



**AGENDA FOR ORDINARY MEETING  
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG  
ON WEDNESDAY 27 JANUARY 2021, COMMENCING AT 10.00 AM**

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**Item****27 January 2021****Item Number:**

D1

**File Number:****Part:**

EXECUTIVE SERVICES

**Portfolio:**

Executive Services

**Subject:**

Appointment of Councillor Advisor

**Report Author:**

Stephen Johnston, Chief Executive Officer

**Authorised by:**

Stephen Johnston, Chief Executive Officer

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.4 Exercise whole-of-Council adherence to, and compliance with, Council's policies and procedures, in keeping with our corporate values and community's expectations.

**Background:**

The final local government reforms commenced on 12 October 2020. These changes included the establishment of the role of councillor advisor.

Councillor advisors are appointed to assist councillors to undertake their role under the *Local Government Act 2009* (LGA). The LGA outlines the rules about councillor advisors. It is covered in Part 5, Division 2A (Sections 197A – 197D).

The purpose of a councillor advisor is to provide their councillor with additional support and advice to help them make better decisions and interact effectively with the Council and community.

The local governments who may appoint councillor advisors and the maximum number of each councillor is prescribed by the *Local Government Regulation 2012*, specifically Schedule 4A. Local governments not prescribed by the Regulations cannot employ councillor advisors.

Under the *Local Government Regulation 2012*, Bundaberg Regional Council is permitted a maximum number of one Councillor Advisor whose appointment may only relate to Council's Mayor.

Requirements for those councils with council advisors include the following:

- Must vote to pass a resolution to allow a councillor to appoint a qualified person to assist the councillor in performing their duties under the LGA

- Appoint advisor by contract and only until the Mayor's term ends, unless re-appointed by a new Mayor
- Must report the costs of councillor advisors to the community, for example through the Council's annual report

The Chief Executive Officer has been delegated the power to enter into a written contract of employment with a councillor advisor (including agreeing to any variation to a written contract of employment).

**Associated Person/Organization:**

N/A

**Consultation:**

Councillors

**Legal Comments:**

The Chief Executive Officer has been delegated the power to enter into a written contract of employment with a councillor advisor (including agreeing to any variation to a written contract of employment).

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

Given recent staffing and structural changes, the creation of the Advisor role will be cost neutral to Council's budget.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

↓1 Schedule 4A Local Government Regulation 2012

**Recommendation:**

**That Council allow the Mayor to appoint a Councillor Advisor in accordance with Section 197A of the *Local Government Act 2009* and the *Local Government Regulation 2012 (Part 2A)*.**

Local Government Regulation 2012

Schedule 4A

## Schedule 4A Matters relating to councillor advisors

section 277G

Column 1	Column 2
Local government	Number of councillor advisors
Bundaberg Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—1</li> <li>• for another councillor—0</li> </ul>
Cairns Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—2</li> <li>• for another councillor—0</li> </ul>
Fraser Coast Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—1</li> <li>• for another councillor—0</li> </ul>
Gladstone Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—1</li> <li>• for another councillor—0</li> </ul>
Gold Coast City Council	<ul style="list-style-type: none"> <li>• for the mayor—4</li> <li>• for another councillor—1</li> </ul>
Ipswich City Council	<ul style="list-style-type: none"> <li>• for the mayor—3</li> <li>• for another councillor—0</li> </ul>
Logan City Council	<ul style="list-style-type: none"> <li>• for the mayor—3</li> <li>• for another councillor—1</li> </ul>
Mackay Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—2</li> <li>• for another councillor—0</li> </ul>
Moreton Bay Regional Council	<ul style="list-style-type: none"> <li>• for the mayor—3</li> <li>• for another councillor—1</li> </ul>
Redland City Council	<ul style="list-style-type: none"> <li>• for the mayor—2</li> <li>• for another councillor—0</li> </ul>

Current as at 1 January 2021

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Authorised by the Parliamentary Counsel

## Local Government Regulation 2012

## Schedule 4A

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Column 1	Column 2
<b>Local government</b>	<b>Number of councillor advisors</b>
Rockhampton Regional Council	<ul style="list-style-type: none"><li>• for the mayor—1</li><li>• for another councillor—0</li></ul>
Sunshine Coast Regional Council	<ul style="list-style-type: none"><li>• for the mayor—3</li><li>• for another councillor—1</li></ul>
Toowoomba Regional Council	<ul style="list-style-type: none"><li>• for the mayor—2</li><li>• for another councillor—0</li></ul>
Townsville City Council	<ul style="list-style-type: none"><li>• for the mayor—3</li><li>• for another councillor—0</li></ul>

**Item****27 January 2021****Item Number:**

E1

**File Number:****Part:**STRATEGIC PROJECTS &  
ECONOMIC DEVELOPMENT**Portfolio:**

Executive Services

**Subject:**

Proposed resignation from membership of Wide Bay Regional Organisation of Councils Inc

**Report Author:**

Ben Artup, Executive Director Strategic Projects &amp; Economic Development Co-ordination

**Authorised by:**

Stephen Johnston, Chief Executive Officer

**Link to Corporate Plan:**

Our Community - 1.1 Economic growth and prosperity - 1.1.3 Proactively advocate, attract and support economic development related opportunities across the region, specifically targeting priority industries.

**Background:**

Wide Bay Burnett Regional Organisation of Councils Inc (WBBROC) was established in 1999 when the region had 23 smaller Councils and when regional issues were more common, less complex and community expectations of Councils were lower.

At this time the region also had fewer regional advocacy bodies and structures capable of achieving regional outcomes sought by the community.

Bundaberg Regional Council has been a member of WBBROC since the formation of the Council in 2008 following the Local Government amalgamations.

In 2008 the Local Government amalgamations created an organisation with the scale and imperative to deliver a stronger and more regionally based local authority. Specifically, the amalgamations provided an organisation capable of delivering strong outcomes in local services and infrastructure, along with being able to leverage investment to support the economic development and environmental protection of the area.

To achieve the outcomes promised by amalgamation, Bundaberg Regional Council has put in place an organisational structure and resourcing capable of achieving regional outcomes expected of a modern Council.

This expectation also requires an effective and changed relationship with other levels of government, particularly in the way we advocate for scarce resources. This requires

Council, from time to time, to review how it achieves desired regional-scale outcomes, along with the forums and structures it uses to do this.

While WBBROC may have served the region of the past well, Council will cease its membership of WBBROC and look to adopt a modern and direct advocacy approach with other levels of government via an approach unconstrained by competing regional agendas or outdated regional institutions.

This decision does not diminish Council's ability to undertake advocacy efforts in partnership with Government Departments and partners such as the Local Government Association of Queensland and RDA Wide Bay Burnett.

This decision follows a detailed review by Council regarding its involvement in WBBROC.

**Associated Person/Organization:**

Nil

**Consultation:**

All Councillors

**Chief Legal Officer's Comments:**

Pursuant to WBBROC's Rules of Association, Council may resign from membership of WBBROC by giving the Executive of the Association not less than 3 months written notice.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That the Chief Executive Officer write to the Executive of Wide Bay Burnett Regional Organisation of Councils Inc indicating Council will resign from its membership.**



**Item****27 January 2021****Item Number:**

E2

**File Number:****Part:**STRATEGIC PROJECTS &  
ECONOMIC DEVELOPMENT**Portfolio:**

Executive Services

**Subject:**

Strategic Purchase of Lots 413 &amp; 414 on CP G2311

**Report Author:**

Ben Artup, Executive Director Strategic Projects &amp; Economic Development Co-ordination

**Authorised by:**

Stephen Johnston, Chief Executive Officer

**Link to Corporate Plan:**

Our Community - 1.3 An empowered and creative place - 1.3.1 Provide facilities, spaces, services and activities that promote and support lifelong learning and community engagement with the arts and culture.

**Background:**

In 2018 Council was approached by the owners of Lot 413 & 414 on CP G2311 located at 1 Dear Street, Gin Gin ('Property') seeking to sell the Property to the Council.

The Property consists of two freehold lots. Lot 414 has an older style, low set hall located on it, commonly known as Ballantyne Lodge. Lot 413 is vacant land.

The registered owners of the Property are the Trustees of Ballantyne Lodge No 130 of Antient Free & Accepted Masons of Queensland. Council has completed a range of due diligence on the Property including a title search and commissioning of an independent market valuation. The Property is free from all encumbrances and has a market valuation of \$250,000 + GST.

**Benefits of acquisition**

Council has identified the following benefits of acquiring this property:

- **Ability to support car parking in the location**

The Property is located adjacent to the Gin Gin Showgrounds ('Showgrounds'). During major events at the Showgrounds, the Property is used for overflow car parking. This arrangement is an informal one between the Gin Gin Show Society and the Property owners. Acquiring the Property will allow Council to support the operation of the Gin Gin Show.

- **Supporting local community groups**

From time to time, Council is approached by community groups looking to hire facilities for meetings or small events. Acquiring the Property will allow Council to provide space for community groups looking for space in Gin Gin.

- **Support new Gin Gin Community Hub**

Council recently opened the new Gin Gin Community Hub, located opposite the Property. Acquiring the Property will allow Council to accommodate groups not suited, or with different requirements to those using the new Hub. The new Hub will also be able to use the property for overflow car parking during busy period or events.

- **Potential expansion of the Showgrounds**

Should the Gin Gin Show Society need to expand the Showgrounds in the future, Council will be in a strategic position to dispose or use the Property to support activation of the area.

### **Contract negotiations**

Negotiations for the Property have been ongoing for more than two years. A Contract for Sale has been prepared by Council's Chief Legal Officer with an agreed purchase price of \$240,000 (including GST). Any purchase of the Property would be pending further contract negotiations with the Property owner.

Stamp duty would also be payable on the purchase price. Stamp Duty is approximately \$7,665.

### **Associated Person/Organization:**

Nil

### **Consultation:**

All Councillors

### **Chief Legal Officer's Comments:**

If Council resolves to purchase the Property, Council will need to enter into a Contract of Sale for the purchase with the Seller to enable the Property to be conveyed to Council.

### **Policy Implications:**

There appears to be no policy implications.

### **Financial and Resource Implications:**

The purchase is budgeted in Council's current 2020/21 Budget.

### **Risk Management Implications:**

There appears to be no risk management implications.

### **Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That the Chief Executive Officer be authorised to enter into a Contract of Sale for the purchase of Lots 413 & 414 on CP G2311.**

**Item****27 January 2021****Item Number:**

E3

**File Number:****Part:**STRATEGIC PROJECTS &  
ECONOMIC DEVELOPMENT**Portfolio:**

Executive Services

**Subject:**

Submission of New Bundaberg Hospital

**Report Author:**

Ben Artup, Executive Director Strategic Projects &amp; Economic Development Co-ordination

**Authorised by:**

Stephen Johnston, Chief Executive Officer

**Link to Corporate Plan:**

Our Community - 1.1 Economic growth and prosperity - 1.1.3 Proactively advocate, attract and support economic development related opportunities across the region, specifically targeting priority industries.

**Background:**

A new Level 5 Hospital is one of Council's top advocacy priorities.

Since 2018 Council has been advocating strongly for a new Level 5 Hospital to be established in Bundaberg. This advocacy has included a Mayoral petition in Queensland Parliament and various other submissions and efforts to advance the delivery of a much-needed Level 5 Hospital in Bundaberg.

In July 2020 the State Government announced a preferred site for a new Hospital, located on the edge of the Bundaberg urban area at Lot 23 of SP212513.

Submissions in relation to the preferred site are due to be provided to the State Government by 14 February 2021. In accordance with the workshop with Councillors, Council has prepared a draft submission to be provided to the State Government.

**Associated Person/Organization:**

Nil

**Consultation:**

All Councillors

**Chief Legal Officer's Comments:**

There appears to be no legal implications.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That Council endorse the draft submission on a new Bundaberg Hospital and that the Chief Executive Officer be authorised to send the submission to the State Government.**

**Item****27 January 2021****Item Number:**

F1

**File Number:****Part:**

FINANCE

**Portfolio:**

Organisational Services

**Subject:**

Financial Summary as at 4 January 2021

**Report Author:**

Anthony Keleher, Chief Financial Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

**Background:**

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary as at 4 January 2021.

**Associated Person/Organization:**

N/A

**Consultation:**

Financial Services Team

**Chief Legal Officer's Comments:**

Pursuant to section 204 of the *Local Government Regulation 2012* the local government must prepare, and the Chief Executive Officer must present, the financial report. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

[↓](#)1 Financial Summary

**Recommendation:**

**That the Financial Summary as at 4 January 2021 be noted by Council.**

Financial Summary  
as at 04 Jan 2021

Progress check - 52%	Council			General			Waste			Wastewater			Water		
	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act / Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud
<b>Recurrent Activities</b>															
<i>Revenue</i>															
Rates and Utility Charges	78,649,341	158,077,593	50%	41,665,513	83,461,322	50%	7,856,607	15,702,071	50%	14,849,133	30,236,858	49%	14,278,088	28,677,342	50%
Less: Pensioner Remissions	(847,530)	(1,713,674)	49%	(497,662)	(1,042,901)	48%	(120,664)	(228,169)	53%	(134,218)	(255,237)	53%	(94,986)	(187,367)	51%
	<b>77,801,811</b>	<b>156,363,919</b>	<b>50%</b>	<b>41,167,851</b>	<b>82,418,421</b>	<b>50%</b>	<b>7,735,943</b>	<b>15,473,902</b>	<b>50%</b>	<b>14,714,915</b>	<b>29,981,621</b>	<b>49%</b>	<b>14,183,102</b>	<b>28,489,975</b>	<b>50%</b>
Fees and Charges	14,792,164	23,576,503	63%	8,151,566	15,067,769	54%	4,719,341	5,971,134	79%	627,384	917,000	68%	1,293,873	1,620,600	80%
Interest Revenue	611,362	2,255,970	27%	62,672	785,338	8%	125,300	374,465	33%	126,529	394,114	32%	296,861	702,053	42%
Grants, Subsidies and Donations	5,693,686	12,177,757	47%	5,605,655	12,017,757	47%	88,031	160,000	55%	-	-	-	-	-	-
Sale of Developed Land Inventory	870,247	-	-	870,247	-	-	-	-	-	-	-	-	-	-	-
<b>Total Recurrent Revenue</b>	<b>99,769,270</b>	<b>194,374,149</b>	<b>51%</b>	<b>55,857,991</b>	<b>110,289,285</b>	<b>51%</b>	<b>12,668,615</b>	<b>21,979,501</b>	<b>58%</b>	<b>15,468,828</b>	<b>31,292,735</b>	<b>49%</b>	<b>15,773,836</b>	<b>30,812,628</b>	<b>51%</b>
<i>Expenses</i>															
Employee Costs	38,561,673	76,683,859	50%	29,686,756	59,384,503	50%	3,189,154	6,371,763	50%	2,779,651	5,576,413	50%	2,906,112	5,351,180	54%
Materials and Services	32,314,115	67,411,695	48%	18,849,957	39,598,624	48%	5,362,107	11,740,594	46%	3,524,918	7,075,701	50%	4,577,133	8,996,776	51%
Finance Costs	1,998,099	4,291,551	47%	708,529	1,531,258	46%	433,385	901,259	48%	737,369	1,608,563	46%	118,816	250,471	47%
Depreciation	25,662,547	51,245,441	50%	18,032,361	36,770,998	49%	752,522	1,621,162	46%	3,441,125	6,658,033	52%	3,436,539	6,195,248	55%
<b>Total Recurrent Expenditure</b>	<b>98,536,434</b>	<b>199,632,546</b>	<b>49%</b>	<b>67,277,603</b>	<b>137,285,383</b>	<b>49%</b>	<b>9,737,168</b>	<b>20,634,778</b>	<b>47%</b>	<b>10,483,063</b>	<b>20,918,710</b>	<b>50%</b>	<b>11,038,600</b>	<b>20,793,675</b>	<b>53%</b>
<b>Operating Surplus</b>	<b>1,232,836</b>	<b>(5,258,397)</b>		<b>(11,419,612)</b>	<b>(26,996,098)</b>		<b>2,931,447</b>	<b>1,344,723</b>		<b>4,985,765</b>	<b>10,374,025</b>		<b>4,735,236</b>	<b>10,018,953</b>	
<i>Transfers to</i>															
NCP Transfers	(2)	-		(7,913,365)	(15,826,731)		11,036	22,073		4,034,973	8,069,947		3,867,354	7,734,711	
<b>Total Transfers</b>	<b>(2)</b>	<b>-</b>		<b>(7,913,365)</b>	<b>(15,826,731)</b>		<b>11,036</b>	<b>22,073</b>		<b>4,034,973</b>	<b>8,069,947</b>		<b>3,867,354</b>	<b>7,734,711</b>	
<b>Movement in Unallocated Surplus</b>	<b>1,232,838</b>	<b>(5,258,397)</b>		<b>(3,506,247)</b>	<b>(11,169,367)</b>		<b>2,920,411</b>	<b>1,322,650</b>		<b>950,792</b>	<b>2,304,078</b>		<b>867,882</b>	<b>2,284,242</b>	
Unallocated Surplus/(Deficit) brought forward	43,217,205	43,217,205		(25,710,479)	(25,710,479)		17,804,847	17,804,847		14,703,878	14,703,878		36,418,959	36,418,959	
<b>Unallocated Surplus/(Deficit)</b>	<b>44,450,043</b>	<b>37,958,808</b>		<b>(29,216,726)</b>	<b>(36,879,846)</b>		<b>20,725,258</b>	<b>19,127,497</b>		<b>15,654,670</b>	<b>17,007,956</b>		<b>37,286,841</b>	<b>38,703,201</b>	
<b>Capital Activities</b>															
Council Expenditure on Non-Current Assets	37,531,925	98,559,103	38%	27,947,126	75,273,768	37%	428,059	1,371,312	31%	525,871	3,109,765	17%	8,630,869	18,804,258	46%
Loan Redemption	3,760,357	7,509,801	50%	2,192,035	4,362,494	50%	349,134	700,376	50%	1,051,296	2,110,234	50%	167,892	336,697	50%
<b>Total Capital Expenditure</b>	<b>41,292,282</b>	<b>106,068,904</b>	<b>39%</b>	<b>30,139,161</b>	<b>79,636,262</b>	<b>38%</b>	<b>777,193</b>	<b>2,071,688</b>	<b>38%</b>	<b>1,577,167</b>	<b>5,219,999</b>	<b>30%</b>	<b>8,798,761</b>	<b>19,140,955</b>	<b>46%</b>
<b>Cash</b>															
Opening balance	135,921,895	136,689,730													
Movement - increase/(decrease)	(7,721,604)	(37,537,743)													
<b>Closing balance</b>	<b>128,200,291</b>	<b>99,151,987</b>													



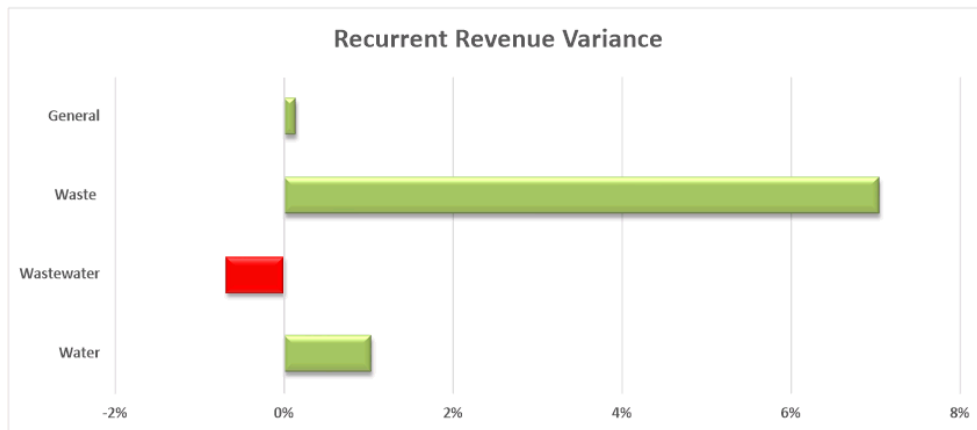
Further to the Financial Summary Report as of 4 January 2021, the following key features are highlighted.

Financial Overview				
	YTD Actual*	YTD Budget		Variance
Operating Income	102.9m	101.1m	✓	1.8m
Operating Expenditure	98.5m	103.8m	✓	-5.3m
Operating Surplus/(Deficit)	4.3m	-2.7m	✓	7.1m
Capital Expenditure	41.3m	44.8m	✗	-3.5m
Cash	128.2m	119.1m	✓	9.1m

*\*YTD Actual has annualised the rates income*

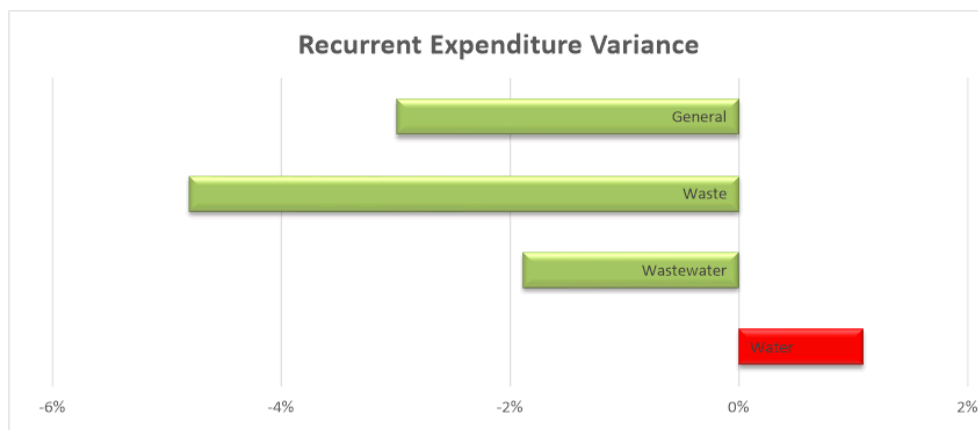
### Recurrent Revenue

- Rates and Utility Charges have been levied for the first half year period and pensioner remissions applied. The levied amounts are consistent with the budget. The variance in the Wastewater fund is due to the trade waste charges not being levied for the July-December period as part of the COVID-19 Relief Package.
- Fees and charges are more than the year-to-date budget. There has been a considerable volume of commercial waste taken at landfill during the month of November. Development activity continues to contribute to increased fee income.
- Interest Revenue is lower than the year-to-date budget. Current investment rates continue to be at historic lows and the outlook in future earnings will be less than initially forecast.
- Grants, Subsidies and Donations are less than the year-to-date budget. This is expected, with the advance of the Financial Assistance Grant not expected until late in the financial year.
- Council has settled and has several unconditional contracts for parcels of Land Developed for Sale this financial year. These parcels relate to the Kinkuna Waters and Heritage Oaks developments. Council does not generally provide for an annual budget for these sales unless it has unconditional contracts at the time the budget is formulated. There are a number of conditional contracts for sales that are not reflected in the financial summary.



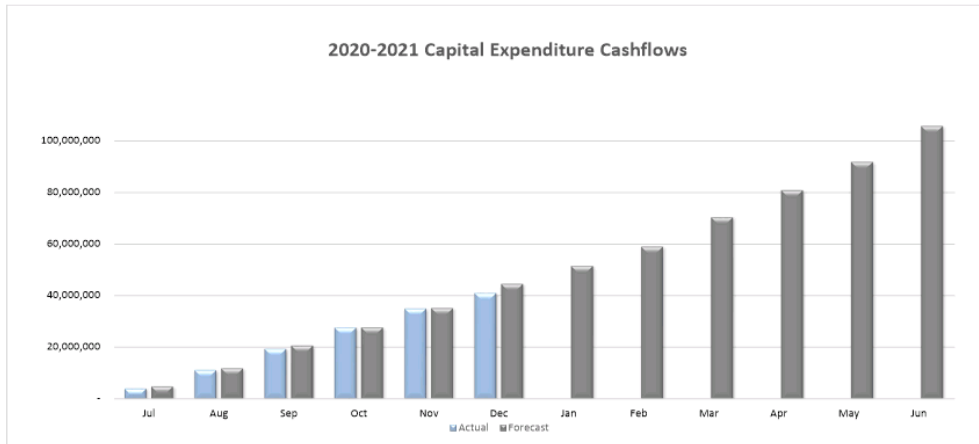
**Recurrent Expenditure**

- Employee Costs are tracking on budget. Employee costs will continue to be monitored with potential shifts in leave patterns the most likely variant in coming months.
- Materials and Services are tracking slightly lower than the year-to-date budget. Timing in delivery of non-capital projects and one-off expenses are the main factors in variances throughout the year.
- Finance Costs are slightly lower than the year-to-date budget. The timing in the recognition of any bad debts can affect the level of finance costs across a financial year.
- Depreciation has been reviewed with the application of asset valuations in June last financial year. This has resulted in an increase in the Depreciation on Water assets and is the primary reason for the expenditure variance in the Water Fund.

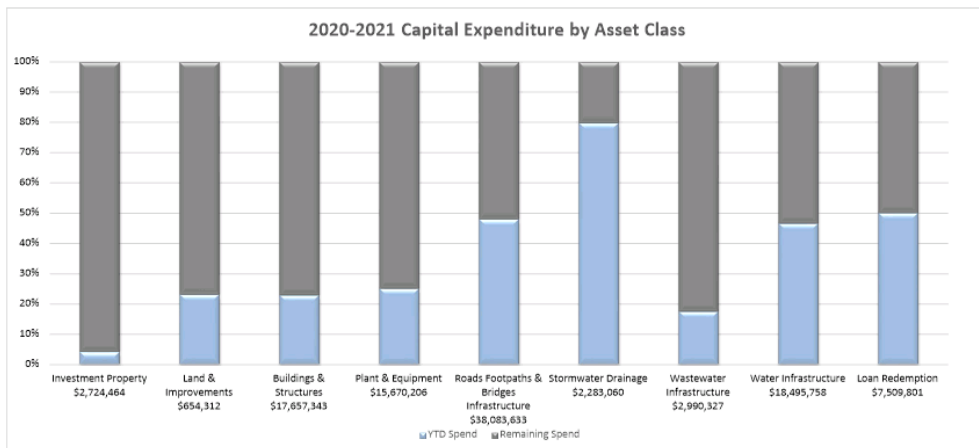


**Capital Expenditure and Capital Grants**

- Council has delivered 39% of this year's capital program which is slightly behind expected cashflows.



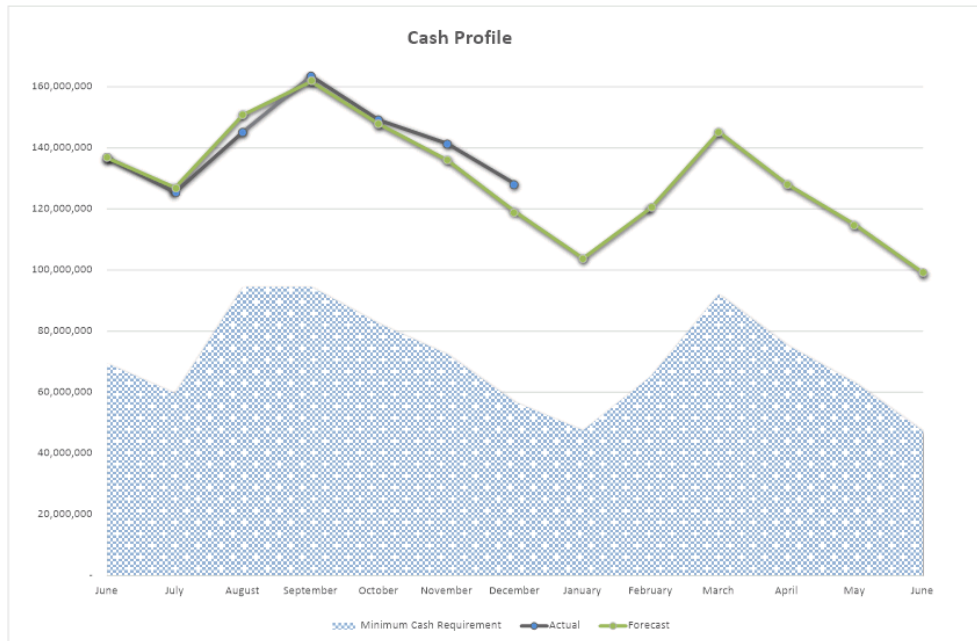
- The spend by asset class this financial year is shown below.



- Capital grants are on track with all milestones having been met. There are grant agreement variations awaiting approval for extensions of time and to shift funding between projects.

**Cash**

- The cash balance as of 4 January 2021 was \$128.2 million, a decrease of \$13.2 million from the last report on 1 December 2020 reflecting the outgoings on operations and delivery of the capital program during the month.
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is shown below. The variance is primarily due to the increased inflow of fee income, proceeds from property sales and capital expenditure cashflows.



**Rates Debtor**

- Rates outstanding on 4 January 2021 were \$6.5 million. Comparatively, this time last year the rates outstanding totalled \$4.8 million. There has been an increase in rate payments received just prior to, and after the end of the calendar year.

**Other Debtors**

- Infringements outstanding total \$423,000 with the number of infringements decreasing to 2,996. Parking infringements represent the majority of the infringements outstanding at around 50%. The remaining relate to local laws, environmental health and development compliance. Infringements continue to be recovered via the State Penalties, Enforcement Registry.
- Sundry Debtors outstanding for more than 90 days total \$279,000 across 61 accounts. The majority of debtors are recovered via internal resources. Where appropriate, debts are referred to Councils external agency for collection.
- During the quarter a debt of \$4,096.15 was written off under delegation. The debt related to an overpayment which was deemed irrecoverable.

**Borrowings**

- Loan balances at the reporting date are shown below. The quarterly debt service payment was made during December.

Bundaberg Airport & Precinct	7,518,665
Hinkler Hall of Aviation	973,990
Holiday Parks	179,909
Fleet	1,016,408
Kolan Gardens Aged Care	139,384
Burnett Heads CBD Upgrade	2,458,485
General Facilities and Infrastructure	13,341,006
Waste	6,745,097
Sewerage	38,742,601
Water	2,638,147
<b>Total</b>	<b>73,753,692</b>

**Item****27 January 2021****Item Number:**

F2

**File Number:****Part:**

FINANCE

**Portfolio:**

Organisational Services

**Subject:**

Half Year Amended Budget for the period ending 30 June 2021

**Report Author:**

Anthony Keleher, Chief Financial Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

**Background:**

The half year amended budget for the 2020/2021 Financial Year is complete and presented to Council for adoption.

**Recurrent**

The amendment has increased the budgeted operating deficit to \$5.3 million, up slightly from the Original Budget.

The long-term financial forecast has positive Operating Surplus Ratio's within the target range based on the price and growth increases in the adopted Long-Term Financial Plan.

**Capital**

Capital works programming has seen an increase in capital expenditure this year of \$12.3 million to \$118.4 million. Capital revenue has increased by \$7.3 million to \$37 million.

The strategic land acquisition adjacent to the airport has been included in the revised budget. This acquisition has been majority funded from sales of non-community use land.

The long-term Capital Investment Plan has been amended to reflect the movement in works programming and updated estimates in project costs where applicable. This has resulted in an overall increase of \$47 million to the 10-year capital program.

**Cash Flow**

Overall cash is expected to increase by \$0.2 million at 30 June 2021 to \$89.5 million.

**Associated Person/Organization:**

N/A

**Consultation:**

Executive Leadership Team

Managers and Supervisors

**Chief Legal Officer's Comments:**

In accordance with Section 170(3) of the *Local Government Regulation 2012*, Council may by resolution amend the budget for a financial year at any time before the end of the financial year.

**Policy Implications:**

The amended budget must include the Revenue Policy and Revenue Statement which have already been adopted by Council and remain unchanged.

**Financial and Resource Implications:**

Council's recurrent and capital budget have been amended to accommodate changes in departmental operations and capital programs. Amendments to the current budget have been processed and potential impacts to forecast periods and sustainability ratios assessed.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

[1](#) 2020/2021 Budget Financial Statements, 10 Year Capital Summary, Revenue Policy, Revenue Statement

**Recommendation:**

**That:**

- 1. Pursuant to section 170(3) and section 173 of the *Local Government Regulation 2012*, Council adopt the amended budget as tabled; and**
- 2. Council endorse the following policies:**
  - **Revenue Policy, version 4;**
  - **Revenue Statement, version 3.**

**BUNDABERG REGIONAL COUNCIL**  
**Budgeted Statement of Income and Expenditure**

For the period ending 30 June 2021

	Council					General			Waste Management			Wastewater			Water		
	Audited Actuals	Original Budget	Proposed Budget	Forecast	Forecast	Proposed Budget	Forecast	Forecast	Proposed Budget	Forecast	Forecast	Proposed Budget	Forecast	Forecast	Proposed Budget	Forecast	Forecast
	2019/20	2020/21	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating income</b>																	
Rates and utility charges*	161,364,024	158,077,593	159,076,657	163,355,954	167,379,106	83,461,322	85,908,216	88,428,487	15,702,071	16,096,193	16,500,207	30,236,858	31,526,756	32,476,500	29,676,406	29,824,788	29,973,912
Less: Discounts and pensioner remissions	(9,070,437)	(1,713,674)	(1,713,674)	(1,722,242)	(1,730,854)	(1,042,901)	(1,048,116)	(1,053,355)	(228,169)	(229,310)	(230,456)	(255,237)	(256,513)	(257,795)	(187,367)	(188,304)	(189,245)
Net rates and utility charges	152,293,587	156,363,919	157,362,983	161,633,711	165,648,252	82,418,421	84,860,101	87,375,131	15,473,902	15,866,883	16,269,751	29,981,621	31,270,243	32,218,704	29,489,039	29,636,484	29,784,667
Fees and charges	20,107,992	18,075,333	19,533,322	20,064,211	23,177,166	10,973,358	12,611,556	15,500,000	7,304,564	6,396,047	6,588,728	435,000	448,104	461,604	820,400	608,503	626,834
Interest	2,954,942	2,255,970	1,110,970	1,090,925	1,167,535	430,338	262,013	335,299	139,465	190,886	197,884	159,114	250,329	253,994	382,053	387,696	380,359
Sales, contract and recoverable works	5,570,128	5,501,170	5,951,605	6,093,813	6,239,418	3,752,035	3,841,686	3,933,479	516,570	528,913	541,551	482,000	493,517	505,309	1,201,000	1,229,697	1,299,079
Grants and subsidies	13,899,467	11,916,757	13,005,895	13,240,001	13,478,321	13,005,895	13,240,001	13,478,321	-	-	-	-	-	-	-	-	-
Donations and other contributions	312,201	261,000	269,184	274,029	278,962	129,184	131,509	133,876	140,000	142,520	145,085	-	-	-	-	-	-
Profit on sale of developed land held for resale	1,488,699	-	1,600,000	1,538,448	1,418,735	1,600,000	1,538,448	1,418,735	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	196,627,016	194,374,149	198,833,959	203,935,138	211,408,389	112,309,231	116,485,315	122,174,841	23,674,501	23,125,249	23,742,999	31,057,735	32,462,194	33,439,610	31,892,492	31,862,380	32,050,938
<b>Operating Expenditure</b>																	
Employee benefits, materials and services	(140,572,639)	(144,095,554)	(147,620,858)	(145,348,230)	(150,557,016)	(100,763,464)	(98,741,549)	(101,487,053)	(18,257,566)	(18,619,030)	(19,039,397)	(13,061,652)	(12,409,554)	(13,075,331)	(15,538,176)	(15,578,097)	(16,955,236)
Finance costs	(4,437,822)	(4,291,551)	(4,308,501)	(4,038,371)	(4,109,200)	(1,658,208)	(1,494,426)	(1,748,414)	(751,259)	(720,827)	(667,399)	(1,608,563)	(1,526,737)	(1,424,486)	(290,471)	(296,382)	(268,901)
Depreciation	(50,143,626)	(51,245,440)	(52,200,490)	(54,377,024)	(55,505,167)	(36,943,490)	(38,472,853)	(39,141,528)	(1,505,000)	(1,558,705)	(1,586,121)	(5,879,000)	(7,016,428)	(7,209,970)	(6,873,000)	(7,329,036)	(7,568,549)
<b>TOTAL OPERATING EXPENDITURE</b>	(195,154,087)	(199,632,545)	(204,129,849)	(203,763,625)	(210,172,383)	(139,365,162)	(138,708,828)	(142,376,995)	(20,513,825)	(20,898,562)	(21,292,917)	(21,549,215)	(20,952,718)	(21,709,786)	(22,701,647)	(23,203,517)	(24,792,686)
<b>Estimated Costs of Significant Business and Commercial Business Activities</b>																	
Community service obligations	-	-	-	-	-	(2,276,221)	(2,311,270)	(2,344,156)	698,339	715,205	729,433	800,015	817,261	834,978	777,867	778,804	779,745
Competitive neutrality adjustments	-	-	-	-	-	251,664	222,815	252,146	(153,962)	(150,832)	(166,199)	(162,497)	(143,143)	(143,578)	64,395	71,160	57,631
Internal tax equivalents paid	-	-	-	-	-	7,145,209	7,301,876	7,331,959	(566,850)	(599,061)	(623,982)	(3,331,284)	(3,569,974)	(3,710,079)	(3,247,078)	(3,132,841)	(2,997,898)
Return on capital	-	-	-	-	-	10,706,079	10,492,724	9,666,213	-	-	-	(5,376,181)	(6,029,534)	(6,097,802)	(5,328,898)	(4,463,191)	(3,568,412)
	-	-	-	-	-	15,826,731	15,706,145	14,906,162	(22,073)	(34,688)	(60,748)	(8,069,947)	(8,925,390)	(9,116,481)	(7,734,711)	(6,746,068)	(5,728,534)
<b>Operating surplus/(deficit)</b>	1,472,929	(5,258,396)	(5,295,890)	171,513	1,236,006	(11,229,200)	(6,517,368)	(5,295,991)	3,038,603	2,191,999	2,389,335	1,438,573	2,584,086	2,613,344	1,456,134	1,912,796	1,529,319
<b>Capital Activities</b>																	
Grants and subsidies	18,517,313	20,315,774	27,513,656	28,449,033	21,880,095	27,513,656	28,449,033	21,880,095	-	-	-	-	-	-	-	-	-
Contributions from developers	11,378,988	9,412,500	9,412,500	9,412,500	9,412,500	6,112,500	6,112,500	6,112,500	-	-	-	2,150,000	2,150,000	2,150,000	1,150,000	1,150,000	1,150,000
Other capital income	117,598	136,527	258,768	275,133	280,306	258,768	275,133	280,306	-	-	-	-	-	-	-	-	-
Capital expenses	(11,422,811)	(7,648,577)	(19,421,166)	(25,904,201)	(18,269,267)	(17,542,100)	(26,992,439)	(16,324,242)	-	-	-	(1,090,800)	(1,109,779)	(1,129,090)	(788,266)	(801,982)	(815,936)
<b>TOTAL CAPITAL ACTIVITIES</b>	18,591,088	22,216,225	17,763,758	9,232,466	13,303,633	16,342,824	7,844,227	11,946,659	-	-	-	1,059,201	1,040,221	1,020,910	361,734	348,016	334,064
<b>Net result</b>	20,064,017	16,957,828	12,467,868	9,403,979	14,539,640	5,113,624	1,326,859	6,652,668	3,038,603	2,191,999	2,389,335	2,497,774	3,624,306	3,634,254	1,817,868	2,260,814	1,863,383

\*Change in Total Rate and Utility Charges Levied 3.28%



**BUNDABERG REGIONAL COUNCIL****Budgeted Statement of Financial Position**

For the period ending 30 June 2021

	Audited Actuals	Original Budget	Proposed Budget	Forecast	Forecast
	2019/20	2020/21	2020/21	2021/22	2022/23
	\$	\$	\$	\$	\$
<b>Current Assets</b>					
Cash and cash equivalents	136,689,730	89,336,321	89,514,414	95,155,038	103,685,950
Trade and other receivables	16,892,018	15,790,535	16,119,698	16,545,679	17,163,462
Inventories	4,959,476	6,173,928	4,519,476	4,165,452	3,811,342
Contract assets	1,171,099	-	-	-	-
Other assets	4,019,997	-	1,795,376	1,795,376	1,795,376
Non-current assets held for sale	1,173,822	971,417	586,911	-	-
	<u>164,906,142</u>	<u>112,272,202</u>	<u>112,535,875</u>	<u>117,661,545</u>	<u>126,456,130</u>
<b>Non-Current Assets</b>					
Investment property	14,375,985	7,721,379	14,634,753	14,909,886	15,190,192
Property, plant and equipment	2,256,160,696	2,253,718,488	2,318,357,594	2,356,692,418	2,404,030,049
Right of use assets	4,533,753	-	3,958,263	3,507,310	3,072,473
Intangible assets	6,119,475	6,057,405	5,867,570	5,617,316	5,367,063
	<u>2,281,189,909</u>	<u>2,267,497,272</u>	<u>2,342,818,180</u>	<u>2,380,726,930</u>	<u>2,427,659,777</u>
<b>TOTAL ASSETS</b>	<u>2,446,096,051</u>	<u>2,379,769,474</u>	<u>2,455,354,055</u>	<u>2,498,388,475</u>	<u>2,554,115,907</u>
<b>Current Liabilities</b>					
Trade and other payables	21,842,503	11,877,991	8,766,317	8,465,872	8,807,816
Contract liabilities	5,450,873	-	-	-	-
Borrowings	7,658,004	6,541,817	6,691,224	7,783,040	8,873,735
Lease liabilities	513,401	-	407,385	410,701	414,930
Provisions	13,339,869	12,389,143	16,074,016	13,189,869	13,189,869
Other liabilities	8,701,606	673,662	8,701,606	8,701,606	8,701,606
	<u>57,506,256</u>	<u>31,482,612</u>	<u>40,640,548</u>	<u>38,551,088</u>	<u>39,987,956</u>
<b>Non-Current Liabilities</b>					
Borrowings	70,026,741	63,495,837	66,408,591	80,359,901	97,431,131
Lease Liabilities	4,144,745	-	3,737,360	3,326,659	2,911,729
Provisions	22,213,481	19,422,907	19,355,022	19,605,022	19,855,022
	<u>96,384,967</u>	<u>82,918,744</u>	<u>89,500,974</u>	<u>103,291,582</u>	<u>120,197,882</u>
<b>TOTAL LIABILITIES</b>	<u>153,891,223</u>	<u>114,401,356</u>	<u>130,141,522</u>	<u>141,842,670</u>	<u>160,185,839</u>
<b>NET COMMUNITY ASSETS</b>	<u>2,292,204,828</u>	<u>2,265,368,118</u>	<u>2,325,212,533</u>	<u>2,356,545,805</u>	<u>2,393,930,069</u>
<b>Community Equity</b>					
Asset revaluation surplus	614,090,840	565,832,680	634,630,676	656,559,970	679,404,594
Retained surplus	1,678,113,988	1,699,535,437	1,690,581,857	1,699,985,835	1,714,525,475
<b>TOTAL COMMUNITY EQUITY</b>	<u>2,292,204,828</u>	<u>2,265,368,118</u>	<u>2,325,212,533</u>	<u>2,356,545,805</u>	<u>2,393,930,069</u>

**BUNDABERG REGIONAL COUNCIL**  
**Budgeted Statement of Cash Flow**

For the period ending 30 June 2021

	Audited Actuals	Original Budget	Proposed Budget	Forecast	Forecast
	2019/20	2020/21	2020/21	2021/22	2022/23
	\$	\$	\$	\$	\$
<b>Cash Flows from Operating Activities</b>					
Receipts from customers	186,553,684	179,860,423	183,547,936	187,199,102	194,278,271
Payments to suppliers and employees	(148,426,533)	(148,040,411)	(161,117,044)	(146,076,235)	(150,650,327)
	<u>38,127,151</u>	<u>31,820,012</u>	<u>22,430,892</u>	<u>41,122,867</u>	<u>43,627,943</u>
Recurrent grants, subsidies, contributions and donations	14,970,055	12,187,795	14,460,918	13,494,391	13,737,290
Interest received	3,201,467	2,255,970	1,110,970	1,090,925	1,167,535
Proceeds from sale of developed land held for resale	1,819,587	-	2,040,000	1,892,472	1,772,845
Costs incurred on developed land held for resale	(911,736)	-	-	-	-
Borrowing costs	(3,403,077)	(3,186,551)	(3,186,551)	(2,905,825)	(2,974,341)
Interest on lease liabilities	(136,465)	-	(126,950)	(118,695)	(110,827)
<b>Net Cash Inflow/(Outflow) from Operating Activities</b>	<u>53,666,982</u>	<u>43,077,226</u>	<u>36,729,280</u>	<u>54,576,134</u>	<u>57,220,446</u>
<b>Cash Flow from Investing Activities :</b>					
Proceeds from sale of property, plant and equipment	1,144,227	1,093,000	1,527,072	2,800,000	1,100,000
Proceeds from sale of non-current assets held for sale	915,290	971,417	586,911	586,911	-
Proceeds from the sale of investment property	76,942	-	-	-	-
Compensation for assets written off	18,636	-	-	-	-
Capital grants, subsidies, contributions and donations	17,455,662	23,028,274	26,882,458	31,161,533	24,592,595
Payments for property, plant and equipment	(80,909,728)	(82,757,674)	(107,802,706)	(98,119,695)	(92,133,352)
Payments for intangible assets	(624,939)	-	-	-	-
Payments for investment property	(2,065,525)	-	-	-	-
<b>Net Cash Inflow/(Outflow) from Investing Activities</b>	<u>(63,989,435)</u>	<u>(57,664,983)</u>	<u>(78,806,265)</u>	<u>(63,571,251)</u>	<u>(66,440,757)</u>
<b>Cash Flow from Financing Activities :</b>					
Proceeds from borrowings	7,500,000	-	3,000,000	21,700,000	25,900,000
Repayment of borrowings	(7,284,032)	(7,509,801)	(7,584,930)	(6,656,874)	(7,738,075)
Repayment of lease liabilities	(482,094)	-	(513,400)	(407,385)	(410,701)
<b>Net Cash Inflow/(Outflow) from Financing Activities</b>	<u>(266,126)</u>	<u>(7,509,801)</u>	<u>(5,098,330)</u>	<u>14,635,741</u>	<u>17,751,224</u>
<b>Net Increase/(Decrease) in Cash Held</b>	<u>(10,588,579)</u>	<u>(22,097,557)</u>	<u>(47,175,316)</u>	<u>5,640,623</u>	<u>8,530,913</u>
Cash at beginning of reporting period	147,278,309	111,433,879	136,689,730	89,514,414	95,155,038
<b>Cash at end of Reporting Period</b>	<u>136,689,730</u>	<u>89,336,321</u>	<u>89,514,414</u>	<u>95,155,038</u>	<u>103,685,950</u>

**BUNDABERG REGIONAL COUNCIL****Budgeted Statement of Changes in Equity**

For the period ending 30 June 2021

	Audited Actuals	Original Budget	Proposed Budget	Forecast	Forecast
	2019/20	2020/21	2020/21	2021/22	2022/23
	\$	\$	\$	\$	\$
<b>Opening Balance - Retained Surplus</b>	1,658,049,971	1,682,577,609	1,678,113,988	1,690,581,856	1,699,985,835
Net result	20,064,017	16,957,828	12,467,868	9,403,979	14,539,640
<b>Closing Balance - Retained Surplus</b>	<u>1,678,113,988</u>	<u>1,699,535,437</u>	<u>1,690,581,856</u>	<u>1,699,985,835</u>	<u>1,714,525,475</u>
<b>Opening Balance - Asset Revaluation Surplus</b>	514,957,398	546,124,994	614,090,840	634,630,676	656,559,970
Increase in asset revaluation surplus	99,133,442	19,707,687	20,539,836	21,929,293	22,844,624
<b>Closing Balance - Asset Revaluation Surplus</b>	<u>614,090,840</u>	<u>565,832,680</u>	<u>634,630,676</u>	<u>656,559,970</u>	<u>679,404,594</u>
<b>Total Community Equity</b>	<u>2,292,204,828</u>	<u>2,265,368,117</u>	<u>2,325,212,533</u>	<u>2,356,545,805</u>	<u>2,393,930,068</u>

**BUNDABERG REGIONAL COUNCIL****Long-Term Financial Forecast****Income and Expenditure**

For the period ending 30 June 2021

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Income</b>										
Rates and utility charges	159,076,657	163,355,954	167,379,106	172,119,816	176,997,137	182,015,037	187,177,599	192,489,022	197,953,633	203,575,881
Less: Discounts & pensioner remissions	(1,713,674)	(1,722,242)	(1,730,854)	(1,739,508)	(1,748,205)	(1,756,946)	(1,765,731)	(1,774,560)	(1,783,433)	(1,792,350)
Net rates and utility charges	157,362,983	161,633,711	165,648,252	170,380,308	175,248,932	180,258,091	185,411,868	190,714,463	196,170,200	201,783,531
Fees and charges	19,533,322	20,064,211	23,177,166	23,875,378	24,594,624	25,335,537	26,098,770	26,884,995	27,694,906	28,529,215
Interest	1,110,970	1,090,925	1,167,535	1,614,804	1,867,910	1,967,434	2,254,804	2,778,719	3,405,432	4,272,611
Sales, contract and recoverable works	5,951,605	6,093,813	6,239,418	6,388,503	6,541,150	6,697,444	6,857,473	7,021,325	7,189,093	7,360,869
Grants and subsidies	13,005,895	13,240,001	13,478,321	13,720,931	13,967,908	14,219,330	14,475,278	14,735,833	15,001,078	15,271,097
Donations and other contributions	269,184	274,029	278,962	283,983	289,095	294,299	299,596	304,989	310,478	316,067
Profit on sale of developed land held for resale	1,600,000	1,538,448	1,418,735	649,870	298,190	247,822	269,332	170,296	251,115	-
<b>TOTAL OPERATING REVENUE</b>	<b>198,833,959</b>	<b>203,935,138</b>	<b>211,408,389</b>	<b>216,913,777</b>	<b>222,807,808</b>	<b>229,019,957</b>	<b>235,667,120</b>	<b>242,610,620</b>	<b>250,022,302</b>	<b>257,533,380</b>
<b>Operating Expenditure</b>										
Employee benefits, materials and services	(147,620,858)	(145,348,230)	(150,557,016)	(155,489,594)	(159,615,118)	(164,971,462)	(171,573,166)	(177,495,828)	(183,158,590)	(188,087,945)
Finance costs	(4,308,501)	(4,038,371)	(4,109,200)	(4,279,239)	(4,279,594)	(4,186,325)	(4,336,373)	(4,461,117)	(4,492,140)	(4,840,767)
Depreciation	(52,200,490)	(54,377,024)	(55,506,167)	(56,907,687)	(58,255,119)	(59,645,303)	(59,285,723)	(57,869,954)	(58,205,026)	(57,649,878)
<b>TOTAL OPERATING EXPENDITURE</b>	<b>(204,129,849)</b>	<b>(203,763,625)</b>	<b>(210,172,383)</b>	<b>(216,676,520)</b>	<b>(222,149,830)</b>	<b>(228,803,090)</b>	<b>(235,195,262)</b>	<b>(239,826,899)</b>	<b>(245,855,756)</b>	<b>(250,578,591)</b>
<b>Operating surplus/(deficit)</b>	<b>(5,295,890)</b>	<b>171,513</b>	<b>1,236,006</b>	<b>237,256</b>	<b>657,978</b>	<b>216,867</b>	<b>471,858</b>	<b>2,783,721</b>	<b>4,166,547</b>	<b>6,954,800</b>
<b>Capital Activities</b>										
Grants and subsidies	27,513,656	28,449,033	21,880,095	11,350,000	11,200,000	16,600,000	10,100,000	5,100,000	7,700,000	-
Contributions from developers	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500	9,412,500
Other capital income	258,768	275,133	280,306	285,576	290,944	296,414	301,987	307,664	313,448	319,341
Capital expenses	(19,421,166)	(28,904,201)	(18,269,267)	(13,226,952)	(13,433,994)	(12,659,165)	(12,988,926)	(12,833,440)	(13,195,546)	(12,975,693)
<b>TOTAL CAPITAL ACTIVITIES</b>	<b>17,763,758</b>	<b>9,232,466</b>	<b>13,303,633</b>	<b>7,821,124</b>	<b>7,469,451</b>	<b>13,649,749</b>	<b>6,825,561</b>	<b>1,986,724</b>	<b>4,230,402</b>	<b>(3,243,852)</b>
<b>Net result</b>	<b>12,467,869</b>	<b>9,403,979</b>	<b>14,539,640</b>	<b>8,058,380</b>	<b>8,127,429</b>	<b>13,866,616</b>	<b>7,297,419</b>	<b>4,770,446</b>	<b>8,396,949</b>	<b>3,710,948</b>

**BUNDABERG REGIONAL COUNCIL****Long-Term Financial Forecast****Assets, Liabilities and Equity**

For the period ending 30 June 2021

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Current Assets</b>										
Cash and cash equivalents	89,514,414	95,155,038	103,685,950	93,051,341	70,789,046	61,956,235	64,093,503	74,966,179	90,884,076	102,145,983
Trade and other receivables	16,119,698	16,545,679	17,163,462	17,594,189	18,134,935	18,641,482	19,162,437	19,644,394	20,249,240	20,815,954
Inventories	4,519,476	4,165,452	3,811,342	3,499,100	3,415,835	3,355,975	3,291,252	3,250,566	3,193,999	3,193,999
Other assets	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376	1,795,376
Non-current assets held for sale	586,911	-	-	-	-	-	-	-	-	-
	112,535,875	117,661,545	126,456,130	115,940,006	94,135,192	85,749,068	88,342,568	99,656,515	116,122,692	127,951,312
<b>Non-Current Assets</b>										
Investment property	14,634,753	14,909,886	15,190,192	15,475,768	15,766,712	16,063,126	16,365,113	16,672,777	16,986,225	17,305,566
Property, plant and equipment	2,318,357,594	2,356,692,418	2,404,030,049	2,453,253,945	2,505,381,529	2,555,221,356	2,583,858,570	2,602,180,277	2,626,671,605	2,646,450,785
Right of use assets	3,958,263	3,507,310	3,072,473	2,649,675	2,234,062	1,902,194	1,570,327	1,238,459	1,015,535	1,005,140
Intangible assets	5,867,570	5,617,316	5,367,063	5,116,809	4,938,324	4,938,324	4,938,324	4,938,324	4,938,324	4,938,324
	2,342,818,180	2,380,726,930	2,427,659,777	2,476,496,196	2,528,320,628	2,578,125,001	2,606,732,334	2,625,029,837	2,649,611,690	2,669,699,816
<b>TOTAL ASSETS</b>	<b>2,455,354,055</b>	<b>2,498,388,475</b>	<b>2,554,115,907</b>	<b>2,592,436,202</b>	<b>2,622,455,819</b>	<b>2,663,874,069</b>	<b>2,695,074,901</b>	<b>2,724,686,353</b>	<b>2,765,734,381</b>	<b>2,797,651,129</b>
<b>Current Liabilities</b>										
Trade and other payables	8,766,317	8,465,872	8,807,816	9,099,988	9,373,497	9,720,991	10,168,540	10,529,070	10,923,514	11,226,351
Borrowings	6,691,224	7,783,040	8,873,735	8,137,735	7,532,143	7,687,533	7,727,015	8,137,131	8,832,444	9,439,545
Lease liabilities	407,385	410,701	414,930	430,758	364,013	385,148	407,201	286,257	11,225	-
Provisions	16,074,016	13,189,869	13,189,869	13,189,869	14,728,692	17,137,934	13,114,869	13,114,869	13,189,869	13,039,869
Other liabilities	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606	8,701,606
	40,640,548	38,551,088	39,987,956	39,559,955	40,699,951	43,633,212	40,119,231	40,768,934	41,658,658	42,407,372
<b>Non-Current Liabilities</b>										
Borrowings	66,408,591	80,359,901	97,431,131	104,576,114	102,558,021	105,903,081	107,206,408	104,590,064	108,812,051	107,924,485
Lease liabilities	3,737,360	3,326,659	2,911,729	2,480,972	2,116,958	1,731,810	1,324,609	1,038,352	1,027,127	1,027,127
Provisions	19,355,022	19,605,022	19,855,022	20,105,022	18,816,199	15,118,134	15,443,134	15,768,134	16,018,134	16,418,134
	89,500,974	103,291,582	120,197,882	127,162,108	123,491,178	122,753,025	123,974,151	121,396,549	125,857,312	125,369,745
<b>TOTAL LIABILITIES</b>	<b>130,141,522</b>	<b>141,842,670</b>	<b>160,185,839</b>	<b>166,722,063</b>	<b>164,191,129</b>	<b>166,386,237</b>	<b>164,093,382</b>	<b>162,165,483</b>	<b>167,515,969</b>	<b>167,777,117</b>
<b>NET COMMUNITY ASSETS</b>	<b>2,325,212,533</b>	<b>2,356,545,805</b>	<b>2,393,930,069</b>	<b>2,425,714,139</b>	<b>2,458,264,691</b>	<b>2,497,487,832</b>	<b>2,530,981,519</b>	<b>2,562,520,870</b>	<b>2,598,218,412</b>	<b>2,629,874,012</b>
<b>Community Equity</b>										
Asset revaluation surplus	634,630,676	656,559,970	679,404,594	703,130,284	727,553,407	752,909,932	779,106,200	805,875,105	833,175,699	861,120,351
Retained surplus	1,690,581,857	1,699,985,835	1,714,525,475	1,722,583,855	1,730,711,284	1,744,577,900	1,751,875,319	1,756,645,764	1,765,042,713	1,768,753,661
<b>TOTAL COMMUNITY EQUITY</b>	<b>2,325,212,533</b>	<b>2,356,545,805</b>	<b>2,393,930,069</b>	<b>2,425,714,139</b>	<b>2,458,264,691</b>	<b>2,497,487,832</b>	<b>2,530,981,519</b>	<b>2,562,520,870</b>	<b>2,598,218,412</b>	<b>2,629,874,012</b>

**BUNDABERG REGIONAL COUNCIL****Financial Sustainability Ratios**

For the period ending 30 June 2021

	Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Net Financial Liabilities Ratio</b>	< 60%	8.9%	11.9%	16.0%	23.4%	31.4%	35.2%	32.1%	25.8%	20.6%	15.5%
Total liabilities less current assets divided by operating revenue											
<b>Operating Surplus Ratio</b>	0% -10%	-2.7%	0.1%	0.6%	0.1%	0.3%	0.1%	0.2%	1.1%	1.7%	2.7%
Operating surplus divided by total operating revenue											
<b>Asset Sustainability Ratio</b>	> 90%	53.1%	40.9%	56.0%	54.9%	42.1%	53.7%	44.9%	48.6%	47.6%	47.3%
Capital expenditure on replacement assets divided by depreciation expense											

**BUNDABERG REGIONAL COUNCIL****Estimated Activity Statement**

For the period ending 30 June 2021

	Water	Wastewater	Waste Management	Council's Holiday Parks	Bundaberg Airport
	2020/21	2020/21	2020/21	2020/21	2020/21
	\$	\$	\$	\$	\$
Estimated revenue payable to Council	1,787,542	495,834	295,669	-	-
Estimated revenue payable to external clients	29,685,264	30,495,524	23,139,367	2,528,724	1,879,795
Community service obligations	<u>777,867</u>	<u>800,015</u>	<u>698,339</u>	<u>15,642</u>	<u>249,372</u>
	32,250,673	31,791,373	24,133,375	2,544,366	2,129,167
Less: Estimated expenses	(22,469,921)	(19,845,526)	(20,277,456)	(2,377,999)	(3,464,786)
Estimated surplus/(deficit)	<u>9,780,752</u>	<u>11,945,847</u>	<u>3,855,919</u>	<u>166,367</u>	<u>(1,335,619)</u>

**Description of estimated CSO's provided to business activities**

Pension remissions	187,367				
Provision of water allocations to unlicensed sporting clubs free of charge	225,000				
Internal bulk water provisions	97,000				
Water leak relief	99,000				
Infrastructure charges incentives	169,500				
Pension remissions		255,237			
Providing pedestal discount for community and aged care facilities		332,225			
Providing pedestal discount for not-for-profit sporting clubs		50,053			
Infrastructure charges incentives		162,500			
Pension remissions			228,169		
Provision of bins and waste disposal for community events			24,620		
In-kind assistance for charities			95,550		

**BUNDABERG REGIONAL COUNCIL****10 Year Capital Investment Summary**

For the period ending 30 June 2021

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Total
<i>Expenditure Type</i>											
New	23,788,274	47,504,762	49,774,537	32,374,570	14,573,813	28,719,904	18,185,478	14,805,866	23,150,994	12,161,213	265,039,412
Upgrade	52,432,219	16,539,345	8,995,000	30,874,142	52,294,247	34,455,138	23,036,095	14,489,760	8,928,061	18,527,427	260,571,435
Renewal	34,634,844	34,075,587	33,363,815	25,761,080	25,981,416	28,869,683	31,160,219	29,103,703	30,264,329	25,811,063	299,025,739
Loan Redemption	7,531,609	6,494,746	7,506,615	8,524,598	7,733,080	7,104,880	7,255,707	7,302,088	7,680,046	8,383,401	75,516,770
	118,386,946	104,614,440	99,639,967	97,534,390	100,582,556	99,149,605	79,637,499	65,701,416	70,023,430	64,883,104	900,153,355
<i>Asset Class</i>											
Land	522,698	-	-	-	-	-	-	-	950,075	1,135,345	2,608,118
Land Restoration	524,312	3,034,147	150,000	150,000	150,000	1,688,823	4,098,065	75,000	75,000	150,000	10,095,347
Investment Property	4,530,921	-	-	-	-	-	-	-	-	-	4,530,921
Buildings & Structures	19,862,851	18,901,581	23,449,161	21,617,330	44,095,586	35,996,633	35,548,900	25,743,235	15,883,418	9,530,496	250,629,190
Plant & Equipment	15,918,962	12,520,213	12,554,179	7,317,196	6,939,168	6,478,227	7,375,423	6,179,334	6,484,587	6,110,333	87,877,622
Transport Infrastructure	40,975,778	35,014,817	34,591,012	25,816,961	32,231,320	28,896,551	20,159,315	18,473,510	32,144,193	23,223,725	291,527,181
Stormwater Drainage	4,779,122	6,225,000	2,220,000	13,901,031	2,436,720	2,823,587	944,916	1,981,250	901,006	7,428,969	43,641,601
Sewerage Infrastructure	3,115,961	9,793,000	9,521,000	9,569,290	4,261,682	11,427,000	2,289,984	1,779,000	2,128,190	7,202,837	61,087,944
Water Infrastructure	20,624,732	12,630,936	9,648,000	10,637,984	2,735,000	4,733,904	1,965,190	1,668,000	3,776,915	1,718,000	70,138,661
Intangibles	-	-	-	-	-	-	-	2,500,000	-	-	2,500,000
Loan Redemption	7,531,609	6,494,746	7,506,615	8,524,598	7,733,080	7,104,880	7,255,707	7,302,088	7,680,046	8,383,401	75,516,770
	118,386,946	104,614,440	99,639,967	97,534,390	100,582,556	99,149,605	79,637,499	65,701,416	70,023,430	64,883,104	900,153,355
<i>Funding Sources</i>											
Grants & Subsidies	31,788,427	27,459,000	20,780,095	16,350,000	11,200,000	15,100,000	11,600,000	5,100,000	2,600,000	5,100,000	147,077,522
Loans	3,000,000	21,700,000	25,900,000	15,250,000	5,500,000	11,000,000	9,000,000	5,500,000	13,000,000	8,550,000	118,400,000
Infrastructure Charges	12,338,000	4,365,000	4,250,000	3,039,780	667,493	4,600,000	-	978,891	2,831,800	4,000,000	37,070,964
Asset Sales	1,527,072	2,800,000	1,100,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	9,627,072
Reserves	1,931,312	3,034,147	150,000	150,000	150,000	1,650,000	425,000	75,000	75,000	150,000	7,790,459
General Revenue	67,802,135	45,256,293	47,459,872	62,144,610	82,465,064	66,199,605	58,012,499	53,447,525	50,916,630	46,483,104	580,187,338
	118,386,946	104,614,440	99,639,967	97,534,390	100,582,556	99,149,605	79,637,499	65,701,416	70,023,430	64,883,104	900,153,355





## Revenue Policy

### HEAD OF POWER

- *Local Government Regulation 2012*, section 169(2)(c) and section 193
- Corporate Plan, Outcome 3.1 – A sustainable financial position

### INTENT

The purpose of this policy is to achieve compliance with section 169(2)(c) and section 193 of the *Local Government Regulation 2012* and to outline the principles applied by Council.

### SCOPE

This policy applies to all staff and Councillors.

### POLICY STATEMENT

#### 1. Principles used for the making and levying of Rates and Charges

- a) Equity – ensuring the fair and consistent application of lawful rating and charging principles without bias, taking account of all relevant considerations;
- b) Transparency – openness in the processes involved in the making of rates and charges;
- c) Simplicity – a rating regime that is simple and cost effective to administer;
- d) Consistency – by scheduling the issue of rates notices on a regular basis;
- e) Fiscal responsibility – levying an amount sufficient to allow Council to meet its budgetary responsibilities;
- f) Clarity – by providing meaningful information on rate notices to enable ratepayers to clearly understand their responsibilities;
- g) Flexibility – responding where possible to unforeseen changes in the local economy and providing a wide range of payment options; and
- h) Sustainability – revenue decisions supporting the financial strategies for the delivery of infrastructure and services identified in Council's long-term planning.

#### 2. Principles used for granting Concessions for Rates and Charges

In considering the application of concessions Council will be guided by the principles of:

- a) The same treatment for ratepayers with similar circumstances;
- b) Transparency by making clear the requirements necessary to receive concessions; and
- c) Flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the Bundaberg Regional Council area is declared a natural disaster area by the State Government or impacted by a Pandemic called by the Australian Government.

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Responsible Department: Organisational Services

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## Revenue Policy

- 2.1 Council will apply concessions for the following groups, for the purposes outlined:
- a) Concession for rates and charges for pensioners – Council acknowledges that certain classes of pensioners have a reduced capacity to pay on demand and to the full quantum; and
  - b) Concessions for rates and charges for community, sporting and welfare groups – Council acknowledges the contribution of non-profit community, sporting and welfare groups based on the level of their community assistance and economic value to the region and community.

### 3. Principles used for the recovery of overdue Rates and Charges

- a) Transparency and clarity – making the obligations clear to ratepayers and the processes used by Council to assist ratepayers to meet these obligations;
- b) Simplicity – making the processes used to recover outstanding rates and charges clear and simple to administer and cost effective;
- c) Flexibility – by responding where necessary to changes in the local economy; and
- d) Equity – having regard to providing the same treatment for ratepayers with similar circumstances.

### 4. Principles used in Cost-recovery methods

- a) Fiscal responsibility – through full cost recovery, endeavouring to recover the full cost of the service for which the fee is remitted to minimise the effect on ratepayers;
- b) Simplicity – to make the levying of cost-recovery fees simple, efficient, and inexpensive to administer; and
- c) Clarity – in the method of calculating the amounts payable by the recipient of the service.

### 5. The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development

In setting infrastructure charges, Council seeks to achieve a balance between affordability and sustainability, with infrastructure charges below the State Government cap. By levying infrastructure charges for new development, Council intends to fund the physical and social costs of providing trunk infrastructure to service development within the Bundaberg Region.

Council's infrastructure charges aim to provide a reasonable and equitable distribution of costs between Council and developers of land, managing the impact of infrastructure costs of new development on existing ratepayers. To encourage development and longer-term job generating businesses, Council may discount certain types of infrastructure charges payable for new development applications in accordance with the terms of the relevant Policy at that time.

Council's infrastructure charging framework has been established in accordance with the legislative requirements of the *Planning Act 2016*.

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## Revenue Policy

### **ASSOCIATED DOCUMENTS**

- *Local Government Act 2009*
- *Planning Act 2016*
- Revenue Statement

### **DOCUMENTS CONTROLS**

Council will review this policy annually or in response to changes to law or best practice.

### **POLICY OWNER**

The Chief Financial Officer, Financial Services is the responsible person for this policy.

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Policy No. CP-3-001

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Responsible Department: Organisational Services

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## Revenue Statement

### HEAD OF POWER

- *Local Government Regulation 2012*, sections 169(2)(b) and 172
- *Corporate Plan, Outcome 3.1 - A sustainable financial position*

### INTENT

The purpose of the Revenue Statement is to achieve compliance with sections 169(2)(b) and 172 of the *Local Government Regulation 2012* and to provide an explanation of the rates and charges, cost recovery fees, and concessions adopted by Bundaberg Regional Council (Council).

### SCOPE

The Revenue Statement applies to all staff and Councillors.

### Definitions

**Rateable land** is defined by section 93(2) of the *Local Government Act 2009* as any land or building unit, in the local government area, that is not exempted from rates.

**Primary Council land use code** means a code recorded in Council's rating files as a Council code which identifies the principal use of the land or the potential predominant use by virtue of its improvements or activities conducted upon the land.

**Secondary Council land use code** means a code used in conjunction with the Primary Council land use code to indicate a particular land use or the potential predominant use by virtue of its improvements or activities conducted upon the land.

**Strata title residential and commercial property and Strata title residential and commercial use** means – Lots, which have a primary Council land use code of 1008 or 1009, created under the provisions of the *Building Units and Group Titles Act 1980* or the *Body Corporate and Community Management Act 1997*.

**Subdivided land** is defined in chapter 2, part 2, subdivision 3, sections 49 to 51 of the *Land Valuation Act 2010* as follows:

Subdivision applies to a parcel (the relevant parcel) if:

- the relevant parcel is one of the parts into which land has been subdivided; and
- the person who subdivided the land (the "subdivider") is the owner of the parcel; and
- the relevant parcel is not developed land.

### POLICY STATEMENT

Pursuant to sections 169(2)(b) and 172 of the *Local Government Regulation 2012*, Council is required to incorporate a Revenue Statement within its budget for each financial year that outlines the rates and charges, cost recovery fees, and concessions that the Council intends to apply as detailed below.

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## Revenue Statement

### 1. The Measures Adopted for Revenue Raising

Council for any financial year will, as properly planned to meet requirements, make and levy:

- Differential General Rates;
- Minimum General Rates;
- Separate Rates and Charges (for a specific purpose benefitting the Region);
- Special Rates and Charges (generally across specific benefited or serviced areas of the Region); and
- Utility Charges.

In respect of utility charges, Council will, as properly planned to meet requirements, make and levy such charges for supplying:

- Water services;
- Sewerage services;
- Waste and recycling collection services; and
- Trade waste processing services.

Council's rate-setting and charging structures will be based on the principles outlined in its Revenue Policy including equity, transparency, simplicity, consistency, fiscal responsibility, clarity, flexibility and sustainability.

### 2. General Rates / Differential General Rates

General rates are levied on all rateable properties in the regional area, and are calculated on the basis of the value of land. The value of land is determined by the Department of Natural Resources, Mines & Energy according to:

- in the case of rural land, its unimproved capital value; and
- in all other cases, its site value.

Council will make and levy differential general rates for the financial year ending 30 June 2021, on all rateable land in the Local Government area.

Where Council makes a determination that a parcel of land is intended to be used for a particular purpose, or has the potential to be used for such a purpose, it will have regard to, amongst other things, any improvements to, or activities being undertaken on, the land.

Further, Council delegates to the Chief Executive Officer the power (contained in sections 81(4) and (5) of the *Local Government Regulation 2012*) to identify the rating category to which each parcel of rateable land in Council's area belongs.

In accordance with sections 88 and 90 of the *Local Government Regulation 2012*, owners of rateable land will be informed of the general rating category in which their land has been included and that they have the right of objection to the category to which their land is allocated. All objections shall be submitted to the Chief Executive Officer, Bundaberg Regional Council, and the only basis for objection shall be that at the date of issue of the rate notice, having regard to the descriptions adopted by Council, the land should be in another rating category.

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## Revenue Statement

### 3. Minimum General Rate

A Minimum General Rate will be set for each rating category for the purpose of:

- setting a minimum contribution to be made from all properties situated within the region; and
- ensure that general rate revenue from lower valued properties results in a more equitable contribution from such properties towards the cost of services funded from general rates.

In accordance with section 77(3) of the *Local Government Regulation 2012*, Minimum General Rates do not apply to subdivided land with a land use code of 1072.

### 4. Differential General Rates

In accordance with sections 92 and 94 of the *Local Government Act 2009* and sections 77 to 82 of the *Local Government Regulation 2012*, Council makes and levies differential general rates and corresponding Minimum General Rates for the year ending 30 June 2021, against rateable land categories as follows:

Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
1	<b>Urban Residential Land</b> – Land that is used, or has the potential to be used, for urban residential purposes, other than land included in category 5 or 7	1001 - Vacant Land 1002 - Single Use Dwelling 1003 - Multi Unit Dwellings – Flats/Dual Occupancy 1006 - Outbuilding 1009 - Strata Title Residential Use 1021 - Residential Institution Non-Medical 1072 - Section 49 to 51 Valuation	1.1964	\$1,024
2	<b>Rural Residential Land</b> – Land that is used, or has the potential to be used, for rural residential purposes	1003 - Multi Unit Dwellings – Flats/Dual Occupancy 1004 - Vacant Large Homesite 1005 - Dwelling Large Homesite 1006 - Outbuilding 1009 - Strata Title Residential Use 1021 - Residential Institution Non-Medical 1072 - Section 49 to 51 Valuation 1094 - Other Rural Land	1.0292	\$1,028
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## Revenue Statement

Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
5	<p><b>Coastal Towns</b> - Land that is used, or has the potential to be used, for residential purposes and is located within the townships or areas of Bargara, Burnett Heads, Buxton, Coonarr, Coral Cove, Elliott Heads, Innes Park, Moore Park Beach, Walkers Point, Winfield and Woodgate Beach, and does not have frontage to the Pacific Ocean or frontage to a road which, in turn, has frontage to the Pacific Ocean.</p> <p>* Refer Differential Rating Maps 1-10</p>	1001 - Vacant Land 1002 - Single Unit Dwelling 1003 - Multi-Unit Dwelling, Flats, Dual Occupancy 1004 - Vacant Large Homesite 1005 - Dwelling Large Homesite 1006 - Outbuildings 1009 - Strata Title Residential Use 1021 - Residential Institution Non-Medical 1072 - Section 49 to 51 Valuation	0.9761	\$1,137
6	<i>Intentionally left blank</i>			
7	<p><b>Urban Oceanfront</b> – Land that is used, or has the potential to be used, for residential purposes and is located within the townships or areas of Bargara, Burnett Heads, Coonarr, Coral Cove, Elliott Heads, Innes Park, Moore Park Beach, Winfield and Woodgate Beach, and has frontage to the Pacific Ocean, or has frontage to a road which, in turn, has frontage to the Pacific Ocean</p> <p>* Refer Differential Rating Maps 1-10</p>	1001 - Vacant Land 1002 - Single Unit Dwelling 1003 - Multi Unit Dwelling, Flats, Dual Occupancy 1004 - Vacant Large Homesite 1005 - Dwelling Large Homesite 1006 - Outbuildings 1009 - Strata Title Residential Use 1021 - Residential Non-Medical 1072 - Section 49 to 51 Valuation	0.9196	\$1,288
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## Revenue Statement

Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
9	<b>Agricultural Land -</b> <i>Land that is used, or has the potential to be used, for agricultural purposes.</i>	1060 - Sheep Grazing 1061 - Sheep Breeding 1064 - Cattle Grazing & Breeding 1065 - Cattle Breeding & Fattening 1066 - Cattle Fattening 1067 - Goats 1068 - Milk Quota 1069 - Milk No Quota 1070 - Cream 1071 - Oil Seeds 1073 - Grains 1074 - Turf Farms 1075 - Sugar Cane 1076 - Tobacco 1077 - Cotton 1078 - Rice 1079 - Orchards 1080 - Tropical Fruits 1081 - Pineapple 1082 - Vineyards 1083 - Small Crops & Fodder Irrigation 1084 - Small Crops & Fodder Non Irrigation 1085 - Pigs 1086 - Horses 1087 - Poultry 1088 - Forestry & Logs 1089 - Animals – Special 1090 - Stratum	1.4077	\$1,137
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## Revenue Statement

Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
12	<b>Bundaberg Commercial Land</b> – Land located within the area of Bundaberg City that is used, or has the potential to be used, for commercial purposes, other than land included in category 15.	1007 - Guest House/Private Hotel 1008 - Strata Title Non Residential Use 1010 - Combines Multi Dwelling & Shops 1011 - Shop Single 1012 - Shop Group (more than 6 shops) 1013 - Shopping Group (2 to 6 shops) 1014 - Shopping Main Retail (CBD) 1015 - Shopping Secondary (Fringe CBD) 1016 - Drive in Shopping Centre 1017 - Restaurant 1018 - Tourist Attraction 1020 - Marina 1022-1 - Car Park Commercial 1023 - Retail Warehouse 1024 - Sales Area (Outdoor) 1025 - Offices 1026 - Funeral Parlour 1027 - Private Hospital/Convalescent Home (Medical Private) 1028-1 - Warehouse & Bulk Stores 1030 - Service Station 1038 - Advertising Hoarding 1041 - Child Care excluding Kindergarten 1042 - Tavern/Hotel 1043 - Motel 1044 - Nursery (Plants) 1045 - Theatres and Cinemas 1046 - Drive-In Theatre 1047 - Club – Sport (run as a business) 1049 - Caravan Park 1053 - Employment Agency/Training 1054 - Marketplace	2.2403	\$1,352
13	<i>Intentionally left blank</i>			

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## Revenue Statement

Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
14	<b>Other Commercial Land</b> – Land located outside the area of Bundaberg City that is used, or has the potential to be used, for commercial purposes.	1007 - Guest House/Private Hotel 1008 - Strata Title Non Residential Use 1010 - Combines Multi Dwelling & Shops 1011 - Shop Single 1012 - Shop Group (more than 6 shops) 1013 - Shopping Group (2 to 6 shops) 1014 - Shopping Main Retail (CBD) 1015 - Shopping Secondary (Fringe CBD) 1016 - Drive in Shopping Centre 1017 - Restaurant 1018 - Tourist Attraction 1020 - Marina 1022-1 - Car Park Commercial 1023 - Retail Warehouse 1024 - Sales Area (Outdoor) 1025 - Offices 1026 - Funeral Parlour 1027 - Private Hospital/Convalescent Home (Medical Private) 1028-1 - Warehouse & Bulk Stores 1030 - Service Station 1038 - Advertising Hoarding 1041 - Child Care excluding Kindergarten 1042 - Tavern/Hotel 1043 - Motel 1044 - Nursery (Plants) 1045 - Theatres and Cinemas 1046 - Drive-In Theatre 1047 - Club – Sport (run as a business) 1049 - Caravan Park 1053 - Employment Agency/Training 1054 - Marketplace	1.4505	\$1,352
15	<b>Major Shopping Centre</b> – Land that is used, or has the potential to be used for the purposes of a shopping centre with a gross floor area of more than 20,000m <sup>2</sup>	1016-16 - Drive In Shopping Centre with more than 20,000m <sup>2</sup> gross floor area.	3.8360	\$549,346

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Category	Description	Identification (Land to which the Primary Land use Codes apply)	Rate in the Dollar of Property Value	Minimum General Rate
16	<b>Industrial Land</b> – Land that is used, or has the potential to be used for industrial purposes and which is not included in category 18 or 19.	1028-2 - Warehouse & Bulk Stores 1029 - Transport Terminal 1031 - Oil/Fuel Depot and Refinery 1032 - Wharves, Jetties, Barge Landing 1033 - Outdoor Service Area 1034 - Cold Stores – Iceworks 1035 - General Industry 1036 - Light Industry 1037 - Noxious/Offence Industry 1039 - Harbour Industry 1091 - Transformers and Substations 1200 - Solar Farm	1.7124	\$1,642
17	<i>Intentionally left blank</i>			
18	<b>Extractive Industry</b> - Land that is used, or has the potential to be used, for extractive industry	1040 - Extractive Industry	2.2951	\$2,574
19	<b>Heavy Industry</b> – Land that is used, or has the potential to be used, for a sugar mill, co-generation plant or any heavy industrial purpose.	1251 - Co-generation plant 1252 - Sugar Cane/Sugar Mill 1253 - Heavy Industry Purpose	1.9774	\$109,978
20	<b>Other Land</b> – Land that is not included in any other rating category	1019 - Walkway 1022-2 - Car Parks – Ancillary Use 1050 - Other Clubs (NonBusiness) 1051 - Religious 1052 - Cemetery 1055 - Library 1056 - Showgrounds, Racecourse, Airfield 1057 - Parks, Gardens 1058 - Educational – including Kindergarten 1059 - Local Authority (secondary use only) 1092 - Defence Force Establishments 1095 - Reservoirs, Dams, Bores, Channels 1097 - Welfare Homes/Institutions 1099 - Community Purposes 1100 - Driver Education Centre	1.1049	\$1,028

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## Revenue Statement

Where the rateability of any land alters during the year, adjustment to the differential general rate shall be made from the date such changes become effective.

Subdivisions have a primary land use code of 1072 and will be placed into the general rating category in which they would normally be situated. The value of subdivisions will be discounted by 40% for rating purposes in accordance with Section 50(2) of the *Land Valuation Act 2010*.

### 5. Separate Rates and Charges

#### 5.1 Community and Environment Charge

Pursuant to section 103 of the *Local Government Regulation 2012*, Council will make and levy a separate charge in the sum of \$50 per assessment for the purposes of assisting with the maintenance and improvements of community facilities, upgrades and enhancements of parks, reserves and natural areas within the region.

### 6. Special Rates and Charges

#### 6.1 Rural Fire Levy

Pursuant to section 94 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 to be known as the "Special (Rural Fire Services) Charge" of \$30 on each assessment in the local government area which is situated within a Class E Levy Area under the *Fire and Emergency Services Regulation 2011*. Multiple charges will apply on one assessment if it comprises multiple rural fire brigade areas, with one charge of \$30 per rural fire brigade area.

The special charge shall fund the ongoing provision and maintenance of rural firefighting equipment for the rural fire brigades that operate throughout Class E Levy areas under the *Fire and Emergency Services Regulation 2011*.

Land within the local government area which is situated within a Class E Levy area under the *Fire and Emergency Services Regulation 2011* is not serviced by urban firefighting services and, as such, specially benefits from the fire emergency response capability that is provided by the rural fire brigades.

The overall plan for the special charge will be as follows:

- a) The land to which the plan applies is each assessment in the local government area which is situated within a Class E Levy area under the *Fire and Emergency Services Regulation 2011*;
- b) The service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural firefighting equipment for the rural fire brigades that operate throughout Class E Levy areas under the *Fire and Emergency Services Regulation 2011*;
- c) The time for implementing the overall plan is one year; and
- d) The estimated cost of implementing the overall plan is \$395,000.

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## Revenue Statement

### 7. State Emergency Management Levy

In accordance with the *Fire and Emergency Services Act 1990*, Council is required to collect a State Emergency Management Levy on all properties on behalf of the Queensland Fire and Emergency Services. The Levy is not a Council charge and the funds collected are remitted to the Queensland Fire and Emergency Services. However, Council is entitled to an administration fee for collecting this Levy, as prescribed by the *Fire and Emergency Services Regulation 2011*. Rate assessments with multiple properties are levied per parcel, in accordance with the State's legislation, excluding contiguous agricultural parcels in the same ownership.

### 8. Utility Charges

In setting Utility Charges, Council will take into consideration factors such as:

- Legislative requirements including National Competition Policy;
- Council policy objectives;
- Recovery of sufficient revenue to cover costs and a return on assets;
- Other sources of revenue where appropriate; and
- Future capital investment planning.

#### 8.1 Water

##### 8.1.1 Declared service area – water

For the financial year 1 July 2020 to 30 June 2021, the declared service areas (water) to which water charges apply, shall be as per the declared service area (water) maps which, in accordance with section 163 of the *Water Supply (Safety & Reliability) Act 2008*, are available for inspection at Council offices or on Council's website at [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au).

##### 8.1.2 Service provider (water)

The service provider within the declared service area/s (water) shall be Bundaberg Regional Council.

##### 8.1.3 Water charges

Council levies water charges on properties in the defined water supply areas to recover the full costs of the water supply operation including a return to the community on the assets employed.

Pursuant to sections 92(4) and 94 of the *Local Government Act 2009* and Sections 99 to 102 the *Local Government Regulation 2012*, the following water charges will be made and levied for the financial year 1 July 2020 to 30 June 2021:

#### a) Water access charge

A common access charge, for same sized meters, applies in all areas receiving a potable and non-potable water supply.

Vacant lands situated in the water area and not serviced with a water connection are charged a Vacant or Non-Metered Access charge. The reason for this is that the major

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portion of Council's costs associated with providing a water service is in the provision and maintenance of capital infrastructure and these costs must be financed whether or not a property is actually connected to the water system.

Single residential properties are levied a charge based on the size of the water meters serving the property, since the meter size determines the potential volume of water used.

Where multiple lots are included on one assessment, Council will levy a water access charge for:

- house and vacant lot together – based on the size of the water meters servicing the property;
- multiple vacant lots on the one assessment without a water connection, a Vacant or Non-metered Access charge; and
- multiple vacant lots on the one assessment with a water connection, based on the size of the water meters servicing the property.

### Non Strata Flats/Separate Dwellings/Dual Occupancy

Where water consumption is not separately metered for each unit, will be levied with a water access charge based on the size of the meters servicing the property.

Where water consumption is separately metered for each unit, will be levied with a water access charge for each of the sub metered units, based on the size of each meter.

### Properties with multiple connections

Properties with multiple connections are levied a water access charge based on the size of the water meters servicing the property.

### Community Title Schemes with a shared water meter(s)

Lots in a community titles scheme, where water consumption is not separately metered for each lot, each lot will be levied a percentage of a 20mm access charge as per the following table:

<i>Number of Lots not separately metered</i>	<i>Percentage of 20mm Access Charge</i>	<i>Annual Charge per Lot</i>
1 to 5	95%	\$395
6 to 10	90%	\$374
11 to 20	85%	\$354
21 to 30	80%	\$333
31 to 40	75%	\$312
41 to 50	70%	\$291
51 to 60	65%	\$270
Above 60	60%	\$250

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## Revenue Statement

Lots in a community titles scheme, where water consumption is separately metered for each lot, will be levied a single water access charge based on the size of the meter connected to that lot.

### Concessional situations

A concessional water access charge equal to a 20mm Access is levied for each registered dedicated fire service connection even though the actual size of the connection is usually larger.

Council will charge unlicensed/restricted licensed sporting clubs a water access charge for their largest connection on each assessment and no access charge will be levied for additional meters.

Section 95 of the *Housing Act 2003* provides that all government portfolio properties are deemed to be non-rateable in accordance with section 93 of the *Local Government Act 2009*. Services to State land that are capped are deemed to be disconnected and will not attract the relevant vacant service charges.

For the reduced water service areas of Burnett Downs and Sylvan Woods the following special arrangements will apply:

- Burnett Downs – Council identifies Burnett Downs Yard water supply properties as a separate class of consumers, where consumers are provided with water and services at an amount below full cost as per the declared service area (water) map which, in accordance with section 163 of the *Water Supply (Safety and Reliability) Act 2008*, is available for inspection at Council offices or on Council's website.
- Sylvan Woods – Council identifies Sylvan Woods non-potable constant flow water supply properties as a separate class of consumers, where consumers are provided with water and services which are restricted in volume and pressure of supply as per the declared service area (water) map which, in accordance with section 163 of the *Water Supply (Safety and Reliability) Act 2008*, is available for inspection at Council offices or on Council's website.

An Access Charge shall apply to all premises or metered connection for the period 1 July 2020 to 30 June 2021, according to the water meter size/s serving the premises in accordance with the following, unless otherwise specified:

<i>Water Access Charge Description</i>	<i>Potable Water Unrestricted</i>	<i>Non-potable Water / Restricted Flow</i>
Vacant and non-metered	\$416	\$333
20mm meter connection	\$416	\$333
25mm meter connection	\$650	\$520
32mm meter connection	\$1,065	\$852
40mm meter connection	\$1,664	\$1,331
50mm meter connection	\$2,600	\$2,080

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80mm meter connection	\$6,656	\$5,325
100mm meter connection	\$10,400	\$8,320
150mm meter connection	\$23,400	\$18,720

### b) **Water consumption charge**

Water consumption is levied half-yearly for the readings undertaken prior to the 31 December 2020, and prior to the 30 June 2021. Generally, the consumption within each six month reading period will be levied on a two tiered charging system as set out hereunder:

- (i) Charge per Kilolitre
  - 1<sup>st</sup> Tier: \$1.16 per kilolitre – for the first 150 kilolitres of consumption per half year;
  - 2<sup>nd</sup> Tier: \$1.90 per kilolitre – for each kilolitre of consumption over 150 kilolitres per half year.
- (ii) Charge per kilolitre for the Burnett Downs Yard water supply reticulation group or service area, and Sylvan Woods non-potable supply:
  - 1<sup>st</sup> Tier: \$0.93 per kilolitre – for the first 150 kilolitres of consumption per half year;
  - 2<sup>nd</sup> Tier: \$1.52 per kilolitre – for each kilolitre of consumption over 150 kilolitres per half year.

For land, other than land in a community titles scheme, which has multiple water meters the consumption charge shall be determined as follows:

- where the land is being used for a single use, the consumption recorded by each of the meters shall be totalised and the applicable tariff for that use shall be applied; and
- where the land is being used for two or more discrete uses, and the water is separately metered for each use, the applicable tariff for each use shall be applied.

For land in a community titles scheme, Council will charge for water consumption as per the provisions of the *Body Corporate and Community Management Act 1997*.

For measurement of water use for charging purposes for the period 1 July 2020 to 30 June 2021, section 102 of the *Local Government Regulation 2012* shall apply to the reading of meters based on the nominal initial meter reading date of period ending 30 June 2020 and nominal final reading date of period ending 30 June 2021.

Council reserves the right to read and levy water consumption at intervals other than six monthly for specific connections as required.

### **8.1.4 Dedicated fire services**

Water from registered dedicated fire services is for fire emergencies and testing purposes only and no charge will be levied for the first 10 kilolitres in each six month reading period.

However to prevent misuse of these services, Council will impose a penalty charge per kilolitre for consumption greater than 10 kilolitres in each six month reading period of 10 times the 2nd Tier charge per kilolitre applicable to its area, unless evidence is provided proving that the water was used in a fire emergency, in which case charges will be at the normal level.

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### **8.1.5 Community service obligations**

Pursuant to sections 120 to 122 of the *Local Government Regulation 2012*, Council will grant concessions for water charges in the circumstances set out below.

#### **a) Restricted sporting clubs**

Pursuant to section 120(1)(b)(i) of the *Local Government Regulation 2012*, Council grants the following rating concessions to not-for-profit sporting clubs, which either have no liquor license or a restricted Community Other Liquor License in terms of section 80 of the *Liquor Act 1992*:

- (i) A water access charge for its largest connection on each assessment and no access charge will be levied for additional meters. For water meters above 20mm, or restricted license sporting clubs reduce their current largest water meter size to a smaller size, their Water Access Charge will be reduced to the Water Access Charge applicable to the revised water meter size. Where it is impractical to do so, Council will charge the equivalent of 40% of the 40mm Water Access Charge;
- (ii) 4,000 kilolitres of water per annum per hectare of playing surface, free of consumption charges. The Water Consumption concession is over the playing area, therefore if a club only used the playing area for seasonal sport, they will receive a concession equal to 75% of the calculation per hectare. However, if there is more than one club sharing the playing area, they will receive no more than the 100% combined concession based on the playing area;
- (iii) Those restricted sporting clubs that do not have playing fields (e.g. indoor facility, tracks) shall receive a concession for water consumption charges of up to the equivalent of the cost of 350 kilolitres per annum;
- (iv) Council may require eligible organisations to develop and implement a Water Efficiency Management Plan to ensure the efficient and safe use of water;
- (v) Where an eligible organisation is requested to implement a Water Efficiency Management Plan and fails to do so to Council's satisfaction, Council may resolve to reduce or remove the water charge concessions granted to that organisation;
- (vi) Water consumption per assessment in excess of these entitlements be levied for the first 300 kilolitres at the 1<sup>st</sup> tier rate, and any consumption in excess of 300 kilolitres will be levied at the 2<sup>nd</sup> tier rate; and
- (vii) Unused entitlements are not carried forward into the following financial year.

#### **b) The Gin Gin Agricultural, Pastoral and Industrial Society**

The Gin Gin Agricultural, Pastoral and Industrial Society will be entitled to 4,800 kilolitres of water per annum, free of consumption charges, with the expectation that the allowance be used only on the main arena.

Water consumption per assessment in excess of these entitlements be levied for the first 300 kilolitres at the 1<sup>st</sup> tier rate, and any consumption in excess of 300 kilolitres per annum will be levied at the 2<sup>nd</sup> tier rate. Unused entitlements are not carried forward into the following financial year.

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### **c) Moore Park Beach Rural Fire Brigade**

Council recognises the Moore Park Beach Rural Fire Brigade as providing a community service in protecting the community against fire and related hazards. As such, Council will charge the Moore Park Beach Rural Fire Brigade the equivalent of a 20mm Water Access Charge for its largest meter connection regardless of the size of the Brigade's water meter connection.

#### **8.1.6 Water meters registering inaccurately**

If Council is satisfied that a water meter ceases to register, or is reported to be out of order or registering inaccurately (through no fault of the ratepayer), or Council is unable to read the meter, Council will apply a water consumption charge equal to the quantity of water used during the immediately prior corresponding accurate period of water use measurement and, if applicable, remit the difference between the actual charge and the charge based on the prior water consumption. If the immediately prior corresponding accurate period cannot be determined, Council will use the daily average for the same period.

Council grants this concession on the basis that, to require the ratepayer to pay full charges for consumption in circumstances where a water meter registers inaccurately (through no fault of the ratepayer), would result in hardship.

#### **8.1.7 Extended area of application of charges**

These charges apply to the declared service areas (water) maps and to:

- All new lots created under a development approval for which all approval conditions have been completed, and which as part of their conditions of approval included a requirement for connection to a reticulated water supply;
- Any other lot which is connected to a reticulated water supply; and
- Any other lot, where Council resolves that the lot becomes capable, by reason of extension of the water supply system, of being connected to a reticulated water supply; i.e. to all lots within any extension of any of the areas serviced by reticulated water supply where such areas are approved by Council. The charges apply in every case where service is provided or available, regardless of whether, or the time at which, formal amendment is made to the declared service area.

#### **8.1.8 Service connections outside declared service areas (water)**

Any approved water service connections, which are located outside the declared service area (water), will have access and use charges applied in the same manner and at equivalent charges to the use as would apply were they to be situated within the declared service area to which they are connected.

## **8.2 Sewerage**

### **8.2.1 Declared service area – sewerage**

For the financial year 1 July 2020 to 30 June 2021, the declared service areas (sewerage) to which sewerage charges apply, shall be as per declared service area (sewerage) maps which, in accordance with Section 163 of the *Water Supply (Safety and Reliability) Act 2008*, are available for inspection at Council offices or on Council's website at [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au).

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### 8.2.2 Service Provider (Sewerage)

The service provider within the declared service area/s (sewerage) shall be Bundaberg Regional Council.

### 8.2.3 Sewerage Charges

Sewerage charges are levied on all properties within the defined sewerage area to cover the cost of:

- Sewage collection and treatment; and
- The disposal of effluent and bio-solids.

The same sewerage charge is levied to connected properties and non-connected properties within the defined sewerage area. The reason for this is that the major portion of Council's costs associated with providing a sewerage service is in the provision and maintenance of capital infrastructure and these costs must be financed whether or not a property is actually connected to the sewerage system.

Where there is more than one structure on land capable of separate occupation, a charge will be made for each structure.

Pursuant to sections 99 and 100 of the *Local Government Regulation 2012*, Council will make and levy a Sewerage Charge of \$782 for the financial year 1 July 2020 to 30 June 2021 as set out below:

- Single residential properties are levied one sewerage charge. No additional charges apply for extra pedestals;
- Each residential flat, unit, granny flat, dual occupancy dwelling, separate dwelling or strata title unit is levied one sewerage charge. No additional charges apply for extra pedestals;
- Where multiple residential lots are included on the one rate assessment, Council will levy one sewerage charge for:
  - house and vacant lot together
  - multiple vacant lots on the one rate assessment.
- Non-residential properties that are not body corporate/strata title entities will be charged one sewerage charge per pedestal;
- Non-residential body corporate/strata title properties are levied a minimum of one sewerage charge to each strata unit, regardless of whether they have an individual sewer connection. Where units have more than one pedestal, a sewerage charge will be levied for each pedestal serving the unit. Each unit owner is levied separately for sewerage charges;
- Where a non-residential property incorporates a residential dwelling used to manage a business run from that property, the residential dwelling will be levied one sewerage charge and no additional charges will apply for extra pedestals within the residence; and
- Waste dump points at caravan parks are levied one sewerage charge per dump point.

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### **8.2.4 Multi accommodation self-contained residential units for the aged under the control of charitable/church organisations**

Pursuant to sections 120 to 122 of the *Local Government Regulation 2012*, multi accommodation self-contained residential units for the aged under the control of charitable/church organisations (excluding care centres); and pedestals installed in Department of Housing & Public Works units for the aged, including those identified in the table below, be granted a rebate of 60% of the sewerage charges.

<i>Property Owner and Location</i>
The State of Queensland (Represented by Department of Housing & Public Works), 11 Mulgrave Street, Bundaberg West
The State of Queensland (Represented by Department of Housing & Public Works), 30 Sugden Street, Bundaberg South
East Haven, 1 Ann Street, Bundaberg East
East Haven, 47-49 Victoria Street, Bundaberg East
East Haven, 51 Victoria Street, Bundaberg East
The Corporation of The Synod of The Diocese of Brisbane, 4 Mezger Street, Kalkie
The Baptist Union of Queensland, 28 Jocusen Street, Kepnock
Churches of Christ Care, 71 & 83 Dr Mays Road, Svensson Heights
The State of Queensland (Represented by the Department of Housing & Public Works), 9 Griffith Street, Bundaberg South
The Uniting Church in Australia Property Trust (Q), (balance) 341 Bourbong Street, Millbank
The Uniting Church in Australia Property Trust (Q), (part) 1 River Terrace, Millbank
The State of Queensland (Represented by Department of Housing & Public Works), 181 Barolin Street, Avenell Heights
The State of Queensland (Represented by Department of Housing & Public Works), 147 Barolin Street, Avenell Heights
Forest View Childers Inc., 3 Morgan Street, Childers
Forest View Childers Inc., 4 Morgan Street, Childers
Kolan Centenary Seniors Village, 3 Tirroan Road, Gin Gin

Council grants this concession on the basis that multi accommodation self-contained residential units for the aged, under the control of charitable/church organisations, are entities whose objects do not include the making of a profit.

Council delegates to the Chief Executive Officer the power, pursuant to part 5, chapter 7 of the *Local Government Act 2009*, to determine applications made for this concession.

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### **8.2.5 Restricted sporting clubs and Gin Gin Agricultural Pastoral and Industrial Society**

Pursuant to section 120(1)(b)(i) of the *Local Government Regulation 2012*, Council grants a 50% concession on sewerage charges to not-for-profit sporting clubs and to the Gin Gin Agricultural Pastoral and Industrial Society, which either have no liquor license or hold a restricted Community Other Liquor License in terms of section 80 of the *Liquor Act 1992*.

### **8.2.6 Extended area of application of charges**

These charges apply to the declared service areas (sewerage) maps and to:

- All new lots created under a development approval for which all approval conditions have been completed and which, as part of their conditions of approval, included a requirement for connection to the reticulated sewerage system;
- Any other lot which is connected to the reticulated sewerage system;
- Any other lot, where Council resolves that the lot becomes able, by reason of extension of the sewerage system, to be connected to the reticulated sewerage system.

That is, to all lots within any extension of any of the areas serviced by reticulated sewerage system where such areas are approved by Council. The charges apply in every case where service is provided or available, regardless of whether, or the time at which, formal amendment is made to the declared service area.

### **8.3 Trade Waste Charge**

Pursuant to section 99 of the *Local Government Regulation 2012*, trade waste charge/s be made and levied by the Council upon all non-residential ratepayers discharging trade waste to Council's sewer.

The following be adopted as the basis for making and levying the trade waste charge:

- (i) The volume of trade waste effluent discharged into Council's sewerage system;
- (ii) The content/strength of the trade waste; and
- (iii) The type or capacity of the pre-treatment device required by the ratepayer to treat trade waste before it is discharged into Council's sewerage system.

The content/strength level of the trade waste will be based on the level of Biochemical Oxygen Demand (BOD<sub>5</sub>), Chemical Oxygen Demand (COD), Fats Oils and Grease (FOG) and Suspended Solids which are defined in Appendix 2 – sewer admission limits - of Council's Trade Waste Management Plan. The level of BOD<sub>5</sub>, COD, FOG and Suspended Solids determines, in accordance with section 5 of Council's Trade Waste Environmental Management Plan, if the trade waste discharge is a category 1, 2, 3, 4 or 5 in terms of concentration and volume.

The trade waste charges determined for the financial year 1 July 2020 to 30 June 2021 have been discounted by 50% to what would otherwise would have been charged to recognise the impact of the COVID-19 pandemic on the ratepayers required to pay this charge. This charge will be levied in the 1 January 2021 to 30 June 2021 levy period.

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Discharge category criteria is determined by level and strength of content of trade waste, as shown below along with the associated charge:

Category	Description	Base Charge	Tier Charge (in addition to the Base Charge)*
1	Minor discharge with no pre-treatment or monitoring required.	\$125	N/A
2	Compliant pre-treatment, or pre-treatment not required. Low risk with annual discharge generally less than 100kL.	\$212	N/A
3	Low Strength/Risk discharge with pre-treatment, or pre-treatment not required. Annual discharge generally less than 500kL.	\$355	N/A
4	Medium Strength/Risk discharge with pre-treatment required. Annual discharge generally less than 500kL.	\$618	Tier A \$263 Tier B \$525 Tier C \$788
5	High Strength/Risk discharge with pre-treatment required, and/or annual discharge generally greater than 500kL.	\$1,587	Tier A \$525 Tier B \$1,051 Tier C \$1,576

\* At the Chief Executive Officer's discretion for categories 4 and 5, a Tier Charge loading may be applied in addition to the base charge to reflect the actual or perceived load on the sewerage network, based on volume, risk, or strength.

Trade Waste Equivalent Arrestor Charges 2020/21\* # are shown below:

Category	Description	Annual Charge
EAC 1	500 - 999L	\$578
EAC 2	1000 - 1999L	\$946
EAC 3	2000 - 3999L	\$1,576

\* Where Council require that a pre-treatment device be installed but cannot be installed due to site specific or other constraints, charges will apply to cover additional treatment costs.

# Equivalent Arrestor Charges are applied in addition to other applicable trade waste charges.

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### 8.4 Waste

#### 8.4.1 Declared service area (waste)

The declared service areas (waste) to which Waste Collection Charges apply, shall be as per the declared service area (waste) maps which are available for inspection at Council offices or on Council's website at [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au).

#### 8.4.2 Service provider (waste)

The service provider within the declared service area/s (waste) shall be Bundaberg Regional Council.

Council makes and levies utility charges for the provision of waste management services, which are calculated to recover the full cost of providing the service. Waste management utility charges incorporate the cost of providing and maintaining refuse tips and transfer stations and the cost of implementing waste management and environment protection strategies. The type or level of service to be supplied to each property in the waste area will be determined by Council as is appropriate to the premises, and in accordance, where relevant, with the *Environmental Protection Act 1994*, *Environmental Protection Regulation 2008*, *Waste Reduction & Recycling Regulation 2011*, *Waste Reduction & Recycling (Waste Levy) Amendment Regulation 2019*, Bundaberg Regional Council's Planning Scheme and Planning Scheme Policies and Bundaberg Regional Council *Local Law No 8 (Waste Management) 2017*.

Council will levy a waste and recycling collection charge of \$356 per annum to the owner of residential property and/or structure within the waste collection areas, regardless of whether ratepayers choose to use the domestic general waste collection and/or recycling services provided by Council. Council will refer to the Building Classification Code for determination, if required. The service is available to non-residential properties on application. Requests for services to a body corporate common area will need to comprise a written agreement between the service provider (Council) and the body corporate as per the *Body Corporate & Community Management Act 1997*.

Where there is more than one structure on land capable of separate occupation a charge of \$356 will be made for each structure. A waste collection charge of \$356 will apply to each house, strata titled unit, granny flat, flat, secondary dwelling, dual occupancy or other dwelling designed for separate residential occupation, whether it is occupied or not.

Waste collections for Non-Residential Properties attract the State Government Waste Levy applicable under the *Waste Reduction and Recycling (Waste Levy) Amendment Regulation 2019*. Council will recover this levy on behalf of the State through its waste charges for Non-Residential Properties.

Retirement Villages may be residential or non-residential enterprises and as such waste services requirements will be reviewed on an individual basis by Council's Waste & Recycling Section.

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A summary of the waste and recycling services/levies is as follows:

Service level – Removal, transport and disposal of waste	2020/2021 Levy
<b>Residential Properties</b>	
240 litre refuse weekly/240 litre recycling fortnightly (minimum service)	\$356
<b>Additional Services</b>	
240 litre refuse weekly/240 litre recycling fortnightly	\$356
240 litre refuse weekly – only available if in receipt of a minimum service	\$257
240 litre recycling fortnightly – only available if in receipt of a minimum service	\$52
<b>Non-Residential Properties</b>	
240 litre refuse/240 litre recycling (minimum service)	\$417
240 litre refuse weekly service	\$318
240 litre recycling fortnightly service	\$99

*Note: The bin sizes mentioned above may be substituted by Council however the service and levy will remain the same as a 240 litre refuse/240 litre recycling bin service.*

Where insufficient space is available for the storage of multiple bins at strata titled properties, these properties may apply to Council for approval to make private arrangements to receive an alternative service, in which case a Council waste collection charge will not apply.

The charges for the service are annual charges and are not reduced for periods of time when the premises are unoccupied. These charges apply if Council approves an extension to the Waste Declared Area regardless of if, or the time at which, formal amendment is made to the declared service area.

### 9. Concessions and Rebates

Part 10 of the *Local Government Regulation 2012* empowers Council to grant a concession in certain circumstances.

In addition to the specific concessions mentioned at paragraphs 8.1.3(a) ("Concessional situations") 8.1.5, 8.2.4 and 8.2.5 above, Council grants the following concessions.

#### 9.1 Pensioners

Council's Pensioner Rate Concession Policy provides an annual rate rebate to approved pensioners. A copy of this policy, together with the necessary application forms, are available from Council offices or [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au). The definition of pensioner is an 'approved pensioner' as provided under the State Government Pensioner Rebate Subsidy Scheme, that is a pensioner who is either a registered owner or life tenant of their principal place of residence and who holds a Queensland Pensioner Concession Card or a

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DVA Health Card (All Conditions within Australia) or a DVA Health Card (Totally & Permanently Incapacitated) issued by either Centrelink or the Department of Veteran Affairs.

The pensioner concession will only apply to freehold land owned and occupied by the pensioner.

For the 2020/2021 financial year, Council grants a total rebate of up to \$165 per annum (\$82.50 per half year levy) on rates and charges for approved pensioners. This rebate is provided in addition to any Pension Subsidy Scheme operated by the Queensland Government.

Where the property is in joint ownership, a pro rata rebate shall be granted in proportion to the share of ownership, except where the co-owners are an approved pensioner and his/her spouse, (including de facto relationships as recognised by Commonwealth Legislation), in which case a full rebate will apply. However, in the case where the pensioner/s has/have rights to exclusive occupancy (life tenancy by way of a valid will which must be provided to Council by way of proof) a full rebate will be granted.

The State Government Pensioner Rate Subsidy is not a Council rebate. This subsidy is provided by the State Government and does not affect the rates and charges determination. The subsidy is a 20% rebate of Council rates and charges up to a maximum of \$200 per annum, calculated at \$100 per half year, plus 20% rebate of the State Emergency Management Levy.

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## Revenue Statement

### 9.2 Community Service Obligations

Council will grant a rebate of up to a maximum \$1,700 per annum for the financial year 2020/2021, towards the payment of rates and charges, except for water consumption charges, for the following:

- Bucca Hall
- Bullyard Hall
- Drinan Hall
- Gin Gin & District Historical Society Hall
- Pine Creek Hall
- Sharon Social Club Inc
- Tegege Hall
- Avenell Heights Progress Association Hall
- Burnett Heads Progress Hall
- Kepnock Progress Association Hall
- North Bundaberg Progress Association Hall
- Pacifique Surfriders Club
- CWA Hall Bundaberg
- CWA Hall Yandaran
- CWA Hall Childers
- CWA Oakwood
- CWA Wallaville
- Bundaberg Kindergarten, Electra Street
- Burnett Heads Kindergarten
- Isis Community Preschool & Kindergarten
- Forestview Community Kindergarten
- Gin Gin Kindergarten
- South Kolan Kindergarten
- Wallaville Kindergarten
- Trustees Booyal Memorial Hall
- Bundaberg & District Air Sea Rescue
- Sandy Hook Ski Club
- Tegege Combined Sport & Recreation Club
- Bundaberg Railway Historical Society
- Bundaberg Central Men's Shed Association Incorporated
- Childers District Men's Shed Association
- Woodgate Men's Shed Incorporated
- Bundaberg Players Incorporated
- Peirson Memorial Trust
- Legacy Inc. (Lot 2 RP 94171)

Council will grant a full concession for all rates and charges, except water consumption charges, for the following properties:

- Bundaberg Surf Life Saving Club
- Elliott Heads Surf Life Saving Club
- Moore Park Surf Life Saving Club

Council will grant a full concession, for all rates and charges, to all Rural Fire Brigade properties.

These community service obligations are applicable to the 2020/2021 financial year.

### 9.3 Hardship

Council's adopted Hardship Policy (available at [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au)) has been prepared to assist residential ratepayers who own their property as their principal place of residence, and who experience difficulty in paying their rates due to personal or financial circumstances, pursuant to section 120(1)(c) of the *Local Government Regulation 2012*. A concession by way of time to make payment, free of interest charges, and free from active debt recovery action may be granted where Council is satisfied that payment of the rates and charges will cause them hardship.

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### 10. Cost-Recovery Fees

Council fixes cost-recovery fees for services and facilities supplied by Council in accordance with section 97 of the *Local Government Act 2009*.

The criteria, used to determine the amount of cost-recovery fees, are the costs of the service or facility being provided, which comprise labour, material, equipment, and overhead costs. In determining the level of all cost-recovery fees, Council places an emphasis on user-pays principles, whilst acknowledging that cost-recovery fees must not be fixed at an amount that is more than the cost to Council of taking the action for which the fee is charged.

### 11. Limitation of Increase in Rates and Charges Levied

In the 2020/2021 financial year, Council will not, pursuant to section 116 of the *Local Government Regulation 2012*, be limiting any increases to proposed rates or charges.

### 12. Recovery of Overdue Rates

Council's adopted Rates Recovery Policy (available at [www.bundaberg.qld.gov.au](http://www.bundaberg.qld.gov.au)) has been prepared in respect of the recovery of overdue rates, to reinforce Council's practice and intentions in this regard. Council will not refer any accounts to its debt recovery specialists from 1 July 2020 to 31 December 2020 in consideration of the impacts of COVID-19. However, from 1 January 2021, Council will actively pursue all available options under the *Local Government Act 2009*, to ensure that overdue rates are not a burden on the region's ratepayers. The sale of land for arrears of rates process may commence at any time during the financial year.

### 13. Interest on Overdue Rates

Council reviews the interest rate as part of the Budget deliberations and determines the rate to apply in accord with the provisions of section 133 of the *Local Government Regulation 2012*. For the financial year 1 July 2020 to 30 June 2021 Council will charge compound interest at 8.53% per annum on overdue rates and charges from 1 January 2021, calculated on daily rests as from the seventh day following the due date stated on the rate notice. To assist all ratepayers in the recovery from COVID-19 pandemic, for the calculation of interest for the financial year 1 July 2020 – 30 June 2021 only, interest will only be applied to overdue rates and charges from 1 January 2021 onwards.

### 14. Levying and payment of Rates and Charges

Council currently levies rates twice in each financial year. The first rates levy is issued as soon as possible after the annual budget has been approved by Council. The second rates levy is issued as soon as possible in the second half of the financial year after 1 January. Rates are due and payable by the due date stated on the rate notice, within 35 days from the issue date stated on the rate notice.

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### 15. Payment in Advance

Ratepayers can prepay their rates at any time. Interest is not paid by Council to ratepayers on any credit balances.

### 16. Business Activity Fees

Council has the power to conduct business activities and make business activity fees for services and facilities it provides on this basis. Business activity fees are made where Council provides a service and the other party to the transaction can choose whether or not to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are usually subject to the Commonwealth's Goods and Services Tax.

Business activity fees include but are not confined to rents, plant hire, private works and hire of facilities as contained in Council's statement of fees and charges.

### ASSOCIATED DOCUMENTS

- *Body Corporate and Community Management Act 1997*
- *Environmental Protection Act 1994*
- *Environmental Protection Regulation 2008*
- *Fire and Emergency Services Act 1990*
- *Fire and Emergency Services Regulation 2011*
- *Housing Act 2003*
- *Land Valuation Act 2010*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Revenue Policy
- Rate Recovery Policy
- Trade Waste Management Plan
- Declared Service Area Map(Water)
- Reduced Service Area Map(Water)
- Declared Service Area Map(Sewerage)
- Declared Service Area Map(Waste)
- *Waste Reduction and Recycling Regulation 2011*
- *Waste Reduction & Recycling (Waste Levy) Amendment Regulation 2019*
- *Water Supply (Safety and Reliability) Act 2008*

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## Revenue Statement

### DOCUMENTS CONTROLS

Pursuant to sections 169(b) and 172 of the *Local Government Regulation 2012*, as part of its annual budget preparation to be adopted for the next financial year.

### POLICY OWNER

The Chief Financial Officer, Financial Services is the responsible person for this policy.

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**Item****27 January 2021****Item Number:**

G1

**File Number:****Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

2020/21 Operational Plan - Quarter Two

**Report Author:**

Amy Crouch, Governance Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

In accordance with section 174 of *Local Government Regulation 2012*, the Chief Executive Officer must present a written assessment of Council's progress towards implementing the annual operational plan at meetings held at regular intervals of not more than three months.

Quarterly reports provide a process for monitoring and assessing Council's progress in meeting the goals of the Corporate Plan. The attached report highlights the achievements of Council over the past three months. Each manager has provided a comment in the report on their department's or section's progress.

A minor change was made to Organisational Services Department to be in line with Council's Organisational Structure, as outlined:

- from: Integrated Management Systems and Internal Audit
- to: Audit Services Branch

**Associated Person/Organization:**

N/A

**Consultation:**

Executive Leadership Team, Managers and Supervisors

**Chief Legal Officer's Comments:**Complies with section 174 of the *Local Government Regulation 2012*.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

All financial implications and resource utilisations have been identified in the report.

**Risk Management Implications:**

Results, comments and status symbols provide up-to-date information that informs ongoing risk management and mitigation.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

[↓1](#) 2020/2021 Operational Plan Quarterly Review - Quarter 2






**Recommendation:**

**That the 2020/21 Operational Plan – Quarter Two be received and noted.**



# Quarterly Operational Report

Quarter 2, 2020/2021

Indicator	Status	Indicator Meaning
	On Track	Initiative is proceeding to plan with no indication of future impediments.
	Action Required	Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track.
	Monitor	Progress is not as expected but action is being/ has been taken and is expected to be on track within the next quarter or financial year.
	Trend	This data is being collected for observation and analysis.
	Completed	Initiative or project has been completed.



## 1: Our community

### 1.1: Economic growth and prosperity

#### 1.1.1: Provide responsive, consistent and timely customer service to our residents, investors and developers.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Connections: Percentage of new water and wastewater connections installed within 25 days.	<b>Organisation</b> - Infrastructure - Water Services	≥ 95.00%	96.00%	✓	In December, a large portion of applicants didn't pay fees on time. This is probably because of the Christmas holidays. Actual connections in the other months were close to 100%.
Percentage of applications to endorse Subdivision Plans decided within 15 days.	<b>Organisation</b> - Development - Development Assessment	≥ 95.00%	90.00%	✓	17 plans of subdivision were endorsed within 15 days out of a total of 109 endorsed for the quarter.
Percentage of low complexity development applications decided within 10 days.	<b>Organisation</b> - Development - Development Assessment	≥ 90.00%	40.00%	●	8 low risk applications were decided in ten days or less out of a total of 20 decided for the quarter.
Percentage of pre-lodgement meeting outcomes issued within 5 days or less.	<b>Organisation</b> - Development - Development Assessment	≥ 80.00%	35.00%	✗	Outcome documents for 9 meetings were issued in 5 days or less out of a total of 26 meetings held for the quarter. Changes have been made to procedures and staffing of meetings to address this issue.
Percentage of total code assessable development applications decided within 25 days or less.	<b>Organisation</b> - Development - Development Assessment	≥ 80.00%	63.00%	●	24 code assessable development applications were determined in 25 days or less out of a total of 35 decided for the quarter.
Percentage of total concurrence agency referrals decided within 10 days.	<b>Organisation</b> - Development - Development Assessment	≥ 95.00%	88.00%	●	94 concurrence referrals were decided within 10 days or less out of a total of 107 referrals decided for the quarter.
Percentage of total impact assessable development applications decided within 35 days or less.	<b>Organisation</b> - Development - Development Assessment	≥ 60.00%	45.00%	●	4 impact assessable development applications were decided within 35 days or less, noting a number of larger significant developments were

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage planning and building searches are issued within statutory and corporate timelines.	<b>Organisation</b> - Development - Development Assessment	≥ 95.00%	100.00%	✓	determined in this quarter including the two Marina developments.  10 planning certificates and 374 building compliance searches were issued for the quarter.
Plumbing Services: Percentage of approvals decided within 10 days.	<b>Organisation</b> - Infrastructure - Water Services	≥ 95.00%	99.00%	✓	251 applications were received in this quarter with 236 being determined and 99% of them were processed for the quarter within the 10 day period. This is a large increase to the standard average and through the huge efforts of the team we have met this KPI. The outstanding applications required additional information from the applicant for the application to be assessed correctly.




#### 1.1.4: Promote our region as a preferred investment destination nationally and internationally.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Holiday Parks: Percentage Holiday Park accommodation is occupied.	<b>Organisation</b> - Community & Environment - Community Services - Facilities Management	Trend	61.89%	—	Burnett Heads Holiday Park - 58.22%  Elliott Heads Holiday Park - 54.82%  Miara Holiday Park - 68.82%  Moore Park Beach Holiday Park - 65.7%
Number of passengers processed through Bundaberg Regional Airport terminal.	<b>Organisation</b> - Community & Environment - Bundaberg Airport	≥ 30,000.00	12,359.00	●	Twice as many passengers processed through the terminal as during the previous quarter, but this was still only about a third of the number processed during the same quarter of last year. This is a positive sign of

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of the total Accounts Payable suppliers spend (excluding Corporate Purchase Cards) with local business categories A, B and C, as defined in the Procurement and Contract Manual.	<b>Organisation</b> - Organisational Services - Strategic Procurement & Supply	= 60.00%	54.06%		recovery from the worst COVID impact and gives grounds for optimism for the remainder of the year.  The Quarter 2 year to date average was 54.06%. Whilst improvement has been achieved in Quarter 2, progress payments for large projects (i.e. Rubyanna Operations, Gregory River Water Treatment Plant & Kalkie Water Treatment Plant, Gin Gin Streetscape, etc.) continue to impact the progress of this goal.

## 1.2: Safe, active, vibrant and inclusive community

### 1.2.1: Provide facilities, parks, open spaces, services, and programs that promote and support our community's safety and physical well-being.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of community members participating in preventative health programs and projects.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Sport & Recreation	Trend	877.00		Be Active Be Alive: 48 Park activities, 40 Pool activities. 877 Attendees.
Number of physical activity and preventative health initiatives promoted and supported by Council.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Sport & Recreation	≥ 25.00	15.00		Impacted by COVID-19. Information sharing - Easing of restrictions/Be Active Be Alive Program.
Percentage of agreed service levels have been met.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Parks & Gardens	≥ 85.00%	90.00%		Service standards have been met for this quarter. Due to the persistent drought conditions there were many park areas that didn't require mowing or maintenance this quarter

Performance Measure	Organisation Link	Target	Actual	Status	Comments
					which has affected the overall service level figure.

### 1.2.2: Manage our road landscapes, urban areas and recreational environments to support our community's lifestyle and to enhance the identity, special character and heritage of our region.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Development approvals are audited for compliance.	<b>Organisation</b> - Development - Development Strategic Planning	Yes/No	Yes	✓	4 development approvals were audited during the quarter.

### 1.2.3: Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Access to Services - Commonwealth Home Support Programme & Queensland Community Care (State and Federal funded): Number of service users with improved ability to access appropriate services.	<b>Organisation</b> - Community & Environment - Community Services - Community Care	≥ 50.00	528.00	✓	Maintaining services.
Community Support Services Commonwealth Home Support Programme & Queensland Community Care (State & Federal Funded): Number of service users who received a service.	<b>Organisation</b> - Community & Environment - Community Services - Community Care	Trend	528.00	—	Services maintained.
Funded Programs (State & Federal): Percentage programs and services are demonstrating compliance with standards and meeting funding targets.	<b>Organisation</b> - Community & Environment - Community Services - Community Care	≥ 98.00%	100.00%	✓	Meeting outputs.
Local Law, Animal Management - number of community education programs delivered/attended.	<b>Organisation</b> - Community & Environment - Health & Regulatory Services	≥ 10.00	0.00	●	School based community education program currently impacted by COVID-19 considerations.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of community development partnerships, projects and initiatives promoted and supported by Council.	<b>Organisation</b> - Community & Environment - Community Services - Community Development	Trend	52.00	■	This statistic covers engagement in workshops, programs, networks, and projects.
Number of community grants provided.	<b>Organisation</b> - Community & Environment - Community Services - Community Development	Trend	13.00	■	9 Community Services Grants and 4 Micro Grants were distributed.
Number of financial assistance requests/applications supported (individuals/sporting organisations/events).	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Sport & Recreation	Trend	5.00	■	Limited funding/support requests due to COVID-19. A number of local/state sport was cancelled/postponed impacting on the requests.
Number of occasions that information, advice and referral services were provided.	<b>Organisation</b> - Community & Environment - Community Services - Neighbourhood Centres	Trend	2,582.00	■	Services maintained.
Number of service users who received a service.	<b>Organisation</b> - Community & Environment - Community Services - Neighbourhood Centres	Trend	2,907.00	■	Services maintained.
Number of service users with improved quality of life.	<b>Organisation</b> - Community & Environment - Community Services - Neighbourhood Centres	Trend	2,537.00	■	Services maintained.
Number of services users with improved ability to access appropriate services.	<b>Organisation</b> - Community & Environment - Community Services - Neighbourhood Centres	Trend	1,860.00	■	Utilisation maintained.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Quality of Life - Commonwealth Home Support Programme & Queensland Community Care (State and Federal funded): Number of service users with improved quality of life.	<b>Organisation</b> - Community & Environment - Community Services - <b>Community Care</b>	≥ 300.00	506.00	✓	Significant work has continued to ensure older members of our community stay connected during COVID-19.
Social Connectedness - Commonwealth Home Support Programme & Queensland Community Care (State and Federal funded): Number of service users with improved social connectedness.	<b>Organisation</b> - Community & Environment - Community Services - <b>Community Care</b>	≥ 150.00	453.00	✓	Significant work has continued to ensure older members of our community stay connected during COVID-19.

#### 1.2.4: Implement disaster prevention strategies and maximise community preparedness for disaster events.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Annual assessment of Local Disaster Management Plan and local disaster arrangements in accordance with Emergency Management Assurance Framework.	<b>Organisation</b> - Community & Environment - <b>Disaster Management</b>	≥ 5/10	Draft Disaster Management Plan Assessment briefing paper provided by Inspector General Emergency Management (IGEM) for comment.	✓	Comments on the draft briefing paper provided to IGEM on 4 November 2020.
Number of Local Disaster Management Group (LDMG) Meetings held.	<b>Organisation</b> - Community & Environment - <b>Disaster Management</b>	1.00	1.00	✓	Pre-season Local Disaster Management Group meeting held 9 December 2020.




#### 1.2.5: Develop a Cultural Strategy, that celebrates and embraces our local connections to First Nation Peoples and other cultures.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Implementation of the Cultural Strategy	<b>Organisation</b> - Community & Environment - <b>Arts &amp; Cultural Services</b>	Yes/No	Yes	✓	3 of 10 catalyst projects are complete. 3 are in progress. The remainder are planned to be actioned in 2021 and 2022. The Strategy expires in 2023. One of the highlights has been the engagement of the Cultural Development Officer as an Indigenous Identified position to

Performance Measure	Organisation Link	Target	Actual	Status	Comments
					support the development of the First Nations Strategy and Reconciliation Action Plan. In addition to the Arts & Culture Strategy, a COVID Recovery Plan titled "Art as an Act of Optimism" has been created which reinforces some findings of the Strategy and has generated additional priority actions to support the Arts and Cultural Sector.

### 1.3: An empowered and creative place

#### 1.3.1: Provide facilities, spaces, services and activities that promote and support lifelong learning and community engagement with the arts and culture.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Capacity: Days booked as a percentage of total days available.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Moncrieff Entertainment Centre	Trend	64.00		Of the 72 days available from 2 October to 31 December, 46 days were booked. Under the circumstances (COVID), this was a good result. Capacity was as follows on a month-by-month basis: October - 46%, November - 68%, December - 81%. It is great to see that capacity is returning.
Number of community groups using the Moncrieff Entertainment Centre.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Moncrieff Entertainment Centre	Trend	8.00		Examples: Mzaza (visiting artists) ran workshops in Bundaberg (x 2) and Childers; John Rotar supported through Moncrieff Sponsorship Program to perform his new composition "Ave" as arranged for Bundaberg Sinfonietta and local musicians; Hosted a meeting of performing arts teachers via MS Teams at end of year.
Number of participants in our community programs.	<b>Organisation</b> - Community & Environment - Library Services	≥1,800.00	1,583.00		Library program capacity has been reduced to meet Social

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of patrons using our libraries.	<b>Organisation</b> - Community & Environment - Library Services	≥ 65,000.00	40,868.00		Distancing requirements. Programs delivered have been well attended.  COVID-19 has impacted visitor numbers to Bundaberg Regional Libraries.
Number of patrons visiting the Moncrieff Entertainment Centre.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Moncrieff Entertainment Centre	≥ 8,000.00	7,055.00		The Moncrieff opened its doors after lockdown on 2 October at one person per 4m2 (398 is 50% of normal capacity). Given the cancellation of live events, October and November programming was mostly film based as live events started to return. Mzaza's visit was the first live event on 22 October and was documented by touring agency ArTour in a short documentary which has been released online. In total, there were 22 film events and 14 live events in this quarter - significantly lower than usual. The venue was able to accept 100% audience capacity from 4pm on 17/11/2020 but audiences were cautious in returning leading to lower bookings in this quarter. December numbers were good under the circumstances with dance schools and Christmas events.
Number of visitors to BRAG and ChArts.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Galleries - BRAG & ChArts	Trend	6,171.00		BRAG Totals: 3183  CHARTS Totals: 2988
Occupancy: Seats booked as a percentage of total seats available.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Moncrieff Entertainment Centre	Trend	31.60		Occupancy was low this quarter as A) audience capacity was limited by COVID Safe Rules and B) audiences have been cautious on returning to the venue. The



Performance Measure	Organisation Link	Target	Actual	Status	Comments
					total 31.6% occupancy figure is broken down by month here: October - 30%, November - 17%, December - 42% (noting that November's figures are lower due to the opening to 100% audience capacity on 17/11 but audiences really only started returning during December with Dance Schools and Christmas events). Occupancy for film events in the quarter was 19.8% (driven by two free films) and 45.4% for live events.

### 1.3.2: Provide leadership in creative innovation, opportunities for learning and social and cultural development.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of participants in our Digital Literacy programs.	<b>Organisation</b> - Community & Environment - Library Services	≥ 100.00	137.00	✓	Online programs continue to be well attended. COVID-19 has reduced the number of face-to-face programs.
Number of performing arts initiatives designed to engage with our community.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Moncrieff Entertainment Centre	≥ 3.00	10.00	✓	Highlights: 3 Mzaza workshops (1 in Childers, 2 in Bundaberg), 4 showings of Avoidable Perils designed to demonstrate alternative performing arts product, John Rotar's "Ave", Development of a new project for 2021 Lunar New Year celebrations with Anna Yen as Artist in Residence.
Number of visual arts initiatives designed to engage with our community.	<b>Organisation</b> - Community & Environment - Arts & Cultural Services - Galleries - BRAG & ChArts	Trend	25.00	—	Initiatives included: Emerge Street Art Project, Emerging Creators Market, Christmas Shopping Event, Retrospective of Lindsay Hayes, Wednesday Art Walk, Outside School Hours Care Workshops, Educational Guided Tours.

## 2: Our environment

### 2.1: Infrastructure that meets our current and future needs

#### 2.1.1: Develop, implement and administer strategies and plans underpinned by the principles of sustainable development.



Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of complaints formally acknowledged within 5 days.	<b>Organisation</b> - Development - Development Compliance	= 100.00%	99.00%	✓	78 out of 79 complaints were acknowledged within 5 days for the quarter.

#### 2.1.2: Plan and implement councils long-term and annual capital works improvement program that reflects community needs and expectations.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Delivery of Wastewater Capital Projects Program: Percentage of adopted budget completed.	<b>Organisation</b> - Infrastructure - Water Services	= 95.00%	17.00%	●	Progress has been slower than anticipated due to easement negotiations.
Delivery of Water Capital Projects Program: Percentage of adopted budget completed.	<b>Organisation</b> - Infrastructure - Water Services	= 95.00%	54.00%	✓	Project works on track to achieve annual target.


#### 2.1.4: Manage and maintain council owned buildings, facilities and assets that support and facilitate social connectedness and community life.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of visitors attending events at the Bundaberg Multiplex Sport and Convention Centre.	<b>Organisation</b> - Community & Environment - Tourism & Events - Tourism Services	Trend	3,232.00	—	Figures are taken from hirers at the time of booking. There has been an increase in usage, but numbers are still low due to ongoing COVID-19 restrictions.
Number of visitors to iconic facilities (Hinkler Hall of Aviation and Fairymead House).	<b>Organisation</b> - Community & Environment - Tourism & Events - Tourism Services	> 4,000.00	6,190.00	✓	Hinkler Hall of Aviation - 5126 visitors. Fairymead House - 1064 visitors.



Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage usage of halls and community facilities including Coronation Hall, School of Arts and Gin Gin RSL.	<b>Organisation</b> - Community & Environment - Community Services - Facilities Management	Trend	55.5%		There has been an increase in usage of community halls although numbers are still affected by ongoing COVID-19 restrictions. Coronation Hall - 34.55%, School of Arts - 81.17%, Gin Gin RSL Hall - 50.8%
Percentage usage of the Recreational Precinct.	<b>Organisation</b> - Community & Environment - Community Services - Facilities Management	Trend	50.69%		Usage has increased again due to relaxation of COVID-19 restrictions.

## 2.2: Sustainable and affordable essential services

### 2.2.1: Connect our people, places, businesses and industries by maintaining and improving road transport, pathway and drainage networks.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of Road, Drainage and Footpath Customer Requests (CRM Tasks) completed within allocated time periods.	<b>Organisation</b> - Infrastructure - Engineering Services - Corridor Management	≥ 80.00%	72.00%		There were 1888 tasks closed during this quarter. Of these, 72% (1359) met service level requirements, with an average processing time of 13 days.

### 2.2.2: Supply potable water and wastewater services that ensure the health of our community in accordance with council's service standards.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Wastewater odour complaints per 1,000 connections.	<b>Organisation</b> - Infrastructure - Water Services	< 5.00	0.49		13 odour complaints were received for this quarter from a total of 26,768 sewage connections.
Wastewater reliability: Percentage of customers who do not experience interruption.	<b>Organisation</b> - Infrastructure - Water Services	≥ 95.00%	99.72%		76 sewerage connections experienced a service interruption from a total of 26,768 sewerage connections this reporting period.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Wastewater reliability: Sewer main breaks and chokes per 100km of mains.	<b>Organisation</b> - Infrastructure - Water Services	≤ 40.00	8.98	✓	65 sewer main breaks and chokes occurred across the region during this quarter. The total length of sewer main is 723.5 km.
Wastewater: Number of reportable incidents.	<b>Organisation</b> - Infrastructure - Water Services	≤ 5.00	7.00	●	A total of seven reportable incidents were recorded this quarter. One Faecal coliform exceedance - Millbank Waste Water Treatment Plant; two Total Phosphorous exceedance - Bargara Waste Water Treatment Plant; one pH exceedance - Woodgate Waste Water Treatment Plant; one E.coli Annual Value recycled water - Childers Waste Water Treatment Plant; one Biochemical Oxygen Demand exceedance and one ongoing E.coli Annual Value recycled water - Thabeban Waste Water Treatment Plant.
Water supply quality: Water quality complaints per 1,000 connections.	<b>Organisation</b> - Infrastructure - Water Services	≤ 10.00	0.40	✓	13 water quality complaints for the quarter from a total of 32,794 water connections. Complaints relate to taste, odour and discolouration across all Council's water service areas.
Water supply quality: Water quality incidents per 1,000 connections.	<b>Organisation</b> - Infrastructure - Water Services	≤ 5.00	0.06	✓	No new reportable incidents during this quarter. Two on-going Trihalomethane exceedance incidents - Gregory River (4 sites); Lake Monduran (1 site).
Water supply reliability: Percentage of customers who do not experience a planned interruption.	<b>Organisation</b> - Infrastructure - Water Services	≥ 95.00%	97.37%	✓	863 water connections experienced a planned service interruption for the quarter from a total of 32,794 water connections.
Water supply usage: Raw water usage vs allocation. Water usage as a percentage of allocation for Bundaberg Region.	<b>Organisation</b> - Infrastructure - Water Services	≤ 80.00%	40.00%	✓	Water usage year to date was 6,462.55 ML out of total yearly combined allocation of 16,138 ML. (Since 2014/15 the quarter October - December has higher water usage

Performance Measure	Organisation Link	Target	Actual	Status	Comments
					compared to the remainder of the year).

#### 2.2.4: Provide effective and efficient fleet and trade services for operations and projects across council.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Asset Maintenance: Percentage of work tickets completed when scheduled.	<b>Organisation</b> - Infrastructure - Fleet & Trade Services	≥ 95.00%	97.30%	✓	On Track - Initiative is proceeding to plan with no indication of future impediments.
Percentage of internal client survey results satisfactory or above.	<b>Organisation</b> - Infrastructure - Fleet & Trade Services	> 75.00%	96.10%	✓	On Track - Initiative is proceeding to plan with no indication of future impediments.
Percentage of overall plant, vehicle and equipment availability.	<b>Organisation</b> - Infrastructure - Fleet & Trade Services	≥ 95.00%	95.80%	✓	Continue to supply thorough service and maintenance of all plant and equipment.

### 2.3: Sustainable built and natural environments

#### 2.3.1: Manage, maintain, rehabilitate and protect our natural resources and regional ecosystems.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Biosecurity Surveillance: Number of properties inspected.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Natural Resource Management	≥ 325.00	390.00	✓	The number of biosecurity property inspections undertaken includes those where no targeted weeds were identified and re-inspections of properties post treatment.



### 2.3.2: Educate and engage with the community to encourage greater involvement in the protection of the natural environment and the development of land use policy.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of community environmental protection and management activities participated in.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Natural Resource Management	≥ 6.00	6.00	✓	3 Natural Areas activities facilitated/participated in; One Million trees launch planting, Community dune care weeding day at Elliott Heads and a working bee with Friends of Kelly's Creek Reserve.  3 Land Protection activities. Chaired Bundaberg Fox Working Group meeting; attended Mary River Wild Dog Management Group meeting; facilitated a wild dog trapping training workshop at Gaeta for landholders and provided pig and dog trapping resources to landholders under the Federal Drought Pest Funding grant.
Number of public awareness, education programs and activities delivered.	<b>Organisation</b> - Community & Environment - Parks, Sport & Natural Environment - Natural Resource Management	≥ 6.00	6.00	✓	4 Land Protection activities relating to pest animal working groups and a pest information market display.  2 Natural Areas activities including a guided bird watching walk at Baldwin Swamp and education on national bird count week through social media.

### 2.3.3: Review and consistently enforce local laws, the planning scheme, and other associated environment and public health legislation to ensure they meet community standards.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of annual Regulatory Services revenue budget collected across all three areas.	<b>Organisation</b> - Community & Environment - Health & Regulatory Services	≥ 90.00%	26.00%	●	Free six months dog registration (COVID-19 relief package) has as expected significantly impacted revenue.

### 2.3.4: Provide environmental health and community services and programs to support regional wellbeing.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of community health/education programs delivered.	<b>Organisation</b> - Community & Environment - Waste Services - Environmental Health Services	≥ 6.00	1.00		COVID-19 education provided to community and businesses whilst performing standard food inspections. No Community Food Safety courses provided due to low number of enquiries.
Number of illegal dumping and littering complaints investigated.	<b>Organisation</b> - Community & Environment - Waste Services - Environmental Health Services	Trend	117 complaints received		Continuation of the illegal dumping hotspot project and illegal dumping partnership project with the Department of Environment and Science.

## 3: Our people our business

### 3.1: A sustainable financial position

#### 3.1.2: Apply responsible fiscal principles for sustainable financial management.



Performance Measure	Organisation Link	Target	Actual	Status	Comments
Meeting legislative and operational standards for cash flow, investments, financial audits and accounts payable.	<b>Organisation</b> - Organisational Services - Financial Services	Yes	Yes		Council is meeting its legislative and operational standards for cash flow, investments, financial audits and accounts payable.
Minimum return on investments is 1.3 times the bank bill swap rate.	<b>Organisation</b> - Organisational Services - Financial Services	≥ 1.30	9.00		Return on investments was nine times the bank bill swap rate (BBSW) for the December quarter. Investment returns maintained a margin of around 60 points above the cash rate which fell from .25% to .10% on 4/11/20. The BBSW averaged 8 points below the cash rate due to

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of payments outside of terms.	<b>Organisation</b> - Organisational Services - Financial Services - Accounts Payable	≤ 90.00	77.00	✓	excess liquidity in the banking system.  This is the first quarter where data for 25 Business Day terms has been recorded. Overall, staff have done well to stay below target, the number of unpaid invoices has increased as payment is required sooner. Staff are actively working on reducing these numbers further.
Outstanding rates as a percentage of rates levied, prior to six monthly rates billing.	<b>Organisation</b> - Organisational Services - Financial Services	< 5.00%	6.73%	●	Due to Council not charging interest because of Covid-19, effectively giving an interest free period until 31 December 2020, more ratepayers have chosen not to pay their rates by the due date. This actual result has since been adjusted for payments received immediately after the interest free period, and outstanding rates is nearing the target rate of 5%.
Sufficient working capital is available to meet forecast operational needs and maintained over the long-term financial forecast. Level of funds available greater than Council's minimum cash requirement.	<b>Organisation</b> - Organisational Services - Financial Services	≥ \$40,000,000.00	\$128,200,000.00	✓	Council's cash balance is sitting slightly lower than Quarter 2 2019/2020, which is expected due to the ongoing effects of COVID-19. However, Council still holds sufficient cash to fund major projects scheduled for the upcoming financial year with no liquidity





Performance Measure	Organisation Link	Target	Actual	Status	Comments
					issues foreseeable in the short term.

### 3.1.4: Develop strong governance and funding networks with local, state and national stakeholders.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Actively seek and apply for funding opportunities from the State and Federal Governments.	<b>Organisation</b> - Strategic Projects & Economic Development	Trend	2 grant applications submitted for the quarter.		2 grant applications submitted for the quarter.
Meeting the reporting requirements and project milestones of the funding agreements.	<b>Organisation</b> - Organisational Services - Financial Services	≥ 90.00% of projects delivered in accord with the Funding agreements	100%		Council has submitted variations for three funding programs and is awaiting approval on all three. These relate to extensions of time and moving funding between projects. Council is negotiating the final claim on another funding program. All milestones have been met and reports submitted on time.

## 3.2: Responsible governance with a customer driven focus

### 3.2.1: Ensure our workforce is adequately trained and supported to competently manage themselves and their work.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Average number of days for recruitment process (approval to offer of employment).	<b>Organisation</b> - Organisational Services - People, Safety & Culture - HR Business Partners	Average 30 business days	20.72 business days		Still trending low due to high number of internal recruitment processes during the initial COVID period.
Continue to maintain and develop a strong employment programs offering across Council.	<b>Organisation</b> - Organisational Services - People, Safety &	≥ 80.00% of trainees/apprentices gain qualifications	24% average completion towards relevant qualification and an average of 39% of traineeship/apprenticeship completed.		Progress for current employment programs cohort remains strong with an average of 24% completion towards relevant qualification and an average of

Performance Measure	Organisation Link	Target	Actual	Status	Comments
	Culture - Organisational Development				39% of traineeship/apprenticeship completed.  Plans in place to monitor and track progress each quarter with Learning & Development Advisor continuing to partner with leaders and trainees/apprentices in ensuring access to supports where required to ensure completion of qualifications across the board.
Internal Human Resources investigations are managed in a timely manner.	<b>Organisation</b> - Organisational Services - People, Safety & Culture - HR Business Partners	Average 30 business days	No internal Human Resource investigations undertaken in this period.	✓	No internal investigations completed by Human Resource Operations in this quarter.
Percentage of staff and supervisors satisfied with training and development received.	<b>Organisation</b> - Organisational Services - People, Safety & Culture - Organisational Development	> 95.00%	95.00%	✓	Target met however low response rate on survey, so action plans in place to ensure that capturing staff feedback post training courses is more effectively streamlined
Percentage of staff successfully completed mandatory training requirements, including leadership development training.	<b>Organisation</b> - Organisational Services - People, Safety & Culture - Organisational Development	≥ 90.00%	84.58%	●	Focus has been on improving compliance with Workplace Health & Safety compliance training which now shows a 96.61% completion rate. Focus for the next quarter is targeted toward eLearning completion and mandatory corporate training which should see actual results meet target expectations for the next quarter.

### 3.2.2: Provide friendly and responsive customer service, in keeping with council values and community expectations.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of call centre enquiries answered in accordance with Customer Service Charter.	<b>Organisation</b> - Organisational Services - Financial Services - Customer Service	≥ 90.00%	90.00%	✓	Enhancements to the Call Centre operations to further improve service performance are being scoped.
Percentage of customer requests (CRMs) overdue or outstanding in relation to assigned timeframes.	<b>Organisation</b> - Organisational Services - Financial Services - Customer Service	≤ 15.00%	6.00%	✓	This reporting period indicates that Requests for Service have been actioned within expected timeframes, supporting Councils customer focus.
Regulatory Services - Number of proactive officer generated CRMs across all three areas.	<b>Organisation</b> - Community & Environment - Health & Regulatory Services	Trend	102.00	■	Reduction on previous quarter as 'patrol' category now excluded.

### 3.2.3: Administer statutory compliant governance operations incorporating insurance; risk management; property management and council policies and procedures.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Corporate and Operational risks reported to Audit and Risk Committee.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	Yes/No	Yes	✓	Report presented to Audit and Risk Committee in October 2020.
Percentage of Administrative Action Complaints received and processed within applicable timeframes.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	≥ 90.00%	100.00%	✓	15 administrative action complaints were received during this quarter, with 2 still underway. All completed complaints have been processed within applicable timeframes.
Percentage of appropriate and current contractual arrangements in place for council owned and/or managed property.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	≥ 80.00%	90.70%	✓	Favourable to target.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Percentage of compliant Right to Information and Information Privacy applications processed within legislative timeframes.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	= 100.00%	100.00%	✓	13 Right to Information applications were received for this quarter, with 3 applications currently being processed.
Percentage of insurance claims processed submitted within timeframes.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	≥ 95.00%	100.00%	✓	18 Insurance claims were processed within time frames (internal, motor vehicle and public liability claims).
Percentage of privacy complaints processed within legislative timeframes.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	= 100.00%	0.00%	✓	Council received no privacy complaints during this quarter.

#### 3.2.4: Exercise whole-of-council adherence to, and compliance with, council's policies and procedures, in keeping with our corporate values and community's expectations.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of Internal Audits completed.	<b>Organisation</b> - Organisational Services - Audit Services Branch	≥ 2.00	4.00	✓	BDO have completed 4 audits within this quarter and are on track to complete all planned audits in this financial year.
Number of Internal Quality, Safety, Environmental (systems and processes) Audits completed.	<b>Organisation</b> - Organisational Services - Audit Services Branch	≥ 2.00	2.00	✓	Quality Auditor has completed 2 audits within this quarter and is on track.

#### 3.2.5: Provide and review systems, programs and processes to ensure effective and efficient service delivery to meet community expectations.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Customer support satisfaction based on surveyed users.	<b>Organisation</b> - Organisational Services - Information Services	≥ 80.00%	99.99%	✓	111 responses were received in the last quarter with an average satisfaction of 4.8/5 stars.
Information Services service desk tickets opened vs. closed.	<b>Organisation</b> - Organisational Services - Information Services	≤ 0.00	-1,157.00	✓	A new Service Desk system was implemented this quarter, that saw a large correction of old

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Operational risks reviewed quarterly by operational areas.	<b>Organisation</b> - Organisational Services - Governance & Legal Services	≥ 75.00%	100.00%	✓	tickets closed out which is the reason for this unusual result.  Operational and Fraud and Corruption risks were reviewed in line with Council's new Risk Framework in December 2020.
Percentage of information mapping services availability.	<b>Organisation</b> - Organisational Services - Information Services	≥ 98.00%	99.91%	✓	Despite a migration to new server uptime was maintained for most services.

### 3.3: Open communication

#### 3.3.1: Keep our community and workforce informed and up-to-date in matters of agency and community interest.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Number of articles published on bundabergnow.com.	<b>Organisation</b> - Communications	= 70.00	87.00	✓	87 Council and Council facility related stories were published in the quarter.


#### 3.3.2: Proactively support and encourage community engagement and collaboration.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Total number of followers on Facebook.	<b>Organisation</b> - Communications	5% increase on last quarter.	29,275.00	✓	This KPI is trending positively with a more than 5% increase. Net page likes increased by 4,286 to a total of 29,275 during the quarter.

#### 3.3.3: Develop consistent messaging and professional communications that establish a positive profile and identity for council and our region.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Council e-newsletter open rate. Measured against industry standard.	<b>Organisation</b> - Communications	≥ 28.00%	36.90%	✓	The average open rate across the quarter was 36.9%.


### 3.3.4: Review and develop updated and relevant communication platforms, modes, mediums and content.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Council e-newsletter subscriber growth.	<b>Organisation</b> - Communications	5% increase on last quarter.	Subscribers decreased by 269 to 20,009 during the quarter.		Due to changes in the electronic direct mail sign up system, subscriber numbers have been impacted. While working with the supplier to automate this process there will be periods of disruption to subscriber growth.

## 4: Game changers


### 4.1 Connected and leveraged infrastructure

#### 4.1.1 Strategic Infrastructure plans developed for all classes of community infrastructure.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
The Local Government Infrastructure Plan is reviewed annually.	<b>Organisation</b> - Development	= 100% by June 2021	Data being reviewed and input from internal stakeholders being sought to verify data.		Data being reviewed and input from internal stakeholders being sought to verify data.

### 4.4 Organisational and cultural excellence

#### 4.4.1 Develop and implement People and Performance Strategy.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Health and Safety Strategic Plan Key Performance Indicators met.	<b>Organisation</b> - Organisational Services - People, Safety & Culture - Work Health & Safety	= 90.00%	90.00%		On track with Health and Safety Strategic Plan. Contractor Spot checks and Hazard Inspections both on target.

#### 4.4.2 Implement Communications and Marketing Strategy.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Incremental growth in corporate website traffic.	<b>Organisation</b> - Communications	Trend	70,291 website visitors and 292,886 page views in quarter 2  67,592 website visitors and 302,961 page views in quarter 1	—	Slight increase in visitors and slight reduction in page views. The movement is too small to draw any conclusions.

#### 4.4.3 Budget is delivered on time and on budget.

Performance Measure	Organisation Link	Target	Actual	Status	Comments
Recurrent revenue and recurrent expenditure is within the budget parameters.	<b>Organisation</b> - Organisational Services - Financial Services	+ or - 5%	Revenue +2%  Expenditure -5%	✓	There are minor variations to budget across Council. Broadly, the operational budget is representative of the expected final operational result.

**Item****27 January 2021****Item Number:**

G2

**File Number:****Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Sale of Lot 11 on SP205671

**Report Author:**

Nicole Sabo, Property &amp; Leases Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

Council is freehold owner of the property located at 22 Wallum Street, Woodgate on Lot 11 on SP205671 ('Property'). Council has previously resolved to sell the Property as it is surplus to the Council's needs.

The Property was previously offered for sale by auction at which the auction was not successful and the Property was passed in. Council has received an offer to purchase the Property from a Buyer through Woodgate Realty. The offer to purchase the Property presented by the Buyer to the Council is for market value.

Council had previously made a resolution at its Ordinary meeting of 30 June 2020 regarding the sale of this property (Sale – 22 Wallum Street, Woodgate (Lot 11 on SP205671) however that Contract was validly terminated on 4 December 2020 by the Buyer.

**Associated Person/Organization:**

N/A

**Consultation:**

N/A

**Chief Legal Officer's Comments:**

Pursuant to section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld), Council may apply an exception to the tender/auction requirement on the disposal of a non-current asset if the property has previously been offered by tender/auction. The disposal must not be for less than market value.



**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That:**

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld) to the disposal of Lot 11 on SP205671; and**
- 2. the Chief Executive Officer be authorised to enter into a Contract of Sale with the Buyer and attend to all items required to finalise the sale of the property.**



## Item

27 January 2021

**Item Number:**

G3

**File Number:****Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Sale of Lot 192 on RP215569

**Report Author:**

Nicole Sabo, Property &amp; Leases Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

Council is freehold owner of the property located at 41 Bernborough Boulevard, Branyan on Lot 192 on RP215569 ('Property'). Council has previously resolved to sell the Property as it is surplus to the Council's needs.

The Property was previously offered for sale by auction/tender at which the auction/tender was not successful and the Property was passed in. Council has received an offer to purchase the Property from a Buyer through A1 Realty Wide Bay Burnett. The offer to purchase the Property presented by the Buyer to the Council is for market value.

**Associated Person/Organization:**

N/A

**Consultation:**

N/A

**Chief Legal Officer's Comments:**

Pursuant to section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld), Council may apply an exception to the tender/auction requirement on the disposal of a non-current asset if the property has previously been offered by tender/auction.

The disposal must not be for less than market value.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That:**

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012 (Qld)* to the disposal of Lot 192 on RP215569; and**
- 2. the Chief Executive Officer be authorised to enter into a Contract of Sale with the Buyer and attend to all items required to finalise the sale of the property.**

**Item****27 January 2021****Item Number:**

G4

**File Number:****Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Sale of Lots 68, 69 and 72 on SP227071 - Stage 2 Kinkuna Waters Estate

**Report Author:**

Nicole Sabo, Property &amp; Leases Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus  
 - 3.2.3 Administer statutory compliant governance operations incorporating insurance;  
 risk management; property management and Council policies and procedures.

**Background:**

Council is freehold owner of Lots 68, 69 and 72 on SP227071 in Stage 2 of Kinkuna Waters Estate at Woodgate ('Properties'). Council has previously resolved to sell the Properties as they are surplus to Council's needs.

The Properties were previously offered for sale by Tender at which the Tenders were not successful and the Properties were passed in. Council has received offers to purchase the Properties from individual Buyers through Woodgate Realty. The offers to purchase the Properties presented by the Buyers to Council are for market value.

**Associated Person/Organization:**

N/A

**Consultation:**

N/A

**Legal Officer's Comments:**

Pursuant to section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld), Council may apply an exception to the tender/auction requirement on the disposal of a non-current asset if the property has previously been offered by tender/auction.

The disposal must not be for less than market value.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That:**

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld) to the disposal of Lots 68, 69 & 72 on SP227071; and**
- 2. the Chief Executive Officer be authorised to enter into Contracts of Sale with the Buyers and attend to all items required to finalise the sale of the properties.**

**Item****27 January 2021****Item Number:**

G5

**File Number:****Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Sale of Lots 14, 31 and 55 on SP205671 - Stage 1 Kinkuna Waters Estate

**Report Author:**

Nicole Sabo, Property &amp; Leases Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

Council is freehold owner of Lots 14, 31 and 55 on SP205671 in Stage 1 of Kinkuna Waters Estate at Woodgate ('Properties'). Council has previously resolved to sell the Properties as they are surplus to Council's needs.

The Properties were previously offered for sale by Auction at which the Auction was not successful and the Properties were passed in. Council has received offers to purchase the Properties from individual Buyers via local real estate agents. The offers to purchase the Properties presented by the Buyers to Council is for market value.

**Associated Person/Organization:**

N/A

**Consultation:**

N/A

**Legal Officer's Comments:**

Pursuant to section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld), Council may apply an exception to the tender/auction requirement on the disposal of a non-current asset if the property has previously been offered by tender/auction.

The disposal must not be for less than market value.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That:**

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012 (Qld)* to the disposal of Lots 14, 31 and 55 on SP205671; and**
- 2. the Chief Executive Officer be authorised to enter into a Contracts of Sale with the Buyers and attend to all items required to finalise the sale of the properties.**

**Item****27 January 2021****Item Number:**

O1

**File Number:****Part:**COMMUNITY & CULTURAL  
SERVICES**Portfolio:**

Community &amp; Environment

**Subject:**

Lease to Queensland Country Women's Association - Lot 11 on RP29318

**Report Author:**

Nicole Sabo, Property &amp; Leases Officer

**Authorised by:**

Gavin Steele, General Manager Community &amp; Environment

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus  
- 3.2.3 Administer statutory compliant governance operations incorporating insurance;  
risk management; property management and Council policies and procedures.

**Background:**

Council is the trustee under the Nomination of Trustees No 704094 of Lot 11 on RP29318 at 548 Gin Gin Road, Oakwood ('Property'). The Property is freehold land held by Council for the purposes of public recreation only.

Queensland Country Women's Association ('Lessee') entered into a Lease with Council for part of the Property, commencing on 4 February 2001 and expiring on 3 February 2021 ('Lease').

The Lessee wishes to enter into a new lease commencing on 3 February 2021 for a term of 10 years. Rent is at the community rate and the Lessee is also responsible for 100% of outgoings. It is proposed that the remaining terms of the Lease will be on Council's standard lease terms.

Council proposes to apply the exception to the tender/auction requirements contained in section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld) given that the disposal is to a community organisation.

**Associated Person/Organization:**

Queensland Country Women's Association

**Consultation:**

N/A



**Legal Officer's Comments:**

Section 236(1)(b)(ii) of the *Local Government Regulation 2012* allows Council to dispose of an interest in a valuable non-current asset other than by tender or action on the basis the disposal is to a community organisation.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That:**

- 1. Council apply the exception contained in section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld); and**
- 2. the Chief Executive Officer be authorised to enter into a 10 year Lease with Queensland Country Women's Association for part of Lot 11 on RP29318.**

**Item****27 January 2021****Item Number:**

S1

**File Number:****Part:**TOURISM & REGIONAL  
GROWTH**Portfolio:**

Community &amp; Environment

**Subject:**

Extension of Term of Rent Relief for Airport Cafe

**Report Author:**

Greg Barrington, Manager Airport Operations

**Authorised by:**

Gavin Steele, General Manager Community &amp; Environment

**Link to Corporate Plan:**

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

**Background:**

As part of its response to COVID-19, Council granted a rent-free period to airport commercial tenants, including the airport's café operator. The initial rent-free period ended on 30 September 2020. At its meeting in October, Council voted to extend the rent-free period until 31 December 2020 for the café operator and the airport's advertising concessionaire.

The café operator, WZ Management, has written to request a further three months' extension of rent relief, noting that the café's sales during October and November 2020 were only 16% of the same period of 2019. WZ Management also indicated that the café is not economically viable without Job Keeper payments and Council's rent relief.

We have recently been advised that December sales reached 42% of the 2019 level, or \$11,380. The partial sales recovery is due to a recovery in the number of passengers travelling through the airport. In December 2020, 51% as many passengers travelled as in December 2019.

Looking forward, the café will be unlikely to break-even during the first three months of 2021 without Job Keeper payments, support from BRC, and a continuing increase in the number of travellers. The café presently pays \$1,921.88 per month in rent which equates to \$5,765.64 for a quarter.

It is therefore suggested that Council consider offering WZ Management a staged return to normal commercial rental conditions by offering a 50% discount on rent for the period 1 January 2021 until 31 March 2021. A 50% discount represents \$2,882.82 for the 3 month period requested.

**Associated Person/Organization:**

N/A

**Consultation:**

All Councillors

**Chief Legal Officer's Comments:**

Council may choose to extend rent relief to a specified group of businesses impacted by COVID-19 for a specific period.

**Policy Implications:**

There appears to be no policy implications.

**Financial and Resource Implications:**

There appears to be no financial or resource implications other than a loss of revenue for relief period.

**Risk Management Implications:**

There appears to be no risk management implications.

**Human Rights:**

There appears to be no human rights implications.

**Attachments:**

Nil

**Recommendation:**

**That the term of rent relief for the Airport Café operator be extended for a further 3 months until 31 March 2021, by reducing the rent charged by 50%.**