in 6 years) and unemployment decreases (lowest since 2012). Housing prices are also significantly lower than Queensland while boasting liveability that can only be found in the country.

Once famous for peanuts, the region has extended its fare. Swickers Kingaroy Bacon Factory is Queensland's only export accredited pork abattoir. The largest business in the region, the \$120m redevelopment of the site over the past two years will expand production and delivers confidence to the business community. Australia's two largest peanut processors are both located in the South Burnett, redefining the industry

for future growth. A global duboisia industry, timber, electricity generation, early season stone fruit, avocado and niche food production contribute to regional growth. Proximity and access to cost-effective ports for domestic and international export enables large scale processing.

Flo's famous Pumpkin Scones are still available within an easy drive from Bundaberg, Brisbane or Toowoomba. South Burnett has developed a richer palate, producing food direct from the source, paired with award winning local wines, sauce, chutney and jams. Extending the region's famous faces beyond politics continues, as sporting icons take up the mantle. Positively influenced by the land, culture, lifestyle and history, South Burnett is brushing away the dust and getting on with the job, just as we have done for generations. The difference is we're sharing the spoils.



Did you know...

South Burnett Regional Council Local Government area has a total area of 8,397km², with an average daily temperature range of 12.2°C to 25.7°C and an average rainfall of 769mm each year.

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



Mayor's Report

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

Under the operational guidance of our Chief Executive Officer Mark Pitt PSM, who has now served a full 12 months with the organisation, I am delighted to report that he and his senior General Managers, line managers and ancillary staff have performed very well in each of the areas of Council's core business. Those areas are reflected in roads, rates and waste collection. To that list can be added water and waste water in order to properly reflect the overall essential business of Council. If these categories are satisfactorily serviced then many of the necessities of ratepayer expectations are well on the way to being fulfilled. I want to particularly mention the effort of the road network. When this term of Council came to office in 2016, it was done in the full knowledge of the state of the roads. It was understood that unless we overcame the issue of road complaints, that anything else Council was to succeed with would be overshadowed by the continued obliviousness of the dismal state of our road network. Happily, I can state that the issue of roads has been given an enormous amount of attention in this year of review. A new approach and program was put into place. Whilst roads are still our number one priority it is more than pleasing to note that the number of compliments received has now replaced the number of complaints that previously had been recorded. This is due to two factors (1) the quality of effort in the management approach and programming of roadwork and (2) properly funding the road department to ensure that a proper level of service could be undertaken.

Financially, Council has improved in its overall position. In looking back over

this four year term, we commenced with a debt position of \$44.931 million. As at 30 June 2019 this has reduced to \$39.385 million, a reduction of \$5.546 million. In regard to total cash, the Council term started with \$30.981 million invested and at the close of business this has increased to \$48.069 million.

The past year has achieved a number of policy changes to provide clear direction and strategy as we move forward. These policies include the Hardship Policy offering arrangements to pay off rate balances and assist those who qualify.

The past year has seen a number of Development Applications ranging from Home Lot Developments to Green Energy Projects; a New Motel and Aged Care Units.

Considerable work has been progressed as a result of the Queensland State Government Works for Queensland (W4Q) funding. It has been an enormous benefit to this Council enabling Council to undertake a variety of capital work that would not have been undertaken for quite some time into the future. We express our great appreciation to the Queensland State Government and also acknowledge the Grants received from the Federal Government for various purposes.

Work commenced on the redevelopment of Council's Economic Development Strategy. This is tying in very comfortably with the adoption of the Wide Bay Region Organisation of Council's new Economic Development Strategy. The completion of Council's Economic Development Plan will occur in the next financial period.

Attention has been given to

revitalisation of streets in the business district of Murgon and well developed plans have been endorsed to capture funding opportunities through future State Government and Federal Government programs. This Council considers it important to ensure that our towns and villages are made attractive and presentable not just for those visiting the regions, but also for our own residents.

There are continual challenges to Council's operating budgets with unexpected shocks in terms of dealing with ever increasing charges to run the affairs of Council. Significant effort has been applied towards cost reductions through a variety of measures, however, as important as running the business as cost efficiently as possible, Council on the other hand has needed to deal with cost imposts from other activities that are necessary to the business of Council. For example, the costs to run swimming pools and the housing of dogs and cats are two matters that challenge the operational costs for the coming 2019/20 budget, as costs rose far in excess of the Consumer Price Index (CPI).

From a Governance perspective, Council has undertaken a review of many policies during the year, some of which have been essential relative to the introduction of the Belcarra Legislation. Two major projects have been undertaken during the year with the LGIP (Local Government Infrastructure Plan) and MIPP (Maturing Infrastructure Pipeline Project). Both of these projects were essential to keep abreast of changing legislation to ensure the adequacy of resources for water and waste water as well as the urban road network and trunk infrastructure. We joined



CEO's Report

The 2018/19 Annual Report presents Council's progress and performance against the second year of the 2018/19 to 2022/23 Corporate Plan, the third year of the current Council term and is the first full year for Chief Executive Officer, Mark Pitt.

forces with the Local Government Association of Queensland (LGAQ) and Australian Local Government Association (ALGA) in a bid to have the Australian Government's Financial Assistance Grant (FAGs) restored to a more equitable and relative level.

A review of the boundaries for Council's six Divisions took place with changes being made to adjust for population increases. This was undertaken by the Electoral Commission Queensland (ECQ) and will take effect for the 2020 Local Government Elections.

During the year under review, the region was significantly impacted by severe hail storms in various locations. The quality of effort in Council's Disaster Management Plan is hailed as having an outstanding professional approach. This of course has occurred over the past and recent years where Council has been battered at different times with floods, fire and hail. The relationship that Council has developed with the Queensland Emergency Services departments and personnel has well positioned us to take charge of future disasters.

The review of the past year clearly identifies significant improvement in the performance and operations of Council. I personally am very proud of the financial stability of this operation and the clear direction that Council is focussed on in terms of economic development. We will foster and promote the great South Burnett and take care of the assets and communities under our charge. I'm gratified that with the support of my fellow Councillors, CEO Mark Pitt, General Managers, staff and constituents all, we are in a better place now than we were 12 months ago.

The last twelve months has seen continued progress towards achieving Council's mission for the community *"South Burnett Region, working together building a strong, vibrant and safe community"*. While some of the highlights for the year are outlined below, there is much more that has been delivered right across all areas of Council.

POSITIVE FINANCIAL RESULTS

We've ended the year in a strong financial position with a surplus of \$6,118,606. This is the second consecutive year we've reported a surplus and better than budgeted financial position. We will continue to review our costs, particularly from an operational perspective, ensuring ratepayers get the best value for money.

Our financial position is indicative of our prudence. Council reviewed its borrowing strategy and drew down no new loans in this reporting period. The end of the financial year has seen total debt decreased by \$2,666,819 from \$42,051,589 to \$39,384,770. Of this debt \$10,481,171 can be attributed to the Kingaroy Waste Water Treatment Plant. These borrowings are not repaid by the general rate but is targeted to the water and waste water rates only (user pays).

It is with thanks that State and Commonwealth funding is acknowledged. The Financial Assistance Grants (FAGs) is of great assistance to the Council for operational funding, though it is worth of note that the South Burnett Regional Council contribution was again less than the previous year. This is an ongoing issue for the Council and one that we will continue to pursue to ensure our residents are not disadvantaged by the FAGs process. The Works for Queensland (W4Q)

funding from the State Government has been greatly appreciated and provides much needed assistance across every section of Council. Many of the 2017-19 W4Q projects have been brought forward into the capital programme for both the 2017/18 financial year and the roll out will continue over the 2018/19 financial year.

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

THANKS TO THE TEAM

All the results above have been possible through the efforts of a large number of people, both our Councillor team, our staff and community. It has been the input from this team that has delivered the results that can be seen so clearly right across our community.

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

Strategic Highlights 2018/19

Strategic Priority: Enhancing our community

GOALS	ACHIEVEMENTS
An informed and engaged community	<ul style="list-style-type: none"> Community Engagement Framework to be integrated into Council operations by 30 June 2019
Sustainable community groups	<ul style="list-style-type: none"> Facilitate and support community development through effective implementation and delivery of the Community Grants Program
An active, safe and healthy community	<ul style="list-style-type: none"> Deliver library services to the region pursuant to the Qld State Library Agreement Public health licence applications, routine inspections of licensed premises and complaint investigation management effectively managed and actioned Provide building, plumbing and drainage regulatory services to meet legislative requirements
An active, safe & healthy community	<ul style="list-style-type: none"> Implementation of Council's Sport and Recreation Plan
Our community is prepared and resilient to disasters	<ul style="list-style-type: none"> Local Disaster Management planning progresses to assist the community to be prepared for, respond to and recover from disasters
Our community is prepared and resilient to disasters	<ul style="list-style-type: none"> Coordinate Local Disaster Management and Recovery as required by legislation and manage the implementation of disaster management and continuity plans

Strategic Priority: Our environment

GOALS	ACHIEVEMENTS
Our region's environmental assets are promoted, protected and enhanced	<ul style="list-style-type: none"> Effectively manage environmental authority registration applications, routine inspections of registered activities and environmental protection complaints Provide well planned and maintained open space, parks and rail trails networks compliant with asset inspection and maintenance schedule Finalise development of a South Burnett Sport & Recreation Strategic Plan
Environmentally responsible and efficient waste management	<ul style="list-style-type: none"> Compliance with Council's Environmental Authority for Waste Disposal Provision of cost effective and environmentally responsible waste management services and facilities Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy

Strategic Priority: Growth and opportunity

GOALS	ACHIEVEMENTS
A strong and sustainable regional economy	<ul style="list-style-type: none"> Implement the South Burnett Economic Development Strategy
Balanced development that preserves and enhances our region	<ul style="list-style-type: none"> Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region Finalise development of a Local Government Infrastructure Plan (LGIP) outlining the required trunk infrastructure to support development within the regions towns
The South Burnett is a recognised tourism destination	<ul style="list-style-type: none"> Promote and support the development of the South Burnett as a premier tourist destination



Council has funded
\$183,279
in Community Grants
during 2018/19

*Excluding In-Kind Sponsorship



Council's Customer
Service officers
answered
31,277
calls during 2018/19



Council generated
19,180m³
in mulch from
green waste
disposal



Council registered
5,481
dogs across the
South Burnett



South Burnett residents
have a median monthly
mortgage repayment of
\$1,159

Strategic Priority: Organisation excellence

GOALS	ACHIEVEMENTS
Effective financial management	<ul style="list-style-type: none"> Operational Plan 2018/19 quarterly reviews adopted by Council 2019/20 Annual budget is prepared and adopted by Council by 30 June 2019 Quarterly budget reviews of 2018/19 budget are provided to Council no later than, October, February, April and June Unqualified Audit Certificate from Queensland Audit Office Maintain debt recovery processes Grants, capital works and maintenance programs 2018/19 delivered on time and within budget by 30 June 2019
Effective corporate management	<ul style="list-style-type: none"> Delivery of the Annual Report 2017/18 by 30 November 2018 Operational Risk Registers and Treatment Plans developed by 31 October 2018 Operational Risk Registers and Treatment Plans reviewed 6 monthly on schedule as at 30 June 2019 Fraud and Corruption Prevention Management Framework managed and compliant as at 30 June 2019 Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2018/19 by 30 June 2019 Develop a Local Laws review schedule in line with legislative and policy requirements Test and review Council's business continuity plan by 30 December 2019 Regulation of Council's Local Laws
A skilled and sustainable workforce	<ul style="list-style-type: none"> New Safety Management System implemented and first review undertaken by 30 June 2019
Effective advocacy and strategic partnerships	<ul style="list-style-type: none"> Strengthen, maintain and actively contribute to the Wide Bay Burnett Regional Organisations of Council advocating Council's strategic and operational position on key issues Meeting with Ministers half yearly as part of WBBROC
Quality customer service	<ul style="list-style-type: none"> Develop organisational customer service standard by December 2019

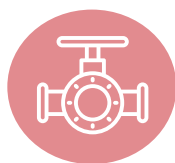
Strategic Priority: Infrastructure

GOALS	ACHIEVEMENTS
Infrastructure that meets our communities needs	<ul style="list-style-type: none"> Continuation of the South Burnett Day Hospital Board Foundation fundraising and ongoing monitoring of the operations Provide and maintain Council owned aerodromes as per legislative requirements Deliver regional cemetery and associated services CapEx Budget 2018/19 prepared and adopted by Council within statutory and organisational timeframes Asset Management Register and Valuations up to date as 30 June 2019 10-year capital works plan prepared for future budget considerations Grants, capital works and maintenance program 2018/19 delivered on time and within budget by 30 June 2019 Plant and Fleet maintenance schedules maintained to optimise utilisation Quality Management System and ISO9001 certification maintained State controlled road network on behalf of the Dept of Transport & Main Roads - Completion of works to specification and in accordance with the Road Maintenance Performance Contract (RMPC) and Transport Infrastructure Contract (TIC)



Median total family income p/a in the South Burnett is

\$48,100



Kingaroy's Waste Treatment Plant can treat

150 litres

of effluent per second



Council empties

13,994

wheelie bins every week



During 2018/19 Council gravel resheeted

75 km

of unsealed roads



The South Burnett welcomed

23

new Australian citizens to the region

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.

Statement of Cash Flows

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

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

This statement only reports on actual cash and shows:

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

Council commenced the financial year with \$39,672,334 banked and ended the year with \$48,067,086. Therefore, Council received \$8,394,752 more than was spent. This was primarily due to the following payments received;

- 2019/20 Financial Assistance Grant advance payment allocation \$3,636,960
- 2019/21 Round 3 W4Q Grant advance payment \$2,250,000
- Retrospective 4 year review of the Fuel Rebate Claim (Fuel Tax Credits) \$1,027,037
- Waste Levy advance payment \$1,053,976

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 being 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

Statement of Comprehensive Income (Refer to 'Financial Statements' on page 101)

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 takes into account 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.

SNAPSHOT

	2019	2018	2017	2016
Opening Cash Balance	39,672,334	36,609,387	30,981,431	46,381,594
Net Cash Flow from Operating Activities	20,224,921	16,681,209	17,691,611	17,239,364
Net Cash Flow from Investing Activities	(9,161,349)	(13,089,970)	(9,711,992)	(33,141,930)
Net Cash Flow from Financing Activities	(2,668,819)	(528,292)	(2,351,663)	502,403
Closing Cash Balance	48,067,087	39,672,334	36,609,387	30,981,431

TOTAL COMPREHENSIVE INCOME

The net result increased from \$924,078 in the 2017/18 financial year to \$6,118,606 in the 2018/19 financial year. This saw an increase of \$5,194,528 which is a result of an increase in total revenue (\$5,321,858) combined with an increase in total expenditure (\$127,330).

Total expenditure increase was mainly due to an increase in Employee Benefits, mainly entitlements - see note 5 - Page 114.

COMPREHENSIVE INCOME STATEMENT

	2019	2018	2017	2016
Net Result	6,118,606	924,078	1,944,125	(2,533,648)
Other Comprehensive Income	(43,819,182)	100,712	59,842,264	17,047,963
Total Comprehensive Income	(37,700,576)	1,024,790	61,786,389	14,514,315

OPERATING INCOME – WHERE THE MONEY CAME FROM

Rates and utility charges are Council's main source of income making up 68% 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.

SNAPSHOT

	2019	2018	2017	2016
Revenue (R)	70,410,682	64,533,549	67,446,571	62,194,471
Expenses (E)	(68,683,374)	(64,927,089)	(64,479,198)	(59,914,320)
Operating Result – Profit/(Loss) (R-E)	1,727,308	(393,540)	2,967,373	2,280,151

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 \$826,776, materials and services of \$3,273,651 and depreciation \$276,047 both seen an increase however, there was a decrease in finance costs \$620,188. This decrease was due to a change in the discount rates applied to the Landfill and Quarry provision calculations.

The increase in employee benefits is notably influenced by a decrease in capitalised wages (-\$806,924) due to the differing level of take up of the capital program.

Staff wages and salaries actually decreased compared to last year (-\$666,359), however payment of employee entitlements (annual & long service leave) increased (\$804,338) which was affected by payout of several long-term employee entitlements. Payment of leave entitlements does conversely reduce the amount of future annual and long service leave liability. See note 5 Employee Benefits - Page 114.

Whilst materials and services increased by \$3.2M over the 2018 financial year and \$1.9M over budget, this was largely offset by an additional \$1.7M in revenue.





Statement of Financial Position (Refer to 'Financial Statements' on page 101)

The previous two statements indicate the activity that has happened for a twelve month period. The Statement of Financial Position shows Council's net accumulated financial worth at the end of each financial year.

The Statement of Financial Position is broken down into three areas:

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

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

ASSETS – WHAT OUR COMMUNITY OWNS

The major components of our assets include:

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

Property, plant and equipment accounts for 93.1% of Council's assets. This is a significant investment for the community and requires astute management to ensure the level of service provided by these assets are maintained. As at 30 June 2019, Council held total assets worth \$962,400,897. For a breakdown of these assets refer to 'Note 12: Property, Plant and Equipment' - Page 119.

LIABILITIES – WHAT OUR COMMUNITY OWES

The major components of our liabilities include:

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

SNAPSHOT

	2019	2018	2017	2016
Assets (A)	962,400,897	999,502,757	998,519,232	935,978,151
Liabilities (L)	(66,975,807)	(66,248,497)	(66,289,761)	(65,535,069)
Equity (A-L)	895,425,090	933,254,260	932,229,471	870,443,082

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 around 1.5:1.

Council's current ratio of 4.15:1 is only .05 less than last year which suggests Council is in a sound position to pay all of its current debts when they fall due.

COUNCIL BORROWINGS

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

Council did not take out any new borrowings in the 2018/19 year with principle repayments of \$2,666,819 being paid; see note 15 Borrowings - Page 127.



Our Council



Our Council

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

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

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

The local Government principles are:

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

THE ELECTED COUNCIL

Local Government elections are held every four years by The Electoral Commission of Queensland, an independent and impartial body set up to run free and democratic elections in Queensland, including local Government elections. The last election for the South Burnett Regional Council was held in March 2016.

ROLE OF COUNCILLORS

The South Burnett region covers an area of 8,397km² 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:

- Ensuring the local Government -
 - discharges its responsibilities under this Act
 - achieves its Corporate Plan
 - complies with all laws that apply to local Governments

- Providing high quality leadership to the local Government and the community

- Participating in Council meetings, policy development, and decision-making, for the benefit of the local Government area

- 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:

- 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

- Preparing a budget to present to the local Government

- Leading, managing, and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of the local Government

- Directing the Chief Executive Officer and senior executive employees, in accordance with the local Government's policies

- 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)

- 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

- being a member of each standing committee of the local Government

- 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 Councillors Register of Interest at the Kingaroy Customer Service Centre or online at 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 2018/19 reporting year are on page 28 'Councillor Remuneration'.

COUNCILLOR'S CODE OF CONDUCT

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

The ethics principles are:

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

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

complaint about a breach of the code.

COUNCILLOR PORTFOLIOS

Each Councillor manages a portfolio. While Councillors have no decision-making authority on their own, they are expected to have a high-level knowledge of their portfolio. Councillors are responsible for chairing their respective portfolio briefings and are the official Council portfolio spokesperson. Councillors have been appointed as portfolio representatives to areas of personal interest and/or experience.

Role of the Chief Executive Officer and Employees

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

EMPLOYEE RESPONSIBILITIES

All employees have the following responsibilities:

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

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

(b) Carrying out their duties in a way that ensures the local Government:

- (i) Discharges its responsibilities under this Act
- (ii) Complies with all laws that apply to local Governments
- (iii) Achieves its corporate plan

(c) Providing sound and impartial advice to the local Government

(d) Carrying out their duties impartially and with integrity, ensuring the employee's personal conduct does not reflect adversely on the reputation of the local Government

(e) Improving all aspects of the employee's work performance

(f) Observing all laws relating to their employment

(g) Observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4

(h) 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 2018/19 to 2022/23 Corporate Plan is available at www.southburnett.qld.gov.au/corporate-plan.

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

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

PERFORMANCE MONITORING AND REPORTING

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

Internal:

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

External:

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

Our Elected Representatives

Local Government elections are held every four years. The last South Burnett Regional Council election was held 21 March 2016. South Burnett Regional Council's local Government area is divided into six divisions with one Councillor elected to represent each division.

By working together the Mayor and Councillors of the South Burnett Regional Council aim to provide the community with good governance by making informed decisions on all aspects of community, environment and economic wellbeing through effective strategic planning.

Council's elected members work with executive management, staff, volunteers and the community to achieve the highest standards of democratic and corporate governance, by providing community leadership.

Listed on the following pages is a summary of our Councillors for this financial year, their history in local government, which portfolio they represent and their appointments to committees.



Cr Keith Campbell

MAYOR

Mayor Campbell was first elected in 2008 to the newly formed South Burnett Regional Council then re-elected in 2012 and elected this current term as Mayor.

Having lived his entire life in the South Burnett, Mayor Campbell has 18 years' experience as a Councillor - nine years with the former Kingaroy Shire Council and nine years with the South Burnett Regional Council. Elected (unopposed) in 2008 to represent Division 4 in the South Burnett, Councillor Campbell subsequently successfully contested the 2012 local Government elections.

"In 2008, I was honoured to have been elected by my fellow Councillors to hold the office of Deputy Mayor, which I

held until 2016, at which time I was successfully elected as Mayor of the South Burnett Regional Council," said Mayor Campbell.

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

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

"My vision for the South Burnett is to preserve the diversity that individual communities represent by providing adequate essential services (roads, water, sewerage and waste disposal) and to ensure that community assets are adequate for the present and into the future. My goal is to foster growth and development, building the South Burnett's reputation as an enjoyable, liveable region catering for the needs of all residents," he added.

Mayor Campbell is the portfolio representative for Economic Development, Corporate Performance and sits on the following Council committees:

- Audit Committee (Chair)
- Kingaroy Community Police Consultative Committee
- Local Disaster Management Group (Chair)
- Local Disaster Recovery Sub-Group Economic Development (Chair)
- Reconciliation Action Plan Committee
- South Burnett Directions (Chair)
- Traffic Advisory Committee
- Wide Bay Burnett Regional Organisation of Councils
- Wide Bay Burnett Regional Road Transport Group



Cr Kathy Duff

DEPUTY MAYOR / DIVISION 5

Kathy Duff was first elected in 2008, re-elected in 2012 and elected unopposed this term and appointed as Deputy Mayor.

Cr Duff represents Division 5 which includes the localities of Abbeywood, Barlil, Boondooma, Byee, Chelmsford, Cobbs Hill, Crownthorpe, Ficks Crossing, Glenrock, Greenvue, Hivesville, Kawl Kawl, Keysland, Kitoba, Leafdale, Manyung, Marshlands, Merlwood, Moffatdale, Mondure, Moondooner, Murgon, Oakdale, Okeden, Proston, Redgate, Silverleaf, Speedwell, Stalworth, Stonelands, Sunny Nook, Tablelands, Wigton, Windera, 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.

Cr Duff said, "I am honoured to have been elected as Deputy Mayor by my fellow Councillors and elected unopposed by the Division 5 community to serve this third term in Council. I see an opportunity to promote tourism, attract new industry and business, coordinate regional events and lobby for funding with a united voice. I am also very keen to ensure that rural communities and outlying areas get a strong voice and I am really pleased that we have established a new Rural Portfolio that I now lead."

Cr Duff is the portfolio representative for Natural Resource Management, Rural Services, Parks and Indigenous Affairs and sits on the following Council committees:

- Australia Day Judging Panel
- Boondooma Homestead Management Advisory Committee
- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group Environment (Chair)
- Murgon Sports Association
- Reconciliation Action Plan Committee
- South Burnett PCYC Steering Committee
- Wide Bay Burnett Regional Organisation of Councils
- Wide Bay Burnett Regional Road Transport Group
- Rural Services



Cr Roz Frohloff

DIVISION 1

Cr Roz Frohloff was first elected in March 2016.

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

Cr Frohloff is a born and bred Kingaroy girl and is the youngest daughter of Les and Thelma Pedersen. Raised on a property at Dangore Mountain, 45 minutes out of Kingaroy, Cr Frohloff moved to Nanango in 1988, where she now calls home.

Cr Frohloff married Lindsay, a local Yarraman man in 1991.

Their family includes three children, Hayley, Nick and Courtney.

Cr Frohloff joined the Queensland Ambulance Service in 1999 as an honorary member and was subsequently appointed as a full-time paramedic, which has seen Cr Frohloff travel all over the South Burnett.

Cr Frohloff said, "I have always had a passion for politics and I saw the opportunity to serve the community as a Councillor as a chance to make a difference. I have always looked after the South Burnett community when they have been sick or injured and now as a Councillor, I have the opportunity to look after the community through the strategic direction of Council. I am proud to call South Burnett home and believe it has a lot to offer."

Cr Frohloff is the portfolio representative for Water, Waste Water, Waste Management, Sports and Recreation and sits on the following Council committees:

- Australia Day Judging Panel
- Barker Barambah Irrigators Advisory Committee
- Local Disaster Management Group (Deputy Chair)
- Local Disaster Recovery Group (Chair)
- South Burnett PCYC Steering Committee
- Wide Bay Burnett Regional Sport & Recreation Advisory Committee



Cr Gavin 'Spud' Jones

DIVISION 2

First elected in March 2016, 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 ten 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 of 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 into working with the Infrastructure Department, particularly the Roads and Drainage branch, to review and plan new strategies which are now being implemented.

Cr Jones said, "I am very comfortable and confident with the new strategies being employed by the Roads and Drainage branch and there will be dramatic improvement with the South Burnett roads network over the next 18 months."

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

- Blackbutt Pool Committee
- Local Disaster Recovery Sub-Group Infrastructure (Chair)
- Traffic Advisory Committee



Cr Danita Potter

DIVISION 3

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

Cr Potter believes we live in one of the most beautiful places in Queensland and enjoys working with the South Burnett community and stakeholders to progress improvements for the whole region.

"Since the implementation of the Creative Round Table, I have met some incredible artists from around the South Burnett, and with the support of the Regional Arts Services Network (RASN) and Council, feel this is an exciting space to be in," Cr Potter said.

"Our tourism future is also looking bright following the newly formed South Burnett Tourism Advisory Committee which includes experienced business and tourism operators."

"I have had the pleasure to actively work with and participate

in a broad cross section of community groups with the intention of making the South Burnett a happier, healthier, prosperous and more attractive region to live and visit," she added.

Cr Potter is the portfolio representative for Community, Arts, Tourism and Health Services and sits on the following Council and community committees:

- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group: Human and Social (Chair)
- Reconciliation Action Plan Committee
- Regional Arts Development Fund (RADF) Management Advisory Committee
- South Burnett Community Consultative Committee
- South Burnett Community Network Committee
- South Burnett Suicide Prevention Working Group (Chair)
- Local Level Alliance
- Kingaroy Local Ambulance Committee
- South Burnett Flight Savers
- Kingaroy Christmas Carnival Committee
- Kingaroy Australia Day Committee
- South Burnett Relay for Life Committee
- Local Drug Action Team
- Wide Bay Burnett Regional Organisation of Councils (WWBROC) Arts Advisory Committee (Chair)
- 4610 Partnerships for kids



Cr Terry Fleischfresser

DIVISION 4

First elected March 2016, Cr Fleischfresser represents Division 4 which includes the localities of Memerambi and Kingaroy.

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

Cr Fleischfresser has conducted businesses for over 40 years and served as a Councillor on the former Kingaroy Shire Council for eight years.

Cr Fleischfresser has had an extensive career with

community organisations including:

2002-08 South Burnett Private Hospital Board (Founding Board Member)

2000-11 South Burnett Health Council Board

2000-12 South Burnett Jobmatch Disability Employment Services Board

2004-16 Health Workforce Queensland Board;

2012-16 Darling Downs Health & Hospital Service Board

Member of the Australian Institute of Company Directors

Cr Fleischfresser said, "I have a strong affiliation with serving the South Burnett community as I have been a member of the Kingaroy Lions Club for 37 years and a patron of the Civilian Widows Association for five years. My interests are community involvement, politics, cooking, art, sport, gardening and music. I am dedicated to serving the South Burnett community as Division 4 Councillor and believe I can make a positive change for our community."

Cr Fleischfresser is the portfolio representative for Planning and Property and sits on the following Council committees:

- Australia Day Judging Panel
- Community Grants Program Assessment Panel
- Kingaroy Community Police Consultative Committee
- Local Disaster Recovery Sub-Group: Infrastructure
- Traffic Advisory Committee



Cr Ros Heit

DIVISION 6

First elected in 2013 and re-elected this term, Cr Heit represents Division 6 which includes the localities of Alice Creek, Ballogie, Benair, Boondooma, Boyneside, Brigooda, Chahpingah, Charlestown, Corndale, Crawford, Dangore, Durong, Fairdale, Gordonbrook, Greenview, Haly Creek, Inverlaw, Ironpot, Keysland, Kingaroy, Kumbia, Mannuem, Melrose, Memerambi, MP Creek, Mt McEuen, Tingoora, Wattle Grove, Wilkesdale, Wondai and Wooroolin.

Cr Heit and her husband Kerry have lived at Wooroolin for over 30 years raising their family. Cr Heit is well qualified and brings a wealth of farming, community and business management experience to Council and the South Burnett. Cr Heit takes the privilege and responsibility of being a local Councillor very seriously and has completed a Diploma in

Local Government (Elected Members) to build her knowledge and skills to be the best Councillor she can be.

Cr Heit said, "As the Councillor for Division 6, the largest geographical division, I travel thousands of kilometres across my division making it a priority to regularly meet with the community to discuss their concerns, issues and opportunities. I am mindful of the necessity to ensure that the interests of all residents are represented. I recognise that there are unique challenges within my division, especially maintaining the extensive unsealed road network."

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

Cr Heit is the portfolio representative for Finance, Information Communication Technology and People and Culture, and sits on the following Council committees:

- Audit Committee
- Burnett Inland Economic Development Organisation
- Community Grants Program Assessment Panel
- Local Disaster Recovery Sub-Group: Economic Development
- Mayor's Community Benefit Fund Management Advisory Committee (Chair)

Council Decisions

As shown below, 2018/19 was a busy year for the elected members and Council staff with 409 resolutions recorded.

COUNCIL MEETINGS AND MINUTES

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

COUNCILLOR MEETING ATTENDANCE

Pursuant to section 186(c) of the Regulation, a total of twelve Ordinary Council Meetings and four Special Meetings were held during the period July of 2018 to June 2019. Meeting attendance by Councillors for the reporting period is shown in the table below.



FORMAL COUNCIL RESOLUTIONS 2018/19

Meeting Type	Date	Decisions
General Meeting	18/07/2018	30
Special Meeting	08/08/2018	1
General Meeting	15/08/2018	22
General Meeting	19/09/2018	28
General Meeting	10/10/2018	27
Special Meeting	07/11/2018	2
General Meeting	21/11/2018	46
General Meeting	12/12/2018	34
General Meeting	16/01/2019	26
General Meeting	20/02/2019	35
General Meeting	20/03/2019	34
General Meeting	17/04/2019	30
General Meeting	15/05/2019	19
General Meeting	12/06/2019	44
Budget Meeting	24/06/2019	30
Special Meeting	24/06/2019	1
Total		409

COUNCILLOR ATTENDANCE 2018/19

Meeting Date	18/07/2018	08/08/2018	15/08/2018	19/09/2018	10/10/2018	07/11/2018	21/11/2018	12/12/2018	16/01/2019	20/02/2019	20/03/2019	17/04/2019	15/05/2019	12/06/2019	24/06/2019	24/06/2019
Cr Keith Campbell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Kathy Duff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Ros Heit	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Roz Frohloff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
Cr Gavin Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Danita Potter	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr Terry Fleischfresser	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓

■ = Special Meeting

COUNCILLOR CONDUCT COMPLAINTS

Pursuant to section 186(f) of the Regulation, the following complaints relating to Councillors were reported in 2018/19:

- (i) complaints referred to the assessor under section 150P(2)(a) of the Act by local government entities for the local government – 2
- (ii) matters, mentioned in section 150P(3) of the Act, notified to the Crime and Corruption Commission – 0
- (iii) notices given under section 150R(2) of the Act – 0
- (iv) notices given under section 150S(2)(a) of the Act – 0
- (v) decisions made under section 150W(a), (b) and (d) of the Act – 4
- (vi) referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the Act – 0
- (vii) occasions information was given under section 150AF(4)(a) of the Act – 0
- (viii) occasions the local government asked another entity to investigate, under chapter 5A, part 3, division 5 of the Act for the local government, the suspected inappropriate conduct of a councillor – 0

(ix) applications heard by the conduct tribunal about the alleged misconduct of a councillor – 0

Pursuant to section 186(d) of the Regulation, the following complaints relating to Councillors were reported in 2018/19:

- (i) orders made under section 150I(2) of the Act – 0
- (ii) orders made under section 150AH(1) of the Act – 0
- (iii) decisions, orders and recommendations made under section 150AR(1) of the Act – 0

Pursuant to section 186(e) of the Regulation, the following complaints relating to Councillors were reported in 2018/19:

- (i) the name of each councillor for whom a decision, order or recommendation mentioned in paragraph (d) was made – 0
- (ii) a description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the councillors – 0
- (iii) a summary of the decision, order or recommendation made for each councillor – 0

COUNCILLOR DISCRETIONARY FUNDS

Pursuant to section 189 of the Regulation, Council must report on expenditure from Councillor discretionary funds. Councillors were allocated discretionary funds for the 2018/19 financial year as per the adjacent table.

Refer to 'Councillor Discretionary Fund Allocations' on page 96 for the full actual details of each Councillor.

Name	2018/19 Budget Amount
Mayor Cr Keith Campbell	\$8,000.00
Cr Roz Frohloff	\$4,000.00
Cr Gavin Jones	\$4,000.00
Cr Danita Potter	\$4,000.00
Cr Terry Fleischfresser	\$4,000.00
Deputy Mayor Cr Kathy Duff	\$4,000.00
Cr Ros Heit	\$4,000.00



COUNCILLOR REMUNERATION

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

Previous arrangements requiring Councils to formally adopt the

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

In accordance with section 247 of the Regulation, Council pays the following remuneration rates based on the Councillor Remuneration and Discipline Tribunal 2017 Report:

- Mayor - the rate payable of \$127,898
- Deputy Mayor - the rate payable of \$79,936
- Councillor - the rate payable of \$67,945

Pursuant to section 186(a) of the Regulation, the Councillor remuneration and superannuation contributions for 2018/19 are outlined in the table below:

Name	Position	Payment Amount	MV Payment Amount	Total
Keith Campbell	Mayor	\$127,836.06	-	\$127,836.06
Kathy Duff	Deputy Mayor	\$79,897.30	\$10,400.00	\$90,297.30
Ros Heit	Councillor	\$67,912.16	\$10,400.00	\$78,312.16
Roz Frohloff	Councillor	\$67,912.16	\$7,280.00	\$75,192.16
Gavin Jones	Councillor	\$67,912.16	\$7,280.00	\$75,192.16
Danita Potter	Councillor	\$67,912.16	\$4,784.00	\$72,696.16
Terry Fleischfresser	Councillor	\$67,912.16	\$4,160.00	\$72,072.16
Total		\$547,294.16	\$44,304.00	\$591,598.16

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 actual expenses incurred during the year are outlined in the following table:

July 2018 - June 2019	Cr Campbell	Cr Frohloff	Cr Jones	Cr Potter	Cr Fleishfresser	Cr Duff	Cr Heit
Telephone	\$932.12	\$767.97	\$940.95	\$767.84	\$713.61	\$1,558.96	\$1,005.00
Vehicle and fuel	-	\$7,280.00	\$7,000.00	\$4,600.00	\$4,000.00	\$10,000.00	\$10,000.00
Accommodation, meals and incidentals	\$5,584.26	\$964.04	\$1,196.34	\$575.72	\$976.47	\$159.09	\$987.00
Hospitality	\$702.18	-	-	-	-	-	-
Training/conferences	\$3,083.51	\$2,165.33	\$2,557.15	\$2,075.33	\$2,738.97	\$1,907.14	\$2,269.00
Travel	\$565.71	\$502.98	-	-	-	-	\$502.00
Other: general subscriptions, operating expenses, postage, printing & stationary	\$1,831.01	\$174.10	\$54.55	\$146.82	\$90.91	\$1,454.55	\$54.55
TOTAL	\$12,698.79	\$11,854.42	\$11,749.99	\$8,165.71	\$8,519.96	\$15,079.74	\$14,819.60



COUNCILLOR PROFESSIONAL DEVELOPMENT

Conference/Training	Date	Who attended
Wide Bay Burnett Regional Economic Development Growth Forum	11 October 2018	Mayor Campbell
Local Government Association of Queensland (LGAQ) Annual Conference	29-31 October 2018	Mayor Campbell, Cr Duff, Cr Fleischfresser, Cr Jones
LGAQ Elected Member Diploma - Effective Community Leadership	29 October 2018	Cr Duff
Red Earth Communication Workshop	12 September 2018	Cr Heit
Central Queensland Regional Arts Services network (CQ-RASN) Summit	07-08 November 2018	Cr Potter
Queensland Audit Office (QAO) Briefing	06 December 2018	Mayor Campbell
Water Advocacy Workshop	13 December 2018	Mayor Campbell
LGAQ Finance & Strategic Leadership Summit	26-27 February 2019	Mayor Campbell, Cr Potter
Age-Friendly Community Workshop	09 May 2019	Cr Potter
Ag-Forum 2019	10 May 2019	Mayor Campbell
CQ-RASN – Three Year Strategy	24 May 2019	Cr Potter
Australian Local Government Association (ALGA) - National General Assembly	17-20 June 2019	Mayor Campbell, Cr Frohloff, Cr Heit
Australian Institute of Company Directors (AICD) – Essentials for Local Government program	26-27 June 2019	Mayor Campbell, Cr Duff, Cr Frohloff, Cr Jones, Cr Potter, Cr Fleischfresser, Cr Heit

POLICIES UPDATED DURING 2018/19

Branch	Position	Policy Name	Corporate / Operational	Adopted Date / Sign Off Date	Review Date
Design & Technical Services	Manager Design & Technical Services	Asset Management Policy	Corporate	12 June 2019	September 2022
Finance	Manager Finance	Financial Hardship Policy	Corporate	24 June 2019	1 June 2020
Finance	Manager Finance	Debt Policy 2019/20	Corporate	12 June 2019	June 2020
Finance	Manager Finance	Investment Policy 2019/20	Corporate	12 June 2019	May 2020
Finance	Manager Finance	Revenue Policy 2019/20	Corporate	20 March 2019	1 February 2020
Finance	Strategic Procurement Coordinator	Procurement Policy	Corporate	20 February 2019	1 September 2019
Finance	Team Leader Records	Information Management Recordkeeping Policy	Administrative	22 August 2018	August 2020
Governance	Manager Social & Corporate Performance	Councillor Code of Conduct Policy	Corporate	12 December 2018	December 2020
Governance	Manager Social & Corporate Performance	Conduct of Council & Committee Meeting Policy	Corporate	12 December 2018	December 2020
Governance	Manager Social & Corporate Performance	Councillor Conduct Complaints Investigation Policy	Corporate	12 December 2018	December 2020
Governance	Manager Social & Corporate Performance	Administrative Action Complaint Management Policy	Corporate	12 December 2018	December 2020

POLICIES UPDATED DURING 2018/19 (CONTINUED)

Branch	Position	Policy Name	Corporate / Operational	Adopted Date / Sign Off Date	Review Date
Governance	Manager Social & Corporate Performance	Acceptable Request Guidelines and Appendix	Corporate	12 December 2018	December 2020
Governance	Manager Social & Corporate Performance	Expenses Reimbursement Policy for Councillors	Corporate	12 December 2018	December 2020
Governance	Manager Social & Corporate Performance	Employee Conflict of Interest Policy	Corporate	10 October 2018	October 2020
Governance	Manager Social & Corporate Performance	Dealing with a Complaint involving the Chief Executive Officer Policy	Corporate	10 October 2018	September 2020
Human Resources	Manager Human Resources	Domestic and Family Violence Policy	Corporate	20 March 2019	November 2021
Human Resources	Coordinator Workplace Health & Safety	Workplace Health & Safety Policy	Corporate	26 July 2018	July 2020
Human Resources	Senior HR Advisor	Identification Cards Administrative Policy	Administrative	8 April 2019	March 2021
Human Resources	Workplace Health & Safety Coordinator	Interim Heavy Vehicle Policy	Administrative	18 December 2018	December 2020
Planning & Land Management	Manager Planning & Land Management	Demolish, Remove or Relocate Buildings Policy	Corporate	21 November 2018	
Social & Corporate Performance	Manager Social & Corporate Performance	Community Grants Program Policy	Corporate	12 June 2019	May 2021
Social & Corporate Performance	Manager Social & Corporate Performance	Regional Arts Development Fund Guidelines	Corporate	12 June 2019	
Social & Corporate Performance	Manager Social & Corporate Performance	Information Privacy Policy	Corporate	12 June 2019	June 2021
Social & Corporate Performance	Manager Social & Corporate Performance	Entertainment & Hospitality Policy	Corporate	12 June 2019	April 2021
Social & Corporate Performance	Manager Social & Corporate Performance	Dealing with Confidential Information	Corporate	12 June 2019	March 2021
Social & Corporate Performance	Manager Social & Corporate Performance	Portfolio Representative Policy	Corporate	10 October 2018	June 2020





Our Organisation



Our Organisation

Council plays a pivotal role within our local community by providing and maintaining essential infrastructure and quality services. Roads, bridges, footpaths, water and sewerage networks, refuse collections, parks, open spaces, libraries as well as community and sporting facilities - these and other vital services, are fundamental to the provision of a quality lifestyle in 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.



Our Structure



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

COUNCIL MANAGEMENT ADVISORY COMMITTEES

Audit Advisory Committee

Boondooma Homestead Management Advisory Committee

South Burnett Directions

Traffic Advisory Committee

Office of the CEO

The Office of the CEO 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.

MARK PITT PSM
Chief Executive Officer



EXECUTIVE SERVICES

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

HUMAN RESOURCES

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

ECONOMIC DEVELOPMENT

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



Executive Services

MEETING AGENDAS AND WORKSHOPS

The Executive Services team are responsible for the coordination of Council meetings and strategic workshops including the preparation of agendas, recording minutes and forwarding various action requests. In excess of 90 Council meetings, strategic workshops, Senior Executive Team and Senior Management Team meetings were organised during 2018/19 by the Executive Service team.

CORPORATE EVENT COORDINATION

The Executive Services team successfully coordinated the following corporate events throughout the 2018/19 financial year:

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

A significant amount of work goes into the planning, preparation and

coordination of these events and the success of these events is due to the hard work and diligence of the Executive Services team.

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

CITIZENSHIP CEREMONIES

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

It has been a busy year with the Mayor officiating over 23 ceremonies. Each ceremony commences with the Mayor giving a welcome speech and reading a welcome message from the Minister, followed by the Australian Pledge and concluding with the playing of the National Anthem. To commemorate the occasion, the Mayor presents a copy of the 'Landscapes of Change' South Burnett history book to each new citizen.

Citizenship Ceremonies were held during the following months:

Month	No of Ceremonies
July 2018	8
October 2018	3
November 2018	5
January 2019	2
April 2019	3
June 2019	2
Total	23

ANZAC DAY ACROSS THE SOUTH BURNETT

Council sponsored ANZAC Day ceremonies across the South Burnett with representation from Mayor Keith Campbell, Councillors and Senior Staff in attendance at the majority of ceremonies. Ceremonies were held at the following locations: Blackbutt,

Boondooma, Bunya Mountains, Cherbourg, Hivesville, Kingaroy, Kumbia, Maidenwell, Murgon, Nanango, Proston, Wondai, Wooroolin, and Yarraman.

MAYOR'S COMMUNITY CHARITY BREAKFAST – LAUNCH OF RELAY FOR LIFE

Mayor Keith Campbell hosted the annual Mayor's Community Charity Breakfast on 2 May 2019 at the Kingaroy RSL to officially launch the 2019 South Burnett Relay for Life fundraising campaign, raising just over \$1,400 for the Queensland Cancer Council. Founder and Chair of Bravehearts Australia, Hetty Johnston was special guest speaker at the event.

Carla & Eric Cross were named this year's Face of Relay, with the three captains announced: former Kangaroo, Maroon and State of Origin winger - Michael Hancock, around-the-world sailor and 2011 Young Australian of the Year - Jessica Watson, and former Australian cricket player (and Queensland captain) Greg Ritchie.

MAYOR'S CHRISTMAS LUNCHEON

Belinda Sanders from ABC Radio was guest speaker at the annual Mayor's Community Christmas Luncheon held at Kingaroy Town Hall on 7 December 2018. The luncheon raised just over \$5,400 which went towards food vouchers from Kingaroy SupalGA, and distributed to South Burnett families in need.

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

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

Mayor Campbell would like to acknowledge and thank the many local businesses and groups that contributed towards the luncheon.

We couldn't have done it without their support.

KINGAROY SUPA IGA MAYOR'S CHARITY BALL

Country Meets City showcased the 2019 Kingaroy Supa IGA Mayor's Charity Ball. The charity ball housed 340 people on Saturday 8 June 2019 with entertainment provided by MisFitz, Matt Phillips and the Kingaroy State High School Brass Band, comedian Mr Joel Ozburn and the wonderful 'Franky Smart'. The three course meal was compliments to Chef Jimmy Stephen with the assistance from the very talented students and teachers of Kingaroy TAFE College.

The evening raised \$42,000 which was presented to the Red Earth Community Foundation South Burnett. This donation will help the charity to achieve their vision of building an even better South Burnett by investing donated funds to resilience, leadership and capacity building programs and new initiative that aim to strengthen the overall social and economic capacity of the South Burnett Community.

The South Burnett community and beyond hugely supported the event by way of either attending, sponsoring in the form of items for auctioning/raffling and/or money donations. A special shout out to the over 50 businesses, groups and individuals who generously came forward to assist with this event, and in particular, the following:

Event Sponsor: Kingaroy Supa IGA

Forecourt Sponsor: Peak Services

Gold Sponsor: Hitachi Construction Machinery

Silver Sponsors: iHear, Astill's Electrical Services, Huston Ford & Dundas, Ergon Energy, Seilers Transport, Swickers Kingaroy Bacon Factory, Bill Hull Car Centre, St Mary's Catholic College South Burnett, Stanwell, UGL, Downer EDI, Ken Mills Toyota, Westlink Petroleum, PCA - A Bega Company.



Australia Day Awards

JANUARY 2019

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 official awards ceremony was held on the eve of Australia Day, Friday 25 January 2019 at the Blackbutt Memorial Hall.

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



Award - South Burnett	Recipient
Citizen of the Year	Scott Prendergast
Young Citizen of the Year	Anekah Hinchliff
Organisation of the Year	Murgon Rotary Club
Lifetime Achiever Award	Jim Kingston
Volunteer of the Year	Jocelyn Richardson
Cultural Award (Senior)	Estelle Buckley
Cultural Award (Junior)	Lucas Ladyman
Junior Sportsperson of the Year	Matthew Rankin
Senior Sportsperson of the Year	Hannah English
Sportsperson of the Year (Coach/Official or Administrator)	Stephen O'Connor
Award - Local Achiever by town	Recipient
Wondai / Tingoora	Noel Selway
Kingaroy	Warren Cockburn
Kumbia	Julie Entwistle
Murgon	Richard Bridges
Hivesville / Proston	Kathy Crane
Blackbutt / Benarkin	Luke Beutel
Wooroolin / Memerambi	Wendy Turner
Nanango	Kevin Springate





SCOTT PENDERGRAST

Citizen of the Year



ANEKAH HINCHLIFF

Young Citizen of the Year



MURGON ROTARY CLUB

Community Organisation



JIM KINGSTON

Lifetime Achievement



JOCELYN RICHARDSON

Volunteer of the Year



ESTELLE BUCKLEY

Senior Cultural Award



LUCAS LADYMAN
Junior Cultural Award



MATTHEW RANKIN
Junior Sportsperson



HANNAH ENGLISH
Senior Sportsperson
(Accepted on behalf of Hannah English)



STEPHEN O'CONNOR
Sportsperson Coach/Official or Administrator
(Accepted on behalf of Stephen O'Connor)



NOEL SELWAY
Local Achiever
Wondai / Tingoora



WARREN COCKBURN
Local Achiever
Kingaroy



JULIE ENTWISTLE

Local Achiever
Kumbia



RICHARD BRIDGES

Local Achiever
Murgon



KATHY CRANE

Local Achiever
Hivesville / Proston



LUKE BEUTEL

Local Achiever
Blackbutt / Benarkin



WENDY TURNER

Local Achiever
Wooroolin / Memerambi



KEVIN SPRINGATE

Local Achiever
Nanango

Fudooka Student Visit

JULY 2018

Mayor Keith Campbell welcomed a group of students and two teachers visiting from Japan's Fudooka Senior High School during July 2018.



Festival of the Dams

MAY 2019

The first festival of the Dams was held on 18 & 19 May 2019 at Lake Boondooma. This Council sponsored event saw 50 teams compete for the following category prizes in the Boondooma Open: Highest number of Fish Caught, Biggest Golden Perch, and Biggest Bass.

The festival also offered markets, bar, fireworks and multiple prize draws. This family friendly community event was aimed at non-professional fishers and all that attended the weekend had an enjoyable time.

SOME COMMENTS FROM COMPETITORS:

It was the best one yet, thank you to everyone in the smack shop and Andrew, as well as South Burnett Regional Council. We hope to see you again soon from everyone in team born 2 fish.

"Great Comp can't wait for the next one thanks to South Burnett Regional Council for putting on this event well done. Modern Jack Fishing."



Parma for a farmer

AUGUST 2018

Councillors and Senior Staff visited the Glendon Street Café supporting Parma for a Farmer, with every Parma for a Farmer sold, Glendon Street Café donated \$10 to rural aid.



Council Listening Tours

OCTOBER 2018

Council Listening Tours were held throughout the region during late September and October 2018. The Listening Tour provided an opportunity for the community to come along and share their thoughts and ideas on a range of South Burnett Regional Council projects and activities. Participation in these events help to inform and influence the decisions the Councillors make.

Images below and right: 2019 Kingaroy Supa IGA Mayor's Charity Ball.



Human Resources

Council offers flexible employment arrangements including full time, part time, casual and fixed term. This flexibility provides benefits for not only the community but also our employees.

GREG LEWIS

Manager Human Resources



As at 30 June 2019 Council employed a total of 321* staff (excluding seven elected representatives). This figure includes senior management, 13 trainees/apprentices and is spread across the following departments:

- 112 Corporate Services
- 21 Executive Services
- 50 Finance
- 138 Infrastructure

During the reporting period, Council's

established workforce comprised of a total of 292.79 full-time equivalent staff (FTE). These figures do not include elected representatives or trainees/apprentices.

Part-time employees are incorporated into a number of work areas of Council's business. Council considers part-time work arrangements based on the requirements of the business, work/life balance and the standardised requirements of the *Industrial Relations Act 2016*, particularly the Queensland Employment Standards.

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

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

Workforce Statistics

STAFF TURNOVER

Council had a turnover rate of 16.79% and advertised 66 external and internal positions during the reporting period.

LEARNING AND DEVELOPMENT

Learning and development spending for the period was \$177,038.

WORKFORCE COMPOSITION BY GENDER

Council's 2018/19 workforce was composed of 204 males and 117

females equating to a ratio of 64:36. This is an increase of women participating in the Council's workforce since the 2017/18 year when the workforce was composed of 210 males and 108 females which equated to a male to female ratio of 66:34.

WORKFORCE BY GENERATION

Council's workforce comprises a broad generational demographic with ages ranging from 17 to 73. The adjacent table illustrates the total number of staff per generation and the table 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)	33	10.28%
Gen Y (1981 - 1994)	67	20.87%
Gen X (1964 - 1980)	127	39.57%
Baby Boomer (1946 - 1963)	94	29.28%
Total	321	100%

LENGTH OF SERVICE BY AGE AND GENDER

Generation	Length of Service															
	> 1y		1-5yrs		5-10yrs		10-20yrs		20-30yrs		30-40yrs		< 40rs		TOTAL	
Gen Z (1995 - 2009)	7	9	4	12	1	0	0	0	0	0	0	0	0	0	12	21
Gen Y (1981 - 1994)	4	8	15	9	8	3	10	10	0	0	0	0	0	0	37	30
Gen X (1964 - 1980)	8	6	15	7	20	12	26	14	8	6	4	1	0	0	81	46
Baby Boomer (1946 - 1963)	1	2	11	2	16	5	19	6	15	2	9	3	3	0	74	20
Total	20	25	45	30	45	20	55	30	23	8	13	4	3	0	204	117

MALE / FEMALE

Workplace Health and 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.

Key programs and events throughout the year:

EXTERNAL WORKPLACE HEALTH AND SAFETY AUDIT

During the 2018/19 year Council has had no external audits undertaken as two third party audits were undertaken during the 2017/18 year. These audits assessed Council's Safety Management System and were conducted against the full criteria of the National Self-Insurer OHS Management System Audit Tool (Version 3). The first of these audits was conducted in September 2017, with the second audit occurring in May 2018. During these audits the following was identified:

Strengths

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

Opportunities for Improvement

- Set objectives and targets, for each level of Council, so that current Strategy/controls or management plans can be evaluated for effectiveness.
- Continue with scheduled document review program
- Chemical Management – review every site to ensure at least compliance of listing all chemicals on a register and having current Safety Data Sheets available
- Consideration could be given to providing assistance in those areas identified in previous audits that do not seem to have progressed.
- Commence the internal audit program as per schedule

Refer to the Audit Scores table below.

WHS TRAINING AND STAFF INDUCTION

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

- Chemical Accreditation for Weed Spraying
- Control Traffic with Stop Slow Bat
- First Aid and CPR
- Entering a Confined Space
- Fire Safety Advisor

- Fire Warden
- Implement Traffic Management Plans
- Working at Heights
- Mobile Plant Tickets

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

A new on-line contractor induction process was also introduced.

HAZARD INSPECTIONS

The proactive inspection of Council facilities under the Hazard Management program saw a total of 207 hazard inspections completed during the 2018/19 year. This was an increase from the 99 inspections for the 2017/18 year. These inspections identified many items that require action in an effort to eliminate or reduce any potential risk or incident in the future.

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

- Administration offices
- Libraries
- Visitor information centres
- Public halls
- Swimming pools
- Works depots
- Workshops and stores
- Water and Wastewater treatment plants, and
- Waste facilities

A total of 586 corrective actions were identified as a part of these inspections with 567 (or 96.7%) of these actions closed. 19 actions are still waiting to be completed.

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.

AUDIT SCORES

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

Minimum benchmark score required is 70%.

ZERO HARM INITIATIVE

Council's vision of Zero Harm requires continuous improvement to achieve zero work-related injuries. Our employees take personal responsibility and are involved in setting and complying with Council's standards and improvement initiatives. Council provides support and training to enable our people to maintain a safe working environment.

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

ZERO HARM LEADERSHIP HANDBOOKS

Council's Leadership Handbook was developed for assisting with the communication of WHS information to supervisors and their staff within Council. The handbook also outlines any actions in relation to WHS that are required to be undertaken. Information communicated included may topics including but not limited:

- Young workers in the workplace
- Hazardous Substances including Asbestos and Silicosis
- Safety Signage
- Managing Stress
- PPE Management

- Sun and Heat Safety
- Snake Bites
- Fatigue
- Spotter Safety
- Incident, Hazard and Near Miss Reporting
- Load Restraint

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

WORKPLACE INCIDENTS AND INJURIES

Council recorded a total 210 recordable incidents for the 2018/19 year. This is an increase of 35 recordable incidents during the previous year. These recordable incidents occurred across a range of types including but not limited to injuries, property damage, plant damage, near misses, report only, high potential events and safety procedural breaches.

Injuries and plant damage accounted for 71% of all reported incidents, with plant damage making up 47% of all incidents reported. A total of 51 injuries ranging from bruising and cuts to soft tissue and tendon strains, were reported during 2018/19. Only four (4) of the 51 injuries reported resulted in a Lost Time Injury (LTI) with a total of 55 days lost due to these injuries. This is an improvement

of the previous year with six (6) Lost Time Injuries and a total of 89 days lost.

LOST TIME INJURY FREQUENCY RATE AND DURATION RATE

Lost Time Injury Frequency Rate (LTIFR) is the rate of how many injuries would occur over 1,000,000 hours worked. South Burnett Regional Council performed very well by finishing the year with a LTIFR of 7.07, down 27% from the previous year of 9.78.

Duration Rate is the average number of days lost per Lost Time Injury (LTI). Council's duration rate of 13.75 days was down 7% from the previous year of 14.83 days.

Council finished the year with a duration rate and LTIFR lower than the LGW Scheme average of 21.23 days and 12.06 (LTIFR) and the average for Councils of a similar size - 23.33 days and LTIFR of 13.01.



Economic Development

In the time-frame since the adoption of the 2020 South Burnett Regional Economic Development Strategy and its associated headline goals, progress is being realised.

CRAIG TUNLEY
Senior Economic
Development Officer



Investment & Innovation

LGMA QUEENSLAND AWARDS FOR EXCELLENCE

South Burnett Regional Council was a finalist in the Excellence in Collaboration Award at the LGMA Queensland Awards for Excellence, presented in Brisbane on Thursday 30 May. The award recognised Council's collaboration with regional event committees and Tilma Group through the rEvents Pilot Program. This intensive ten month program, which required event committees to contribute financially to the program and attend a series of monthly webinars/digital workshops through 2018, has contributed to great results being achieved by the events involved in the Program and the collaboration between events across the region. A certificate received at the Awards Ceremony will be kept on display in Council's Kingaroy office.

SALE OF COUNCIL OWNED LAND BY TENDER

An alternative tender for sale of Council owned land was advertised in May 2019, completing an extensive period of internal collaboration. The tender advertised for Cornish Street established an alternative process for sale of Council owned land for the purpose of economic development. The tender proposed a lease to purchase option with certain milestones and timeframes for development strengthening the outcomes as a result of the sale. Once finalised, it is expected that this process will generate direct financial return for Council plus investment and jobs.

SOUTH BURNETT WATER FUTURES PROJECT

South Burnett Regional Council has developed a draft scope of works document for the South Burnett Water Futures Project. This scoping document

is the first step in securing Australian Government funding announced late in 2018 for a feasibility study to examine options to increase water supply and security in the North and South Burnett regions. The funding is provided through the Australian Government's National Water Infrastructure Development Fund.

South Burnett Regional Council Mayor, Keith Campbell, celebrated the Federal Government announcement of \$2 million in funding, to be shared between South Burnett and North Burnett Regional Council, for a Water Feasibility Study, by calling water users and interested parties together. Water availability and security of supply is imperative to see the region remain viable and grow. The area's opportunities are unlimited, close to markets, soil types are suitable for anything, peanut growers could double yields if water was readily available.

The Mayor said the meeting was about the people in the room, a combination of consultants, business representatives, irrigation specialists, local farmers and local water user groups. All attendees agreed to form the South Burnett Water Users Group. A further meeting of this group in February 2019 recognised that formal submission of a project plan had been submitted to Government. Financial sign off for the project was completed prior to the Australian Government election held in May 2019.



Business Growth

BUSINESS XL

Business South Burnett introduced Business XL event's in 2018/19, with the first event held in August 2018 at the Nanango RSL. Businesses were invited to display their products and services at the event on a simple stand and the program included a workshop and local business speakers.

The first event provided a great opportunity for businesses to learn more about Council's procurement process and to hear from local businesses experiencing growth. Across the sessions, 26 local businesses were in attendance, with the majority attending Council's Procurement session.

The second Business XL event was held in partnership with Murgon Business & Development Association and Murgon RSL in November 2018. The event saw an increased take up of businesses showcasing their products and services through open display stands and was presented in a more compact format, commencing after normal business hours. Over 40 attendees were at the event, with great insights tabled by Simon Parnell (DSDMIP) through his workshop presentation.

The third Business XL event was held in February 2019, with over 70 people filling the White Room of the Kingaroy RSL. nine local businesses took the

opportunity to showcase their products at Business XL amid information sessions on Economy id. and Localised.



A business questionnaire has been completed by participants at each of the Business XL events, gaining entry to a random prize draw. Torkit Business Solutions have consistently sponsored a \$600 Cinema Marketing Package which has generated great results for the winning businesses. For example, Barambah Bush Camp had enquiries from the UK as a result of video being uploaded to social media.

GROWERS & GROCERS

Business South Burnett sponsored Divine Fruits "Growers and Grocers" orchard experiences held in Kumbia, 22 September 2018, visiting the stone fruit orchards of the Francis and Dugdell family farms. Council's Senior Economic Development Officer, Craig Tunley, met the grocers completing the Divine Fruits Orchard Experience in the Bunya Mountains, where they were staying on Friday and Saturday nights. He joined the bus on Saturday morning and travelled with the group to the Francis family farm in Kumbia where Graham gave all the attendees an overview of their operations, detailing the varieties grown and insights on the upcoming harvest. It was then back in the bus and across to the other side of Kumbia to the Dugdell family orchard for an overview of their operations before a short walk to lunch in the middle of the orchard.



Executive Chef Javier Codina of Moda Restaurant and Moda Events completed a cooking demonstration showcasing Kumbia stone fruit and

prepared a regional produce grazing table paired with Moffatdale Ridge wines. Amber Goldsmith provided the country music entertainment and the orchard was filled with sounds of light hearted discussion as approximately 40 people enjoyed the orchard setting. The day was hailed a success by growers and grocers, with everyone getting much more from the event than they had anticipated, forming stronger relationships outside of the fruit market setting.

FOOD HORIZON

The Food Horizon event was a result of the business development activity undertaken by Business South Burnett in partnership with Brisbane Marketing through the Future Food initiative.

Food Horizon explores our developing food vision and understanding of local food diversity. It is an opportunity to share product stories, a showcase of local food production and education of industry proponents enabling future growth.



Bringing together artisan producers from across the region, Food Horizon is where Business South Burnett and Discover South Burnett activities meet. Food Horizon will create new networks among food producers in the region and establish a forward calendar of food related events.

South Burnett has a long and proud food history, where generations of food producers have derived value from the region's rich red soil and valued added to local production. From micro producers and farm gate enterprises through to major agricultural companies and food processing facilities, diversity is our strength.

Since the Food Forum in late 2016, food producers have continued to grow their level of production and Jason Ford has worked diligently in growing the region's profile as our official Food Ambassador. Council's Visitor Information Centres stock a range of local products and the presence of the South Burnett region through showcase events has continued to improve.

LOCALISED

Business South Burnett launched Localised at the third Business XL Event, held at the Kingaroy RSL. Localised is a place-based business network that advances local economies by connecting local businesses to each other, local expertise, business events & opportunities. This platform has been trialled to replace the previous Business South Burnett/South Burnett Directions website.



Since its launch in February, Localised finished the financial year with 81 registered businesses, thirteen noticeboard articles, 26 expert articles, five networks, three projects and 30 events.

Paddock to Plate Network (P2P)

Currently, the South Burnett does not have a low quantity processing facility for our Paddock to Plate businesses, which means higher costs and increased food miles. This was a hot discussion point led by Clinton Kenyon at the Food Horizon event (October 2018).

Following this discussion, Business South Burnett has coordinated the bringing together of multiple paddock to plate businesses to form the P2P Network.



The first Meeting was held at Hidden Gold Homestead on Tuesday, 7 February.

There are over ten Paddock to Plate businesses associated with the network, who are all passionate about sustainable, low stress meat production. Following some hearty conversation, the preference for a mobile slaughter facility over a static facility was established. Industry led research and investigations are ongoing.

SOUTH BURNETT FOOD NETWORK STUDY TOUR

Fourteen South Burnett food growers, producers, and creators joined the Business South Burnett, Food Network Study Tour on Sunday 2 June 2019.

The Study Tour travelled to the Noosa Farmers' Market to hear from renowned Food Market Director, Shane Stanley. Shane engaged the group with producer success stories following their presence at the Farmers Markets. Participants were exposed to a highly successful slow food market, which attracts 8,000 - 10,000 visitors each Sunday. Shane explained how South Burnett Farm to Fork businesses could get their products into the exclusive Sunshine Coast market.

The Study Tour then headed to Kenilworth to visit Kenilworth Country Bakery. Following a coffee presented in a doughnut, the group heard from Baker Jeff. Jeff explained how they achieved a one million dollar turnover in less than twelve months of operation through effective social media marketing and creating a destination within their food business.

From there, the study tour travelled to Farmer and Sun in Gympie to hear the Waugh Family's story. After years of selling direct from their farms, and at local markets, the Waughs built a successful enough profile to open their own fruit and vegetable shop in town. They only stock local produce, sourced directly from the farmers. As their range grew, they expanded the shop to accommodate all the additional grocery lines and speciality items they now carry. They then further expanded and opened the Farmer and Sun cafe, serving a wide variety of food and drinks made from the fresh produce available at the marketplace next door.



Visitor Economy

REGIONAL FLAVOURS 2018

20 - 22 July 2018 saw the South Burnett once again have a strong presence at Regional Flavours - Brisbane's premier free food and wine event. Alongside attending wineries - Clovelly Estate, Kingsley Grove Estate and Crane Wines were Chinchilli, The Peanut Van, Discover South Burnett pop up food stall and local produce showcase. For the first time South Burnett events were invited by Discover South Burnett and approved by Brisbane Marketing to partake. Engaging promotion of our 2018 destination food events - Goomeri Pumpkin Festival, Kingaroy BaconFest and Blackbutt Avocado Festival created a real buzz and were well received by the South Bank event crowds. Qualitative feedback was received at the two events that occurred post Regional Flavours weekend (Kingaroy BaconFest and Blackbutt Avocado Festival) which enjoyed additional visitation as a result of the event presence and promotion at Regional Flavours.

LET'S GO

Destination marketing publication 'Let's Go' was launched at Regional Flavours 2018. Approximately 2,500 copies were well received by the South Bank event crowd enabling the region to share some of its stories. The magazine was also inserted in to the *Sunshine Coast Daily* on Thursday 26 July and Saturday 11 August in the lead up to local festivals with the remaining copies distributed through the Visitor Information Centre network.

The Autumn/Winter edition (released March 2019) introduces formatted panels to the marketing suite to offer industry an opportunity to leverage from the destination marketing activity. 45,000 copies of Let's Go Winter issue were distributed throughout regional Victoria and New South Wales.

SOUTH BURNETT TOURING GUIDE

The South Burnett Touring Guide underwent a transformation for the 2019-20 edition. The South Burnett Times team rewrote the content and updated advertising to a clean and stylish layout, giving the popular publication a new look and feel. An early preview was launched at South Burnett Unpacked Party on 30 March, to a crowd celebrating the start of the South Burnett tourism season. Stock was made available the following week via Link Logic enabling distribution

locally, intrastate and interstate.



SPECIAL EXHIBITION

The end of October saw the close of the special 30th Anniversary Expo 88 Exhibit at the Kingaroy Heritage Museum. Many visitors came to enjoy this trip down memory lane with hundreds signing the visitor book and sharing their stories of Expo 88 with the museum. The exhibition received a lot of attention with some of the highlights:

- Official launch attended by former Brisbane Lord Mayor Sallyanne Atkinson and covered by a live broadcast by ABC Southern Queensland
- Featured on the Channel 9 'Icons' World Expo 88' documentary
- Channel 7 Nightly News interview
- Five interviews on ABC Radio Brisbane
- Three interviews on ABC Radio Southern Qld
- One interview on River 94.9 and Crow FM 90.7
- Four articles in South Burnett Times
- Three articles on South Burnett Online
- Wide range of social media exposure including visitor generated content

Kingaroy received a congratulations letter from the Bureau International des Expositions in Paris, France. Massive congratulations to Jason Ford for delivering this incredible project.

MEDIA FAMILIS

Discover South Burnett working with Tilma Group, hosted an in-region group media famil 21-24 March. Media from Newscorp, RACQ, RM Williams and We Are Explorers walked, rode, kayaked, sipped and ate their way through the South Burnett. Local media were invited to participate in the activities with many taking the opportunities to connect with visiting journalists and photographers.

The conversations shared on the bus, over a meal or during an activity started the foundation for ongoing relationships between local media and the visiting delegates. One of the activity highlights of this family was a long table lunch hosted at High Brit Beef at Neumgna. Catered by local produce champion Chef Roberta Schablon from Saucy Fork Catering and complemented by Clovelly Estate Wines. Farmers Skye and Glen Douglas provided a farm tour, connecting the media with them, their farm and their paddock to plate story. Local collaborations were the key to this event's success from the décor provided by Extra Touch Designs in Murgon to learning of the partnering of other farmers (FireBreak Lamb and Tookawhile Pastured Pigs) – providing a diverse, local product, delivery service.

Activity from recent media families continued to filter out with Courier Mail article 'Nuts not the only Caper' feature that focused on food and wine offerings in the South Burnett.

Mulanah Gardens was a feature in Q Weekend with a write up on the welcoming hosts, boutique accommodation and country hospitality experienced by Belinda Seeney on her recent visit.

With a strong belief that food is our future (as well as our past) we were delighted to see locally grown produce ('young spindle asparagus from Tingoorra') from A Taste of Tingoorra featured in the 'Taste of Queensland' feature. Amanda Hinds (owner/chef at Emeraude, Hampton) spoke at the 2016 food forum (when she operated Indulge in Bundaberg) to inspire storytelling into local menus. From

this activity Amanda made some local food connections, A Taste of Tingoorra being one of them.

Some of the great outcomes from this event include:

- Bunya Mountains feature 'Into the Jurassic' that was picked up by twelve publications giving a reach of 81,876
- ABC radio interview with Wondai Garden Expo President aired in April in the lead up to the Autumn Garden Expo
- The Trousdell family shared their Mt Binga Avocado Orchards story in NewsCorp Publications in April
- The May edition of Weekly Times FARM publication highlighted Bunya Red Farm across six colour pages
- June/July school holidays were the focus for NewsCorp release in several publications with 'Dam Fine Fun for Kids' and 5 things to do that included Manar Park, South Burnett Rail Trails, Coomba Falls, Kayak at Ficks Crossing and the two dams, Yallakool Park and Lake Boondooma Caravan and Recreation Park.
- Feedback received from Manar Park after sharing this content with operators - they are thankful and excited to be included and one of their guests sent them the article when they saw it in the Sunshine Coast Daily the previous week. They went on to say they LOVE the South Burnett and always encourage their guests to explore the surroundings and are grateful to Discover South Burnett.

CULINARY TOURISM

The South Burnett Produce Network closed Facebook group, connecting growers, suppliers and consumers has grown this quarter from 144 members to 170 members. The members have been sharing local produce availability and accessibility, local food related workshops and events and other connection opportunities.

Perfect weather was enjoyed for the premiere Taste the Trail culinary adventure on the South Burnett Rail Trail on 15 June. The team received great feedback from ticketholders with several questions asking 'when's the next one?' The event debrief included discussion if this can be an ongoing annual event. 35 attendees hailed from Brisbane, Sunshine Coast, Toowoomba and as far away as Ballina to join several locals for the local food experience ride. Traversing Kingaroy to Wondai, cyclists sampled new flavours from Proteco, Flavours of South Burnett tasting box, Taste of Tingoorra produce and the Regional Flavours favourite recipe of Sticky Pork Belly Wrap recreated to Pork Belly Tacos.

Regional Flavours stallholders were in Wondai to greet the happy riders and offer wine tasting, local food sampling and information on upcoming local events.

Feedback from Taste of Tingoorra's Rowly Bendall – "We thoroughly enjoyed the experience as well as all the positives that came out of it for our little enterprise", he said. "Rest assured we will support our region in every way we can and will work with those like yourselves in every way we can".



Corporate Services

Corporate Services 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, corporate administration and governance.



PETER O'MAY

General Manager Corporate Services

Corporate Services ensure sound governance, quality customer service and the provision of community services including arts and culture, library services, sports and recreation and grants and donations.

CORPORATE SERVICES

- Indigenous Affairs
- Libraries

SOCIAL & CORPORATE PERFORMANCE

- Community Engagement
- Community Grants Program
- Complaints Management Process
- Corporate Brand
- Corporate Communications
- Corporate Governance
- Corporate Risk Management
- Customer Contact
- Internal Audit
- Operational Planning &

Performance

- Records

ENVIRONMENT & WASTE

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

NRM & PARKS

- Aerodrome Operations
- Boondooma Tourist Park
- Cemetery Management
- Coolabunia Saleyard
- Ficks Crossing
- Natural Resources
- Parks and Gardens

- Public Conveniences
- Rail Trail
- Recreational Reserves
- Sports Development
- Sporting Grants
- Stock Routes
- Straying Livestock
- Tick Facilities
- Weeds and Pest Management
- Yallakool Tourist Park

PLANNING & LAND MANAGEMENT

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

Corporate Services Indigenous Affairs

The General Manager of Corporate Services oversees and maintains a small budget allocated to support or sponsor initiatives relating to Indigenous Affairs.

Cr Kathy Duff, Portfolio holder for Indigenous Affairs, actively works with the Cherbourg Aboriginal Shire Council to support joint initiatives such as South Burnett and Cherbourg on Show Weekend, NAIDOC week celebrations and other regional events. Council regularly meets with Councillors and senior management from Cherbourg Aboriginal Shire Council to collaborate on issues affecting both local Governments and respective communities.

Image: Reconciliation Week 2018 - Raising of the indigenous flag at the Kinaroy Forecourt.



Libraries

During the 2018/19 financial year, South Burnett Libraries continued to provide the community with a range of services and programs aimed to create opportunities for recreation, culture, information and lifelong learning.

WONDAI LIBRARY RENOVATION

The newly renovated Wondai Customer Contact Centre and Public Library opened to the community on Monday 20 May 2019. An open layout and modern fixtures resulted in the creation of a welcoming space that is able to accommodate a variety of library programs and activities, including First 5 Forever rhyme time sessions, information talks and groups that meet regularly at the library.

NANANGO LIBRARY TEMPORARY RELOCATION

During the renovation of the Nanango Council offices, the Nanango Library relocated temporarily to the South Burnett Energy Centre in May 2019. During the renovation period, three council departments operated from this location, with customer contact officers, information centre volunteers and library staff working together. A boutique library collection, housed in a demountable building located in the centre's carpark, provided a continuation of access for library patrons to a limited library collection. Regular library programs, including weekly Rhyme Time, Story Time and Meditation classes were held at Ringsfield House during the renovation period.



Key programs and events throughout the year include:

FAMILY LITERACY PROGRAMS

First 5 Forever

During the 2018/19 financial year, South Burnett Libraries' First 5 Forever programming continued to focus on the provision of quality sessions within our libraries whilst maintaining partnerships with Child Health across the service.

Highlights:

- Annual funding period changed from calendar year to financial year.
- Annual funding amount reduced from \$33,188 to \$21,650.
- 5,573 annual attendees to First 5 Forever programming.
- Purchase of First 5 Forever toolkits, which are provided as a free resource to community members who attend First 5 Forever programming and outreach sessions.

Koala Rumba

The free children's concert Koala Rumba attracted fantastic attendance with approximately 250 people enjoying the festivities at the Kingaroy Library 2 July 2018. Children were delighted to dance and sway to the lively songs themed about animals and the country. They all loved the Koala puppet who featured in the show, as he spoke and sang to them. The Koala Rumba concert was delivered as part of the First 5 Forever initiative.

Water Safety Story Time at the Kingaroy Pool

Staff from the Kingaroy Library hosted a special Water Safety Story Time at the Kingaroy Pool on Wednesday 21 November 2018. Free entry provided attendees the opportunity to enjoy a water themed story time session and free swim. The Wise Owl from the Kids Alive, Do The Five Team made a special guest appearance, with all families who attended receiving a free water safety pack supplied by the Kids Alive, Do The Five team.

YOUNG PEOPLES PROGRAMS

School Holiday Activities

During the 2018/19 financial year, South Burnett Libraries delivered a series of fun and interactive school holiday programs for children aged 5-12. Attendance to these sessions increased by 15% from the 2017/18 year, with over 649 children and 295 adults enjoying sessions that were designed with a focus on STEAM. Highlights of this year's program include the engineering of a mechanical hand made using foam, string and straws. Other creations included a paper cup dragon, lava lamps and a no sew sock bunny.

Children's Book Week

18 to 24 August 2018 marked one of the most exciting weeks in the library community, Book Week! The theme for 2018 was "Find Your Treasure" and

to celebrate, South Burnett Libraries hosted a series of story time sessions in the Kingaroy, Nanango, Murgon and Wondai libraries. In total, 173 people attended these fun and interactive events.

Baconfest Story Time

To help celebrate Kingaroy's first Bacon Fest and all things piggy, the Kingaroy Library hosted a special story time on Saturday 25 August 2018. Piggy stories, songs and craft kept the young attendees entertained whilst the window display of the three little piggies (and big bad wolf) provided a great space to showcase some of the library's best pig related resources.



National Simultaneous Story Time

Once again, libraries across the region took part in the Australian Library and Information Association's National Simultaneous Storytime on 22 May 2018. This important annual campaign takes place during Library and Information Week and is a colourful, vibrant and fun event that promotes the value of reading and literacy. This year's book, "Alpacas with Maracas", written and illustrated by Matt Cosgrove, was read in libraries across the nation at 11am, with South Burnett Libraries adding to a national audience of 1.14 million readers. The Blackbutt Library provided a sensory bonus with a newly shorn bundle of alpaca wool for the children to feel and see.

Kid's Corner

Following the success of the Kingaroy Library's Kid's Corner, the Nanango Library introduced this popular weekly after school program. Designed for primary school aged children, Kid's Corner provides children the chance to interact with technology, play video games and get creative with arts and crafts. In total, 345 children aged 7-12 joined in the fun during the 2018/19 financial year.



LIBRARIES AS COMMUNITY HUBS

Mental Health Awareness

To help break down the stigma associated with mental illness and encourage people in our community who need help to reach out and connect, an interactive discussion about mental health took place at the Kingaroy Library on Thursday 25 October 2018. Topics discussed included the promotion of positive mental health and wellbeing at home, at work, and at play.

NAIDOC Week 2018

To celebrate NAIDOC Week 2018 the Kingaroy Library displayed the artwork of a local indigenous artist for the months of July and August. Staff from the Kingaroy Library also attended the NAIDOC celebrations in the forecourt, reading dreamtime stories and creating flick and dot paintings with those in attendance. In Murgon, staff from the library attended a NAIDOC 2018 celebration hosted by the Murgon hospital at the QEII Park on Tuesday 17 July 2018.

South Burnett Mums & Bubs

To support new families in the community, the South Burnett Mums and Bubs Information Group held



regular sessions at the Kingaroy Library. These sessions proved popular and well attended, with new mums given the opportunity to meet each other and listen to information presented by guest speakers on various aspects of health and safety for young children.

Library Lover's Day

Library Lovers' Day provides the chance for everyone to reconnect with the library and share the library love. The initiative, coordinated by the Australian Library and Information Association (ALIA), aims to raise the profile of the services offered by libraries. South Burnett Libraries celebrated this day on 14 February 2019, with library visitors offered the chance to recommend a book they loved for other members to read. Patrons could also take a chance on a 'Blind Date with a Book', whereby library items were covered in newspaper with only the first line of the story visible.

National Novel Writing Month (NANOWRIMO)

During November 2018, the Kingaroy Library hosted a series of weekly 'write-in' sessions mentored by author Imogene Nix. Designed to encourage aspiring writers and emerging authors to write, this initiative will continue next year and is for anyone who has ever thought about writing a novel.

Meditation at the Nanango Library

To assist members of the community to reduce stress and anxiety, increase energy and improve health and wellbeing, the Nanango Library introduced free weekly meditation classes.

Group Christmas Party

At the end of each year, the Kingaroy Library hosts a 'Groups Christmas Get-together' to acknowledge and thank the community members who make up the many different groups that meet regularly at the library. 47 people attended this event on 4 December 2018, with all of them thoroughly enjoying the music of "Elvis", who graciously agreed to come along and sing for the morning.

ADULT LITERACY PROGRAMS

Author Talks and Information Talks

South Burnett Libraries hosted a variety of author and information talks during the 2018/19 financial year. Former South Burnett Regional Council employee Shandi Boyes visited the Kingaroy Library to discuss her writing and marketing tips. Shandi is

now a USA Today Bestselling Author, who travels the world promoting her work. Other highlights include an information session about stroke awareness presented at the Kingaroy Library by retired local GP Brad Butwell, and an interactive discussion at the Proston Library about being a judge at a country show. Members of the Barambah Beekeepers also visited the service to discuss their club.

CHALLENGES

- Maintaining consistent service provision across South Burnett Libraries whilst renovating and relocating two branches.
- Wondai Library Renovation - Weeding, packing and relocating the Wondai Library collection to fit in new building. Designing and purchasing shelving to suit the new layout and theme.
- Nanango Library Temporary Relocation - Weeding, packing and storing approximately 80% of collection. Selecting and fitting out the boutique library and finding an appropriate facility to house regular programming during the renovation period.

HIGHLIGHTS

- During the 2018/19 financial year 151,962 people visited South Burnett Libraries.
- 141,354 items were loaned.
- 1,224 new members were welcomed to the library service.
- 7,776 resources were added to the collection through the Public Libraries Grant of \$168,197 provided by State Library of Queensland.
- Programs and events hosted by South Burnett Libraries increased by 8%, with 1,280 held.
- Program and event attendance at South Burnett Libraries increased by 14.7% with 11,603 attendees.
- 8,600 hours of computer time used on the 17 public access computers across the region.
- 6,188 hours of Wi-Fi used by the community across the six libraries.



Social and Corporate Performance

Council's Social and Corporate Performance branch supports Council to achieve sound governance and risk management, implement appropriate organisational controls, provide quality customer frontline services, deliver corporate governance and the Community Grants Program.

CAROLYN KNUDSEN
Manager Social and
Corporate Performance



Community

SUPPORTING COMMUNITY CAPACITY BUILDING

Local Councils have a long history of influencing state and federal government issues as well as supporting community lead initiatives building local capacity. Council participates across a wide spectrum of community agency groups and programs such as:

- South Burnett Community Network
- South Burnett Community Consultative Committee
- South Burnett Community/Police Consultative Committee
- 4610 Partnerships for Kids
- Suicide Prevention Working Group
- Stronger Families Local Level Alliance

Council is an advocate of Community development where community members are supported to identify and take collective action on issues that are important to them. This evolves into the empowerment of each other to create a stronger and more connected South Burnett region.

SOUTH BURNETT LOCAL DRUG ACTION TEAM

In 2018, Council established the South Burnett Local Drug Action Team born out of a need identified by key local agencies working in that field.

Council, having been successful in obtaining \$10,000 from the Alcohol and Drug Foundation to develop a community action plan, worked with key community service providers to identify actions to educate our community in the prevention of Fetal Alcohol Spectrum Disorder (FAS-D) called "Healthy Pregnancies and Bright Futures" (the Plan).

The Plan will build on and support existing local FAS-D initiatives and target key local service providers who engage with men and women of reproductive age (including pregnant women and their partners, family and friends) to raise awareness about this issue and promote appropriate resources and evidence-based programs.

The draft community action plan was tabled at Council's June General Meeting for endorsement of the submission for further funding.

The Plan delivers:

- Community Awareness Raising Events at libraries
- FAS-D Information sessions for service providers and community groups
- Resources and information distributed to community hubs across the region

The Plan partners includes: South Burnett Regional Council; Darin Meme na BariBari - The Cherbourg FAS-D Project; South Burnett CTC Inc; Lives Lived Well; Queensland Police Service; Education Queensland; and Queensland Health.

The Plan budget includes:

- Funding carryover to be finalised prior to submission estimated at \$5,000
- Requested funding from the Alcohol and Drug Foundation of \$27,050
- In-kind funding from Council of \$32,380
- In-kind funding from Darin Meme na BariBari - The Cherbourg FAS-D Project of \$2,000

Council was successful and the plan will be delivered in 2019/20.

Community Grants Program

Through the provision of the community grants program, Council demonstrates its commitment to investing in initiatives that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region. During 2018/19 the Community Grant Program was reviewed and through reflective analysis the program was revised. The revision process included consideration of feedback gathered over the previous twelve months from both internal and external stakeholders. The revised program now provides the optimum support to our community groups and champions.

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

The revised Community Grants Program includes the following categories:

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

REGIONAL ARTS DEVELOPMENT FUND (RADF)

The Regional Arts Development Fund (RADF) 2019/20 Bid was submitted by Council in April 2019. Since 2008, Council has successfully partnered with Arts Queensland to deliver this arts and culture program to our community. As part of the RADF Bid for 2019/20, Council was required to identify its financial commitment to which it agreed to support an application for a total Bid of \$25,000. The Bid process is a competitive one with 58 Local Governments in Queensland vying for a piece of the funding. RADF is a partnership between Arts Qld and Council and is comprised of a 60%:40% split.

Complaints Management

ADMINISTRATIVE ACTION COMPLAINTS

Council's Administrative Action Complaints process was instituted to ensure that, to the greatest practicable extent, related complaints are dealt with fairly, promptly, professionally, in confidence (in so far as possible) and in a manner respectful to the complainant. Council treats complaints of this nature seriously and has implemented a policy and procedure with Council's endorsement. The policy was reviewed during 2018/19 and identifies complaint lodgement options available such as written, electronic or verbal. Details of the number of Administrative Action Complaints processed during 2018/19 are available at 'Administrative Action Complaints' on page 89.

INFORMATION PRIVACY AND RIGHT TO INFORMATION

Under Queensland's *Right to Information Act 2009* and *Information Privacy Act 2009*, members of the community are able to apply for access to documents held by Council (subject to statutory exemptions). These Acts allow members of the community to apply for and make amendments to documents concerning their personal affairs, where it is believed the information is incomplete, out-of-date, inaccurate or misleading. The Social & Corporate Performance 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 2018/19 are available at 'Right to Information (RTI)' on page 90.

Corporate Governance

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

To ensure that our policies are consistent with Council's values and intended practices, Social & Corporate Performance conducted reviews during 2018/19 to update policies to align with legislative changes such as those that have resulted thus far from the report 'Operation Belcarra: A blueprint for integrity and addressing corruption risk in local government' by Crime and Corruption Commission Queensland. Additionally new policies were adopted where gaps were identified as:

- Conflicts of Interest
- Entertainment and Hospitality
- Dealing with Confidential Information
- Councillor Conduct Complaints Investigation
- Complaints against the Chief Executive Officer

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

FRAUD AND CORRUPTION PREVENTION MANAGEMENT

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

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

Council has developed and implemented a *Fraud and Corruption Prevention Management Plan 2016-2019* which sets out the actions and responsibilities for the organisation. This plan is reviewed and updated by the Fraud and Corruption Prevention Management Steering Group with quarterly updates provided to the Audit Advisory Committee.

Council identified that there was a need for an overarching framework to encompass organisational strategies, plans, policies and procedures. In April, the Fraud and Corruption Risk Management Framework was implemented. The complaints management process was also formalised.

The Manager of the Social and Corporate Performance branch is the Fraud and Corruption Prevention Management Coordinator, reporting directly to the CEO on all matters relating to fraud and corruption.

OPERATIONAL PLANNING

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

DELEGATIONS

Council subscribes to a delegation update service provided by MacDonnells Law which assists Council to stay abreast of over 150 pieces of legislation and the relevant changes which impact on Council operations. Compliance with section 257(1) of the *Local Government Act 2009* (the 'Act'), allows Council by resolution, to delegate a power under the Act or another Act to the CEO. Council's Employee Code of Conduct also requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.



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 2018/19 were prepared by senior staff and reviewed by the Chief Executive Officer. The registers and treatment plans were tabled for review and endorsement at the Audit Advisory Committee meeting on 14 August 2018.

A review of the Council policies on Risk Management, Risk Management Committee, Internal Audit and Audit Advisory Committee has commenced.

The Internal Auditor accepted a position with Infrastructure as the Senior Business Advisor. A new Internal Auditor has been appointed. The review of the outstanding audit recommendations was undertaken by Senior Management where the risk attributed to the outstanding audit recommendations was recalculated to reflect Council's current risk appetite relative to the individual audits.

The Audit Advisory Committee accepted the request by the Fraser Coast Regional Council to orchestrate a reciprocal arrangement between the Councils where the Audit Advisory Committee members are able to participate as observers in the respective meetings. It was noted that there would be positive benefits for the sharing of knowledge and good learning opportunities from this reciprocal arrangement.

The South Burnett Regional Council Leave Liabilities Report was presented in an updated format for comment and acceptance by the Audit Advisory Committee.

The Audit Advisory Committee received and accepted the Draft Financial Reports for 2017/18 on 29 August 2018. KPMG, the current external auditors, advised that the Audit of South Burnett Regional Council is in a well advanced state.

Both the Fraud & Corruption

Working and Steering Groups are meeting regularly and progressing the risk register and treatment plan action plans.

AUDIT ADVISORY COMMITTEE

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

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

The Audit advisory Committee's primary duties are:

- Oversee the internal audit and risk management functions of Council
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments

- Monitor and review the integrity of financial reports
- Assess and evaluate the Internal Audit Plan to ensure that material business risks to Council's financial and operational environment are identified and addressed
- Promote transparency, integrity and ethical conduct

The Audit Advisory Committee provides advice directly to Council and is composed of three voting members. At 30 June 2019 the Audit Advisory Committee membership comprised: Mayor Keith Campbell, Cr Ros Heit and Ms Melissa Schroffel (Independent Member).

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



INTERNAL AUDIT

As required by the Act, Council maintained an efficient and effective internal audit function during 2018/19. Internal Audit operationally reports through and is managed by the Social and Corporate Performance branch.

Internal Audit adds value to Council by providing an independent, objective assurance and advisory service to improve its operations. It assists Council in achieving its goals and objectives by implementing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

Independence and Objectivity

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

The Internal Audit function has no managerial authority over the operational activities of Council except those related to the management of the internal audit activities and is positioned within Council to ensure its ability to deliver independent, objective and competent assurance

and advisory service across Council operations.

Authority and Access

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

Audit Approach and Reporting

A risk based internal audit approach was continued through 2018/19. The three year Internal Audit Plan and the Annual Internal Audit Plan are based on identified strategic and operational risks. The 2018/19 to 2020/21 plan was developed and authorised by the CEO having been reviewed by the Audit Advisory Committee and Senior Staff. Internal Audit Reports that indicate audit findings and recommendations, management response, responsibility for implementation and implementation date are provided to the Audit Advisory Committee on a quarterly basis.

Internal Audits Conducted

- **Investment Management**
Review of compliance with Investment Policy, investment balance reconciliation, validating investment returns considering

the period of January 2017 to December 2017.

- **Management of Portable and Attractive Assets**
The audit assessed and reviewed the management of Portable and Attractive Assets for the period from June 2017 to April 2018.
- **Gifts and Benefits**
The evaluation processes, management and controls associated with gifts and benefits received and given by Councillors and employees commenced 24 December 2018, and is to be concluded in 2019/20 due to audit prioritisation.

MEETINGS

The table below lists the number of meetings held and reports reviewed during the 2018/19 financial year.

Audit Advisory Committee Activities	2018/19
Number of meetings held	5
Internal Audit Reports reviewed	2
External Audit Report reviewed	1



Customer Contact

Council is committed to ensuring quality customer service as demonstrated by the variety of ways in which Council makes contact with the community and equally in which the community makes contact with Council.

Council's Customer Contact Centres are open five days a week as Council continues to maintain a physical presence across the region recognising the importance of continuing face-to-face customer service options for our community.

During 2018/19, the customer contact front counter staff based at the contact centres of Blackbutt, Nanango, Kingaroy, Wondai and Murgon received 31,741 calls to the Council 4189 9100 number, which is an increase of 2,913 calls on the 2017/18 figure. Customer contact staff furthermore issued 22,414 receipts to customers over the counters which is a slight increase on the 2017/18 figure of 22,409.

Customer requests are an important element of Council's day-to-day operations with 16,026 customer requests and applications processed during 2018/19, again an increase of the 2017/18 figure of 15,268.

Of the 44 categories to which a customer request can be allocated, the following table is a sample of the statistics for the 2018/19 year:

NOMINATION FOR STATE AWARD FOR TEAM WORK

In June 2019, the Customer Contact team was nominated for a State award for Teamwork. The nomination acknowledged the quality service our customer contact staff provide to our community, as this team is the first point of contact when customers call or come into one of our five centres across the region. The team was congratulated on being recognised by their peers in local government.

COMMUNITY HALLS

Council provides community halls across the South Burnett receiving bookings for Kingaroy, Maidenwell, Murgon, Nanango, Proston and Wondai. During 2018/19, customer contact processed 1,244 bookings as shown in the following table:

HALL BOOKINGS

LOCATION	2017/18	2018/19
Kingaroy	526	353
Nanango	165	188
Wondai	123	177
Proston	117	326
Murgon	106	119
Maidenwell	46	81

Records

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

During the 2018/19 financial year records staff lodged 16,179 pieces of incoming correspondence into Council's electronic recordkeeping system, comprising 9,480 pieces of hard copy correspondence and 6,699 emails.

Council has engaged the services of Grace Records Management in Toowoomba to house Council's Permanent and 30 year retention documents that are not accessed on a regular basis.

Records staff have ensured that 634 Archive Boxes of hard copy records are safely and securely stored at the facility to comply with legislative requirements according to the *Public Records Act 2002*.

The old Wondai Library building is in the process of being transformed into Council's records storage facility to manage Council's Planning, Building, Plumbing, Infrastructure files and other records that are regularly accessed by staff.

In the future, a records audit will be performed to locate hard copy documents in all oCouncil sites that can be entered into the Records Facility.

CUSTOMER REQUESTS

TYPE	2016/17	2017/18	2018/19
Animals (ie Nuisance/Wandering; Registration: etc...)	1,449	1,565	1,754
Water Supply (ie. service/meters; leaking main; etc...)	1,118	1,149	1,487
Roads (ie. enquiry; surface unsealed; etc...)	1,353	1,330	1,363



Environment and Waste

During 2018/19 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.

CRAIG PATCH
Manager Environment
and Waste



Animal Management

RSPCA DESEXING INITIATIVE

The South Burnett Regional Council has continued to partner with the RSPCA to encourage cat and dog owners to desex their animals via, 'Operation Wanted'. Operation Wanted commenced in June 2018 and continued until 31 August 2018. During the campaign dog and cat owners were able to obtain up to a 20% discount for desexing of their animals. Council sees good outcomes from this project and will therefore most likely continue its support of this program in the next financial year.

ANIMAL HOUSING TENDER

During 2018/19 Council tendered for Animal Housing Services for the South Burnett Region. Council received some very strong applications from interested parties. The successful contractor was the RSPCA, who will be providing animal impound, housing and management services for the next five years.

Local Laws Permits and Licencing

LOCAL LAW ENFORCEMENT

Council received 51 Footpath Permit applications, 575 Properties issued with Compliance Notices for Overgrown Allotments, 40 Abandoned Vehicle requests, six Illegal Parking Vehicle requests and 112 General Local Law Enquiries.

ANIMAL MANAGEMENT ENFORCEMENT

There were 1,402 Animal Management related requests submitted to Council in 2018/19, of these 140 were animal attack related. There was 507 Animals Impounded, 19 Excess Animal Applications and 24 Regulated Dog Applications.

LICENSING APPLICATIONS

Council received 16 new Food Business Licence Applications, 16 Change of Licensee Applications, 49 Commercial Temporary Food Applications, 44 Non-Profit Temporary Food Applications and 18 Private Water Sample Applications.

Public and Environmental Health

There was a total of 113 Public Health customer requests received and 149 Environmental Health requests submitted to Council for the 2018/19 Financial Year.

MOSQUITO CONTROL

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

The WBBROC Mosquito Group have been working collaboratively with the Queensland Public Health Units,

CSIRO and other regional local governments to develop a mosquito management strategy and action plan for the region. This is to tackle the public health risk of the *Aedes aegypti* or 'dengue mosquito' that has been found in a number of towns in the Wide Bay Burnett Region, including the South Burnett's Wondai and Murgon townships.

The goal of the Wide Bay region strategy is to implement an eradication plan for this particular mosquito. National statistics provided by Queensland Health have shown that there has been an increase of imported cases of mosquito borne diseases in travellers returning to Australia. Therefore, it is very important that this mosquito be controlled in the Wide Bay Region to prevent local transmission of any overseas acquired diseases.

The regional action plan will focus on education, house to house surveys and working with residents and businesses to reduce the mosquito breeding habitat and mosquito numbers. For high risk premises additional actions may need to be implemented.



Waste and Landfills

CAPPING CLOSED LEGACY LANDFILLS

During 2018/19 Council continued to progress capping of its various old closed Legacy Landfill sites, with a particular focus on the Malar, Boobie and Burrandowan Road sites.

WASTE COLLECTION CONTRACT

Council's waste collection contractor continued to provide good service 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 764,034 waste collection services provided in the 2018/2019 Financial Year.

MULCHING OF GREEN WASTE

Council continued to receive Green Waste at the Kingaroy and Nanango waste facilities, which was then subsequently mulched to produce green waste mulch. This green waste mulch was provided free of charge to the public.

WASTE STRATEGY:

Council continued to develop its long term waste management strategy with the development of a future waste disposal options paper. This process assisted Council in formulating waste disposal decisions for the community for the medium to long term.

WASTE TO ENERGY:

The Local Government Association Queensland (LGAQ) has been very active in helping to facilitate conversations about waste to energy, or energy from waste depending on your particular view point.

There has been a number of waste forums during the 2018/2019 Financial

Year as well as study tours, discussion papers and interest in this technology as a waste management solution for Queensland and Australia.

Council's Waste Services section continues to monitor developments in this area with a view to informing Council's future waste decisions to ensure that should this technology become economically and practically available to a Council the size of the South Burnett that Council is positioned to be able to benefit. Council presently holds a cautious, but open view to this new emerging technology.

GETTING READY FOR STATE WASTE LEVY

Due to the State Government's requirements that all landfills receiving waste for disposal must be supervised because of the introduction of their Waste Levy, Council released a supervision tender for the Wondai and Murgon Waste Facilities during the 2018/19 financial year.

A number of operational changes were made, most notably the hours of operation. Council had endeavoured to consult extensively with the Wondai and Murgon communities with regards to options for operational hours. Council's preference was to have the facilities open every day. However, no funding for supervision of these sites was forthcoming from the State and therefore Council had to make a decision to rationalise the available opening hours for both sites, in order to minimise costs to the rate payer. Council implemented the hours of operation that had the greatest community support, which had been identified as a result of the community consultation process.

WORK EXPERIENCE AND PROFESSIONAL EXCHANGE

The South Burnett Regional Council's Environment and Waste Section staff

presented at the Environmental Health Australia Darling Downs/South West Regional Conferences on 9 November 2018 and 12 April 2019. Presentation topics included: Council's Enforceable Undertaking and dealing with Councils Legacy Landfills.

GRIFFITH UNIVERSITY STUDENT FIELD TRIP

The South Burnett Regional Council again hosted Final Year Environmental Health Students from the Griffith University on their 2019 Field Trip to regional Queensland. This field trip helps provide students exposure to environmental health issues in a rural and regional remote area and gives students an insight into rural and regional lifestyle. Council sees providing such opportunities for the development of future environmental health practitioners as valuable not only potentially to this Council, but also to the greater local government sector.

CHALLENGES

- Maintaining a sufficient number of skills and experienced staff to be able to maintain appropriate levels of service.
- Getting ready to implement the State Government's State Waste Levy, which was to commence on 1 July 2019.
- Managing the high number of customer requests for the Environment and Waste Section.



Natural Resource Management and Parks

Council's Natural Resource Management team facilitates vegetation management, threatened species, roadside burning and clearing and stock route management in our region. Here are some highlights from the past year.

GREG GRIFFITHS
Manager Natural Resource
Management and Parks



Pest Management

WEED TREATMENT

Pest Management contractors treated a total of 455 hectares of environmental and restricted weeds on roads and reserves across the region this year, which is the equivalent of 1,119 km of dual roadway from Kingaroy to Emerald. Authorised officers inspected a total of 154 properties for restricted weeds and provided 64 landholders with information about their impacts, control options and biosecurity obligation.

Trailer mounted quick spray units, splatter guns and tree spears were borrowed by 64 landholders to treat weeds such as Lantana, Groundsel, Mother of Millions, Tree Pear, Giant Rats Tail Grass and Parthenium. This service enabled landholders to carry out 1,178 hours of additional weed control and coordinate treatment efforts between Council land and private property.



PEST ANIMAL MANAGEMENT SERVICES

Three coordinated baiting programs were held in September 2018, March 2019 and May 2019 to assist landholders to manage the impacts of wild dogs and feral pigs. Council's pest animal officer distributed baiting products to 188 landholders across the region. Council received 446 scalps through the wild dog bounty program.

Council's pest animal officer released rabbits infected with the RDHV calici virus to reduce rabbit populations at Nanango, Coolabunia, Wooroolin, Kingaroy, Goodger, Corndale and Taabinga.



Livestock Services

COOLABUNIA SALEYARDS

A total of 8,861 head of cattle were sold at the Coolabunia Saleyards this year. Saleyard Officers performed 9,457 tick inspections and dipped 11,672 cattle. The Saleyards were extensively damaged by a severe hail storm in October 2018. As a result over \$110k worth of repairs and upgrades were carried out.

In June 2019, Council resolved to call for tenders for the purchase of the Coolabunia Saleyards and Dip facility.

WANDERING ANIMALS

Council's Stock Route Officer attended 105 wandering livestock callouts for wandering cattle, goats, horses, sheep and pigs.



Rail Trails

GET OUT GET ACTIVE “GET ON YOUR BIKES”

Council concluded the free ten week cycling program along the Kilkivan to Kingaroy Rail Trail (28 July to 30 September 2018). Participants could bring their own bike or borrow a courtesy bike which was purchased through the grant funding. The program encouraged physical activity for women and girls and was designed for all levels of fitness. It was held in three locations (Wondai, Murgon & Kingaroy).

Participants averaged about 15km per session - the biggest accomplishment was the Wondai group who managed to get from Wondai to Tingoorra and back in the hour, a distance of 17km.

Total distance travelled by participants for the entire program was 4,500km. Council received very positive feedback for the program and all participants found improvement, many have continued riding as a group now the program is over. Council is now looking at how best to utilise the bikes now the program has been completed. Council has received confirmation that the funding received for round three of the Get Out Get Active Program has been fully acquitted and finalised.

KILKIVAN TO KINGAROY RAIL TRAIL UPGRADES

Additional distance markers have been installed to let users know how far to the next town through the South Burnett Section of the trail e.g. M (Murgon) 7.6km



BRISBANE VALLEY RAIL TRAIL

The Queensland Government through the Department of Transport and Main Roads (TMR) funded stage 1 of the Blackbutt Trail Head for 1.2km to Benarkin, which is now complete. Stage 2, Scott Street to Benarkin Station will be finished prior to Christmas 2019 and stage 3 Linville back towards Moore will commence in the new year. Earth works are now complete.

Aerodrome Operations

NANANGO AERODROME

Nanango Aerodrome was closed for a period of time during 2018/19 whilst work was carried out to ensure safety of user, with the primary concern being the appropriate Take Off Distance Available (TODA).

Following an obstacle limitation surface desktop study, Council





engaged Jasko in November 2018 to undertake a risk assessment of the Nanango Aerodrome prior to re-opening.

The Risk Assessment Report was presented to Council at the General Meeting held on 20 February 2019, with the following resolution passed:

To provide safe take-off and landing gradients on the Nanango Airfield Runway 05/23 that Council;

1. *reduce the runway length of Nanango Airfield Runway 05/23 by 220m to provide a runway length of 850m;*
2. *relocate both thresholds to allow gradients to be reduced from 66% to a maximum of 7.1%;*
3. *reopen Nanango Airfield Runway 05/23 as per the new configuration as of 21 February 2019;*
4. *publish the new distances in the ERSa (En Route Supplement*

Australia) and the South Burnett Regional Council's website; and

5. *prepare and release appropriate media releases in relation to the runway changes.*

Following works, the Nanango Aerodrome was re-opened to the public on 21 February 2019.

KINGAROY AERODROME

The Annual Technical Inspection (ATI) of the Kingaroy Airport has been undertaken with a good report card for Council. The airport manual has been updated to reflect the minor changes needed following the ATI. Tree obstacles were minimum this time around and will be undertaken in due course.

The procurement process for the Works for Queensland (W4Q) Round 2 project for the replacement of the old WW2 hanger roof is complete and both Council and the local soaring club are very pleased with the end product.

Sport and Recreation

SOUTH BURNETT SPORT AND RECREATION INFRASTRUCTURE AND STRATEGIC PLAN

Draft 5.1 of the South Burnett Sport and Recreation Infrastructure and Strategic Plan was presented and approved for release at Council's General Meeting held on Wednesday, 10 October 2018.

The draft plan was released for public consultation with hard copies available for viewing at the local libraries or accessible via Council's website. Feedback had to be submitted to Council in writing by 5pm Wednesday, 7 November 2018.

Eleven submissions were received and considered by Council. The South Burnett Sport and Recreation Infrastructure and Strategic Plan was presented to Council and adopted on Wednesday, 12 December 2018.

TOURIST DAMS OCCUPANCY FIGURES

VENUE	OCCUPANTS	LENGTH OF STAY
Bjelke-Petersen Dam	9,530	3.20 days
Boondooma Dam	13,316	.56 days



CEMETERIES 2018/19

LOCATION	BLACKBUTT	BOOIE	KUMBIA	MEMERAMBI	MURGON	NANANGO	PROSTON	TAABINGA	TINGOORA	WONDAI	YTD TOTALS
Burials	7	1	2	2	20	20	3	52	1	22	130
Ashes	2	0	0	1	7	2	1	8	0	6	27
Exhumations					1						1

Planning and 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 SBRC Planning Scheme and includes regulating the planning, building and plumbing activities.

CHRIS DU PLESSIS
Manager Planning and
Land Management



Council adopted the South Burnett Local Government Infrastructure Plan (LGIP) under the provisions of the *Planning Act 2016* triggering administrative amendment to the *South Burnett Regional Council Planning Scheme*. To enable Council to calculate infrastructure charges a new Infrastructure Charge Resolution was adopted that is based on recovering the cost of providing trunk infrastructure to new developments in the region.

The LGIP provides information pertaining to likely infrastructure required to service future development within a Priority Infrastructure Area, and will help Council plan for the delivery of infrastructure to our region. Council's LGIP forms the basis to identify trunk infrastructure, impose

conditions about infrastructure during development applications and to apply infrastructure charges. Infrastructure charges will ensure new developments contribute toward essential trunk infrastructure.

Infrastructure Charges are included on an Infrastructure Charges Notice for a development if a development approval is received. The types of development that may trigger Infrastructure Charges include Material Change of Use (MCU), Reconfiguring a Lot (RaL) and certain Building Work. Infrastructure Charges must be paid prior to commencement of the use (in the case for MCU) or prior to Council endorsing a survey plan for RaL.

GENERAL COMMENT

Demonstrating the retail confidence in the region's economy, multi-national brand Bunnings opened the \$17 million Bunnings Warehouse in Kingaroy in late May 2019. More than 65 residents are employed by the store.

Liberty Oil, completed construction of a new service station in Youngman Street Kingaroy during late October 2018. The service station provides 24hr service for motor vehicles and trucks.

The Planning and Environment Court granted approval to the proposed construction of a 130ha solar farm on the outskirts of Kingaroy. Terrain Solar lodged a notice of appeal in the court last November against South Burnett Regional Council's decision to reject its Development Application. After discussions between the parties, Terrain Solar proposed to make slight changes to its development application. They included revised vegetation screening, changes to the location of some fencing and a maintenance track, as well as revised landscape buffer zones.

Below: Aerial shot of the Blackbutt Customer Contact/Library and Visitor Information Centre precinct





Above: Aerial shot of the Kingaroy Wastewater Treatment Plant

Planning & Development

PLUMBING APPLICATIONS

The Plumbing Services team assessed a total of 156 applications consisting of:

- 9 Commercial buildings, non-sewered areas
- 22 commercial buildings in sewerred areas
- 86 domestic buildings in non-sewered areas
- 39 buildings in sewerred areas

NOTIFIABLE WORK INSPECTIONS

Notifiable work laws enable licensed plumbers to undertake certain work and provide a notice (Form 4) to the Queensland Building and Construction Commission (QBCC) rather than complete the permit and inspection process through Council. A total of 513 Form 4 (Notifiable Work) applications were lodged with the QBCC by plumbers operating in the region. Council plumbing inspectors audited 28 of the sites or 5% of the work.

BUILDING STATISTICS

	2014	2015	2016	2017	2018	2019
Applications (Council)	188	234	252	297	196	137
Applications (Private Certifier)	315	237	238	232	182	396
Searches (Building)	312	309	379	351	270	300

PLANNING APPLICATIONS

	2017	2018	2019
Material change of use	11	15	15
Reconfiguration (subdivisions)	12	19	27
Operational work	4	8	10
Approving plan of subdivision	6	11	33
Exemption certificates	-	1	-
Superseded planning scheme requests	-	2	2
Planning searches	59	25	42

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

Finance Department

The Finance Department deliver a range of internal support and services direct to the community including financial services, information and communication technology and property management.

LESTER SCHUMACHER
General Manager Finance



BUSINESS SYSTEMS & ERDMS

- Business Systems (TechOne)
- Security System Administration

FINANCE

- Accounts Payable
- Accounts Receivable
- Asset Management
- Budget Monitoring
- Budget Preparation
- Cash Management
- Contract Compliance
- Finance Registers
- Financial Compliance
- Financial Planning
- Financial Reporting
- Insurance
- Preferred Suppliers
- Pre-qualified Suppliers
- Rates / Revenue
- Stores
- Taxation
- Trust Accounts

INFORMATION AND COMMUNICATION TECHNOLOGY

- Computer Hardware
- GIS System Administration
- Internet Operating Systems
- Intranet Operating Systems
- Network Systems
- Operating Software
- Telecommunications
- Technology

PLANT AND FLEET

- Council Workshops
- Plant and Fleet Management

PROPERTY

- Land Management (Sales)
- Leases and Licences

Building Maintenance

- Administration Buildings
- Aerodrome Buildings
- Art Gallery Facilities
- Boondooma Homestead Facility
- Heritage Buildings
- Library Facilities
- Museum Facilities
- PCYC Facility
- Private Hospital Facility
- Ringsfield House Facility
- Showground Facilities
- Sportground Facilities

Facility Operations

- Caravan Parks
- Commercial Housing
- Commercial Shops
- Community Housing
- Depots
- Halls
- Swimming Pools



Finance

Each year as part of the annual budget process Council produces a Long-Term Financial Forecast. 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.

CELINA BRANCH
Manager Finance



Finance

FINANCIAL SUSTAINABILITY

The period of the forecast is 10 years, that is, the year in review plus the next nine financial years. Council uses this forecast to guide forward rating decisions and financing of capital projects including reviewing the bottom line. For each of the 10 year estimates of the current financial year the Net Result is a surplus however the operating result is in deficit in 2019/20 and 2020/21 and back to surplus in 2021/22 and remains in surplus for the remaining years. A strong result for the Region.

The following elements are the specific considerations of a Long Term Forecast for each year during the period of the forecast:

- income of the local government;
- expenditure of the local government;
- the value of assets, liabilities and equity of the local government;
- consideration of its long-term financial forecast before planning new borrowings;
- review its long-term financial forecast annually;

The relevant measures of financial sustainability as follows are also produced as part of the adoption of the budget and as described in the financial management (sustainability) guideline:

- asset sustainability ratio;
- net financial liabilities ratio;
- operating surplus ratio.

These ratios are an indicator of ongoing financial sustainability. All

Council Sustainability Ratios for the forecast period 2019/20 to 2028/29 are within the tolerance limits, except the Asset Sustainability Ratio in 2028/29 and the Operating Surplus Ratio in 2019/20 and 2020/21. These results are slightly outside the parameters and will be reviewed into forward budgets. Not only are the ratios calculated and disclosed with the annual budget they 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 can determine: rates and charges and fees and charges. For the financial year in review the own source revenue was estimated at 82% which is good result. While this is a desirable position, Council's dilemma is balancing the organisation's ongoing financial sustainability with 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 has an eye on maintaining surplus budgets into future years to provide sustainability of the Region.

ASSET MANAGEMENT

While the *Local Government Regulation 2012* requires local governments to develop long term asset management plans these plans are an integral part of day to day operations for the

ongoing maintenance and renewal of Council's assets. To put this in perspective at 30 June Council held \$894M of assets across all asset classes, Roads and Drainage, Water and Waste Water, Land and Buildings, Parks and Waste Disposal Facilities.

To assist with the management of these assets an external consultant has been engaged to support Council in redeveloping its asset management plans. That project has commenced and is currently due for completion in 2020.

Significant work has been undertaken for the Road and Drainage Asset Class during the year to improve Council's understanding of the asset condition, determining the future investment strategy and the redevelopment of the asset management plan.

Council has also invested \$300,000 in undertaking a condition assessment of all Property Assets -, Land and Buildings, Parks and Waste Disposal Facilities with a comprehensive revaluation to be undertaken in the 2019/20 financial year. This project is funded as follows:

- State Local Government Grants and Subsidies Scheme Grant - \$180,000 and,
- Own funds - \$120,000.

Council has received funding for the Maturing the Infrastructure Pipeline Program (MIPP) which is an infrastructure planning program designed to establish the condition of the current water and waste water infrastructure. In conjunction with this program, Water and Waste Water are undergoing a comprehensive revaluation in the 2019/20 financial year, with the aim of producing asset management plans based on the

outcome of the latest information gathered. This will determine the investment strategy required over the next 10 to 20 years for the Water & Waste Water asset classes. Rating strategies and full cost pricing models will be developed to support the forward strategy.

Similar to the Road and Drainage Asset Class the expected outcome of these projects is to improve Council's understanding of the asset condition, determining the future investment strategy and the redevelopment of the asset management plan.

Annual valuations are undertaken as follows:

- All assets are inspected on a three year basis at least; and
- All assets are subject to a desktop

valuation where no inspection is carried out during the year.

Due to the resources required to complete a comprehensive Roads and Drainage revaluation and asset register rebuild combined with a building condition assessment and the MIPP, a desktop review of the Buildings and Water and Waste Water asset registers were undertaken this year to determine the appropriateness of condition rating, unit rates and useful life assumptions as well componentisation of assets for short and long term values. All of these elements are used to estimate depreciation.

The identification of the best fit Strategic Asset Management system will continue during the 2019/20 financial year. This will be the

predictive tool used to model forward capital and maintenance expenditure levels. Those outputs will assist in making the long term financial forecast a more robust document.

BUSINESS CONTINUITY AND RECOVERY

Work around the Business Continuity and Recovery Plan continued in the 2018/19 financial year to strengthen the organisations responses to any disruption to organisational services. For example, the redundant systems in conjunction with the Nanango office refurbishment, that would allow the council to bring back up systems into operations very quickly. Council is also investigating cloud options available to council with the NBN rollout improving access to cloud based services.

HIGHLIGHTS

- Unqualified audit for the 2018/19 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.
- Ongoing improvements of the Business Continuity Plan to ensure that there is no loss of data, minimal staff downtime and continued customer service. Other key assets have been improved to facilitate staff relocation if a disaster response is required. Key resilience activities identified in the Business Continuity Plan largely implemented.
- External consultant engaged to assist Council in reviewing and renewing the Asset Management Plans over three years
- Condition assessment of all property assets largely completed.
- Financial reports presented to Council each month.
- Automated fleet maintenance system being developed to assist with on time maintenance and delivery of parts for Council's fleet.
- Maximum Allowable Revenue (MAR) model developed in conjunction with QTC to review full cost pricing strategy for Water and Waste Water.



Plant and Fleet

Council invested approximately \$1.9 million in the Fleet Replacement and Renewal Program during the year to maintain a fit for purpose fleet of plant and equipment to support our on ground service delivery.

REPLACEMENT

Routine	Quantity
Sedan	1
Stores Van	1
Work Ute	15
Ride on Mower	6
Trailer Mower	2
Tractor	1
Paveliner Truck	1
Light Truck	3
Heavy Truck	1
Motor Grader	1
Multi Tyre Roller	1

NEW FLEET ITEMS PURCHASED AS FIT FOR PURPOSE

Routine	Quantity
B Double Water Tank Trailer	1



Information and Communication Technology

Information Technology have unveiled some exciting projects for the year 2018/19.

ANTHONY BILLS
Manager ICT



The modern world's data accumulation appetite is ever increasing. The demand to have large volumes of data readily accessible is a core component of everyday business. Council has accommodated this growth curve and grown accordingly.

Storage requirements are consistently increasing and the SBRC's rate of growth is doubling in size each financial year. Council has taken the opportunity to upgrade to a NetApp storage array allowing for further capacity expansion capabilities and automating its data replication to council disaster recovery centre

With the constant evolution of cloud based technologies becoming more economical, council efforts are being pointed towards cloud based storage solutions. Council intends to embrace these technologies and gain greater efficiencies across its business processes.

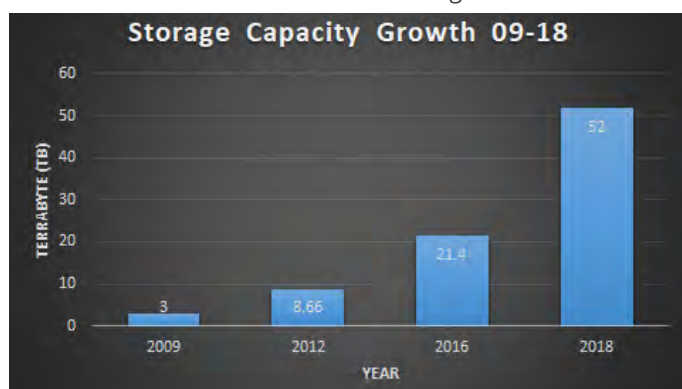
The rollout of NBN across the region has enabled council the opportunity to increase its bandwidth capacity. Council have now acquired a fibre optic connection which improves the speed of the data transferred.

This connection permits a further increase to capacity as demands rise without the need of additional equipment or the associated cabling infrastructure. Securing a robust connection with built in a (SAG) Solution Availability Guarantees prepares council for transitions to cloud services.

STORAGE STATISTICS

Storage requirements are consistently increasing with Council's rate of growth close to doubling each financial year (refer table below).

- 2009 – Total storage 3TB - G Drive was 400GB
- 2012 - Replaced with Netapp 8.66TB total storage
- 2016 – Increased to 21.4TB Total storage
- 2018 – Increased to 52TB total storage - G drive 3TB



SERVERS

2012 - 26 servers / 2019 - 67 Servers

In 2008 Council moved into the cloud computing era with an on-premise cloud storage and hardware virtualisation solution that had a whopping 3TB of total storage. This storage included a data storage of approx. 400GB and 26 virtual servers. As time has progressed so has the storage and computing requirement. In 2012 the original storage solution was replaced with a 8.66TB storage array, this was gradually increased to 21.4TB total storage over the next six years to consist of a controller and two shelves.

By 2018 the original controller had reached the end of its useful life and was replaced with the current storage controller. The newer shelves were repurposed and added to the new controller to deliver 52TB of total storage at a far lower price than all new equipment. This new storage array contains 67 virtual servers as well as a number of data storage, and will service councils storages needs for several years to come.

The backup requirement has also increased from approx. 200GB per backup to in excess of 5TB of data per backup.

NBN ROLLOUT

The roll out of the NBN has enabled council the opportunity to increase its bandwidth capacity.

Moving from 10/10 mb unlimited data allowance, business grade bonded copper 1:1 contention to TC2 100/100 mb unlimited 1:1 contention upgradable to 1000/1000 (Mbps) at the highest tier. TC2 is an enterprise-grade traffic class used for delivering high speed symmetrical internet and layer 2 or layer 3 WAN services. It has a guaranteed 1:1 contention ratio, and high level guarantees on frame delay, jitter and frame loss. TC2 is really designed to service larger organisations that rely on their internet and WAN services for voice, video, terminal services and other delay-sensitive applications where a stable internet service is vital.

Property

During 2018 /19, Council's Property branch carried out a range of grant projects.

LEANNE PETERSEN
Manager Property



2017-19 – LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM (LGGSP)

Building Asset Condition Assessment

Council engaged consultants to carry out a condition assessment of 120 buildings and complex assets to rate the asset components and estimated useful life. This information will be applied to develop short and long-term replacement, renewal plans, insurable asset listing, and maintenance scheduling and financial planning.

COMMUNITY DROUGHT PROJECTS

The Commonwealth of Australia represented by the Department of Industry, Innovation and Science – Community Drought Projects:

Round 1 (Rural Community Infrastructure Upgrades)

This project consisted of upgrades to three of our community infrastructure facilities; Wondai Showground grandstand and Maidenwell Sportsground toilet and power upgrades.

Council engaged local contractors to

carry out the works that consisted of replacement of rafters and re sheeting the roof.

This infrastructure will be utilised by the rural community to host community events, meetings, information sessions, forums and other activities such as hosting rural agricultural shows and horse racing events.

The upgrade of Maidenwell's toilet septic system and power upgrade was beneficial to the community and Council's needs for larger events.

These improvements to these facilities will see an increase in tourism and an increased trade in local businesses.

Round 2 (Building Improvements Program)

This project implemented the upgrade of seven community infrastructure facilities:

- **Murgon SES Building:** upgrades and replacements to the toilet and shower were carried out in order to create clean and compliant amenities for the SES volunteers.

- **Kingaroy Swimming Pool:** installation of a new hydraulic chair lift to assist with community needs.
- **Nanango Swimming Pool:** new heat blankets were installed in order to create efficiency by minimising water and chlorine losses.
- **Wondai Swimming Pool:** new equipment shed was installed to store and protect equipment from the elements.
- **Wondai Dingo Statues:** these dingos were recreated by an artist due to the originals being vandalised and unable to be repaired; these dingos are a significant icon to the Wondai township.
- **Nanango Appin Street Aged Care Units:** external painting was carried out to maintain a highly used aged care facility. This facility is very important to our elders within the community as they do not have to relocate from their loved ones and can continue to live in a safe rural community.



2017-19 WORKS FOR QUEENSLAND (W4Q) ROUND 2 – DEPARTMENT OF LOCAL GOVERNMENT, RACING & MULTICULTURAL AFFAIRS

Council progressed the following projects funded through the 2017-19 Works for Queensland Program:

- **Kingaroy Town Hall Precinct:** forecourt upgrades were carried out with the external lighting and a fresh coat of paint along with oiling to the external fascia. By maintaining this facility, it allows the community to continue to hold its annual events with beautification and pride.
- **Kingaroy Town Hall:** internal upgrades with the installation of new stage lights and stage curtain has created an uplifting entertaining atmosphere for various annual community functions.
- **Kingaroy Depot:** replacement and upgrading of LED lights, these were installed by a local electrician; this will be more beneficial due to energy efficiency.
- **Kingaroy Visitor Information Centre:** re sheeting of the roof and replacement of air conditioning was carried out due to prior ongoing maintenance.
- **Kingaroy O'Neil Square:** new guttering was installed to cope with the drainage concerns over the stage area.
- **Wondai Administration Complex Refurbishment:** The upgrades to the building composed of painting the roof, internal walls, ceilings, and internal renovations along with installation of a disabled toilet, a new counter and floor coverings into the office/library centre.
- **Wondai Swimming Pool:** installation of a new chair lift was installed to assist the community and reroofing to the amenity blocks was carried out in order to assist with maintenance and repairs.
- **Nanango Swimming Pool:** general repairs were carried out, some of these included new tactiles to the entry of the pool, installation of a chair lift to assist those in need and the supply and installation of new starting platforms along with general maintenance through wear and tear.
- **Ringsfield House:** External painting and replacement of the Coach House roof were carried out. Internal works consisted of Heavy-duty vinyl laid throughout the café and hallway. External work to Ringsfield House consisted of a laundry slab; repoint the top of the front chimney along with a rebuild to the back chimney. This maintenance has improved the condition and outlook on one of our local heritage buildings.
- **Boondooma Homestead:** Supply and installation of a heavy-duty

domestic vinyl to the kitchen, dining, bathroom, lounge, sunroom and two side rooms along with carpet to the bedroom in the caretaker's cottage. The administration building was fitted with commercial vinyl to office areas. External painting was carried out on the caretaker's house and the administration office, while the heritage listed stone building was restored by using local materials.

COUNCIL PROPERTIES

Council holds a diverse mix of occupancy agreements with individuals and groups for Council owned or managed properties. A lease or licence agreement with Council to occupy a property benefits both parties by setting out terms and conditions, and responsibilities of each party. An agreement with Council provides community groups and sports clubs with a level of certainty for the ongoing occupation of a property, and demonstrates a commitment by both Council and the club or community group to ongoing management, supports future growth and grant funding applications.

Lease activities for the year include four new leases/licences to community groups and ongoing lease management including exiting lease renewals, requests for approvals to carry out works on leased premises, letters of support for grant funding opportunities and general enquiries.



Infrastructure Department

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

AARON MEEHAN
General Manager Infrastructure



INFRASTRUCTURE MANAGEMENT

- General Manager's Office
- Strategy and Support
- Quality Assurance
- Disaster Management
- State Emergency Services

INFRASTRUCTURE PLANNING

- Asset Management
- Infrastructure Planning
- Infrastructure Design
- Traffic Management
- Soil Laboratory

WORKS

- Roads
- Bridges
- Cycle ways
- Drainage
- Flood Mitigation
- Footpaths
- Streetscapes
- Traffic Facilities

WATER AND WASTEWATER

- Bulk Water Storage and Supply
- Bulk Water Treatment
- Water Service Delivery
- Waste Water Service Delivery
- Waste Water Treatment

DISASTER MANAGEMENT



Top: Siefert Street, Crawford, Crawford State School, Construct Footpath (TIDS)
Bottom: Memerambi Barkers Creek Road, Memerambi, Road Upgrade (TIDS)

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, bridges, car parks, drainage and footpaths.

KEVIN SEARLE
Manager Works



Works have skilled staff working across such fields as 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 \$22.061M for the financial year with a budgeted investment in roads and associated infrastructure of:

- **Maintenance** – Road Maintenance \$6.750M
- **Construction** – Roads, drainage, footpaths and bridges \$13.366M

CONSTRUCTION

Council receives a significant amount of funding from the federal and state Government through external funding programs including:

- Roads to Recovery (RTR)
- Traffic Infrastructure Development Scheme (TIDS)
- Works for Queensland (W4Q)
- Drought Communities Funding

Additional capital works projects are funded through Council's own revenue.

Roads, drainage, construction, and rehabilitation works commenced or completed during the year included:

WORKS FOR QUEENSLAND (W4Q)

Projects	Description
Parker Road, Ellesmere	Drainage Works
Mant Street, Kingaroy	Drainage Works
Williams Road, Benarkin	Drainage Works
Ironpot Road	Drainage Works
Mustons Road, Haly Creek	Drainage Works
Premier Drive, Kingaroy	Drainage Works
Boonenne Road, Goodger	Drainage Works
Coverty Road, Ballogie	Drainage Works
TH Burns Road, Coverty	Drainage Works
Alice Creek Road	Gravel Resheeting
Wesslings Road, Murgon	Gravel Resheeting
Bullcamp Road, Bullcamp	Gravel Resheeting
Bullcamp Runnymede Road	Gravel Resheeting
Dangore Mountains Road	Gravel Resheeting
Farrers Road	Gravel Resheeting
Maidenwell Upper Yarraman	Gravel Resheeting
Redvale Road, Boobie	Gravel Resheeting
Weens Road, Kingaroy	Gravel Resheeting



Above: Haly Street, Kingaroy - Footpath (W4Q)





Top image: Niagara Road, Niagara - Reconstruction (Other Works)



Below: Booneene Road, Goodger - Drainage Works (W4Q)



WORKS FOR QUEENSLAND (W4Q) *Continued...*

Projects	Description
Haly Street, Kingaroy	Construction of new Footpath
Home Street, Nanango	Construction of new Footpath
Haly Street, Wondai	Construction of new Footpath
Murgon Footpath	Construction of new Footpath
Kawl Kawl Road, Keysland	Gravel Resheeting
Memerambi Barkers Creek Road	Gravel Resheeting
Saddle Tree Creek Road	Gravel Resheeting
Darley Crossing Road	Gravel Resheeting

TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS)

Projects	Description
Memerambi Barkers Creek Road, Memerambi	Road Upgrade
Fitzroy Street, Kingaroy (St Marys Catholic College)	Footpath Construction
Siefert Street, Crawford (Crawford State School)	Footpath Construction
Haly Street, Kingaroy	Footpath Construction
TIDS Reseals	Reseal Various Roads in the Region
Byee Road, Byee	Widening
Alford Street, Kingaroy (Kingaroy State School)	Concrete Pathway

ROADS TO RECOVERY (RTR)

Projects	Description
Jorgensens Road, Greenview	Gravel Resheeting
Weeks Road, Goodger	Gravel Resheeting
Shellytop Road, Durong	Gravel Resheeting
Haly Creek Road, Haly Creek	Shoulder Resheeting
Logan Street, Kingaroy	Reconstruction & Bitumen Seal
Booie Road, Booie	Gravel Resheeting
Wattlecamp Road, Wattlecamp	Reconstruction & Bitumen Seal
Brooklands Pimpimbudgee Road, Maidenwell	Reseal
Baynes Street, Wondai	Reseal

DROUGHT COMMUNITIES PROGRAMME (DCP)

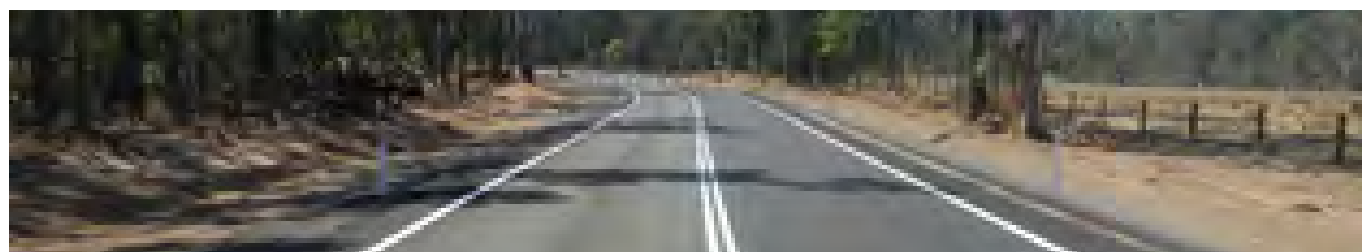
Projects	Description
Jacksons Road, Durong	Gravel Resheeting
Woltmanns Road, Durong	Gravel Resheet, Medium Formation Grade, Clearing
Pains Road, Durong	Gravel Resheeting, Medium Formation Grade
Meiers Road, Durong	Gravel Resheeting
Nukku Road, Blackbutt	Gravel Resheeting

OTHER WORKS

Projects	Description
Niagara Road, Niagara	Reconstruction

BITUMEN RESEAL PROJECTS

Project/Location	Project/Location	Project/Location	Project/Location
Fryar St East, Murgon	Olive Gr, Kingaroy	Birdie St, Nanango	Wills St West, Nanango
Stephens St East, Murgon	First Ave, Kingaroy	Eagle St, Nanango	Normanby St, Nanango
Thorn St, Murgon	Belle St, Kingaroy	Player St, Nanango	Appin St East, Nanango
Cooper St, Murgon	Burnett St, Kingaroy	Bunker Ave, Nanango	Cairns St, Nanango
Douglas St North, Murgon	Mant St, Kingaroy	Frangipani Dr, Kingaroy	Downing St, Nanango
Douglas St, Murgon	William St, Kingaroy	Fisher St, Kingaroy	Weeronga Pl, Nanango
Harm St, Murgon	Kingaroy St, Kingaroy	Moore St, Kingaroy	Appin St West, Nanango
Palmer St East, Murgon	Rivewr Rd, Kingaroy	Graham St, Kingaroy	Matilda Court, Nanango
Perkins St, Murgon	Knight St, Kingaroy	Dell Crt, Kingaroy	Old Rifle Range, Nanango
Taylor St East, Murgon	Florence St, Kingaroy	Kent St, Kingaroy	Club Court, Nanango
Pearson St, Murgon	Mount Wooroolin Access Rd, Kingaroy	Power St, Kingaroy	Hicken Way, Nanango
Krebs St, Murgon	Mount Wooroolin Rd, Kingaroy	Doonkuna St, Kingaroy	Hawthorne St, Nanango
Ashton St, Murgon	River Rd (BGA), Kingaroy	Reservoir St, Kingaroy	Keogh Crt, Nanango
Mclucas St, Murgon	River Rd, Kingaroy	Carrol St, Kingaroy	Lee Crt, Nanango
Pearen St, Murgon	Princess Crt, Kingaroy	Adermann St, Kingaroy	Scott St, Nanango
Watt St, Murgon	Bella Vista Ave, Kingaroy	Patrick St, Kingaroy	Brooklands Pimpimbudgee Rd, Maidenwell
Davidson St, Murgon	Sorensen St, Kingaroy	Smith St, Kingaroy	Lord St, Brooklands
Hanley Ln, Murgon	Buckingham St, Kingaroy	Candello Cl, Kingaroy	Trace St, Brooklands
Thompson St, Murgon	Majestic Crt, Kingaroy	Neville Pl, Kingaroy	Markwell St, Brooklands
Rose St, Murgon	Tivoli Dr, Kingaroy	Vernor Pl, Kingaroy	Glenclyffe Rd, Kumbia
Black St, Murgon	James St, Kingaroy	Nolan Dr, Kingaroy	Francis St, Kumbia
Bunya Dr, Kingaroy	Savoy Crt, Kingaroy	Lister Crt, Kingaroy	Short St, Kumbia
Gumtree Dr, Kingaroy	Campbell St, Kingaroy	Glendon St, Kingaroy	Roberts St, Kumbia
Hazlemont Tce, Kingaroy	Ivy St, Kingaroy	Railway Tce, Kingaroy	Gordon St, Kumbia
Jensen Tce, Kingaroy	Henry St, Kingaroy	Booth St, Kingaroy	Bickerton St, Kumbia
Poinciana Ave, Kingaroy	Clark Cl, Kingaroy	Markwell St (West of Bunya Hwy), Kingaroy	Koehler St, Kumbia
Ferris Rd, Murgon	Grant Ave, Kingaroy	Nelson St, Proston	Collier St, Kumbia
Rewald St, Murgon	Hansen Crt, Kingaroy	Markwell St (East of First Ave), Kingaroy	Janetzski St, Kumbia
Jordan St, Murgon	Matthew St, Kingaroy	Pring St, Wondai	Collins St, Proston
Stephen St West, Murgon	Tarong Dr, Kingaroy	Haly St, Wondai	Drake St, Proston
Coral St, Kingaroy	Melissa Ave, Kingaroy	Baynes St, Wondai	Beresford St, Proston
Fitzroy St, Kingaroy	Hilltop Crt, Kingaroy	South St, Wondai	Collingwood St, Proston
Jarrah St, Kingaroy	Gwalia Crt, Kingaroy	Lankowskis Rd, Taabinga	Blake St, Proston
Logan St, Kingaroy	Jacaranda Ave, Kingaroy	Cairns Rd, Goodger	Hood St, Proston
Thorn St, Kingaroy	Avocado Cres, Kingaroy	Weeks Rd, Goodger	Below: Memerambi Barkers Creek Road, Memerambi, Road Upgrade (TIDS)
Rixon St, Kingaroy	Cowie Dr, Kingaroy	Hunter St, Nanango	
West St, Kingaroy	Fairway Dr, Nanango	Booral Crt, Nanango	



DEPARTMENT OF TRANSPORT AND MAIN ROADS (DTMR)

Projects	Description
Main Roads Reseal Preparations and Maintenance	Various state controlled roads
Maidenwell Bunya Mountains Road	Gravel resheeting
Byee Road, Byee	Widen and overlay
D'Aguilar Highway – Rogers Drive and Industrial Avenue	Construction of new roundabout

Council continues to deliver its Routine Maintenance Performance Contract (RMPC) to Department of Transport and Main Roads (DTMR). This year's contract totalled \$2,168,965.44. inclusive of reseal preparation and gravel resheeting. Council completed 100% of this year's contract.



Clockwise from top left: D'Aguilar Highway – Rogers Drive and Industrial Avenue, Construction of a new roundabout (DTMR); Byee Road, Byee, Widen and overlay (DTMR); Siefert Street, Crawford, Crawford State School, Construct Footpath (TIDS); Logan Street, Kingaroy, Reconstruction and Bitumen Seal (RTR); Shellytop Road, Durong, Gravel Resheeting (RTR); Jacksons Road, Durong, Gravel Resheeting (DCP)



South Burnett Regional Council is maximising the return on investment

In response to growing community complaints regarding the condition of its unsealed road network, South Burnett Regional Council set out with a new asset strategy to address the key elements of the asset lifecycle and maximise its return on investment.

As with all asset management systems, rubbish in equals rubbish out, and the first major step was to validate the actual condition of the network. South Burnett Regional Council invested in the new affordable technology from Shepherd, the Road Asset Condition Assessment System, commonly known to the public works industry as RACAS. RACAS is a camera mounted system easily fitted to a Council vehicle which video records the road condition and also takes a GPS encoded photo every 10 metres. The RACAS unit was used to not only capture condition data and network roughness, but it was also used to create a new GIS map through the GPS technology to completely rebuild the road register. This data allowed Council officers to present information in live sequence and display condition data to understand the condition of the road network as well as simplify and program maintenance.



Council's RACAS Map

Setting a new strategy...

By presenting data in its GIS, Council was able to develop a new strategic asset management approach to its unsealed network renewals and maintenance to support a sound investment strategy. Council's new approach would involve increasing its resheeting program substantially over the next 3 years to increase gravel coverage and introduce a new two tier maintenance program. A number of asset management models were created to ensure that a balanced program would be created for long term sustainability which would result in a significant reduction in the asset backlog as well as maintenance service levels that not only continued to protect the network, but gave the community a service level that it could clearly see and rely upon. Council's new maintenance program would involve a service level that every formed road would be graded at least



Zonal Maintenance Map

once year through either resheeting, heavy formation grade or patrol grading.

Implementation – Getting the Basics Right...

Whilst road reheeting isn't considered "fashionable" infrastructure building, its critical to get the basics right at the planning stage or you could watch hundreds of thousands of dollars wash away in the first storm. Council implemented a new preconstruction phase with full scoping of works developed for its resheeting package which included everything from road geometry standards and review, drainage works, material selection and development of construction hold points. This fresh approach ensures that supervisors are given proper guidance on pre-works required before they commence and also maximises cost control and accuracy once construction is under way.

With full control of the performance of its unsealed maintenance program, Council now budgets for a minimum number of kilometres per year of heavy formation grading and patrol grading with a water cart. This new approach sets a minimum service standard and allows the heavy formation program to target roads that have gravel and are able to be restored to remove significant defects and ensure that drainage functions effectively. Council introduced a new patrol grading program across 3 zones, essentially allowing cyclic maintenance to take place but also creating flexibility to concentrate resources to an area quickly in the event of adverse weather damage to unsealed surfaces. The maintenance program allows for regular programming at least 3 months in advance which is available to the public on Council's website at all times. This approach has significantly reduced customer complaints through proactive maintenance and the quarterly grading programs allow Council officers to easily respond with accurate information of when works are likely to occur.



Infrastructure Planning

Infrastructure Planning is responsible for the management of capital and maintenance work for all Council's transport assets - sealed and unsealed, bridges, car parks, drainage and footpaths.

JAMES D'ARCY
Manager Infrastructure
Planning



Project Highlights 2018/19

GORDONBROOK SODA ASH DOSING SYSTEM UPGRADE

Gordonbrook Water Treatment Plant capacity is 9.25 ML/day based on a 20hr run time of 135L/s. The bottleneck plant requires operational batching of sodium carbonate (Soda Ash) to raise the pH of the water from acidic to neutral. This batching process is required at least daily, and sometimes twice a day based on demand. This meant that plant operators needed to spend time on the weekends batching Soda Ash.

The current storage volume of batched soda ash solution is 5,000L, which is injected into the process water system via SCADA control systems when required.

Currently, the plant operators at the Gordonbrook Water Treatment Plant (WTP) manually lift 20kg bags of Soda Ash (up to 14 bags at a time) into a 5,000L tank, which the system then mixes to minimise fallout of the Soda Ash as it becomes soluble with the batching water.

The Water and Waste Water Department of the South Burnett Regional Council has acknowledged that this bottleneck needed to be fixed. This will decrease operator

requirements, whilst improving the workplace health and safety measures involved with manual lifting of the Soda Ash bags above chest height.

The Infrastructure Design Team, along with assistance from external consultants, Aquatec Maxcon, designed, delivered and commissioned a larger external batching unit to the Gordonbrook WTP. The new batching unit includes a 25,000L tank, external mixer, soda ash conveyor belt feed, chemical bonding, upgraded pipework and SCADA feeds.

The project cost \$270,000.00 (CAPEX) to construct, and has increased the volume of 'on-hand' soda ash solution by 500%. This means that Soda Ash can be batched into the system every 4-5 days, rather than daily, or twice daily. This has reduced the need for operator callout to the plant, as well as improved WHS standards, with the heavy lifting now done by a conveyor, rather than by hand.

DURONG DECOUPLING FACILITY

The Durong Decoupling Facility is located at the corner of Mundubbera - Durong Road & Chinchilla-Wondai Road. It is the region's only decoupling facility that accepts Type 1 road trains (34.5m), and allows them to unhitch,

and reduce in length (down to 25m), prior to traveling on SBRC's road network.

The existing decoupling area was located next to a disused council cattle dip that reduced the 'useable area' from 4,500m² to 3000m².

The South Burnett Regional Council rehabilitated this area with the use of \$100,000.00 from drought-affected communities funding, as well as a \$70,000.00 Council contribution (CAPEX).

The project involved a rip and tyne of the existing bitumen surface, as well as an additional 150mm of gravel to top up the existing pavement to current design standards. Full removal of the existing cattle yards and dip, as well as level one earthworks supervision.

The new graded surface will improve stormwater surface flows, as well as provide a larger area for trucks to safely decouple.

Council is currently in negotiations with fuel supply companies to facilitate the installation of Diesel and Adblue fuel cells to the site, whilst maintaining a council maintained decoupling area.

This project received grant funding from the Australian Government.

Images from left: Gordonbrook Soda Ash Dosing System; Durong Decoupling Facility



BRISBANE STREET, NANANGO

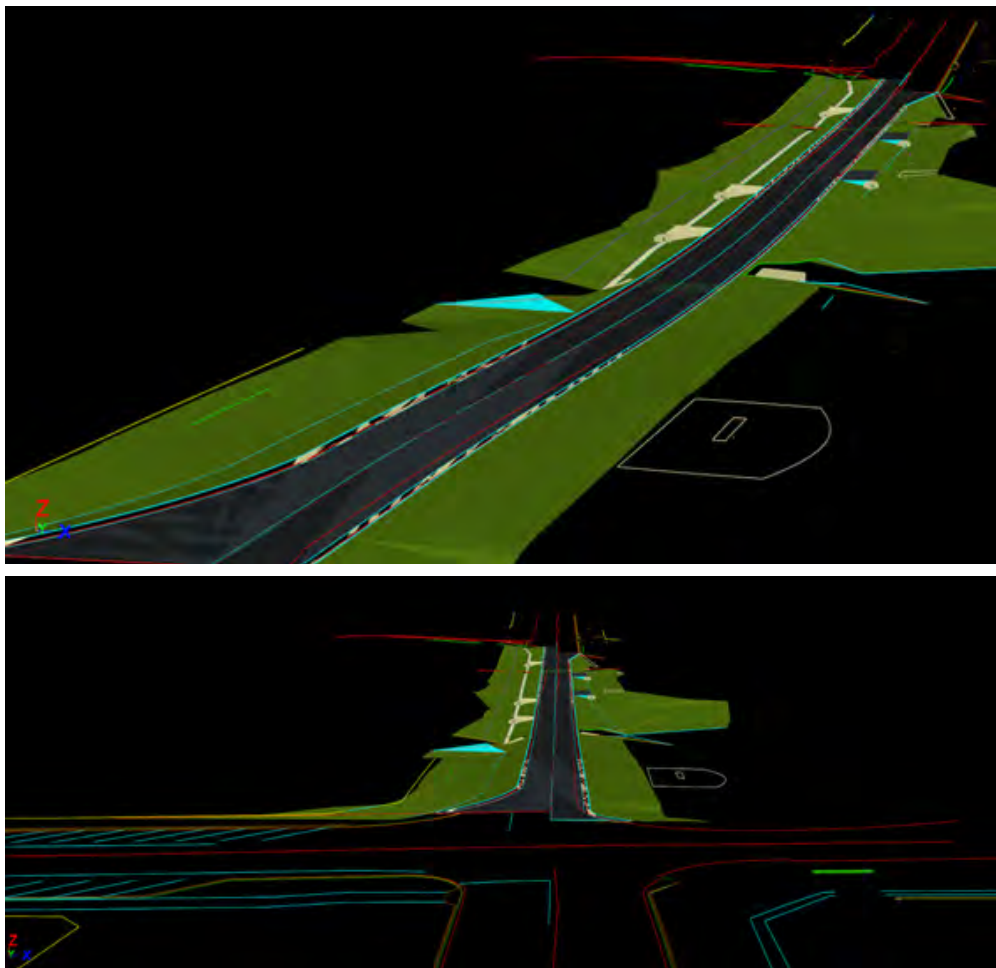
The Infrastructure Design Team is currently undertaking design works to rehabilitate 230m of Brisbane Street, Nanango, between Drayton Street and Hospital Terrace.

The works include kerbing, resurfacing, upgraded access driveways, new open channels, as well as upgraded culvert crossings. This project has had Council and Councillor interest since the 2011 floods, where access to Brisbane Street was cut by floodwaters, which closed access to and from the hospital.

By upgrading the drainage structures to cope with heavy downpours and minor riverine flooding, Council can ensure that access is maintained to the northern properties, as well as the hospital.

Design works are still ongoing, and construction will be tendered in late 2019 to external contractors.

The value of works is estimated at \$400,000.



MATERIALS LABORATORY

South Burnett Regional Council's Materials Laboratory maintains a NATA (National Association of Testing Authorities, Australia) accreditation. The NATA accreditation is an endorsement that the testing work carried out by the Materials Laboratory are in accordance with appropriate standards, and that the laboratory has been assessed against best international practice. During the 2018/19 financial year, a reassessment of the facility's compliance with the requirements of the accreditation was undertaken by NATA. The outcome of the reassessment is that the NATA accreditation for the Materials Laboratory has been continued.

The laboratory's primary focus is to provide a quality service to its internal and external clients.

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

- Downer Group
- Stanwell
- WHF Group (Soil testing for Kingaroy IGA extension)
- Civil and Allied Technical Construction
- Newlands Construction
- Pentacon (Concrete testing for Lamb street, Murgon footpaths)
- RoadTek Bundaberg
- A number of Local Quarries (Quality testing on materials)

The Laboratory carried out around 4,000 tests in total. Approximately 60% of the total work that was undertaken by the Materials Laboratory was for private clients.

QUALITY MANAGEMENT SYSTEM

The Infrastructure Department maintains a Quality Management System (QMS) which is compliant to the Australian Standard AS/NZS ISO 9001:2015 Quality Management Systems. The scope of this certification is for the Design, Construction and Maintenance of the South Burnett road network.

As part of this certification, an audit is undertaken by an external agency every six months to verify compliance to the standard. In accordance with the 3-Year Audit Plan, three audits were conducted by Compliance Australia Certification Services during the 2018/19 financial year. These audits consist of sampling the activities related to the standard within the Infrastructure department and the services provided by the other departments in Council. The audit reports recommended for the continuation of the AS/NZS ISO 9001:2015 certification for South Burnett Regional Council – Infrastructure Services.

ASSESSMENT AND GENERAL DESIGN CONDUCTED

Activity	Number
Traffic Counts Completed	110
Project Planning Investigations	24
Detailed Designs Completed or Ongoing by Internal Designers	27
Detailed Designs Completed or Ongoing by External Consultants	7
Speed Review	10

Water & Wastewater

The Water and Wastewater branch of the Infrastructure department are responsible for the management of 17 Water and Wastewater Plants with an Operational and Maintenance budget of \$15.4M.

TIM LOW

Manager Water and
Wastewater



Significant investment into the region's water and wastewater networks has continued during the 2018/19 reporting period.

Water and Wastewater Capital Budget of \$10.5M.

Some of the major projects undertaken have included:

WATER

- Blackbutt Raw Water Pump St Renewal Works
- Gordonbrook WTP - Soda Ash Project
- Hivesville Standpipe
- Proston Rural Pump Station Upgrade



Image: Hivesville Standpipe

WATER MAIN REPLACEMENTS

Town	Location	Type	Reason
Blackbutt	Hart St (Thomas to Elizabeth)	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history
Kingaroy	Reen, Alford, King, William Streets Water Main Replacement	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history
Nanango	Chester, Appin, Brisbane, Alfred, Streets Water Main Replacement	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history
Murgon	Perkins, Watt Streets Water Main Replacement	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history
Hivesville	Middle Rd Streets Water Main Replacement	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history
Kumbia	Rising Main Replacement - Stuart River	Asbestos pipe replaced with MPVC pipe	Replaced due to age and break history



WATER SUPPLY SCHEMES

Drinking Water Supply Schemes	Population Served	Connections	Volume Water Supplied	Length of Water Mains	Number of Water Pump Stations	Number of Fire Hydrants
8	18,673	9,570	2261 ML/year	390 km	18	2,162

WASTEWATER SUPPLY SCHEMES

Wastewater Supply Schemes	Connections	Volume Treated	Length of Sewer Mains	Number of Sewer Pump Stations	Number of Sewer Access Chambers
6	7,247	1,119 ML/year	284 km	23	3,945

Kingaroy's Wastewater Treatment Plant is kicking goals for the community

Recycling waste water is not a new idea, but with advancements in waste water technology, the recycled water process is more achievable and stable to produce.

In 2016, South Burnett Regional Council upgraded to the Nereda Waste Water Treatment system. This system is the first of its kind in Australia and one of only four operational plants in the Southern Hemisphere.

Not only does this system reduce Council's operational costs, it provides a great community benefit by providing Class A recycled water to the local sporting fields and Class C recycled water to be re-used on-site for growing fodder. The Class A water is safe and reliable, having gone through dual disinfection.

Mick North, the chairman of Kingaroy Sporting Clubs Combined Irrigation Association said, "We have four user groups including the cricket, rugby league and junior and senior soccer clubs and we are very fortunate to have beautiful grass coverage thanks to the recycled water from the Kingaroy Waste Water Treatment Plant. We've had reports from the Kingaroy Senior Soccer Club that their injury risk has reduced up to 50%."

"Regardless of the seasons we've got a good, consistent supply of water and lush, green grounds," he added.

The class C recycled water is piped into councils neighbouring 27.5 hectare property. This water is pumped at 17 and 27 litres per second through two pivots of different length. The water irrigates crops which are harvested into hay for animal feed. This is the final stage of the process and has seen a drastic reduction in nutrients released. Currently, Council have winter crops of oats and Rhodes grass

growing at the irrigation farm. The irrigation farm was historically an effluent waste site and this process will rehabilitate it to be productive land. Council's first harvest from the farm was 74 tonnes of Rhodes grass and Council forecasts receiving a significant revenue stream from the ongoing farm proceeds.

South Burnett Regional Council's Coordinator Treatment & Quality Water & Wastewater, Adam Branch said, "Council has an environmental obligation to reduce the volume of water released, especially since we are part of the Great Barrier Reef Catchment. Our new Waste Water Treatment Plant has seen a significant reduction of nitrogen released to surface water."

He added, "We see ourselves as the

gatekeeper of environmental health by providing safe and reliable recycled water to our community."

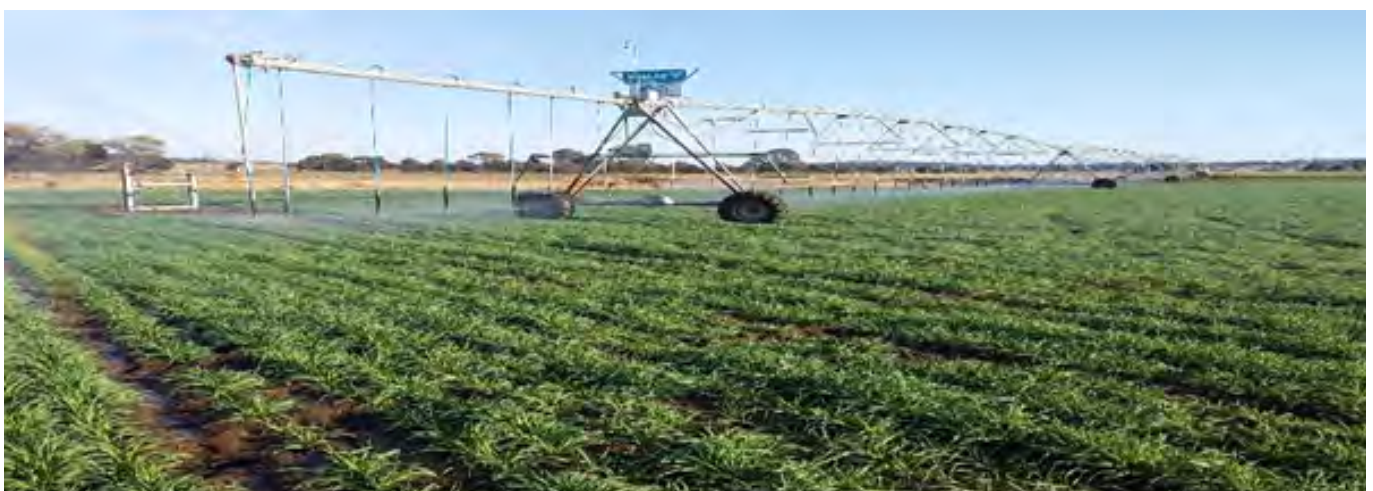
WASTEWATER

The recycled water scheme saw the commissioning of the irrigation farm to further enhance Council's environmental compliance

This includes:

- Commissioning irrigators
- Documentation development
- Test result validations
- Quality monitoring
- Data accumulation
- Internal quality projects

Work on the farm area is set to continue after the first harvest yielded 173 hay bales. It is expected to provide financial, and quality benefits to both the South Burnett Regional Council and the community.



Disaster Management

There was one disaster event that activated the Local Disaster Management Group (LDMG) in the South Burnett during the 2018/19 financial year under the *Disaster Management Act 2003* and *Disaster Management Regulation 2014*. Council is the lead agent in the region for the management of and recovery from a local disaster.

The Local Disaster Management Group (LDMG) continued with preparedness and prevention functions as follows:

- On-going review and updating of the LDMG Plan (and sub-plans);
- On-going review and updating of the Local Disaster Recovery Plan;
- Hosted quarterly LDMG Meetings were held in September and December 2018 and March and June 2019;
- LDMG Recovery sub-groups to encompassing all sections of the community and include human-social, infrastructure, environment and economic - these groups will meet quarterly.
- Participation in Get Ready Week 2018/19 including the following activities:
 - Promotion of the Disaster Dashboard.
 - Attending local schools and teaching/informing students of tips/dashboard/awareness surrounding flooding/storms/fires/earthquakes.
 - Disaster Dashboard video played at the local cinema.
- Ongoing skill maintenance and training of additional resources to operate in the Local Disaster Coordination Centre (LDCC)

including training in the Guardian, Local Government Queensland's Disaster Management system;

- Participated in a series of disaster related networks, workshops and training events, including:
- Disaster Management Conference held at the Gold Coast in August 2018;
- QERMF Risk Assessment Workshop held at Kingaroy (2 days) in November 2018;
- Local Disaster Coordination Centre Training held at Kingaroy (1 day) in June 2019;

SEVERE WEATHER EVENT

A severe weather event occurred between Nanango and Kingaroy (Coolabunia) at approximately 12.30pm on Thursday 11 October 2018. The severe weather produced 9 cm hail together with destructive winds and rainfall.

At approximately 2.00pm the Local Disaster Management Group were activated to manage and coordinate a response to the severe weather cell. Personnel were on site assisting at the incident including QFES, QPS, QAS, SES, ERGON and South Burnett Regional Council resources.

The D'Aguilar Highway was closed to all traffic for approximately 4 hours. Approximately 48 roads in total were affected due to hail and debris. These

roads remained closed until personnel could make safe and re-open.

GET READY FUNDING 2018/19

The South Burnett Local Disaster Management Group attended three (3) of our local schools including Tingoorra State School, Durong South State School and Coolabunia State School. The visits were an opportunity to teach our children how to prepare and be more resilient during disaster events.

It was a great opportunity to promote South Burnett's "Disaster Dashboard" which has been created to provide residents and visitors with one point of truth during natural disasters. The South Burnett Disaster Dashboard feeds information straight from BOM, Ergon Energy, Queensland Traffic, Sunwater and links to Queensland Fires together with updates from the South Burnett Local Disaster Management Group.

The creation of the disaster dashboard and the school visits were funded from "Get Ready Queensland Grant Program".

STATE EMERGENCY SERVICES (SES) STATISTICS

Routine	Hours
Community Education	200.25
Exercises	49.75
Fundraising	331.00
Local Training	3,332.00
Maintenance	281.25
Recruitment	72.50
Unit Management	1,079.50
Operations	Hours
Agency Support / Support Activities	719.97
Incident Management	241.00
Recruitment	72.50
Search	285.00
Storm Damage	654.50
Traffic Management	357.22



Photo of Hail on Petersen Drive, Kingaroy during the storm event in October 2018.



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 2018/19 financial year.

Rates and Charges

RURAL FIRE LEVY ALLOCATION

Area	Allocation	Paid
Abbeywood/ Hivesville	\$1,800	\$1,798.38
Ballogie	\$12,219	\$12,208.25
Booie Rise	\$12,000	\$11,989.02
Brooklands	\$5,500	\$5,494.97
Bullcamp	\$2,700	\$2,697.52
Bunya Mountains	\$8,200	\$8,192.50
Cloyna	\$6,800	\$6,793.77
Coverty	16,557	16,541.84
Dangore	2,850	2,847.42
East Nanango	\$6,000	\$5,994.50
Glencoe	\$20,000	\$19,981.70
Gordonbrook	\$3,000	\$2,997.26
Kunioon Hodgeleigh	\$2,000	\$1,998.20
Maidenwell District	\$9,000	\$8,991.77
Malar Booie	\$8,000	\$7,992.68
McEuen	\$22,000	\$21,979.86
Mondure District	\$6,300	\$6,294.24
Sandy Ridges	\$8,000	\$7,992.68
South Nanango	\$16,133	\$16,118.61
Tablelands	\$20,000	\$19,981.67
Taromeo	\$20,000	\$19,981.67
Wattlecamp	\$8,000	\$7,992.68
Sub - total	\$217,060	\$216,861.19
Reserve Funds	\$940	\$939.27 held
Grand Total	\$218,000	\$216,861.19

SPECIAL CHARGE - RURAL FIRE LEVY

That in accordance with Section 92(3) of the *Local Government Act 2009* and Chapter 4 Part 6 of the *Local Government Regulation 2012* and section 128A of the *Fire and Emergency Services Act 1990*:

- Council will make and levy a special charge of \$25 on all rateable land within the region, other than rateable land that is liable to pay an urban fire district levy (pursuant to section 107 of the *Fire and Emergency Services Act 1990*)
- Council apply the revenue raised to fund the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the South Burnett Region
- Council adopt the overall plan for the Rural Fire Levy is as follows:
 - (a) The rateable land to which the plan applies is all rateable land within the region, other than 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 2018 and ending 30 June
 - (d) The estimated cost of implementing the overall plan is \$218,000

This charge generated revenue of \$216,665.96 (\$217,945.47 with interest) Council distributes the actual amount of funds received (rate payments) to brigades three times during the year.



SEPARATE CHARGE - WASTE MANAGEMENT LEVY

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

Council makes a separate charge of \$142 per rate assessment for the 2018/19 financial year to be levied equally on all rateable assessments

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

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

The levy generated a total revenue of \$2,479,316.09 in the 2018/19 reporting period.

SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION LEVY

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

The levy generated a total revenue of \$69,807.59 in the 2018/19 reporting period.

CONCESSIONS ON VARIOUS SPECIAL SEPARATE AND UTILITY CHARGES

That in accordance with Section 93 of the *Local Government Act 2009* and the provisions of Chapter 4 Part 10 of the *Local Government Regulation 2012*, Council grants a concession off various rates and charges for the financial period ending 30 June as identified hereunder:

Land Owned by a Religious Entity:

- (a) Aged Care Facilities
 - 100% Concession of Waste Management Levy, and Community Rescue and Evacuation Levy

Land Owned by a Community Entity:

- (a) Queensland Country Women Associations
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 75% Concession of Water Access Charges, Sewerage Charges
- (b) Scout Associations, Girl Guides Associations and Blue Light Organisations
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 100% Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (c) Kindergartens
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
- (d) Endeavour, Senior Citizen and other Welfare Facilities
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 50% Concession of Water Access Charges, Sewerage Charges and Waste Collection Charges
- (e) Lions, Men's Sheds and other Service type Clubs
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 75% Concession of Water Access Charges, Sewerage Charges

Land Used for Showgrounds or Horseracing:

- (a) Showgrounds
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 50% Concession of cost of water access, sewerage and waste collection charges provided to showground's facility. Services provided to commercial activities such as Caravan parks, sub-leases or recreational facilities are not exempt
- (b) Race Grounds
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy

Land Used for Charitable Purposes:

- (a) Charitable Organisations
 - 100% Concession of Waste Management Levy, Road Levy and Community Rescue and Evacuation Levy

Land Used for Other Community Purposes:

- (a) Community Owned Halls
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
- (b) Museums, Theatres (Identified in table)
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 100% Concession of Water Access Charges and Sewerage Charges
- (c) Sporting Groups and Associations (Identified in table)
 - 100% Concession of Waste Management Levy and Community Rescue and Evacuation Levy
 - 75% Concession of Water Access and Sewerage Charges

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, in accordance with Chapter 4 Part 10 of the *Local Government Regulation 2012*, Council allows an annual concession 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 in accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, Council grants an exemption from the requirement to pay the Minimum General Rate for properties identified hereunder:

- (a) Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only
- (b) Properties that are small parcels of land worked in conjunction with properties held in the same ownership

Remuneration**COUNCILLOR'S REMUNERATION**

On 30 November 2017, the Local Government Remuneration and Discipline Tribunal (the 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 2018 are as follows:

- **Mayor** - the rate payable of \$127,898
- **Deputy Mayor** - the rate payable of \$79,936
- **Councillor** - the rate payable of \$67,945

For an overview of the tribunal's remuneration determination and its review of local government categories visit www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html

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

EXPENSES REIMBURSEMENT POLICY FOR COUNCILLORS

(Adopted 12 December 2018)

1. POLICY STATEMENT

This policy ensures that Council's reimbursement of expenses incurred by 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* (LGA2009).

The local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

Furthermore, additional principles that underpin this policy are: -

(a) Public Interest

The use of public monies in the public interest by responsible budgeting and accounting.

(b) Fair and Reasonable

Fair and reasonable allocation of Council resources in the form of allowances, facilities and other benefits, to enable all Councillors to conduct the duties of their office.

(c) Accountability

Accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

2. SCOPE

This policy applies to the Mayor, Deputy Mayor and Councillors of South Burnett Regional Council.

This policy does not provide for Councillor Remuneration.

3. POLICY OBJECTIVES

This policy is to provide for the proper control of the reimbursement of reasonable expenses incurred, or to be incurred by Councillors in discharging their duties and responsibilities.

The policy covers: -

- the reimbursement to Councillors of legitimate expenses incurred; and
- the facilities to be provided to Councillors.

4. BACKGROUND AND/OR PRINCIPLES

Pursuant to section 250 of the Local Government Regulation 2012 (LGR2012) Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

5. GENERAL INFORMATION

The Expenses Reimbursement Policy for Councillors must be consistent with the five (5) local government principles under section 4(2) of LGA2009 and meet the financial sustainability criteria under section 104 of the LGA2009.

The Local Government Regulation 2009 (LGR2012) legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

5.1 Payment of Expenses

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer (CEO). Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate expenses incurred for Council business must submit the appropriate form detailing the relevant expense within one (1) month of the expense being incurred or invoiced.

Professional Development

Council will pay for/reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

Corporate Uniform

Council will make available a professional Corporate Uniform pack (one (1) blouse/shirt, one (1) skirt/trouser, and one (1) jacket at the commencement of the elected term and thereafter an allowance of \$330 per annum (exclusive of GST) to purchase uniform items from Council's corporate uniform range.

Legal Assistance and Insurance Cover

Council shall pay any reasonable expenses of Council associated with the informal resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- a mediator engaged under this investigation policy;
- a private investigator engaged by the investigator;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

The provision of legal assistance/payment of legal costs incurred by a Councillor shall be provided subject to

prior approval being granted by the CEO by resolution of Council. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the LGA2009, the Councillor will, by resolution of Council, reimburse Council with all associated costs incurred by Council.

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

Travel as Required to Represent Council

Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.

Note: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

Travel Bookings

All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible although Council may approve business class in certain circumstances. 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 limits (inc GST) are considered to be reasonable for reimbursement by Council.

- Breakfast- \$25.00
- Lunch- \$35.00
- Dinner- \$70.00

Note: Alcoholic beverages will not be reimbursed under this policy.

Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

Hospitality

The Mayor may claim up to \$2,000.00 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500.00 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, a Councillor or the Mayor, will be required to complete the relevant form to identify why the hospitality occurred and who attended with authorisation by the CEO.

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 Office of the Independent Assessor or Crime and Corruption Commission.

5.2 Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

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 Councillor 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 and access to meeting rooms;
- computer including internet access and wireless remote access where appropriate;
- stationery;
- access to photocopiers, printers, and facsimile machines;
- copies of publications; and

- use of Council landline telephones and internet in Council offices.

Administration support will be provided to the Mayor with limited administration support provided to Councillors with approval from the CEO.

Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

Name Badge & Safety 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 safety equipment for use on official business when

needed (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Workplace Health and Safety policies and procedures while at any workplace.

Use of Council Vehicles on Council Business

Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO.

Private Use of Mayors Council Vehicle

The Mayor will be provided with a Council vehicle with full private use.

Telecommunication Needs - Mobile Devices

Mobile telecommunication devices owned by Council will be provided to each Councillor for official Council business.

Contribution to Councillors Telephone Costs

Council will contribute up to \$2,000.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account.

Contribution to Mayors Telephone Costs

Council will contribute up to \$3,000.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account.

Vehicle Fuel and Operation Costs

A weekly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:

- Division Four (4) - \$80.00
- Division Three (3) - \$92.00
- Division One (1) & Two (2) - \$140.00
- Division Five (5) and Six (6) - \$200.00

Car Parking Amenities

Councils will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

Limit

Council may by resolution reduce or limit benefits receivable under this policy.

6. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Council business: shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

Councillors: shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

Expenses: shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Facilities: shall mean the facilities deemed necessary to assist Councillors in their role.

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

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Councillor Code of Conduct Policy

9. NEXT REVIEW

April 2021

COUNCIL MEETINGS AND MINUTES

General Meetings of Council are held on the third Wednesday of every month unless otherwise advertised.

Unconfirmed minutes are available for inspection no later than 10 days after each meeting and copies of confirmed minutes are available for purchase at applicable photocopying charges.

Council minutes may also be accessed via Council's website www.southburnett.qld.gov.au.

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 2018/19 to senior management = \$1,597,750.

S201 REMUNERATION PAID TO SENIOR EXECUTIVE EMPLOYEES & CEO

Salary Band	Number of Employees
\$200,000 - \$299,000	4
\$300,000+	0

Travel

OVERSEAS TRAVEL

Pursuant to section 188 of the Regulation, overseas travel made by a Councillor or local government official must be reported. No overseas travel was undertaken by a Councillor or local government employee in official capacity during the 2018/19 financial year.

COUNCILLOR'S STATEMENT OF INTEREST EXTRACTS

Pursuant to Section 295(b) of the Regulation, the Councillor's Register of Interests is available on Council's website in a consolidated form and full copies are open for inspection at the Kingaroy Customer Contact Centre, Glendon Street, Kingaroy.

Tenders, Entities & Reserves

CHANGES TO TENDERS

Pursuant to Section 190(1)(d) of the Regulation, no invitations were extended to change tenders under Section 228(7) of the Regulation during the reporting period.

CONTROLLED ENTITIES

Council has one local government owned controlled entity during the reporting period, being the South Burnett Community Hospital Foundation Ltd.

LAND AND RESERVES

Council has control of:

- Land under infrastructure - 3,704km roads (includes 690km of main roads)
- Reserve land that are reserves under the *Land Act 1994* - 250 hectares.

This land does not have a value for the Council's financial statements.



Complaints & RTI Requests

ADMINISTRATIVE ACTION COMPLAINTS

Council has implemented a complaints management process to assist to quickly and effectively deal with complaints received by the organisation. Council aims to resolve all complaints as quickly as possible. The circumstances vary considerably between complaints, so it is not possible to guarantee a set timeframe for all complaints. Complaints about simple matters not requiring a formal investigation are usually capable of being addressed within a few days. More serious and complex matters can take considerably longer.

Pursuant to Section 187 of the Regulation Council reports that 31 complaints were received through this process during the 2018/19 financial year and the investigations were assigned to a senior officer to resolve the issues as quickly as possible in accordance with statutory timeframes. There were four complaints carried forward from the 2017/18 financial year.

Customers who are not satisfied that the complaint has been resolved are able to lodge a request with the Chief Executive Officer for an internal review. During 2018/19 there was four applications for internal review indicating that most customers were satisfied with the investigation undertaken at the time. Two complaints were referred back to Council by the Queensland Ombudsman during the preliminary review stage as the complaint had not been processed through Council's complaint management process.

RIGHT TO INFORMATION (RTI)

In 2018/19 Council's Governance branch dealt with 3 applications under this process (with one of these applications deemed as ineligible).

Applicants who are not satisfied with the response provided by Council are able to have matters referred for consideration by the Information Commissioner. During 2018/19 there were no applications for internal review indicating that all applicants were satisfied with the approach taken by the Governance section in processing requests for information. None of these applications were sent for External review with the Office of the Information Commissioner.

COMMERCIAL BUSINESS UNITS

Pursuant to Section 27 of the Regulation, Council did not operate any commercial business units during the reporting period.

BENEFICIAL ENTERPRISES

Pursuant to Section 41 of the Act, nil beneficial enterprises of the local government were conducted during the financial year.

SIGNIFICANT BUSINESS ACTIVITIES

Section 45 of the Act requires Council to identify significant business activities during the 2019/20 financial year. Council determines that those activities listed in table 1 below are the Business Activities requiring identification in accordance with the Act. Table 1 shows Council has no significant business activities that meet these thresholds based on expenditure in the 2018/19 year and the number of premises connected to a water service.

Council determines that those Business Activities categorised, as Other Business Activities (Table 2 below) in accordance with the *Local Government Act* Division 2 and the *Local Government Regulation 2012*, are those activities that meet the prescribed activity threshold of \$340,000 in accordance with Section 39 of the *Local Government Regulation 2012*. Council resolved not to apply the Code of Competitive Conduct to any business activity in 2019/20 in accordance with the Act section 47(7) and the Regulation.

COUNCIL REGISTERS

Section 190 (1(f)) of the Regulation requires Council to report a list of the registers kept by the local government'. The registers include:

- Register of Interests of Councillors, CEO and senior executive employees (chapter 8, part 5 *Local Government Regulation 2012*)
- Delegations (s260 *Local Government Act 2009*)
- Local Laws (s31 *Local Government Act 2009*)
- Roads Map (s74 *Local Government Act 2009*)
- Dog Registry (s177 *Animal Management (Cats and Dogs) Act 2008*)
- Burials (s79 *Land Act 1994*)
- Cost Recovery Fees (s98 *Local Government Act 2009*)
- Contact by Lobbyists (s49 *Integrity Act 2009*)
- Environmental Authorities (s540 (1)(a)(i) of the *Environmental Protection Act 1994*)
- Assets (s104(5)(b)(ii) of the *Local Government Act 2009*)
- Local Heritage Register (s113 of the *Queensland Heritage Act 1992*)
- Register of Testable Backflow Prevention Devices (s 38 of *Standard Plumbing & Drainage Regulation 2003*)
- Register of details of onsite sewerage and grey water use facilities for which Council has given a compliance certificate (s143A of *Plumbing and Drainage Act 2002*)
- Registers in accordance with Schedule 22 of the *Planning Regulation 2017*
- Register of Enterprise Operational Risks
- Register of Enterprise Corporate Risks

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 14 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 102.

TABLE 1 - STATEMENT OF BUSINESS ACTIVITIES

Business Activities	Operating Cost	Threshold (\$19 to LGR 2012)
Water and Wastewater Combined Business Activity		
Waste and Wastewater	9,470 Connections	\$10,000
Other Business Activities / Operating Costs 2018/19		
Caravan and Tourist Parks	\$1,501,318	
Cemeteries	\$347,663	
Shops	\$6,729	
Community Housing	\$93,790	
Saleyards	\$288,870	
Waste	\$4,684,383	
Airport	\$311,248	
Total	\$7,234,002	\$9,700,000

TABLE 2 - PRESCRIBED BUSINESS ACTIVITIES

Business Activities	Operating Costs	Threshold (\$19 to LGR 2012)
Caravan & Tourist Parks	\$1,501,318	
Cemeteries	\$347,663	
Waste	\$4,684,383	
Total	\$6,533,364	\$340,000

Community Grants

GRANTS TO COMMUNITY ORGANISATIONS

Pursuant to section 189(a) of the Act, Council must report a summary of expenditure on grants to community organisations. Council expended a total of \$183,279.71 on Community Grants for the 2018/19 financial year.



In-Kind support - Wondai Street Sprints

COMMUNITY EVENTS SPONSORSHIP

Organisation	Event	Amount Funded
Round 1		
Blackbutt Benarkin Lions Club	Blackbutt Community Christmas Carnival	\$2,000.00
Kingaroy District Ministry Association	Annual Community Carols by Candlelight	\$1,500.00
Kumbia & District Memorial School of Arts	Kumbia Christmas Carnival	\$1,200.00
Kumbia Kindergarten	International Women's Day	\$1,000.00
Kumbia Race Club Committee	Annual Race Meeting	\$2,000.00
Murgon Junior Rugby League	Domestic Violence Awareness Round	\$3,000.00
The Murgon Pastoral, Agricultural & Horticultural Society Inc.	Family Focus	\$1,500.00
Nanango Waterhole Rocks	Waterhole Rocks 2018	\$1,000.00
Wesleyan Methodist Church Nanango	Community Christmas Carols Breakup Party & Hangi	\$1,500.00
Proston Lions Club	Proston Lions Community Christmas Carnival	\$500.00
Queensland Limousin Youth Camp	Queensland Limousin Cattle Youth Camp	\$3,000.00
Relay for Life Organising Committee	South Burnett Relay for Life	\$1,850.00
South Burnett Rugby League	Beyond the Nest - Boys & Girls	\$3,000.00
South Burnett Orchid Society	Orchid Show at the Wondai RSL	\$500.00
South Burnett Peace of Mind Association	White Dove Ball	\$500.00
St Mary's Parish	Our Lady of Peace Catholic Church, Kumbia Centenary	\$1,500.00

COMMUNITY EVENTS SPONSORSHIP (CONTINUED...)

Organisation	Event	Amount Funded
Round 2		
Agricultural Shows of the South Burnett	Rural Ambassador, Miss Showgirl & Dark Rich Fruit Cake Judging	\$1,600.00
Barambah Ministers Association	Real Life Barambah	\$3,000.00
Bjelke-Petersen Dam Fish Management Committee	BP Family Fishing Comp	\$1,800.00
Blackbutt Singers	Proms in the South Burnett	\$3,000.00
Boondooma Dam Fish Stocking and Management Committee	Boondooma Dam Yellow Belly Family Fishing Comp	\$2,000.00
Heritage Nanango Country Muster	Heritage Nanango Country Muster	\$1,500.00
Nanango Race Club	Race Day Transport	\$1,200.00
Nanango Agricultural Pastoral & Mining Society Inc	Nanango 110th Annual Show	\$1,500.00
Rotary Club of Murgon	Murgon Music Muster	\$2,000.00
South Burnett Endurance Riders	Nanango Endurance Ride	\$2,500.00
South Burnett Junior Motorcycle Club	SE Qld Junior Motocross Series Round 3	\$3,000.00
South Burnett Relay for Life Committee	South Burnett Relay for Life 2019	\$1,500.00
South Burnett Reserve Forces	Reserve Forces Day	\$500.00
South Burnett National Show Society (Kingaroy) Inc	2019 Kingaroy Show	\$1,500.00
TOTAL		\$52,150.00

HALLS - COMMUNITY HALL INSURANCE / PUBLIC HALL LIABILITY INSURANCE

Hall	Amount Funded
Round 1	
Durong Community Hall	\$985.43
Farmers Hall Inverlaw	\$1,000.00
Mondure Hall Committee	\$1,000.00
Queensland Dairy & Heritage Museum	\$1,000.00
Tableland Hall Committee	\$1,000.00
Wooroolin Hall Committee	\$1,000.00
Round 2	
Chahpingah Reserve Association Inc	\$1,000.00
Durong Community Hall Committee Inc	\$1,000.00
Ironpot Hall Association	\$1,000.00
Kumbia & District Memorial School of the Arts	\$1,000.00
TOTAL	\$9,985.43

ELITE PERFORMANCE

Name	Event	Amount Funded
Luke Beutel	FFA National Youth Championships	\$500.00
Jaycie Trace	2018 Maccvc Oldham Australian Interschool Championships	\$500.00
Jett Allan	2018 National Junior Championships - Karate	\$500.00
Kai Allan	2018 National Junior Championships - Karate	\$500.00
Lucca Turton	Queensland & Australia at the U17's Mountain Bike Championships	\$500.00
Bree Pogany	Represent Australia at the Arafura Games Football	\$500.00
Jamie-Lee Olsen	Represent Australia at the World Scout Jamboree, in the USA Jul/Aug '19	\$1,000.00
TOTAL		\$4,000.00



HEALTHY COMMUNITIES SPONSORSHIP

Applicant	Program	Amount Funded
Round 1		
Queensland Blue light Association	Blue Edge Program	\$2,000.00
Graham House Community Centre	Walk & Talk	\$1,316.00
South Burnett Equestrian Group Inc	Introduction to carriage driving/carriage driving instruction	\$400.00
South Burnett Caravan & Touring Club Inc	Operation Heart Start	\$1,599.00
The Barbershop Boys C/- Murgon Rotary	Barbershop Boys	\$2,000.00
Round 2		
Nanango & District Cricket Club Inc	South Burnett Junior Coaching	\$2,00.00
South Burnett Branch of the Shooters Union QLD	Playground Upgrade	\$1,927.00
South Burnett Mountain Bike Club	Mountain Bike Clinics - Beginner Upwards	\$1,600.00
Wondai & District Tennis Association Inc	Operating Expenses	\$350.00
TOTAL		\$13,192.00

REGIONAL ARTS DEVELOPMENT FUND (RADF)

Recipient	Purpose	Amount Funded
Round 1		
South Burnett Community Orchestra	"Just for Music" Choral & Orchestral Workshops	\$3,800.00
Round 2		
Jane Gunn	Pop Up Craft - Craft Workshops Wondai	\$3,860.00
Kingaroy Arts Team	South Burnett gets crafty: New ways with traditional craft	\$3,490.00
Robyn Dower	Kingaroy Heritage Museum Project - History of the Peanut Harvest	\$1,880.00
TOTAL		\$9,230.00

SCHOOL STUDENT AWARDS

Applicant	Program	Amount Funded
Round 1		
Nanango State High School	School Awards Night	\$300.00
Proston State School	School Awards Morning	\$250.00
St Mary's Catholic College	School Awards Night	\$300.00
Wondai State school	School Awards Morning	\$250.00
Yarraman State School	School Awards Night	\$200.00
Round 2		
St Mary's Catholic College	SBRC Achievement Award of Excellence in the Middle Years & SBRC Dux of the College	\$300.00
TOTAL		\$1,600.00

PROJECT PROGRAM ONE-OFF

Name	One-off	Amount Funded
Round 1		
Barambah Bowhunters & Field Archers	Purchase of Rainwater Tank	\$3,000.00
Boondooma Museum & Heritage Association	Accommodation Upgrade of on-site cabins	\$2,660.88
Kingaroy Men's Shed	Tool/Machine Upgrade	\$1,500.00
Kingaroy Scout Group	New Kitchen	\$2,015.00
Kumbia & District Charity Camp draft Association	Toilet & Shower Upgrade	\$3,000.00
Murgon C&K Kindergarten	Aboriginal Mural	\$3,000.00
Nanango State School P&C Association	Uniform & Shoe Bank	\$1,500.00
Proston Goldenspurs Camp Draft	New PA System	\$3,000.00
Wooroolin Branch QCWA	Air Conditioning & Insulation	\$3,000.00
Kingaroy Junior Cricket Assoc	Ipads for Scoring	\$1,512.00
Round 2		
Barambah Bowhunters	Supply of Gazebo Shade Shelters	\$1,396.00
Barambah United Soccer Club Inc	Soccer for Schools	\$3,000.00
Blackbutt District Community Organisation Inc	Blackbutt Park & Gardens Development	\$3,000.00
Bunya Valley Landcare	Construction of the Bunya Valley Landcare Nursery	\$1,000.00
Burrandowan Camp Draft Association	Announcers & Secretaries Trailer	\$3,000.00
Kingaroy Croquet Club	Relocation of Kingaroy Croquet Club	\$3,000.00
Kingaroy Junior Cricket Club	Supplement for Cricket Net rebuild at Taabinga State School	\$3,000.00
Kingaroy Netball Association	Kingaroy Netball Player, Coach & Umpire Development	\$3,000.00
Kingaroy Uniting Church Parish	Purchase and Install Rainwater Purification System	\$2,404.25
Kumbia & District Golf Club Inc	Maintain and purchase of new equipment	\$2,000.00
Moffatdale State School Playgroup	Moffatdale State School Playgroup Facilities Upgrade	\$2,500.00
Murgon Men's Shed	Carriage Roof & Security Fence	\$3,000.00
Proston Goldenspurs Camp Draft	Yard Re-build	\$3,000.00
Proston Men's Shed	Outdoor Movie Screen Equipment	\$2,990.00
Wondai AP&I Society Inc	Christmas Lights Replacement	\$1,500.00
Wondai Town & Rural Neighbourhood Watch	Community Newsletter	\$500.00
TOTAL		\$62,478.13



Community Event Sponsorship - Reserve Forces Day

IN-KIND SPONSORSHIP

Organisation	Project	In-Kind Services
Wondai Proston Junior Rugby League	Mini Mods Carnival	1 x Skip Bin and 10 x Wheelie Bins
CRAICCHS	NAIDOC Week Celebrations Murgon	5 x Wheelie Bins, Barrier Mesh and Barricades
Boondooma Museum & Heritage Association	Scot's in the Bush	1 x skip bin delivered
Graham House Community Centre	Seniors Week Celebration Murgon	30 x chairs delivered
Wondai Garden Expo	September Garden Expo	1 x Skip Bin delivered and collected, 100 Chairs & 10 Wheelie Bins (Committee to collect)
Wondai Show Society	Fill pot holes to entrance	patch potholes
Bjelke-Petersen Dam Fish Management Committee Inc	Bjelke-Petersen Family Fish Comp	1 x Marquee, 8 x Wheelie Bins, 1 x Skip
Proston Car Rally Club	Khanacross / Burnouts - November	10 x wheelie bins delivered and collected
Graham House Community Centre	Drought Relief Fundraiser	110 Chairs delivered and collected, 1 x skip bin delivered and collected
Wondai Show Society	Wondai Christmas Eve Carnival	Implementation of TMP Signage & Collection, 10 x Wheelie Bins delivered and collected & 100 chairs delivered and collected
Kingaroy Christmas Carnival Committee	Kingaroy Christmas Carnival	Implementation of TMP Signage, Delivery and Collection of chairs and wheelie bins
NaTDA	Nanango Christmas Carnival	Supply of Wheelie bins & Marquee
Proston Car Rally Club	February Rally	Supply and Deliver 10 x Wheelie Bins
Nanango Sporting Association	Power up Show, Shine and Swap Meet	Delivery of 2 x Marquees
Australia Day Committee	Australia Day Citizenship Ceremonies	Deliver & collect 2 x lifeguards, 10 x Bins, 2 x Marquees
Kingaroy Senior Soccer Club Inc	Kingaroy Soccer 7's	Deliver & Collection of 1 Marquee, 1 x Skip bins
South Burnett Events	Wine & Food in the Park	Deliver & Collection of 1 Marquee, 20 x Wheelie Bins & 2 Skip Bins
Wondai Garden Expo	April Expo	Delivery & collection of 1 x Skip Bin - Pick up of 100 x Chairs & 10 x Wheelie Bins
Boondooma Museum & Heritage Association	The Spirit of the Bush	Delivery & Collection of 1 x 10m3 & 1 x 27m3 Skip bin
Proston Pastoral, Agricultural & Horticultural Society	Proston Show	Delivery of Witches Hats, Security Netting, Wheelie Bins
SBRC	Beyond the Boundaries BBQ	1 x Council Marquee
Proston Goldenspurs Camp Draft	Proston Camp Draft	Delivery & collection of 10 x wheelie bins
Motors In Motion Inc	Wondai Street Sprints	Street Sweeper on 12 April '19, Delivery of 1 Skip Bin, 22 Wheelie Bins and 100 Chairs. Committee to Collect 2 x Marquees, 50 Steel Posts, 50 Witches Hats
Kingaroy Rotary Club	Autism BBQ	Collection & Delivery of 1 x Marquee, 20 x Chairs, 2 x Wheelie Bins
Maidenwell Community Group	Maidenwell Marathon	Delivery 1 Skip Bin, 10 Wheelie Bins & 1 Marquee
Kumbia & District Charity Camp Draft Assoc	Kumbia Camp Draft	Delivery & Collection of 20 Wheelie Bins and Emptying of the Bins prior to Collection
Proston Car Rally Club	Khanacross/Burnouts - May	Delivery & collection of 10 x wheelie bins & Emptying of the Bins prior to Collection
Nanango Camp Draft Committee.	Nanango 3 Day Camp Draft	Delivery & Collection of 2 x Marquees & 50 Chairs
Wondai Hospital Auxiliary	Wondai Hospital Fete	Delivery & Collection of 60 Chairs
Wondai Proston Junior Rugby League	Mini Mods Carnival	Delivery & Collection of 4 x Marquees, 1 x Skip Bin & 20 x Wheelie Bins
South Burnett Aboriginal & Torres Strait Islander Corp	NAIDOC Flag Raising Ceremony & Morning Tea	Delivery & Collection of 60 x Chairs, 4 Tables, 1 Marquee
Tingoora Leisure Riders	Leisure Riders Tingoora Rally	10 x wheelie bins delivered and collected
Murgon Junior Rugby League	U18's & U20's Carnival	10 x Wheelie Bins to be Collected

PHOTO COURTESY OF SOUTH BURNETT COUNCIL

COUNCILLOR DISCRETIONARY FUND ALLOCATIONS

The Council determined that for the 2018/19 financial year each Councillor shall have a budget allocation for Councillor Discretionary Funds - the total amount allocated for the 2018/19 financial year was \$32,000. Discretionary funds are funds available for allocation by a Councillor to community purposes, or to capital works that are for community purposes or meeting 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 \$30,694.15 in Councillor Discretionary Funds during the 2018/19 financial year with the breakdown as follows:

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):

Image: Councillor Discretionary Funding - Blackbutt Show



MAYOR - CR KEITH CAMPBELL

Organisation	Project	Amount
Friends with Dignity	Donation towards buying goods for support programs	\$250.00
Kumbia State School P&C	Donation towards 25th Annual Brain Drain Trivia Night	\$100.00
St John's Lutheran Kindergarten P&F Association	Donation towards the purchase of three (3) flag poles	\$250.00
Breast and Prostate Cancer Association of Qld	Donation towards Blackbutt Charity Golf Day	\$500.00
Kingaroy State School P&C	Sponsorship of the SBRC Cultural Bursary & SBRC Leadership Bursaries	\$500.00
Red Earth Community Foundation	Pledge towards the Red Pitch Crowdfunding event	\$150.00
National Council of Women of Queensland Inc (NCWQ)	NCWQ Bursary	\$1,000.00
Roy Emerson Museum	Blackbutt Gala Event – Recovery Day	\$1,000.00
CWA Kingaroy Twilight Branch	Donation towards laptop	\$300.00
Helping Hands Blackbutt	To help purchase fuel and food vouchers and pay pharmacy account to assist clients in crisis	\$1,000.00
South Burnett Saints AFC	To assist with the junior football program in the way of lighting, sausage sizzle and travel.	\$250.00
Blackbutt Art Gallery Inc	Sharing our Culture Reconciliation Event	\$200.00
SE Qld Special Children's Christmas Party	Special Children's Christmas Party	\$250.00
Kumbia & District Charity Campdraft Association Inc.	Donation towards Furniture and cabinetry in the secretary's box	\$1,000.00
South Burnett Flight Savers Inc.	Donation towards the South Burnett Family Fun Day	\$500.00
Wondai A, P & I Society	2019 Wondai Show	\$200.00
PCYC Murgon	Byte Night	\$300.00
South Burnett Mountain Bike Club	Development & installation of signage	\$62.50
Endeavour Foundation - L Porter	Donation towards Flying Peanut	\$350.00
TOTAL		\$8,162.50

DIVISION 1 - CR ROZ FROHLOFF

Organisation	Project	Amount
St John's Lutheran Kindergarten P&F Association	Donation towards the purchase of three (3) flag poles	\$250.00
Taabinga Rotary	Donation towards hall hire for Bookarama	\$220.00
Nanango Tourism & Development Ass	Donation towards Casino Night Fundraiser	\$660.00
Nanango Senior Citizens	Donation towards entertaining visiting seniors event	\$165.00
Zombie Invasion Nanango	Zombie Invasion Nanango Fundraiser	\$200.00
Nanango RSL Sub-branch	Donation towards refurbishment of hall stage	\$490.00
Nanango Tourism & Development Ass	Hire of projector & screen for book launch	\$275.00
SB First Aid Volunteers	Donation towards rates	\$212.27
Wondai Art Gallery	2 Day Watercolour workshop	\$430.00
Seeds of Hope	Donation towards Christmas with Friends Event	\$150.00
Booie Hall Committee	Replace glass in aluminium framed windows at the Booie hall damaged during storm.	\$1,024.00
Nanango Scouts	Purchase equipment for camping and general meetings	\$300.00
South Burnett Saints AFC	To assist with lighting, sausage sizzle and travel.	\$200.00
Nanango Craft and Quilters	Donation towards Biggest Morning Tea	\$183.73
South Burnett Mountain Bike Club	Development & installation of signage	\$62.50
TOTAL		\$4,822.50

DIVISION 2 - CR GAVIN JONES

Organisation	Project	Amount
CrowFM	Donation towards 2018 Captains Dinner collecting on behalf of SB Relay for Life	\$150.00
Benarkin State School P&C Association	Benarkin Car Rally	\$400.00
Nanango State High School P&C	Donation towards Girls Resilience And Aspiration Program	\$200.00
Maidenwell QCWA	Donation to help towards hall hire cost for monthly meetings and other QCWA functions	\$150.00
Maidenwell Community Group Inc	Donation to help with hall hire to run fitness groups twice a week	\$100.00
Blackbutt Cricket Club Inc 'Timbertowners'	Donation towards purchase of a 32gb Apple Ipad and Ipad Cover	\$500.00
Maidenwell Community Group Inc	Donation towards the running of their Chainsaw Weekend with raised funds being shared with Life Flight and Maidenwell Community Group	\$400.00
Blackbutt Singers	Donation towards hall hire for Christmas function	\$150.00
Nanango Tourism & Development Association	Donation towards Casino Night Fundraiser	\$330.00
Blackbutt & District Tourism & Heritage Association	Donation towards Blackbutt Gala Night	\$500.00
Bunya Mountains Community Association	Defibrillator Case	\$200.00
Blackbutt Benarkin Lions Club	Catering – Clean Up Australia Day 2019	\$100.00
Helping Hands Blackbutt	To help purchase fuel and food vouchers and pay the pharmacy account which Helping Hands use to assist clients in crisis	\$500.00
Blackbutt Show Society	Donation towards Blackbutt Show – Cattle Section	\$300.00
TOTAL		\$3,980.00

DIVISION 3 - CR DANITA POTTER

Organisation	Project	Amount
CrowFM	Donation towards 2018 Captains Dinner collecting on behalf of SB Relay for Life	\$150.00
St John's Lutheran Kindergarten P&F Association	Donation towards the purchase of three (3) flag poles	\$250.00
Taabinga Rotary	Donation towards Hall Hire for Bookarama	\$220.00
Kingaroy QCWA	Donation towards purchase of tablecloth	\$60.00
Taabinga State School P&C	Donation towards Trivia Night	\$300.00
Zombie Invasion Nanango	Donation towards Zombie Invasion Nanango Fundraiser	\$200.00
Wondai Art Gallery	Donation towards two watercolour workshop	\$430.00
South Burnett Flight Savers	Donation towards the South Burnett Young Professionals Function	\$500.00
Helping Hands Blackbutt	To help purchase fuel and food vouchers and pay the pharmacy account which Helping Hands use to assist clients in crisis	\$500.00
Jumping Ant Arts Inc	Donation towards Materials and Equipment for 'Artistic and Creative activities' to be conducted by Jumping Ant Arts to South Burnett Regional Council residents.	\$240.00
South Burnett Mountain Bike Club	Development & installation of signage	62.50
TOTAL		\$2,912.50

DIVISION 4 - CR TERRY FLEISCHFRESSER

Organisation	Project	Amount
St John's Lutheran Kindergarten P&F Association	Donation towards the purchase of three (3) flag poles	\$250.00
South Burnett Woodcrafters	Donation towards purchase of Paint	\$500.00
Taabinga State School P&C	Donation towards purchase of musical instruments	\$1,500.00
Cooinda Craft Group	Donation towards public liability insurance	\$474.65
SB Mountain Bike Club	Donation towards the development and installation of safety and directional signage at the mountain bike trails in Wondai	\$62.50
Crawford State School P&C	Donation towards Blinds	\$500.00
SB Pantry	Donation towards General Operating Costs	\$450.00
TOTAL		\$3,737.15





Images opposite page - Taabinga State School P&C; above - Kumbia Camp Draft; below: - Orchard Show

DIVISION 5 - CR KATHY DUFF (DEPUTY MAYOR)

Organisation	Project	Amount
Nanango State High School P&C Association	Donation towards Girls Resilience And Aspiration Program	\$250.00
Wildlife Rescue South Burnett	Donation towards purchase of Kangaroo Milk	\$406.80
Taabinga Rotary	Donation towards hall hire for Bookarama	\$220.00
Kumbia Race Club	Donation towards insurance excess – Storm damage October 2018	\$320.00
Murgon Lions Club	Donation towards plants for Lions Park & BBQ supplies for volunteers	\$318.89
St Joseph's Primary School P&C	Donation towards Netball Uniform	\$590.00
Proston CWA	Sponsorship of Easter Eggs for Easter Parade	\$200.00
South Burnett Aboriginal and Torres Strait Islander Corporation	Donation towards public liability	\$545.60
Graham House Community Centre	Donation towards hall hire for World's Biggest Morning Tea and Palliative Care Information Session	\$50.00
South Burnett First Aid Volunteers Group	Donation towards rates	\$231.48
Proston Pony Club	Donation towards purchase of shade shelters	\$450.00
Proston & District Heritage Association	Donation towards admin costs	\$87.23
TOTAL		\$3,670.00





DIVISION 6 - CR ROS HEIT

Organisation	Project	Amount
Kumbia Tennis Association	Fundraiser – Tennis Courts after Boxing Day Storm 2017	\$330.00
Nanango State High School P&C	Donation towards Girls Resilience And Aspiration Program	\$250.00
Kumbia State School P&C	Donation towards 2018 Brain Drain	\$100.00
Wooroolin Lions Club	Donation towards purchase of windows	\$872.00
Wooroolin QCWA	Donation towards morning tea for Women in Workshirts Walk	\$250.00
Kumbia Race Club	Donation towards insurance excess - Storm damage October 2018	\$320.00
Wondai Art Gallery	Donation towards volunteer luncheon	\$200.00
St Mary's Catholic Parish Kingaroy	Donation towards blue and white Catholic Church service sign - Kumbia Catholic Church	\$300.00
Proston Show Society	Donation towards grandstand	\$500.00
Coverty Creek Community Development and Social Club	Donation towards Proston Regatta in the Park	\$250.00
Wondai Lions Club	Purchase of Community Noticeboard for Tingoorra	\$300.00
TOTAL		\$3,672.00



Images: top - South Burnett Endurance Riders; bottom - Elite Youth Performance, Luca Turton



2018/2019 Financial Statements

For the Year Ended 30 June 2019

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South Burnett Regional Council
Statements of Comprehensive Income
For the Year Ended 30 June 2019

Statements of Comprehensive Income

		Consolidated		Council	
		2019	2018	2019	2018
	<u>Note</u>	\$	\$	\$	\$
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	3(a)	48,189,635	45,352,293	48,189,635	45,352,293
Fees and Charges	3(b)	4,562,843	4,453,925	4,562,843	4,453,925
Rental Income		612,837	546,924	520,699	456,662
Interest Received		1,433,975	1,060,381	1,433,729	1,059,900
Sales of Contract and Recoverable Works	3(c)	4,542,134	4,317,122	4,542,134	4,317,122
Other Income		1,144,236	661,053	894,236	661,053
Grants, Subsidies, Contributions and Donations	4(a)	10,268,706	8,235,039	10,267,406	8,232,594
		<u>70,754,366</u>	<u>64,626,737</u>	<u>70,410,682</u>	<u>64,533,549</u>
Capital Revenue					
Grants, Subsidies, Contributions and Donations	4(b)	7,461,890	8,017,166	7,461,890	8,017,166
Total Revenue		<u>78,216,256</u>	<u>72,643,903</u>	<u>77,872,572</u>	<u>72,550,714</u>
Expenses					
Recurrent Expenses					
Employee Benefits	5	(23,458,813)	(22,642,641)	(23,458,813)	(22,632,037)
Materials and Services	6	(27,115,046)	(23,583,173)	(26,764,661)	(23,491,010)
Finance Costs	7	(1,780,301)	(2,407,685)	(1,787,494)	(2,407,682)
Depreciation and Amortisation	12/13	(16,713,223)	(16,435,696)	(16,672,406)	(16,396,359)
		<u>(69,067,383)</u>	<u>(65,069,195)</u>	<u>(68,683,374)</u>	<u>(64,927,089)</u>
Capital Expenditure					
	8	(3,070,592)	(6,699,548)	(3,070,592)	(6,699,548)
Total Expenditure		<u>(72,137,975)</u>	<u>(71,768,742)</u>	<u>(71,753,966)</u>	<u>(71,626,636)</u>
Net Result		<u>6,078,281</u>	<u>875,161</u>	<u>6,118,606</u>	<u>924,078</u>
Other Comprehensive Income					
Items that will not be Reclassified to Net Result					
Increase/(Decrease) in Asset Revaluation Surplus	12/18	(43,819,182)	100,711	(43,819,182)	100,711
Total Other Comprehensive Income for the Year		<u>(43,819,182)</u>	<u>100,711</u>	<u>(43,819,182)</u>	<u>100,711</u>
Total Comprehensive Income for the Year		<u>(37,740,901)</u>	<u>975,872</u>	<u>(37,700,576)</u>	<u>1,024,790</u>

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

South Burnett Regional Council
Statements of Financial Position
For the Year Ended 30 June 2019

Statements of Financial Position

		Consolidated		Council	
		2019	2018	2019	2018
	Note	\$	\$	\$	\$
Current Assets					
Cash and Cash Equivalents	9	48,418,120	39,886,009	48,069,086	39,672,334
Trade and Other Receivables	10	8,835,949	6,851,969	8,809,141	6,833,457
Inventories	11	850,665	1,066,178	850,665	1,066,178
Total Current Assets		58,104,734	47,804,156	57,728,892	47,571,969
Non-Current Assets					
Trade and Other Receivables	10	1,560,887	1,887,990	1,560,887	1,887,990
Property, Plant and Equipment	12	894,790,312	941,723,216	894,490,106	941,382,193
Intangible Assets	13	8,621,012	8,660,605	8,621,012	8,660,605
Total Non-Current Assets		904,972,211	952,271,812	904,672,005	951,930,789
Total Assets		963,076,945	1,000,075,967	962,400,897	999,502,757
Current Liabilities					
Trade and Other Payables	14	5,880,833	3,502,081	5,727,436	3,502,081
Borrowings	15	2,747,723	2,623,849	2,747,723	2,623,849
Provisions	16	3,754,957	3,298,205	3,754,957	3,298,205
Other Liabilities	17	3,103,469	1,777,273	3,103,469	1,777,273
Total Current Liabilities		15,486,982	11,201,408	15,333,585	11,201,408
Non-Current Liabilities					
Borrowings	15	36,637,047	39,427,740	36,637,047	39,427,740
Provisions	16	13,659,654	13,574,023	13,659,654	13,574,023
Other Liabilities	17	1,345,521	2,045,326	1,345,521	2,045,326
Total Non-Current Liabilities		51,642,222	55,047,089	51,642,222	55,047,089
Total Liabilities		67,129,204	66,248,497	66,975,807	66,248,497
Net Community Assets		895,947,741	933,827,471	895,425,090	933,254,261
Community Equity					
Asset Revaluation Surplus	18	463,954,923	507,774,104	463,954,923	507,774,104
Retained Surplus/(Deficiency)		431,992,818	426,053,366	431,470,167	425,480,156
Total Community Equity		895,947,741	933,827,471	895,425,090	933,254,261

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

South Burnett Regional Council
Statements of Changes in Equity
For the Year Ended 30 June 2019

Statements of Changes in Equity

Consolidated		Asset Revaluation Surplus	Retained Surplus	Total Equity
	<u>Note</u>	18		
		\$	\$	\$
Balance as at 1 July 2018		507,774,104	426,053,366	933,827,470
Adjustment to opening balance for Impairment	10		(138,829)	(138,829)
Net Operating Surplus		-	6,078,281	6,078,281
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		(43,819,182)	-	(43,819,182)
Total Comprehensive Income for the Year		(43,819,182)	5,939,452	(37,740,900)
Balance as at 30 June 2019		463,954,923	431,992,818	895,947,742
Balance as at 1 July 2017		507,673,393	425,178,205	932,851,598
Net Operating Surplus		-	875,161	875,161
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		100,711	-	100,711
Total Comprehensive Income for the Year		100,711	875,161	975,872
Balance as at 30 June 2018		507,774,104	426,053,366	933,827,470

Council		Asset Revaluation Surplus	Retained Surplus	Total Equity
	<u>Note</u>	18		
		\$	\$	\$
Balance as at 1 July 2018		507,774,104	425,480,156	933,254,261
Adjustment to opening balance for Impairment	10		(128,595)	(128,595)
Net Operating Surplus		-	6,118,606	6,118,606
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		(43,819,182)	-	(43,819,182)
Total Comprehensive Income for the Year		(43,819,182)	5,990,011	(37,829,171)
Balance as at 30 June 2019		463,954,923	431,470,167	895,425,090
Balance as at 1 July 2017		507,673,393	424,556,078	932,229,471
Net Operating Surplus		-	924,078	924,078
<i>Other Comprehensive Income for the Year</i>				
Increase/(Decrease) in Asset Revaluation Surplus		100,711	-	100,711
Total Comprehensive Income for the Year		100,711	924,078	1,024,790
Balance as at 30 June 2018		507,774,104	425,480,156	933,254,261

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

South Burnett Regional Council
Statements of Cash Flows
For the Year Ended 30 June 2019

Statements of Cash Flows

		Consolidated		Council	
		2019	2018	2019	2018
	Note	\$	\$	\$	\$
Cash Flows from Operating Activities					
Receipts from Customers		59,304,881	60,134,149	59,054,114	60,043,887
Payments to Suppliers and Employees		(46,522,125)	(51,187,770)	(46,313,030)	(51,073,592)
		12,782,756	8,946,379	12,741,084	8,970,295
Interest Received		1,433,975	1,060,381	1,433,729	1,059,900
Rental Income		548,800	456,662	456,662	456,662
Non Capital Grants and Contributions		8,222,076	8,223,221	8,220,776	8,220,776
Finance Costs		(2,627,328)	(2,026,427)	(2,627,330)	(2,026,424)
Net Cash Inflow (Outflow) from Operating Activities	23	20,360,279	16,660,216	20,224,921	16,681,209
Cash Flows from Investing Activities					
Payments for Property, Plant and Equipment		(16,817,058)	(21,190,893)	(16,817,058)	(21,190,893)
Payments for Intangible Assets		(302,394)	(312,698)	(302,394)	(312,698)
Advances/(Repayments) of Loans and Advances		7,261	1,667	7,261	1,667
Proceeds from Sale of Property, Plant and Equipment		488,952	394,788	488,952	394,788
Grant, Subsidies, Contributions and Donations		7,461,890	8,017,166	7,461,890	8,017,166
Net Cash Inflow (Outflow) from Investing Activities		(9,161,349)	(13,089,970)	(9,161,349)	(13,089,970)
Cash Flows from Financing Activities					
Proceeds from Borrowings		-	2,000,000	-	2,000,000
Repayments from Borrowings		(2,668,819)	(2,528,292)	(2,668,819)	(2,528,292)
Net Cash Inflow (Outflow) from Financing Activities		(2,668,819)	(528,292)	(2,668,819)	(528,292)
Net Increase (Decrease) in Cash and Cash Equivalents Held		8,530,111	3,041,954	8,394,752	3,062,947
Cash and Cash Equivalents at the Beginning of Financial Year		39,886,009	36,844,055	39,672,334	36,609,387
Cash and Cash Equivalents at End of Financial Year	9	48,416,120	39,886,009	48,067,086	39,672,334

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

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

1. Significant Accounting Policies

1.A Basis of Preparation

The South Burnett Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2018 to 30 June 2019 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for certain financial assets and liabilities, and classes of property, plant and equipment which are measured at fair value.

Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

The Council uses the Australian dollar as its functional currency and its presentation currency.

1.B Basis of Consolidation

Council and its controlled entities together form the economic entity which is referred to in these financial statements as the consolidated entity. The financial statements of controlled entities are included in the consolidated financial statements where material by size or nature, from the date when control commences until the date when control ceases.

Transactions between Council and entities controlled by Council have been eliminated when preparing consolidated accounts. In addition, the accounting policies of controlled entities have been adjusted on consolidation where necessary, to ensure the financial report of the consolidated entity is prepared using accounting policies that are consistent with those of the Council.

Council has only one controlled entity, being South Burnett Community Hospital Foundation Limited (the "Foundation").

1.C Adoption of New and Revised Accounting Standards

This year Council has applied AASB 9 *Financial Instruments* for the first time. AASB 9 applies from 1 July 2018, replaces AASB 139 *Financial Instruments: Recognition and Measurement* and relates to the recognition, classification and measurement of financial assets and financial liabilities. Implementing AASB 9 has resulted in a change to the way Council calculates impairment provisions, which are now based on expected credit losses instead of incurred credit losses.

On 1 July 2018 (the date of initial application), council re-assessed the classification, measurement category and carrying amount of each financial instrument (listed below) in accordance with AASB 9. There were some changes to classification but this did not result in changes to measurement categories (listed below). Carrying amounts were also unchanged, except for receivables which decreased by \$128,595 due to an increase in the provision for impairment applying the expected credit loss criteria of AASB 9. A corresponding adjustment was made to retained earnings as at 1 July 2018.

Financial Asset/Liability	Measurement Category (unchanged)
Cash and Cash Equivalents	Amortised Cost
Receivables	Amortised Cost
Other Financial Assets	Amortised Cost
Borrowings	Amortised Cost

Council has not restated comparative figures. This means the new impairment rules are reflected in the receivables balance at 30 June 2019, but not at 30 June 2018. Council does not need to restate comparative figures for financial instruments on adopting AASB 9 as there is no change in the types of financial instruments entered into by Council. The only ongoing disclosure impact relates to credit risk and impairment of receivables (Note 10).

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective. The standards that are expected to have a material impact upon Council's future financial statements are:

<u>AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities and AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities</u>	Date Council will apply the standard
AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit entities, in conjunction with AASB 15, and AASB 2016-8. These Standards supersede the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 <i>Contributions</i> .	1 July 2019

Identifiable impacts at the date of this report are:

Some grants received by Council will be recognised as a liability, and subsequently recognised progressively as revenue as the Council satisfies its performance obligations under the grant. At present, such grants are recognised as revenue upfront.

Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled. Council receives several grants from the Federal Government and State Government which there are not sufficiently specific performance obligations. These

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

are expected to continue being recognised as revenue upfront assuming no change to the current grant arrangement.

The majority of the Grants assessed to date do not meet the sufficiently specific prerequisite, required for revenue deferral.

Depending on the respective contractual terms, the new requirements of AASB 15 may potentially result in a change to the timing of revenue from sales of the Council's goods and services, such that some revenue may need to be deferred to a later reporting period to the extent that the Council has received payment but has not met its associated performance obligations (such amounts would be reported as a liability in the meantime).

Prepaid rates will not be recognised as revenue until the relevant rating period starts. Until that time, these receipts will be recognised as a liability (unearned revenue). There will be no impact upon the recognition of other fees and charges. The changes may also impact Council's revenue recognition practices in relation to developer contributions.

Council has reviewed the way that income is measured and recognised and has identified that the Works for Queensland capital grant was the only grant with a value that would meet the requirements of deferral with an estimated impact of \$1.8m.

Transition Method

The Council intends to apply AASB 15, AASB 1058 and AASB 2016-8 initially on 1 July 2019, using the modified retrospective approach. The recognition and measurement principles of the standards will be retrospectively applied for the current year and prior year comparatives as though the standards had always applied, consistent with AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*.

AASB 16 Leases

1 July 2019

AASB 16 introduces a single, on-balance sheet lease accounting model for lessees. A lessee recognises a right-of-use asset representing its right to use the underlying asset and a lease liability representing its obligation to make lease payments. There are recognition exemptions for short-term leases and leases of low-value items. Lessor accounting remains similar to the current standard – i.e. lessors continue to classify leases as finance or operating leases.

Right-of-use assets are initially measured at their cost and lease liabilities are initially measured on a present value basis. Subsequent to initial recognition:

- Right-of-use assets are accounted for on a similar basis to non-financial assets, whereby the right-of-use asset is accounted for in accordance with a cost model unless the underlying asset is accounted for on a revaluation basis.
- Lease liabilities are accounted for on a similar basis as other financial liabilities, whereby interest expenses are recognised in respect of the liability and the carrying amount of the liability is reduced to reflect lease payments made.

The standard will affect how Council treats operating leases. Council will now be required to bring them on to the Consolidated Statement of Financial Position. Council has assessed the expected impact this will have on the Consolidated Statement of Comprehensive Income and the Consolidated Statement of Financial Position and currently anticipate an opening balance adjustment of approximately \$300,000 for a Right to use asset and lease liability association with Yallakool Tourist Park.

Council is also assessing the impacts of any leases that are embedded in contracts that it is a party to. Council is considering to what extent these commitments will result in the recognition of lease assets and lease liabilities for future payments and how this will affect Council's net result and classification of cash flows.

Peppercorn Leases

Council is assessing leases for which no or little lease payments are made. These leases are currently not recognised in Council's Financial Statements. Council does not intend to apply the fair value measurement requirements to these leases until such time as this requirement is mandated.

Transition Method

The Council intends to apply AASB 16 initially on 1 July 2019, using the modified retrospective approach. Therefore, the cumulative effect of adopting AASB 16 will be recognised as an adjustment of approximately \$300,000 to the opening balance of retained earnings at 1 July 2019, with no restatement of comparative information.

1.D Critical Accounting Judgments and Key Sources of Estimation Uncertainty

Where necessary judgements, estimates and assumptions have been used in preparing these financial statements. Those that have a significant effect, or risk of causing an adjustments to Council's assets or liabilities relate to:

Valuation and Depreciation of Property, Plant and Equipment – Note 12
Provisions – Note 16
Contingences – Note 20
Impairment of Water Allocation Assets – Note 13

1.E National Competition Policy

Council has resolved not to apply the code of competitive conduct to any of its prescribed activities.

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

1.F Rounding and Comparatives

The financial statements have been rounded to the nearest \$1.

No comparative information has been restated.

1.G Taxation

Income of local government and public authorities is exempt from income tax except for Fringe Benefits Tax and Goods and Services Tax ('GST'). 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.

Council pays payroll tax to the Queensland Government on certain activities.

South Burnett Regional Council
Notes to the Financial Statements
 For the Year Ended 30 June 2019

2. Analysis of Results by Function

2.A Statement of Compliance

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

Organisational Excellence

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 Communities

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

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

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

This functions objective is the provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles. Activities and services included in this function relate to infrastructure that meets our communities needs including roads, water and sewerage and quality customer service.

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

2.B Analysis of Results by Function

Year Ended 30 June 2019

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurrent Operations	Net Results	Assets
	Recurrent			Capital				Recurrent	Capital				
	Grants	Other		Grants	Other								
	2019	2019		2019	2019		2019	2019	2019	2019	2019	2019	2019
	\$	\$		\$	\$		\$	\$	\$	\$	\$	\$	\$
Organisational Excellence	8,586,382	30,742,611		4,504,000	-		43,832,994	7,137,826	3,634,051	10,771,877	32,191,168	33,061,117	91,979,785
Enhancing Our Community	1,269,559	374,941		-	-		1,644,499	2,581,532	-	2,581,532	(937,033)	(937,033)	5,862,000
Growth and Opportunity	31,271	2,418,799		79,340	-		2,529,410	4,226,827	-	4,226,827	(1,776,757)	(1,697,417)	28,634,573
Our Environment	-	5,441,805		12,087	-		5,453,892	9,761,836	(269)	9,761,567	(4,320,031)	(4,307,675)	12,080,202
Infrastructure	380,194	21,165,120		2,866,463	-		24,411,777	44,975,352	(563,190)	44,412,162	(23,430,038)	(20,000,386)	823,844,337
Total Council	10,267,406	60,143,276		7,461,890	-		77,872,572	68,683,373	3,070,592	71,753,965	1,727,309	6,118,607	962,400,897
Controlled Entity Net of Eliminations	1,300	342,384		-	-		343,684	384,010	-	384,010	(40,325)	(40,325)	676,048
Total Consolidated	10,268,706	60,485,660		7,461,890	-		78,216,256	69,067,383	3,070,592	72,137,975	1,686,984	6,078,282	963,076,945

Year Ended 30 June 2018

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurrent Operations	Net Results	Assets
	Recurrent			Capital				Recurrent	Capital				
	Grants	Other		Grants	Other								
	2018	2018		2018	2018		2018	2018	2018	2018	2018	2018	2018
	\$	\$		\$	\$		\$	\$	\$	\$	\$	\$	\$
Organisational Excellence	7,289,397	24,890,166		3,795,049	-		35,974,612	6,527,242	7,094,335	13,621,577	25,652,321	22,353,035	80,749,449
Enhancing Our Community	846,954	340,898		-	-		1,187,851	1,750,993	-	1,750,993	(563,142)	(563,142)	6,693,313
Growth and Opportunity	33,397	2,910,654		230,000	-		3,174,051	4,739,385	-	4,739,385	(1,795,334)	(1,565,334)	29,253,451
Our Environment	4,318	5,784,562		139,636	-		5,928,516	9,501,506	(1,489)	9,500,017	(3,712,626)	(3,571,501)	12,156,118
Infrastructure	58,528	22,374,675		3,852,481	-		26,285,684	42,407,962	(393,299)	42,014,664	(19,974,760)	(15,728,980)	870,650,427
Total Council	8,232,594	56,300,955		8,017,166	-		72,550,714	64,927,089	6,699,548	71,628,636	(393,540)	924,078	999,502,757
Controlled Entity Net of Eliminations	2,445	90,744		-	-		93,189	142,106	-	142,106	(48,918)	(48,918)	573,210
Total Consolidated	8,235,039	56,391,699		8,017,166	-		72,643,903	65,069,195	6,699,548	71,768,742	(442,457)	875,161	1,000,075,967

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

3. Revenue Analysis

(a) Rates, Levies and Charges

Rates are recognised as revenue at the start of the rating period.

General Rates	31,364,494	25,541,098	31,364,494	25,541,098
Separate Rates	3,159,724	6,457,522	3,159,724	6,457,522
Water	6,673,447	6,236,115	6,673,447	6,236,115
Water Consumption, Rental and Sundries	3,486,282	3,259,495	3,486,282	3,259,495
Sewerage	5,984,150	5,827,690	5,984,150	5,827,690
Waste Management	2,313,130	2,251,784	2,313,130	2,251,784
Total Rates and Utility Charge Revenue	52,981,227	49,573,704	52,981,227	49,573,704
Less: Discounts	(3,997,226)	(3,439,808)	(3,997,226)	(3,439,808)
Less: Pensioner Remissions	(794,366)	(781,603)	(794,366)	(781,603)
	48,189,635	45,352,293	48,189,635	45,352,293

(b) Fees and Charges

Fees and Charges are recognised upon unconditional entitlement to the funds. Generally, this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

(c) Sales Revenue

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

The council generates revenues from services such as contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises of a recoupment of material costs together with an hourly charge for use of equipment and employees or at agreed contract rates. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to the activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Sale of Services

Contract and Recoverable Works	4,542,134	4,317,122	4,542,134	4,317,122
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South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

4. Grants, Subsidies, and Contributions and Donations

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds.

Physical assets contributed to Council by developers in the form of road works, storm water, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes 'on maintenance' and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds (Infrastructure and Building \$5,000 and IT assets \$1,500) are recognised as non-current assets. Those below the thresholds are recorded as expenses.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement is fulfilled. Council does not currently have any reciprocal grants.

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 into new assets.

(a) Recurrent				
General Purpose Grants	7,139,806	6,705,082	7,139,806	6,705,082
State Government Subsidies and Grants	2,035,735	1,344,252	2,035,735	1,344,252
Donations	16,126	36,945	14,826	34,500
Commonwealth Government Subsidies and Grants	1,043,450	61,228	1,043,450	61,228
Contributions	33,589	-	33,589	-
NDRRA Funding	-	87,532	-	87,532
	10,268,706	8,235,039	10,267,406	8,232,594
(b) Capital				
State Government Subsidies and Grants	4,706,030	5,666,322	4,706,030	5,666,322
Contributions	844,113	-	844,113	-
Donations	-	-	-	-
Commonwealth Government Subsidies and Grants	1,911,747	2,350,844	1,911,747	2,350,844
	7,461,890	8,017,166	7,461,890	8,017,166

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

	<u>Note</u>	Consolidated		Council	
		2019	2018	2019	2018
		\$	\$	\$	\$
5. Employee Benefits					
Total Staff Wages and Salaries		18,788,054	19,465,017	18,788,054	19,454,413
Councillors' Remuneration		714,826	706,382	714,826	706,382
Annual, Sick and Long Service Leave Entitlements		3,559,207	2,754,869	3,559,207	2,754,869
Superannuation	21	2,391,261	2,440,921	2,391,261	2,440,921
		25,453,348	25,367,189	25,453,348	25,356,586
Other Employee Related Expenses		510,599	587,510	510,599	587,510
		25,963,947	25,954,699	25,963,947	25,944,095
Less: Capitalised Employee Expenses		(2,505,134)	(3,312,058)	(2,505,134)	(3,312,058)
		23,458,813	22,642,641	23,458,813	22,632,037

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

	2019	2018	2019	2018
<i>Total Council Employees at the Reporting Date:</i>				
Elected Members	7	7	7	7
Staff Members	306	303	306	303
Total Full Time Equivalent Employees	313	310	313	310

6. Materials and Services

	Consolidated		Council	
	2019	2018	2019	2018
	\$	\$	\$	\$
Advertising and Marketing	281,831	326,455	281,831	325,004
Administration Supplies and Consumables	225,608	216,108	225,608	216,108
Audit of Annual Financial Statements by the Auditor-General of Queensland	172,801	116,675	168,551	114,425
Communications and IT	1,379,781	1,212,219	1,379,781	1,211,453
Consultants	1,334,525	1,131,224	1,334,525	1,131,224
Contractors	9,806,518	8,832,008	9,773,316	8,818,201
Donations Paid	857,703	535,654	607,703	535,654
Repairs and Maintenance	5,986,681	5,034,558	5,979,536	5,012,384
Rentals - Operating Leases	272,676	180,027	272,676	179,704
Subscriptions and Registrations	258,755	34,917	258,755	34,917
Travel	30,468	33,033	29,332	31,929
Power	2,292,725	2,423,744	2,239,693	2,373,457
Other Materials and Services	4,214,974	3,506,551	4,213,354	3,506,551
	27,115,046	23,583,173	26,764,661	23,491,010

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

	Consolidated		Council	
	2019	2018	2019	2018
	\$	\$	\$	\$
7. Finance Costs				
Finance Costs Charged by the Queensland Treasury Corporation	1,858,112	1,903,844	1,858,112	1,903,844
Bank charges	54,509	75,867	54,511	75,864
Expected Credit Losses	87,328	46,717	94,519	46,717
Quarry Rehabilitation	94,647	106,565	94,647	106,565
Refuse Restoration	(314,295)	274,693	(314,295)	274,693
	<u>1,780,301</u>	<u>2,407,685</u>	<u>1,787,494</u>	<u>2,407,682</u>
8. Capital Expenditure				
Gain/(Loss) on Disposal of Plant and Equipment				
Proceeds on Disposal	413,459	317,543	413,459	317,543
Less: Book Value of Assets Disposal	(208,533)	(562,867)	(208,533)	(562,867)
	<u>204,926</u>	<u>(245,325)</u>	<u>204,926</u>	<u>(245,325)</u>
Gain/(Loss) on Disposal of Land				
Proceeds on Disposal	150,000	77,245	150,000	77,245
Less: Book Value of Assets Disposal	(404,508)	(301,748)	(404,508)	(301,748)
	<u>(254,508)</u>	<u>(224,503)</u>	<u>(254,508)</u>	<u>(224,503)</u>
Loss on Write-Off of Infrastructure and Building Assets	(3,021,010)	(6,229,720)	(3,021,010)	(6,229,720)
Total Capital Expenditure	<u>(3,070,592)</u>	<u>(6,699,548)</u>	<u>(3,070,592)</u>	<u>(6,699,548)</u>

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

9. Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash at Bank and On Hand	6,666,953	11,027,269	6,317,919	10,813,594
Deposits at Call	41,751,167	28,858,740	41,751,167	28,858,740
Balance per Statement of Cash Flows	48,418,120	39,886,009	48,069,086	39,672,334

Councils cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Unspent Government Grants and Subsidies	5,902,025	4,206,016	5,902,025	4,206,016
Unspent Developer Contributions	4,566,833	4,566,833	4,566,833	4,566,833
Unspent Loan Monies	2,802,000	3,489,588	2,802,000	3,489,588
<i>Internally imposed expenditure restrictions at the reporting date:</i>				
Future Capital Works	10,119,431	10,640,484	10,119,431	10,640,484
Future Recurrent Expenditure	1,387,645	1,326,645	1,387,645	1,326,645
Total Unspent Restricted Cash	24,777,935	24,229,566	24,777,935	24,229,566

Cash and cash deposits are held with the Commonwealth Bank of Australia and Queensland Treasury Corporation in deposits at call and business cheque accounts. No term deposits were outstanding at 30 June 2019.

The previously mentioned banking institutions currently have a short and long term credit rating of:

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

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

10. Receivables

Receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price net of applicable discounts. Amounts owing are unsecured and 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 2019. If an amount is recovered in a subsequent period it is recognised as revenue in that period. All receivables have this year, in accordance with AASB 9, been categorised based on days outstanding and risk level. Each category has then been applied to a historical loss rate and forward looking predicated loss rate to find the new lifetime expected credit loss. The loss is recognised in finance costs.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivable. Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtor's receivable.

Loans relate to advances made to various sporting bodies and other community organisations. Loans and advances are recognised at fair value using an observable market rate. Terms are usually a maximum of three years with interest charged at a rate equal to the current debt pool rate set by Queensland Treasury or, where paid in full within 12 months, interest free. Security is obtained for loans greater than \$5,000 and the credit risk on these loans is considered low.

Current

Rateable Revenue and Utility Charges	5,632,030	4,894,599	5,632,030	4,894,599
Other Debtors	2,782,938	1,485,627	2,759,027	1,467,849
Less: Provision for Impairment of Receivables	(258,304)	(62,320)	(255,260)	(62,320)
GST Recoverable	265,624	4,855	259,683	4,121
Loans and Advances to Community Organisations	2,400	417	2,400	417
Prepayments	411,261	528,790	411,261	528,790
	8,835,949	6,851,969	8,809,141	6,833,457

Non-Current

Rateable Revenue and Utility Charges	1,551,287	1,885,074	1,551,287	1,885,074
Loans and Advances to Community Organisations	9,600	2,917	9,600	2,917
	1,560,887	1,887,990	1,560,887	1,887,990

Movement in accumulated impairment losses (other debtors) is as follows:

Opening Balance at 1 July	62,320	15,603	62,320	15,603
Adjustment to Opening Balance Upon Application of AASB 9*	138,829	-	128,595	-
Impairment Debts Written-Off During the Year	(30,174)	-	(30,174)	-
Additional Impairments Recognised	87,329	46,717	94,519	46,717
Impairments Reversed	-	-	-	-
Closing Balance at 30 June	258,304	62,320	255,260	62,320

Council applied AASB 9 for the first time this year. As a result Council has calculated the impairment of receivables in a different way for 2019, using a lifetime expected loss allowance. The opening balance of impairment, as at 1 July 2018, has been recalculated using the new methodology and resulting in an opening balance adjustment of \$128,595.

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

11. Inventories

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

Inventories held for distribution are:

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

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

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

Inventories Held for Sale

Land Held for Sale	-	74,508	-	74,508
	-	74,508	-	74,508

Inventories Held for Distribution

Plant and Equipment Stores	850,665	991,670	850,665	991,670
	850,665	991,670	850,665	991,670
Total Inventories	850,665	1,066,178	850,665	1,066,178

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

12. Property, Plant and Equipment

Consolidated - 30 June 2019

Note

Basis of Measurement	Land and Improvements	Buildings	Other Plant and Equipment	Road, Drainage and Bridge Network	Water	Wastewater	Work in Progress	Total
Asset Values	Fair Value \$	Fair Value \$	Cost \$	Fair Value \$	Fair Value \$	Fair Value \$	Cost \$	\$
Opening Gross Value as at 1 July 2018	44,441,172	152,353,839	29,574,618	610,281,391	171,827,122	117,084,392	14,315,890	1,139,878,424
Additions	-	-	-	-	-	-	16,817,058	16,817,058
Disposals	(330,000)	(2,264,991)	(3,960,566)	(1,315,262)	(758,153)	(67,800)	-	(8,696,773)
Revaluation Adjustment to Asset Revaluation Surplus	-	-	-	34,906,583	-	-	-	34,906,583
Transfers from Work In Progress	356,083	2,417,253	3,413,077	8,913,821	2,605,786	106,878	(17,812,898)	-
Transfers Between Classes	-	-	-	-	157,253	(157,253)	-	-
Closing Gross Value as at 30 June 2019	44,467,255	152,506,101	29,027,129	652,786,533	173,832,007	116,966,217	13,320,050	1,182,905,292

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2018	-	32,088,996	17,740,390	68,444,742	49,774,534	30,106,547	-	198,155,208
Depreciation Provided in Period	-	2,309,568	2,470,045	7,488,496	2,262,800	1,840,327	-	16,371,236
Depreciation on Disposals	-	(877,149)	(3,436,810)	(437,290)	(355,844)	(30,137)	-	(5,137,229)
Revaluation Adjustment to Asset Revaluation Surplus	-	-	-	78,725,764	-	-	-	78,725,764
Transfers Between Classes	-	-	-	-	26,049	(26,049)	-	-
Accumulated Depreciation as at 30 June 2019	-	33,521,415	16,773,624	154,221,712	51,707,540	31,890,688	-	288,114,980

Consolidated Book Value as at 30 June 2019

Range of Estimated Useful Life in Years	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	-
Additions Comprise:							
Renewals	-	-	-	-	-	-	-
Other Additions	-	-	-	-	-	-	-
Total Additions	-	-	-	-	-	-	-

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Council - 30 June 2019

Note

Basis of Measurement

Asset Values

Opening Gross Value as at 1 July 2018

Additions

Disposals

Revaluation Adjustment to Asset Revaluation Surplus

Transfers from Work In Progress

Transfers Between Classes

Closing Gross Value as at 30 June 2019

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2018

Depreciation Provided in Period

Depreciation on Disposals

Revaluation Adjustment to Asset Revaluation Surplus

Transfers Between Classes

Accumulated Depreciation as at 30 June 2019

Consolidated Book Value as at 30 June 2019

Range of Estimated Useful Life in Years

Additions Comprise:

Renewals

Other Additions

Total Additions

Land and Improvements	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	Fair Value	Cost						
	\$	\$	\$	\$	\$	\$	\$	\$						
44,441,172		152,353,839		29,176,337		610,281,391		171,827,122		117,084,392		14,315,890		1,139,480,143
-		-		-		-		-		-		-		16,817,058
(330,000)		(2,264,991)		(3,960,567)		(1,315,262)		(758,153)		(67,800)		-		(8,696,773)
-		-		-		34,906,583		-		-		-		34,906,583
356,083		2,417,253		3,413,077		8,913,821		2,605,786		106,878		(17,812,898)		-
-		-		-		-		157,253		(157,253)		-		-
44,467,255		152,506,101		28,628,847		652,786,533		173,832,007		116,966,217		13,320,050		1,182,507,010

-	32,088,996	17,683,131	68,444,742	49,774,534	30,106,547	-	198,097,950
-	2,309,568	2,429,227	7,488,496	2,262,800	1,840,327	-	16,330,419
-	(877,149)	(3,436,810)	(437,290)	(355,844)	(30,137)	-	(5,137,229)
-	-	-	78,725,764	-	-	-	78,725,764
-	-	-	-	26,049	(26,049)	-	-
-	33,521,415	16,675,548	154,221,712	51,707,540	31,890,688	-	288,016,904

44,467,255	118,984,686	11,953,299	498,564,820	122,124,467	85,075,529	13,320,050	894,490,106
Not Depreciated	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	
\$	\$	\$	\$	\$	\$	\$	\$
-	-	-	-	-	-	9,143,916	9,143,916
-	-	-	-	-	-	7,673,141	7,673,141
-	-	-	-	-	-	16,817,058	16,817,058

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Consolidated - 30 June 2018

Note

Basis of Measurement Asset Values	Land and Improvements		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	\$		\$
Opening Gross Value as at 1 July 2017	44,886,439		148,543,856		31,453,460		588,979,905		160,662,605		116,379,296		30,463,556		1,131,369,117	
Minor correction to opening balance	(2,267)		4,215		(1,597,930)		(14,922)		(12,445)		(39,971)		-		(1,663,320)	
Additions	-		-		-		-		-		-		21,190,893		21,190,893	
Disposals	(940,645)		(912,238)		(2,147,355)		(5,727,709)		(654,094)		(1,133,869)		-		(11,515,910)	
Revaluation Adjustment to Asset Revaluation Surplus	497,645		-		-		-		-		-		-		497,645	
Transfers from Work in Progress	-		4,235,188		1,866,443		17,197,753		11,862,383		2,176,795		(37,338,563)		-	
Transfers Between Classes	-		482,818		-		(153,635)		(31,326)		(297,857)		-		-	
Closing Gross Value as at 30 June 2018	44,441,172		152,353,838		29,574,618		610,281,393		171,827,123		117,084,394		14,315,886		1,139,878,425	

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2017	-		30,174,527		18,391,989		62,182,038		47,814,852		28,649,884		-		187,213,290	
Minor correction to opening balance	-		(8,066)		(1,263,750)		4,802		260		368		-		(1,266,387)	
Depreciation Provided in Period	-		2,233,918		2,360,141		7,485,533		2,224,424		1,828,219		-		16,132,235	
Depreciation on Disposals	-		(311,382)		(1,747,990)		(1,227,631)		(265,002)		(371,925)		-		(3,923,930)	
Accumulated Depreciation as at 30 June 2018	-		32,088,997		17,740,390		68,444,742		49,774,533		30,106,546		-		198,155,208	

Consolidated Book Value as at 30 June 2018

Range of Estimated Useful Life in Years	44,441,172	120,264,841	11,834,228	541,836,650	122,052,590	86,977,848	14,315,886	941,723,216
Not Depreciated	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	-	-

Additions comprise:

Renewals	\$	\$	\$	\$	\$	\$	\$	\$
Other Additions	-	-	-	-	-	-	10,685,561	10,685,561
Total Additions	-	-	-	-	-	-	10,505,332	10,505,332
	-	-	-	-	-	-	21,190,893	21,190,893

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

Council - 30 June 2018

Note

Basis of Measurement

Asset Values

Opening Gross Value as at 1 July 2017

Minor correct to opening balance

Additions

Disposals

Revaluation Adjustment to Asset Revaluation Surplus

Transfers from Work in Progress

Transfers Between Classes

Closing Gross Value as at 30 June 2018

	Land and Improvements	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	
	\$	\$	\$	\$	\$	\$	\$	\$
Opening Gross Value as at 1 July 2017	44,886,439	148,543,856	31,055,179	598,979,903	160,662,603	116,379,295	30,463,560	1,130,970,836
Minor correct to opening balance	(2,267)	4,215	(1,597,930)	(14,922)	(12,445)	(39,971)	-	(1,663,321)
Additions	-	-	-	-	-	-	21,190,893	21,190,893
Disposals	(940,645)	(912,238)	(2,147,355)	(5,727,709)	(654,094)	(1,133,869)	-	(11,515,910)
Revaluation Adjustment to Asset Revaluation Surplus	497,645	-	-	-	-	-	-	497,645
Transfers from Work in Progress	-	4,235,188	1,866,443	17,197,753	11,862,383	2,176,795	(37,338,563)	-
Transfers Between Classes	-	482,818	-	(153,635)	(31,326)	(297,857)	-	-
Closing Gross Value as at 30 June 2018	44,441,172	152,353,839	29,176,337	610,281,391	171,827,122	117,084,392	14,315,890	1,139,480,143

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2017

Minor correction to opening balance

Depreciation Provided in Period

Depreciation on Disposals

Accumulated Depreciation as at 30 June 2018

Opening Balance as at 1 July 2017	-	30,174,527	18,374,067	62,182,038	47,814,852	28,649,884	-	187,195,369
Minor correction to opening balance	-	(8,066)	(1,263,750)	4,802	260	368	-	(1,266,386)
Depreciation Provided in Period	-	2,233,918	2,320,804	7,485,533	2,224,424	1,828,219	-	16,092,898
Depreciation on Disposals	-	(311,382)	(1,747,990)	(1,227,631)	(265,002)	(371,925)	-	(3,923,930)
Accumulated Depreciation as at 30 June 2018	-	32,088,996	17,683,131	68,444,742	49,774,534	30,106,547	-	198,097,950

Consolidated Book Value as at 30 June 2018

Range of Estimated Useful Life in Years

Additions Comprise:

Renewals

Other Additions

Total Additions

Consolidated Book Value as at 30 June 2018	44,441,172	120,264,842	11,493,206	541,836,649	122,052,587	86,977,845	14,315,890	941,382,193
Range of Estimated Useful Life in Years	Not Depreciated	40 - 100	3 - 20	5 - 120	20 - 120	20 - 120	Not Depreciated	-
Additions Comprise:	\$	\$	\$	\$	\$	\$	\$	\$
Renewals	-	-	-	-	-	-	10,685,561	10,685,561
Other Additions	-	-	-	-	-	-	10,505,332	10,505,332
Total Additions	-	-	-	-	-	-	21,190,893	21,190,893

South Burnett Regional Council
Financial Statements
 For the Year Ended 30 June 2019

Property, Plant and Equipment

12 (a) Recognition

Infrastructure and Building assets with a total value of less than \$5,000, and IT assets with a total value of less than \$1,500 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Replacement of a major component of an asset, in order to maintain its service potential, is treated as the acquisition of a new asset. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed when incurred.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery 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.

12 (b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition or for construction of an asset includes direct labour and materials and an appropriate proportion of overheads plus freight in, architect's fees and engineering design fees and all other establishment costs where appropriate.

Fair value is determined upon comprehensive revaluations performed on a rolling basis. The fair values under the comprehensive revaluation model are determined using the depreciated replacement cost method. In intervening years, the fair value is re-measured using the indexation method.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value.

12 (c) Depreciation

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the in service date which is the time an asset is completed and commissioned ready for use. At this time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Land is not depreciated as it has an unlimited useful life. Formation/Earthworks in relation to infrastructure is also not depreciated. Depreciation on all other property, plant and equipment is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value (nil for all Council assets other than Fleet), progressively over its estimated useful life to the Council. The straight-line basis approximately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments are performed as part of the annual valuation process for assets at each reporting date.

In accordance with the depreciation requirements of AASB 116, "complex assets" are componentised into short-life and long-life components based on planned asset management strategies and are depreciated separately.

12 (d) Impairment of Non-Current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

12 (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

South Burnett Regional Council
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For the Year Ended 30 June 2019

physically sighting Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal and external engineers and asset owners to assess for material differences in the assumptions for useful life, remaining lives and costs with all infrastructure assets, the results of which are considered in combination with suitable indexes from the Australian Bureau Statistics. Together these are used to form the basis of a management valuation for the infrastructure asset classes. The land and improvements 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 categorized on the following basis:

- Level 1:** Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
Level 2: Fair value based on inputs that are directly or indirectly observable for the asset or liability
Level 3: Fair value based on unobservable inputs for the asset and liability

There were no transfers between levels during the year.

(ii) Valuation Techniques Used to Derive Fair Values

The table below summarises the level of detail applied in determining the value of Council's assets as at 30 June 2019.

Asset Category	Valuation Effective 30 June 2019	Performed By	Effective Date of Last Comprehensive Valuation	Performed By
Land	Desktop	Shepherd Services Pty Ltd	30-Jun-2016	APV Valuers and Asset Management
Buildings	Desktop	Shepherd Services Pty Ltd	30-Jun-2016	APV Valuers and Asset Management
Roads, Drainage and Bridge Network	Comprehensive	Shepherd Services Pty Ltd	30-Jun-2019	APV Valuers and Asset Management
Water Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management
Sewerage Infrastructure Network	Desktop	Shepherd Services Pty Ltd	30-Jun-2017	APV Valuers and Asset Management

Land (Level 2 and 3)

Fair value of land is measured at current market value, which is derived by reference to market based evidence including observable historical sales data for properties of similar nature and specification in the same localities. Where there is a lack of appropriate comparable sales evidence, the valuation is based on the closest comparable sales in terms of the characteristics of the parcel and sales evidence.

Council's fair value measurement has been either a level 2 or 3, depending on the assumptions as to whether the land is subject to restriction as to use and/or sale, and whether there is an active market.

Buildings (Level 2 and 3)

Where there is a market for Council building assets, they are categorized as non-specific buildings and fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes.

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset of similar type and service potential. The current replacement cost has been derived from reference to market data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook). Where a depth in market can be identified we have assessed the fair value of an asset, as the best estimate of price reasonably obtained in the market at the date of valuation. Where there is no depth of market, the fair value of a building asset is the current replacement cost less accumulated depreciation to reflect the consumed or expired service potential of the asset.

In determining the level of accumulated depreciation the asset has been assessed at component level by conducting a condition assessment on each of the various components within each building, taking into account both physical characteristics as well as holistic factors such as functionality, capability, utilisation and obsolescence.

While the unit rates based on square metres can be supported by market evidence (Level 2), the estimates of residual value, useful life, pattern of consumption and asset condition that are used to calculate accumulated depreciation comprise

South Burnett Regional Council
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For the Year Ended 30 June 2019

unobservable inputs (Level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as level 3.

Buildings	2019 \$	2018 \$
Residential/Commercial (Level 2)	931,219	1,063,612
Specialised Buildings (Level 3)	82,216,735	81,133,207
Total	83,147,954	82,196,819

Water, Wastewater and Road, Drainage and Bridge Network Asset Classes (Level 3)

The valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced such as earthworks.

The accumulated depreciation cost was determined by an assessment of the age from either its construction date or by a condition assessment where an asset was close to the end of its life or where no reliable construction data information was available. The age in days is then times by the daily depreciation amount to determine the accumulated depreciation amount.

Condition assessments used the following table to determine the remaining life of an asset.

Condition Rating	Description	% Asset Remaining (Based on Delivery of Future Economic Benefit)
0	Brand New	100
1	Excellent (only normal maintenance required)	95
2	Good (minor defects only/minor maintenance required up to 25%)	75
3	Average (significant maintenance required 50%)	50
4	Poor (requires replacement within next 1-2 years)	20
5	Asset Failure (requires immediate replacement)	5

Remaining Life (Condition) = Useful Life x % Asset Remaining.

The sensitivity of level 3 inputs to change is unlikely due to the fact that these assets are public assets and their observable inputs will not change.

Dimensional changes and normal annual cost increases to unobservable inputs like plant, labour and material costs would change the fair value of assets, these changes are factored into the valuation inputs used at the 30th of June 2019. Below is a summary of unobservable inputs.

Significant Unobservable Inputs	Range of Inputs
Number of Plant and Labour Hours	hours/m ² or linear metre
Material Usage Quantities	varies depending upon the type of material
Material Costs	varies depending upon the type of material
Condition	1-5
Remaining Useful Life	1-120

South Burnett Regional Council
Notes to the Financial Statements
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Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

13. 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 2019, by comparing the carrying value of the water distribution network cash-generating unit (incorporating the tangible water infrastructure and the intangible allocation assets) against the net present value of forecast future cash flows 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. Key assumptions employed in this analysis included net first year recurrent cash flows of \$4.79m, annual cash flow growth of 3.91% and a discount rate of 5.21%. The results of the impairment assessment performed indicated that the water allocation assets were not impaired as at 30 June 2019.

Costs associated with the purchase and development of Council's computer software and business system, has been capitalised and is being amortised on a straight-line basis over the period of expected benefit to Council, being 10 years. Amortisation methods and estimated useful lives are reviewed at the end of each reporting period and adjusted where appropriate.

Water Allocation

Closing Gross Carrying Value	6,234,639	6,234,639	6,234,639	6,234,639
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Computer Software

Opening Gross Carrying Value	2,425,966	2,416,730	2,425,966	2,416,730
Additions	302,394	312,697	302,394	312,697
Amortisation	(341,987)	(303,461)	(341,987)	(303,461)
Closing Gross Carrying Value	2,386,373	2,425,966	2,386,373	2,425,966

Total Intangible Assets	8,621,012	8,660,605	8,621,012	8,660,605
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14. Payables

Creditors are recognised upon receipt of invoice, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual and long service leave in respect of services provided by the employees up to the reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current liability.

Current

Creditors and Accruals	3,646,396	1,306,293	3,492,999	1,306,293
Annual Leave	2,116,934	2,072,494	2,116,934	2,072,494
Other Entitlements	117,503	123,294	117,503	123,294
	5,880,833	3,502,081	5,727,436	3,502,081

South Burnett Regional Council
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Consolidated		Council	
2019	2018	2019	2018
\$	\$	\$	\$

15. Borrowings

Council adopts an annual debt policy that sets out Council's borrowings for the next nine years. Council's borrowings with QTC are fixed rate loans, as such council is not subject to any material level of interest rate risk on borrowings with QTC. South Burnett Regional Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows.

Principal and interest repayments are made annually in advance. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 September 2022 to 15 September 2038.

Current

Loans - Queensland Treasury Corporation	2,747,723	2,623,849	2,747,723	2,623,849
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Non-Current

Loans - Queensland Treasury Corporation	36,637,047	39,427,740	36,637,047	39,427,740
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Loans - Queensland Treasury Corporation

Opening Balance at Beginning of Financial Year	42,051,589	42,579,881	42,051,589	42,579,881
Loans Raised	-	2,000,000	-	2,000,000
Principal Repayments	(2,666,819)	(2,528,292)	(2,666,819)	(2,528,292)
Book Value at End of Financial Year	39,384,770	42,051,589	39,384,770	42,051,589

The QTC loan fair value at the reporting date was \$39,384,770 representing the value of the debt if Council repaid it at that date.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government. There have been no defaults or breaches of the loan agreement during the period.

South Burnett Regional Council
Notes to the Financial Statements
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16. 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 Commonwealth Government guaranteed securities 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

The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to the Queensland Treasury Corporation Debt Pool rate with a date corresponding to the anticipated date of the restoration.

The provision represents the present value of the anticipated future costs associated with the closure of 27 old and operating refuse disposal sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires the use of assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates.

These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse disposal sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the current longest useable site will close in 2037 and that the restoration on the various sites will occur progressively after closing.

The provision for quarry rehabilitation represents the present value of the anticipated future costs associated with the closure of the quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time.

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

	Consolidated		Council	
	2019	2018	2019	2018
	\$	\$	\$	\$
Current				
Refuse Dump Restoration	244,076	-	244,076	-
Long Service Leave	3,418,046	3,224,597	3,418,046	3,224,597
Other	92,835	73,608	92,835	73,608
	<u>3,754,957</u>	<u>3,298,205</u>	<u>3,754,957</u>	<u>3,298,205</u>
Non-Current				
Quarry Rehabilitation	1,313,275	832,016	1,313,275	832,016
Refuse Dump Restoration	11,918,222	12,220,299	11,918,222	12,220,299
Long Service Leave	428,157	521,709	428,157	521,709
	<u>13,659,654</u>	<u>13,574,023</u>	<u>13,659,654</u>	<u>13,574,023</u>

Details of Movements in Provisions

Quarry Rehabilitation

Balance at Beginning of Financial Year	832,016	981,391	832,016	981,391
Increase/(Decrease) in Estimate of Future Cost	386,612	(268,657)	386,612	(268,657)
Increase/(Decrease) Due to Change in Discount Rate	4,036	12,717	4,036	12,717
Increase Due to Unwinding of Discount	90,611	106,565	90,611	106,565
Balance at End of Financial Year	<u>1,313,275</u>	<u>832,016</u>	<u>1,313,275</u>	<u>832,016</u>

Refuse Dump Restoration

Balance at Beginning of Financial Year	12,220,299	12,163,360	12,220,299	12,163,360
Increase/(Decrease) in Estimate of Future Cost	256,294	61,573	256,294	61,573
Increase/(Decrease) Due to Change in Discount Rate	(438,798)	(279,327)	(438,798)	(279,327)
Increase Due to Unwinding of Discount	124,503	274,693	124,503	274,693
Balance at End of Financial Year	<u>12,162,298</u>	<u>12,220,299</u>	<u>12,162,298</u>	<u>12,220,299</u>

Long Service Leave

Balance at Beginning of Financial Year	3,746,306	4,114,868	3,746,306	4,114,868
Long Service Leave Entitlement Arising	831,208	181,960	831,208	181,960
Long Service Entitlement Paid	(731,310)	(550,522)	(731,310)	(550,522)
Balance at End of Financial Year	<u>3,846,204</u>	<u>3,746,306</u>	<u>3,846,204</u>	<u>3,746,306</u>

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

	Consolidated		Council	
	2019	2018	2019	2018
	\$	\$	\$	\$
17. Other Liabilities				
Current				
Unearned Revenue	205,771	127,440	205,771	127,440
Waste Levy Refund Received in Advance	1,053,976	-	1,053,976	-
Prepaid Rates	1,843,722	1,649,833	1,843,722	1,649,833
	<u>3,103,469</u>	<u>1,777,273</u>	<u>3,103,469</u>	<u>1,777,273</u>
Non-Current				
Unearned Revenue	1,345,521	2,045,326	1,345,521	2,045,326
	<u>1,345,521</u>	<u>2,045,326</u>	<u>1,345,521</u>	<u>2,045,326</u>

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 an advance payment to Council in June 2019 to mitigate the impacts on households for 2019-20 of the State Waste Levy, which takes 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 its disposal sites from 1 July 2019. The State is required to make an annual payment to the Council that essentially refunds the Council for the portion of the Levy that relates to households. 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. As the receipt from the State in June 2019 is for a refund of Council's 2019-20 Levy expense, the full amount has been recognised as a liability at 30 June 2019.

18. Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus. Increases and decreases on revaluation are offset within a class of assets.

Where a class of asset is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus, unless the asset disposed is the last remaining asset in its particular asset category.

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land and Improvements	15,539,735	15,539,735	15,539,735	15,539,735
Buildings	59,257,645	59,257,645	59,257,645	59,257,645
Road, Drainage and Bridge Network	275,701,333	319,520,515	275,701,333	319,520,515
Water	56,565,057	56,565,057	56,565,057	56,565,057
Sewerage	57,225,333	57,225,333	57,225,333	57,225,333
	<u>463,954,923</u>	<u>507,774,104</u>	<u>463,954,923</u>	<u>507,774,104</u>

19. Commitments for Expenditure

Contractual Commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

Garbage Collection Contract	4,663,860	5,332,832	4,663,860	5,332,832
Security	97,944	118,349	97,944	118,349
Cleaning Contractors	1,558,242	918,791	1,558,242	918,791
	<u>6,320,046</u>	<u>6,369,972</u>	<u>6,320,046</u>	<u>6,369,972</u>

South Burnett Regional Council
Notes to the Financial Statements
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20. Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The South Burnett Regional Council is a member of the Local Government Mutual Liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2019 the financial statements of LGM Queensland reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government WorkCare

The South Burnett Regional Council is a member of the Queensland Local Government Worker's Compensation Self-Insurance Scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self-insurance licence be cancelled and there were insufficient funds to cover outstanding liabilities. Only the government's 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 \$376,513.85 for 30 June 2019.

South Burnett Regional Council
Notes to the Financial Statements
For the Year Ended 30 June 2019

	Consolidated		Council	
	2019	2018	2019	2018
Note	\$	\$	\$	\$

21. Superannuation

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically South Burnett Regional Council can be liable to the scheme for a portion of another local governments' obligation should that local government be unable to meet them. However, the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 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.

There are currently 62 entities contributing to the scheme and any changes in contribution rates would apply equally to all 62 entities. South Burnett Regional Council made less than 4% of the total contributions to the plan in the 2018-19 financial year.

Superannuation Contributions Made to the Regional Defined Benefits Fund		196,409	261,052	196,409	261,052
Other Superannuation Contributions for Employees		2,194,852	2,179,869	2,194,852	2,179,869
The amount of superannuation contributions paid by Council to the scheme in this period for the benefit of employees was:	5	2,391,261	2,440,921	2,391,261	2,440,921
Contributions Council Expects to Make to the Regional Defined Benefits Fund for 2019/20		193,095		193,095	

South Burnett Regional Council
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	Consolidated		Council	
	2019	2018	2019	2018
	\$	\$	\$	\$

22. Trust Funds

Trust Funds Held for Outside Parties

Security Deposits	7,683,770	721,225	7,683,770	721,225
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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.

23. Reconciliation of Result from Ordinary Activities to Net Cash Inflow/(Outflow) from Operating Activities

Net Result	6,078,281	875,160	6,118,606	924,078
Non-Cash Items:				
Depreciation and Amortisation	16,713,223	16,435,696	16,672,406	16,396,359
Unwinding of Discount - Provisions	(219,648)	381,258	(219,648)	381,258
Credit Loss Allowance	195,983	46,717	192,939	46,717
Investing and Development Activities:				
Net (Profit)/Loss on Disposal of Non-Current Assets	3,070,592	6,699,548	3,070,592	6,699,548
Capital Grants and Contributions	(7,461,890)	(8,017,166)	(7,461,890)	(8,017,166)
	(4,391,298)	(1,317,618)	(4,391,298)	(1,317,618)
Changes in Operating Assets and Liabilities:				
(Increase)/Decrease in Receivables	(208,547)	(405,048)	(199,078)	(390,176)
(Increase)/Decrease in Inventory	215,514	37,176	215,514	37,176
Increase/(Decrease) in Payables	2,238,051	(530,478)	2,096,760	(533,938)
Increase/(Decrease) in Other Provisions	762,031	(339,055)	762,031	(339,055)
Increase/(Decrease) in Other Liabilities	(1,023,311)	1,476,408	(1,023,311)	1,476,408
	1,983,737	239,003	1,851,915	250,415
Net Cash Inflow from Operating Activities	20,360,279	16,660,216	20,224,921	16,681,209

24. Reconciliation of Liabilities Arising from Finance Activities

		as at 30 June 2018	Cash Flows	as at 30 June 2019
Loans	Note 15	42,051,589	(2,666,819)	39,384,770
		42,051,589	(2,666,819)	39,384,770

25. Events After the Reporting Period

There are no material adjusting events after the balance date.

South Burnett Regional Council
Notes to the Financial Statements
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26. Transactions with Related Parties

(a) Subsidiaries

The following transactions occurred with subsidiaries:

Council leases the Lady Bjelke-Petersen hospital building facilities to the South Burnett Community Hospital Foundation Limited for a nominal fee. All funding support given to the Foundation was agreed to by the Council for the 2018/19 financial year.

(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 2018/19 comprises:

	2019 \$	2018 \$
Short-Term Employee Benefits	1,789,442	1,515,662
Post-Employment Benefits	251,170	221,970
Long-Term Benefits	3,201	9,154
Termination Benefits	-	34,890
Total	2,043,814	1,781,676

Detailed remuneration disclosures are provided in the annual report.

(c) Transactions with Other Related Parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below:

Details of Transaction	Additional Information	2019 \$	2018 \$
Employee expenses for close family members of Key Management Personnel	25 c(i)	435,540	322,116

- (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 306 staff of which only 7 are close family members of key management personnel.

(d) Loans and Guarantees to/from Related Parties

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

(e) Transactions with Related Parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the South Burnett Regional Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of Rates
- Normal use of Council's Sport and Recreational Facilities
- Dog Registration
- Normal Fees and Charges

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

Whilst there are other businesses identified in the Related Parties Notifications, transactions with those entities have been dealt with in accordance with Council's procurement policies and procedures.

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 2019, 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 2019, 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 management certificate given by the Mayor and the Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council and the group in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland 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 the information included in South Burnett Regional Council's annual report for the year ended 30 June 2019, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information was the current year financial sustainability statement and long-term financial sustainability statement.

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 council for the financial report

The council is 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 council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Council is also responsible for assessing the council's and group's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the group.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's or the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.

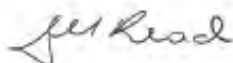
- Conclude on the appropriateness of the council's and the group's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's or the group's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council or the group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the audit of the group. I remain solely responsible for my audit opinion.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2019:

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



Melissa Read
as delegate of the Auditor-General

10 October 2019

Queensland Audit Office
Brisbane

South Burnett Regional Council
Current-Year Financial Sustainability Statement
For the Year Ended 30 June 2019

Current-Year Financial Sustainability Statement
For the Year Ended 30 June 2019

Measures of Financial Sustainability		How the Measure is Calculated	Actual	Target
Consolidated				
Operating Surplus Ratio		Net result (excluding capital items) divided by total operating revenue (excluding capital items)	2.4%	Between 0% and 10%
Asset Sustainability Ratio		Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	55.9%	Greater than 90%
Net Financial Liabilities Ratio		Total liabilities less current assets divided by total operating revenue (excluding capital items).	12.8%	Not greater than 60%
Council				
Operating Surplus Ratio		Net result (excluding capital items) divided by total operating revenue (excluding capital items)	2.5%	Between 0% and 10%
Asset Sustainability Ratio		Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense.	56.0%	Greater than 90%
Net Financial Liabilities Ratio		Total liabilities less current assets divided by total operating revenue (excluding capital items).	13.1%	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 2019.

South Burnett Regional Council
Financial Statements
 For the Year Ended 30 June 2019



Certificate of Accuracy

For the Year Ended 30 June 2019

This 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 this current-year financial sustainability statement has been accurately calculated.


 Mayor
 Keith Campbell

03.10.2019
 Date


 Chief Executive Officer
 Mark Pitt FSM
 3/10/2019
 Date



INDEPENDENT AUDITOR'S REPORT

To the Councillors of South Burnett Regional Council

Report on the current year financial sustainability statement

Opinion

I have audited the accompanying current year financial sustainability statement of South Burnett Regional Council (the council) for the year ended 30 June 2019 comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of South Burnett Regional Council for the year ended 30 June 2019 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland 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 of Queensland 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 the information included in South Burnett Regional Council's annual report for the year ended 30 June 2019, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information was the general purpose financial statements and the long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the current year financial sustainability statement

The council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The council's responsibility also includes such internal control as the council determines 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.

A handwritten signature in dark ink, appearing to read 'Mel Read'.

Melissa Read
as delegate of the Auditor-General

10 October 2019

Queensland Audit Office
Brisbane

South Burnett Regional Council
Long-Term Financial Sustainability Statement
For the Year Ended 30 June 2019

Long-Term Financial Sustainability Statement

Prepared as at 30 June 2019

Measures of Financial Sustainability		How the Measure is Calculated	Target	Actuals at 30 June									
				2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Consolidated													
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	2.4%	-2.3%	-0.4%	0.3%	0.9%	0.7%	2.0%	2.8%	3.8%	3.7%	
	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense	Greater than 90%	55.9%	92.2%	107.0%	159.2%	92.2%	91.5%	85.1%	86.4%	147.3%	83.6%	
	Total liabilities less current assets divided by total operating revenue (excluding capital items)	Not greater than 60%	12.8%	14.3%	30.5%	50.1%	54.0%	45.3%	33.6%	23.4%	29.3%	17.6%	
Council													
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Between 0% and 10%	2.5%	-2.3%	-0.4%	0.3%	0.9%	0.7%	2.0%	2.8%	3.8%	3.7%	
	Capital expenditure on the replacement of assets (all asset renewals) divided by depreciation expense	Greater than 90%	56.0%	92.2%	107.0%	159.2%	92.2%	91.5%	85.1%	86.4%	147.3%	83.6%	
	Total liabilities less current assets divided by total operating revenue (excluding capital items)	Not greater than 60%	13.1%	14.3%	30.5%	50.1%	54.0%	45.3%	33.6%	23.4%	29.3%	17.6%	

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 needs. In summary, we achieved the financial targets, performing strongly in our ability to generate cash from day-to-day operations, meeting all financial commitments in the financial year. This was achieved while maintaining community services and making ongoing investment in community infrastructure.



Certificate of Accuracy

For the Long-Term Financial Sustainability Statement Prepared as at 30 June 2019

This long-term 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 this long-term financial sustainability statement has been accurately calculated.



Mayor
Keith Campbell

03.10.2019,

Date



Chief Executive Officer
Mark Pitt psu

3/10/2019

Date



Acronyms

AASB	Australian Accounting Standards Board	NRM	Natural Resource Management
ACW	Australia's Country Way	PCYC	Police Citizens Youth Club
ACH	Arts Culture and Heritage	PIA	Planning Institute of Australia
APV	Adjusted Present Value	QAO	Queensland Audit Office
BIEDO	Burnett Inland Economic Development Organisation	QMS	Quality Management System
BP	Bjelke-Petersen	QRAIL	Queensland Rail
BVRT	Brisbane Valley Rail Trail	QTC	Queensland Treasury Corporation
CASA	Civil Aviation Safety Authority	RADF	Regional Arts Development Fund
CBA	Commonwealth Bank of Australia	REDAC	Regional Economic Development Advisory Committee
CEDA	Community Economic Development Australia	RLCIP	Regional and Local Community Infrastructure Program
CEO	Chief Executive Officer	RMPC	Routine Maintenance Performance Contract
CR	Councillor	RPO	Recovery Point Objective
CTC	(South Burnett) Community Training Centre	RRG	Regional Road Group
DLGP	Department of Local government and Planning	RSVP	Rapid Surveillance for Vector Presence (Mosquito trap)
DTMR	Department of Transport and Main Roads	RTI	Right to Information
EBA	Enterprise Bargaining Agreement	RTO	Recover Time Objective
ECM	Electronic Content Management	RTR	Roads to Recovery
EEO	Equal Employment Opportunity	SBCOS	South Burnett and Cherbourg on Show
EOC	Emergency Operations Centre	SBD	South Burnett Directions
ERM	Enterprise Risk Management	SBHCP	South Burnett Healthy Communities Plan
EVNT	Endangered, Vulnerable and Near Threatened	SBLDMG	South Burnett Local Disaster Management Group
F5F	First 5 Forever Reading Program	SES	State Emergency Service
FTE	Full-time Equivalent Staff Member	SET	Senior Executive Team
GAT	Gravid Aedes (Mosquito) Traps	SMT	Senior Management Team
GPS	Global Positioning Satellite	SOE	Standard Operating Environment
GST	Goods and Services Tax	SQCT	Southern Queensland Country Tourism
HARRY	Helping Access Relevant Resources for You	TGWSBT	Toowoomba Golden West South Burnett Tourism
HCC	Healthy Communities Committee	TIDS	Traffic Infrastructure Development Scheme
ICT	Information and Communications Technology	TSBE	Toowoomba Surat Basin Enterprise
IDAS	Integrated Development Assessment System	USQ	University of Southern Queensland
IPA	Independent Public Accountant	VIC	Visitor Information Centre
JCC	Joint Consultative Committee	WBBROC	Wide Bay Burnett Regional Organisation of Councils
KPI	Key Performance Indicator	WBBRRG	Wide Bay Burnett Regional Road Transport Group
LAC	Local Ambulance Committee	WBC	Westpac Banking Corporation
LLA	Local Level Alliance	WBRP	Wide Bay Regional Plan
LDCC	Local Disaster Coordination Centre	WHS	Workplace Health and Safety
LDMG	Local Disaster Management Group	WHSMS	Workplace Health and Safety Management System
LG	Local Government	WIOA	Water Industry Operators Association
LGA	Local government Act	WMP	Waste Management Plan
LGAQ	Local government Association of Queensland		
LGGSPIS	Local Government Grants and Subsidies Program Infrastructure Subsidy		
MCBF	Mayor's Community Benefit Fund		
NAB	National Australia Bank		
NDRRA	Natural Disaster Relief Recovery Arrangements		



SEND US YOUR FEEDBACK

We want to hear your views on the Annual Report so we can continually improve our reporting.

Your Details:

Name: _____ Organisation: _____

Postal Address: _____

Email: _____

Content:

	Excellent	Good	Satisfactory	Poor
How do you rate the usefulness of the information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the degree of detail provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the information be made more useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Structure:

	Excellent	Good	Satisfactory	Poor
How do you rate the grouping of information in each section?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the sequencing of the sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could grouping and sequencing be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Style and Design:

	Excellent	Good	Satisfactory	Poor
How do you rate the style of writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do you rate the clarity of tables and graphs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How could the style and design be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating of the Report:

	Excellent	Good	Satisfactory	Poor
Please provide an overall rating of this report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stakeholder:

Please indicate what stakeholder group you belong to (✓ appropriate category):

- | | |
|---|--|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Local government |
| <input type="checkbox"/> Ratepayer | <input type="checkbox"/> Government Department |
| <input type="checkbox"/> Customer | <input type="checkbox"/> Potential Investor |
| <input type="checkbox"/> Community Organisation | <input type="checkbox"/> Industry Organisation |

Any other suggestions for improvement:

☐ Yes, I'd like to keep up-to-date with Council and join the e-news mailing list

Thank you for your feedback.

AFFIX STICKY TAPE

Attn: Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROO QUEENSLAND 4610

AFFIX
STAMP
HERE



South Burnett Regional Council

PO Box 336, Kingaroy Q 4610

E info@southburnett.qld.gov.au

P 1300 789 279 or 07 4189 9100

F 07 4162 4806

www.southburnett.qld.gov.au

 SouthBurnettRegion  @SouthBurnettRC

Customer Service Centres

Blackbutt

69 Hart Street, Blackbutt

Kingaroy

45 Glendon Street, Kingaroy

Murgon

42 Stephens Street West, Murgon

Nanango

48 Drayton Street, Nanango

Wondai

Cnr Scott and Mackenzie Streets, Wondai

Libraries

Blackbutt Library

69 Hart Street, Blackbutt

Kingaroy - TJ O'Neill Memorial Library

Glendon Street, Kingaroy

Murgon - Dermot Tiernan Memorial Library

2/43 Stephen Street West, Murgon

Nanango Municipal Library

Drayton Street, Nanango

Proston Public Library

34 Blake Street, Proston

Wondai - Col Morris Library

78 Mackenzie Street, Wondai

Stores and Depots

Kingaroy Depot

Ivins Street, Kingaroy

Murgon Depot

Macalister Street, Murgon

Nanango Stores

Dalby Street, Nanango

Proston Depot

46 Okden Road, Proston

Wondai Stores

30 Peroone Street, Wondai

Visitor Information Centres

Blackbutt Visitor Information Centre

Hart Street, Blackbutt

Murgon Visitor Information Centre

Lamb Street, Murgon

Nanango Visitor Information Centre

Henry Street, Nanango

South Burnett Visitor Information Centre

Haly Street, Kingaroy

Wondai Visitor Information Centre

80 Haly Street, Wondai

Recreational Facilities

Boondooma Dam Caravan and Recreation Park

40 Bushcamp Rd, Proston

Yallakool Park on Bjelke-Petersen Dam

Barambah Road, Murgon



SOUTH BURNETT
REGIONAL COUNCIL

PO Box 336 Kingaroy Q 4610

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