



AGENDA

General Meeting

28 September 2022

NOTICE OF GENERAL MEETING

To: Cr Leslie Hotz (Mayor)
Cr Robert Radel (Deputy Mayor/Division 6)
Cr Melinda Jones (Division 1)
Cr Kingsley Mesner (Division 2)
Cr Susan Payne (Division 3)
Cr Dael Giddins (Division 4)
Cr Michael Dingle (Division 5)

Please be advised that the General Meeting of the North Burnett Regional Council will be held at the Monto Boardroom on Wednesday, 28 September 2022 commencing at 09:00am.

An agenda is attached for your information.



Margot Stork
Chief Executive Officer

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- 1 WELCOME/HOUSEKEEPING**
- 2 APOLOGIES/LEAVE OF ABSENCE**
- 3 ACKNOWLEDGEMENT OF COUNTRY**
- 4 MOMENT OF SILENCE AND REFLECTION**

Mayor to call for a moment of silence to pay respects to those who have passed in our region.

<i>Margaret Delley</i>	<i>Biggenden</i>
<i>Stephen Roth</i>	<i>Eidsvold</i>
<i>Denise Savage</i>	<i>Gayndah</i>
<i>John Pickering</i>	<i>Monto</i>
<i>Betty Augustine</i>	<i>Mt Perry</i>
<i>Stuart Smith</i>	<i>Mundubbera</i>

5 DEPUTATIONS/PETITIONS

Council will make time available at each General Meeting for public questions/representations. This is an opportunity for members of the public to make a representation on a matter in which they have an interest on an item which is before the Council for decision e.g. development applications.

Members of the public are encouraged to contact the Mayor, if they are wanting to address Council. Public Question and Statements Time will commence at 9:30am.

Nil.

6 DECLARATIONS OF INTEREST

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE GENERAL MEETING HELD ON 24 AUGUST 2022

Doc Id: 1116415

Author: Kat Bright, Senior Executive Assistant To The CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 24 August 2022

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 24 August 2022 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE EIDSVOLD BOARDROOM
ON WEDNESDAY, 24 AUGUST 2022 AT 09:00AM**

COUNCILLORS: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Melinda Jones, Cr Susan Payne, Cr Dael Giddins and Cr Kingsley Mesner

OFFICERS: Margot Stork (Chief Executive Officer), Skye Price (Interim General Manager Corporate and Community), Michael Cartwright (Governance, Policy and Risk Advisor), Michael Wallace (Contracts and Leasing Officer), Jenny Hall (Community Development Stream Leader), Desiree Tomas (Customer Experience and Communities Manager), Kat Bright (Senior Executive Assistant to the CEO and Mayor) and Amanda Shannon (Executive Assistant to the Interim General Manager Corporate and Community)

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open at 9.00am and welcomed all attendees.

2 APOLOGIES/LEAVE OF ABSENCE

It was noted that Anna Scott (Interim General Manager Works) was not in attendance.

3 ACKNOWLEDGEMENT OF COUNTRY

On behalf of Council, the Mayor extended an acknowledgement of Country.

4 MOMENT OF SILENCE AND REFLECTION

The Mayor called for a moment of silence to pay respects to those who have passed in our region.

<i>Hazel Trevaski</i>	<i>Biggenden</i>
<i>Daniel MiMi</i>	<i>Gayndah</i>
<i>Lyn Grimes</i>	<i>Gayndah</i>
<i>David Grimes</i>	<i>Gayndah</i>
<i>Verena Schaefer</i>	<i>Monto</i>
<i>Agnes Dunkley</i>	<i>Monto</i>
<i>Brian Nugent</i>	<i>Monto</i>
<i>Bette Badcock</i>	<i>Monto</i>
<i>Doris Mitchell</i>	<i>Monto</i>
<i>Endre Juhasz</i>	<i>Mt Perry</i>

5 DEPUTATIONS/PETITIONS

Nil.

6 DECLARATIONS OF INTEREST

I, Cr Susan Payne, inform this meeting that I may have a conflict of interest in relation to **ITEM 9.2 – RADF ROUND 3 2021-22** (specifically in relation to item 1 (c) of the officers recommendation). The nature of my interest is as follows:

I provided a letter of support to the applicant for attendance at the Artisan Blade Symposium for professional development.

I propose to remain in the meeting. However, I respect the decision of the meeting on whether I can remain and participate in the decision.

Councillors responded to Cr Payne suggesting that she did not have a conflict of interest in the matter and could remain for the discussion and participate in the decision.

Moved: Cr Jones

Seconded: Cr Giddins

RESOLUTION 2022/118

That in accordance with Section 150ES of the *Local Government Act 2009*, Cr Payne remain in the meeting and participate in the discussion and decision in relation to **ITEM 9.2 – RADF ROUND 3 2021-22** (specifically in relation to item 1 (c) of the officers recommendation).

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE GENERAL MEETING HELD ON 21 JULY 2022

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 21 July 2022 be confirmed.

Moved: Cr Dingle

Seconded: Cr Radel

RESOLUTION 2022/119

That the Minutes of the General Meeting held on 21 July 2022 be confirmed.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

8 OFFICE OF THE CHIEF EXECUTIVE OFFICER**8.1 ANNUAL REVIEW - COUNCIL TO CEO STATUTORY DELEGATIONS****OFFICERS RECOMMENDATION**

That Council:

1. In accordance with section 257 of the *Local Government Act 2009*, Council resolves to delegate the exercise of powers contained within the Delegations Register – Council to Chief Executive Officer 2022 (attachment 1); and
2. The powers must only be exercised subject to:
 - (a) Any limitation as indicated in the Delegations Register of Powers; and
 - (b) Delegations General Terms and Conditions (attachment 2).
3. Note the contents of attachment 3 - Matters that require Council resolution, and attachment 4 - Council to CEO powers removed.

Moved: Cr Giddins

Seconded: Cr Dingle

RESOLUTION 2022/120

That Council:

1. In accordance with section 257 of the *Local Government Act 2009*, Council resolves to delegate the exercise of powers contained within the Delegations Register – Council to Chief Executive Officer 2022 (attachment 1); and
2. The powers must only be exercised subject to:
 - (a) Any limitation as indicated in the Delegations Register of Powers; and
 - (b) Delegations General Terms and Conditions (attachment 2).
3. Note the contents of attachment 3 - Matters that require Council resolution, and attachment 4 - Council to CEO powers removed.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

8.2 2021-2022 OPERATIONAL PLAN - Q4 OUTCOMES REPORT

OFFICERS RECOMMENDATION

That in accordance with Section 174(3) of the *Local Government Regulation 2012 (Qld)*, Council receives the 2021-22 Operational Plan – Q4 Outcomes Report for the period 1 April 2022 – 30 June 2022.

Moved: Cr Dingle

Seconded: Cr Jones

RESOLUTION 2022/121

That in accordance with Section 174(3) of the *Local Government Regulation 2012 (Qld)*, Council receives the 2021-22 Operational Plan – Q4 Outcomes Report for the period 1 April 2022 – 30 June 2022.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

ATTENDANCE: Michael Cartwright (Governance, Policy and Risk Advisor) left the meeting at 9.13am.

8.3 2022-2023 OPERATIONAL PLAN

OFFICERS RECOMMENDATION

That Council adopts the 2022-2023 Operational Plan as presented.

Moved: Cr Giddins

Seconded: Cr Dingle

RESOLUTION 2022/122

That Council receives the 2022-2023 Operational Plan as presented and agree to leave lay on the table to allow further discussion at a Councillor Workshop.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

8.4 COUNCIL GENERAL MEETING SCHEDULE 2023

OFFICERS RECOMMENDATION

That Council:

1. In accordance with section 254B(1) of the *Local Government Regulation 2012*, adopt the meeting dates and times for Ordinary Meetings to be held in 2023 as in the table below; and
2. Pursuant to section 254B(2) and (3) of the *Local Government Regulation 2012*, advertise those dates and times.

Meeting Date	Meeting Commencement	Meeting Location
Wednesday 25 January 2023	9.00am AEST	Eidsvold Boardroom
Wednesday 22 February 2023	9.00am AEST	Monto Boardroom
Wednesday 22 March 2023	9.00am AEST	Mt Perry Boardroom
Wednesday 26 April 2023	9.00am AEST	Biggenden Boardroom
Wednesday 24 May 2023	9.00am AEST	Gayndah Boardroom
Wednesday 28 June 2023 (Inc. Budget Meeting)	9.00am AEST	Mundubbera Boardroom
Wednesday 26 July 2023	9.00am AEST	Eidsvold Boardroom
Wednesday 23 August 2023	9.00am AEST	Monto Boardroom
Wednesday 27 September 2023	9.00am AEST	Mt Perry Boardroom
Wednesday 25 October 2023	9.00am AEST	Biggenden Boardroom
Wednesday 22 November 2023	9.00am AEST	Gayndah Boardroom
Wednesday 13 December 2023 (Second Wednesday of the month)	9.00am AEST	Mundubbera Boardroom
<i>*All meetings will be available for real-time viewing or listening via Microsoft Teams using the audio visual link provided on Council's website.</i>		

Moved: Cr Dingle

Seconded: Cr Jones

RESOLUTION 2022/123

That Council:

1. In accordance with section 254B(1) of the *Local Government Regulation 2012*, adopt the meeting dates and times for Ordinary Meetings to be held in 2023 as in the table below; and
2. Pursuant to section 254B(2) and (3) of the *Local Government Regulation 2012*, advertise those dates and times.

Meeting Date	Meeting Commencement	Meeting Location
Wednesday 25 January 2023	9.00am AEST	Eidsvold Boardroom
Wednesday 22 February 2023	9.00am AEST	Monto Boardroom
Wednesday 22 March 2023	9.00am AEST	Mt Perry Boardroom
Wednesday 26 April 2023	9.00am AEST	Biggenden Boardroom
Wednesday 24 May 2023	9.00am AEST	Gayndah Boardroom
Wednesday 28 June 2023 (Inc. Budget Meeting)	9.00am AEST	Mundubbera Boardroom
Wednesday 26 July 2023	9.00am AEST	Eidsvold Boardroom
Wednesday 23 August 2023	9.00am AEST	Monto Boardroom
Wednesday 27 September 2023	9.00am AEST	Mt Perry Boardroom
Wednesday 25 October 2023	9.00am AEST	Biggenden Boardroom
Wednesday 22 November 2023	9.00am AEST	Gayndah Boardroom
Wednesday 13 December 2023 (Second Wednesday of the month)	9.00am AEST	Mundubbera Boardroom
<i>*All meetings will be available for real-time viewing or listening via Microsoft Teams using the audio visual link provided on Council's website.</i>		

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

9 CORPORATE AND COMMUNITY

9.1 FINANCE REPORT TO 31 JULY 2022

OFFICERS RECOMMENDATION

That in accordance with section 204 *Local Government Regulation 2012 (Qld)*, Council receives the Finance Report for the period ended 31 July 2022.

Moved: Cr Giddins

Seconded: Cr Radel

RESOLUTION 2022/124

That in accordance with section 204 *Local Government Regulation 2012 (Qld)*, Council receives the Finance Report for the period ended 31 July 2022.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Cr Susan Payne

CARRIED 6/1

NOTE: Cr Giddins highlighted a potential administrative error on page 702 of the agenda suggesting that the incorrect year was noted (Areas to Note: "*Trade and other receivables....1 July – 31 December 2021*"). Through the Chair, Skye Price (Interim General Manager Corporate and Communities) confirmed that this was an administrative error and the correct year was 2022.

202208_1 Item 9.1 QON

Cr Payne requested an explanation on the ~\$8m variance between YTD FY2023 and FY FY2023 (page 702 of the agenda, Current Liabilities – Other Current Liabilites). Through the Chair, Skye Price (Interim General Manager Corporate and Communities) responded to Cr Payne noting that the question would be taken on notice.

9.2 RADF ROUND 3 2021-22

OFFICERS RECOMMENDATION

That Council:

1. Endorse the following Regional Arts Development Fund (RADF) applications on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).
 - (a) Mundubbera State School P&C – Mundubbera SS Founding Father Sculpture - \$5,688.50
 - (b) Monto Art Group Inc – Tricia Ruest Art Workshop - \$1,702
 - (c) Rob Watt – Artisan Bladesmith Knifemaker Professional Development - \$1,500
 - (d) Daniel Patterson – auspiced by North Burnett Community Service – Digital Design for Youth - \$1,980
2. Endorse the following Regional Arts Development Fund (RADF) Outcome Reports for successful acquittal on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).
 - (a) Donna Cagney – Button Story Project - \$7,155
 - (b) Live Better Community Services – International Womens’ Day Afternoon Spectacular - \$3,350
 - (c) North Burnett Community Service – Artistic Development School Holiday Program - \$3,570
 - (d) Jess Postle – Queensland Ballet Teacher Training PD - \$1,125
 - (e) Rensina van den Heuvel – A Walk in Her Shoes - \$7,400
 - (f) Cilla Pershouse – Theatre Mentoring Program for Children - \$3,650

NOTE: Further to Cr Payne’s previously declared conflict of interest in relation to this item, Cr Jones raised a perceived conflict of interest with Cr Payne due to her Presidential position with the North Burnett Community Service, specifically in relation to the officers recommendation to endorse the application from Daniel Patterson auspiced by North Burnett Community Service and endorse the successful acquittal of the North Burnett Community Service – Artistic Development School Holiday Program. The meeting heard from Cr Payne who noted her position with the North Burnett Community Service was not of operational nature. Having heard Cr Payne’s response, Cr Jones proposed to separate the Officers Recommendation as follows.

Moved: Cr Jones

Seconded: Cr Giddins

RESOLUTION 2022/125

That Council:

1. Endorse the following Regional Arts Development Fund (RADF) applications on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).
 - (a) Mundubbera State School P&C – Mundubbera SS Founding Father Sculpture - \$5,688.50
 - (b) Monto Art Group Inc – Tricia Ruest Art Workshop - \$1,702
 - (c) Rob Watt – Artisan Bladesmith Knifemaker Professional Development - \$1,500
2. Endorse the following Regional Arts Development Fund (RADF) Outcome Reports for

successful acquittal on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).

- (a) Donna Cagney – Button Story Project - \$7,155
- (b) Live Better Community Services – International Womens’ Day Afternoon Spectacular – \$3,350
- (d) Jess Postle – Queensland Ballet Teacher Training PD - \$1,125
- (e) Rensina van den Heuvel – A Walk in Her Shoes - \$7,400
- (f) Cilla Pershouse – Theatre Mentoring Program for Children - \$3,650

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

Mover: Cr Jones

Seconder: Cr Giddins

RESOLUTION 2022/126

That Council:

1. Endorse the following Regional Arts Development Fund (RADF) applications on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).
 - (d) Daniel Patterson – auspiced by North Burnett Community Service – Digital Design for Youth - \$1,980
2. Endorse the following Regional Arts Development Fund (RADF) Outcome Reports for successful acquittal on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).
 - (c) North Burnett Community Service – Artistic Development School Holiday Program – \$3,570

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 6/0

NOTE: Following Cr Payne’s perceived conflict of interest, Cr Payne did not participate in the discussion or vote on resolution 2022/126.

9.3 RADF COMMUNITY GRANTS PROGRAM 2022-23**OFFICERS RECOMMENDATION**

That Council endorse the allocation of \$3600 from the 2022-23 RADF community grants program towards the North Burnett Arts and Cultural Advisory Committee - RADF Committee Initiative – Wide Bay Touring Circuit.

Moved: Cr Giddins

Seconded: Cr Dingle

RESOLUTION 2022/127

That Council endorse the allocation of \$3600 from the 2022-23 RADF community grants program towards the North Burnett Arts and Cultural Advisory Committee - RADF Committee Initiative – Wide Bay Touring Circuit.

In Favour: Mayor Leslie Hotz, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins and Cr Melinda Jones.

Against: Cr Robert Radel and Cr Kingsley Mesner.

CARRIED 5/2

10 WORKS

Nil.

11 COUNCILLOR REPORTS

11.1 MAYOR AND COUNCILLORS REPORTS FOR JULY 2022

OFFICERS RECOMMENDATION

That the Councillor Reports be received for the period of 1 July to 31 July 2022.

Moved: Cr Dingle

Seconded: Cr Giddins

RESOLUTION 2022/128

That the Councillor Reports be received for the period of 1 July to 31 July 2022.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

NOTE: Cr Jones offered an apology for not submitting a report for the period due to personal events.

NOTE: Cr Payne offered an apology for the absence of a report for the period having experienced technical difficulties when submitting.

12 CONFIDENTIAL REPORTS

OFFICERS RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

12.1 Paradise Dam Recreation Area Licence Agreement with Sunwater

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

12.2 Mount Perry Caravan Park

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

12.3 Queensland Government Housing Investment and Growth Initiative

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Moved: Cr Jones

Seconded: Cr Radel

RESOLUTION 2022/129

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

12.1 Paradise Dam Recreation Area Licence Agreement with Sunwater

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

12.2 Mount Perry Caravan Park

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

12.3 Queensland Government Housing Investment and Growth Initiative

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Susan Payne, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 7/0

ATTENDANCE: Jenny Hall (Community Development Stream Leader) and Desiree Tomas (Customer Experience and Communities Manager) left the meeting at 9.57am.

THE MEETING MOVED INTO A CLOSED SESSION AT 9.57AM.

NOTE: During the confidential closed session, Councillors discussed the content in the confidential reports listed above.

ATTENDANCE: Cr Payne left the meeting at 10.39am. As a result, Cr Payne did not participate in any further discussion or decisions of the meeting.

OFFICERS RECOMMENDATION

That Council moves out of Closed Session into Open Session.

Moved: Cr Radel

Seconded: Cr Giddins

RESOLUTION 2022/130

That Council moves out of Closed Session into Open Session.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 6/0

THE MEETING MOVED BACK INTO AN OPEN SESSION AT 10.45am.

12.1 PARADISE DAM RECREATION AREA LICENCE AGREEMENT WITH SUNWATER**OFFICERS RECOMMENDATION**

That Council pursuant to the *Local Government Regulation 2012* section 236(1)(b)(i), resolves to dispose of its interest over Lot 3 SP158186, part Lot 9 CK1566, part Lot 35 CK559 and part Lot 36 CK559; otherwise known as Paradise Dam, Coringa, by-way of a Deed to terminate the existing Licence Agreement with Burnett Water Pty Ltd.

Moved: Cr Dingle

Seconded: Cr Mesner

RESOLUTION 2022/131

That Council pursuant to the *Local Government Regulation 2012* section 236(1)(b)(i), resolves to relinquish its interest over Lot 3 SP158186, part Lot 9 CK1566, part Lot 35 CK559 and part Lot 36 CK559; otherwise known as Paradise Dam, Coringa, by-way of a Deed to terminate the existing Licence Agreement with Burnett Water Pty Ltd.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 6/0

12.2 MOUNT PERRY CARAVAN PARK**OFFICERS RECOMMENDATION**

That Council:

1. Resolves to terminate by mutual consent the lease for the period 01 September 2022 to 30 June 2028 with Maclean Parks Pty Ltd, over Lease A SP255553 within Lot 1 on SP117730, located at Heusman Street, Mount Perry.
2. Resolves to undertake a review of all Council caravan park operations.

Moved: Cr Giddins

Seconded: Cr Dingle

RESOLUTION 2022/132

That Council:

1. Resolves to terminate by mutual consent the lease for the period 01 September 2022 to 30 June 2028 with Maclean Parks Pty Ltd, over Lease A SP255553 within Lot 1 on SP117730, located at Heusman Street, Mount Perry, and alternate operating arrangements are explored to maintain this service.
2. Resolves to undertake a review of all Council caravan park operations within the North Burnett region.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 6/0

12.3 QUEENSLAND GOVERNMENT HOUSING INVESTMENT AND GROWTH INITIATIVE

OFFICERS RECOMMENDATION

That Council:

1. Pursuant to the Local Government Regulation 2012, section 236(2) resolve to apply exemption provision 236(1)(b)(ii) disposal of a valuable non-current asset to a community organisation, other than by tender or auction with regard to Lot 14 YL836018 Moreton Street, Eidsvold and Lot 81 SP199370 Elizabeth Street, Mundubbera.
2. Support the development of 4 x 2 bedroom social housing units at Lot 14 YL836018 Moreton Street, Eidsvold and gift the parcel of land at no cost via title transfer to Regional Housing Limited.
3. Support the development of 2 x 3 bedroom social housing units at Lot 81 SP199370 Elizabeth Street, Mundubbera and gift the parcel of land at no cost via title transfer to Regional Housing Limited.

Moved: Cr Dingle

Seconded: Cr Radel

RESOLUTION 2022/133

That Council:

1. Pursuant to the Local Government Regulation 2012, section 236(2) resolve to apply exemption provision 236(1)(b)(ii) disposal of a valuable non-current asset to a community organisation, other than by tender or auction with regard to Lot 14 YL836018 Moreton Street, Eidsvold.
2. Support the development of 4 x 2 bedroom social housing units at Lot 14 YL836018 Moreton Street, Eidsvold and gift the parcel of land at no cost via title transfer to Regional Housing Limited.
3. Further liaise with Regional Housing Limited with regards to available land in Mundubbera.

In Favour: Mayor Leslie Hotz, Cr Robert Radel, Cr Michael Dingle, Cr Dael Giddins, Cr Melinda Jones and Cr Kingsley Mesner.

Against: Nil.

CARRIED 6/0

13 CLOSURE OF MEETING

The Meeting closed at 10.53am.

The minutes of this meeting were confirmed at the General Meeting held on 28 September 2022.

.....
CHAIRPERSON

8 OFFICE OF THE CHIEF EXECUTIVE OFFICER

8.1 2022-2023 OPERATIONAL PLAN

Doc Id: 1114228

Author: Margot Stork, Chief Executive Officer

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. 2022-2023 NBRC Operational Plan A4 Final [1117316]

EXECUTIVE SUMMARY

The North Burnett Regional Council *2022-2023 Operational Plan* is required in accordance with s174 of the *Local Government Regulation 2012 (Qld)*. The Operational Plan identifies the key outcomes that Council is seeking to achieve for the North Burnett community by outlining the actions staff will undertake during 2022-2023 to implement the longer-term goals detailed in the North Burnett Regional Council Corporate Plan 2021-2026.

CORPORATE PLAN

OUR VISION: A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

OUR PRIORITY AREAS:

1. *Essential Service Delivery – Getting the basics right*

OFFICERS RECOMMENDATION

That Council adopts the 2022-2023 Operational Plan as presented.

REPORT

This report was tabled at the General Meeting on 24 August 2022. As per **resolution 2022/122**, Council resolved to receive the 2022-2023 Operational Plan as presented and agreed to leave lay on the table to allow further discussion at a Councillor Workshop. Further discussion was held at the Councillor Workshop on 7 September 2022 in Mundubbera.

Business planning is an integral function of any organisation. Council is a complex organisation with many different business units committed to delivering services and infrastructure to the North Burnett community. Each year Council must adopt an Operational Plan to identify its priorities for the upcoming twelve months that are in line with the organisations Corporate Plan.

In accordance with s.174 of the *Local Government Regulation 2012 (Qld)*, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals.

The Operational Plan is a statement of specific works to be undertaken and services to be provided in the current financial year, to progress the long-term strategies set out in the Corporate Plan. The actioning of the plan directly relates to the budget and outcomes are contingent on budget and resourcing. Some items listed in the Operational Plan may be actioned across multiple financial years.

The Operational Plan proposed includes a range of business-as-usual items and showcases the broad range of services provided by Council to the community.

CONSULTATION

The planning process to develop the budget and operational plan is extensive. Staff have presented to Councillors at a number of workshops held from January to June 2022, the priorities and business as usual activities to be included and reported against in the Operational Plan.

Further discussion in relation to the draft 2022/2023 Operational Plan was held at the Councillor Workshop on 7 September 2022 in Mundubbera.

RISK IMPLICATIONS**Reputation / Political**

The Operational Plan is being tabled to ensure Council is able to monitor and track its progress against key priorities for the next 12 months. The risk of not endorsing the Operational Plan is that Council would have no clear operational direction for reporting requirements to go alongside its budget. The Council would also be in breach of section 174 of the *Local Government Regulation 2012 (Qld)* until an Operational Plan was endorsed.

Occupational Health & Safety (WHS)

WHS is a major consideration in all elements of the Operational Plan proposed.

Financial Impact

Priorities identified in the 2022-2023 Operational Plan are included in the budget. The success of delivering the priorities will be conditional on adequate resourcing (of key personnel with necessary skillsets) throughout the year, and no other competing priorities diverting resources.

Legal & Regulatory

The Operational Plan as proposed is compliant with the relevant Acts and Regulations.

Environmental

Environmental considerations are documented as required for specific outcomes in the proposed operational plan.

Property & Infrastructure

Key elements of the Operational Plan address property and infrastructure requirements.

Human Resources

The success of delivering the priorities will be conditional on adequate resourcing (of key personnel with necessary skillsets) throughout the year and no other competing priorities diverting resources.

Information Communications Technology

Information and communication technology considerations are documented as required for specific outcomes in the proposed operational plan.

Service Delivery

The success of delivering the priorities will be conditional on adequate resourcing (of key personnel with necessary skillsets) throughout the year and no other competing priorities diverting resources.

Climate

N/A

KEY MESSAGE

The 2022-2023 Operational Plan is focussed on getting the basics right and concentrates on maintaining what we have and doing it well.

NORTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN 2022-2023





OPERATIONAL PLAN 2022-2023

The 2022-2023 Operational Plan is developed in response to the commitments of Council's Corporate Plan 2021-2026.

OUR MISSION

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

OUR VISION

A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

MANAGING OPERATIONAL RISK

The Local Government Regulation 2012 (section 175) requires that the Operational Plan includes a statement as to how Council will manage operational risks. The operational planning process includes management of Council's strategic and operational risks. Council's commitment to risk management is outlined in Council's Enterprise Risk Management Policy.

REVIEW AND REPORTING

The Operational Plan is an important part in Council's planning framework, referring to the Corporate Plan and detailing key actions that Council will deliver in 2022-2023.

Council's 2021-2026 Corporate Plan has outlined its objectives to get the basics right with essential service delivery, generate sustainable communities to retain population and attract investment, and to ensure economic growth for future generations.

The activities within this plan are funded from the annual budget. Council will formally report on the progress of the annual Operational Plan on a quarterly basis, demonstrating our commitment to improving the sustainability of the organisation and satisfying our obligations under the Local Government Act 2009. A comprehensive and transparent overview of the delivery of the Operational plan will form part of the Council's Annual Report.

OPERATIONAL PLAN 2022-2023

OPERATIONAL PLAN 2022-2023

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

#	Service Catalogue	Outcome	Action	Department	Due Date
1	Workplace Health and Safety	Improve Council's safety culture and provide effective, modern workplace health and safety systems to ensure that staff safety and wellbeing.	Implement continuous improvement workplace health and safety opportunities as they arise and adhere to legislative requirements.	Corporate and Community	Ongoing
2	Financial Services	Ongoing professional financial services for Council, including timely financial reporting adhering to QTC requirements and Australian accounting standards.	Identify and assess continuous improvement opportunities as well as any potential additional controls to enhance council's financial system practises.	Corporate and Community	Ongoing
3	Waste Management	A new landfill cell and supporting infrastructure at Mundubbera waste management facility.	Conduct tender process and award construction contract by 31 March 2023 with a view to deliver the required infrastructure by 30 June 2024.	Corporate and Community	30/06/2024
4	Information and Communication Technology	Provide fit for purpose Information and Communication Technology (ICT) Council services including hardware, software and telecommunications, for efficient and effective services provision.	Continue development of an appropriate ICT strategy to guide Council ICT decision making, promoting uniformity and consistency, with a longer term, organisation wide outlook.	Corporate and Community	30/06/2023
5	Libraries	The vision for Council Libraries considers State Library of Queensland contract obligations including literacy for all.	Continue development of a Libraries Strategy.	Corporate and Community	30/06/2023
6	Human Resources Management	Internal capacity is progressively developed, providing skilled staff with appropriate career progression paths.	Deliver a supervisor development program to up-skill staff in supervisory positions and facilitate career progression pathways.	Corporate and Community	30/06/2023
7	Continuous Improvement	Progressive review of business processes with evidence based continuous improvements and incremental change pursual where appropriate, enhancing Council's essential services delivery.	Continue LEAN process reviews across the organisation, pursuing appropriate continuous improvement opportunities as they arise and in keeping with available budgets.	Office of the CEO	Ongoing

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

#	Service Catalogue	Outcome	Action	Department	Due Date
8	Capital Projects	Council controlled essential infrastructure is maintained and/or replaced in keeping with available budgets and asset management plans, particularly roads, urban water, waste water and waste infrastructure.	Deliver a capital works program (including Queensland Government Road Maintenance Contracts) that meets budget, facilitates the planned maintenance identified in applicable asset management plans and is in keeping with long term financial forecasts.	Works	30/06/2023
9	Urban Water Delivery	A continuous supply of water is provided for the community, in serviced areas, which meets Australian Drinking Water Guidelines Health Standards.	Continue replacement, repair or upgrade to the Biggenden Water Treatment Plant, having regard to risk management and funding availability.	Works	30/06/2023
10	Asset Management	Council maintains an effective and consistent approach to the delivery of asset management plans, activities and priorities, consistent with community expectations and available financial resources.	Commence Council's Asset Management Policy review and develop a contemporary Asset Management Framework enabling development of appropriate and consistent asset management plans. Review at end of year and prepare actions for following year.	Works	31/12/2023
11	Continuous Improvement	Sustainable service levels are endorsed by Council and clear for staff and the community to ensure a consistent level of service and appropriate customer service standards.	Continue development of a service catalogue for Council, defining sustainable and consistent levels of service across the region.	Office of the CEO	Ongoing
12	Media, Communications and Engagement	A connected community that is involved in transparent decision making activities.	Finalise development of a Community Engagement Framework and Strategy to ensure appropriate, timely, relevant liaison with community and other stakeholders.	Office of the CEO	31/12/2022
13	Governance	Council's risks are managed and evidence-based decision making is supported by best practice governance.	Maintain risk registers to support Councillors and the organisation to discharge duties and address key organisational risks.	Office of the CEO	Ongoing
14	Indigenous Land Use Agreements	Indigenous Land Use Agreement determinations are correctly enacted in the region.	Consult with relevant parties on Indigenous Land Use Agreements.	Office of the CEO	Ongoing

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

#	Service Catalogue	Outcome	Action	Department	Due Date
15	Governance	Council utilises external funding for maximum benefit of projects that align to corporate plan priorities.	Ensure continued quality assurance and oversight of external funding applications and projects is provided.	Office of the CEO	30/06/2022
16	Human Resources Management	Staff are supported with professional human resource services.	Support Council with professional recruitment, training and development, industrial relations as well as trainee programs advice and procedures.	Corporate and Community	Ongoing
17	Records Management	Council records are managed in keeping with best practice, as well as Public Records Act and other legislative requirements.	Ensure best practice records management through continuous improvement and incremental change, as appropriate.	Corporate and Community	Ongoing
18	Procurement, Stores and Purchasing	Procurement is undertaken in keeping with endorsed policy, supporting local business where possible.	Ensure effective and efficient procurement, stores and purchasing practices, pursuing continuous improvement opportunities and/ or additional controls, where appropriate.	Corporate and Community	Ongoing
19	Information and Communication and Technology	Council has access to and maintains technical ICT support, enabling end users to continue day to day activities with minimal interruptions or downtime.	Continue to support the organisation with effective first point of contact support and back of house ICT operations, proactively minimising potential downtime, maintaining ICT infrastructure and taking steps to protect against information or infrastructure threats.	Corporate and Community	Ongoing
20	Building and Plumbing Inspection Services	Building and plumbing inspections services are offered to fill a gap in service delivery and ensure compliance with guidelines where required.	Undertake building and plumbing approval, inspection and compliance services, as required.	Corporate and Community	Ongoing
21	Local Laws Education and Compliance	Local laws are effectively enacted for the benefit of community.	Fit for purpose local laws are maintained and enforced as appropriate.	Corporate and Community	Ongoing
22	Waste Collection	Waste and Resource Recovery are managed in keeping with State legislation and policies.	Operate waste collection and resource recovery operations in accordance with adopted strategies and legislation.	Corporate and Community	Ongoing

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

#	Service Catalogue	Outcome	Action	Department	Due Date
23	Emergency Management	Local SES services can effectively support the region in times of need.	Support SES and explore sustainable models for future collaboration.	Works	Ongoing
24	Cemeteries	Provide well maintained and compliant cemeteries.	Cemeteries scheduled maintenance is undertaken in keeping with budget allocations and available resources.	Works	Ongoing
25	Urban Street Maintenance	Maintain a fit for purpose urban street network.	Undertake urban street maintenance in keeping with budget allocations and available resources.	Works	Ongoing
26	Rural Roads Maintenance	Rural roads provide connection across the region.	Undertake rural roads maintenance in keeping with budget addressing network needs in a timely manner, whilst also maintaining roadside vegetation and drainage.	Works	Ongoing
27	Rural Addressing	Rural addressing is processed consistently in keeping with policy.	Undertake rural addressing consistently pursuant to the policy.	Works	Ongoing
28	Bridges Maintenance	Bridges are safe and appropriate to road requirements.	Undertake bridge maintenance in keeping with budget allocations and available resources.	Works	Ongoing
29	Fleet	Safe and fit for purpose fleet is maintained by the organisation.	Work towards delivering fit for purpose fleet management and maintenance.	Works	Ongoing
30	Urban Water Delivery	A continuous supply of water is provided to the community, in serviced areas, which meets Australian Drinking Water Guidelines Health Standards.	Meet regulated drinking water standards in keeping with budget allocation and available resources.	Works	Ongoing
31	Essential Service Delivery	Wastewater is treated in keeping with reportable requirements.	Deliver effective wastewater services.	Works	Ongoing
32	Leasing and Contracts Management	Agreements to be in place with consistent or exclusive users of Council owned land or facilities, ensuring best operation of those facilities.	Continue leases and contracts implementation, maintenance and review, to efficiently provide Council owned facilities and land for community groups and commercial entities and meet public sector governance standards.	Corporate and Community	Ongoing

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

#	Service Catalogue	Outcome	Action	Department	Due Date
33	Natural Resources Management	The region's natural resources are managed for future generations.	Undertake natural resource management advice and education including regional weeds management, land protection and washdown bay operations, in keeping with budget allocations and available resources.	Corporate and Community	Ongoing
34	Environmental Health	Community and businesses are monitored and supported to ensure safe public environments.	Ensure safe communities through environmental health monitoring, permit provision and education.	Corporate and Community	Ongoing
35	Public Lighting	Street lighting is installed and operated for community safety and Council controlled asset security.	Provide urban street lighting across the region as appropriate.	Works	Ongoing
36	Customer Service	Customer service standards are clearly defined for council staff, setting targets to strive toward when interacting with the public, and are available to the public via our website.	Implement a revised customer experience charter.	Corporate and Community	30/06/2023



SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

#	Service Catalogue	Outcome	Action	Department	Due Date
37	North Burnett Transport Service	North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers.	Deliver the North Burnett Transport Service as per TransLink contract.	Corporate and Community	30/06/2022
38	Libraries	Library services and programming delivered for the community that upholds State Library of Queensland service contract obligations and consistency across the region.	Deliver library services as per State Library of Queensland Service Agreement, including First Five Forever Programming.	Corporate and Community	30/06/2022
39	Community Events	Key Council events are delivered effectively across the region and community events are promoted and successful.	Deliver key regional community events of Australia Day and Youth Week and support other community events in line with Council policy, budget and available resources.	Corporate and Community	30/06/2022
40	Community Development	Local community groups can effectively operate, completing key projects and programs for the community's benefit.	Continue capacity building exercises with local community groups to ensure best practice project management, access to external funding, collaborations with other groups and projects that align with endorsed Council strategies.	Corporate and Community	0/06/2022
41	Museums, Historical Societies and Art Galleries	Museums, historical societies and art galleries are supported to ensure rich cultural precincts.	Continue to work with the community to maintain and deliver museum and art gallery facility programs across the region.	Works	30/06/2022
42	Community Grants	Community grants budget is effectively delivered in line with endorsed policy to enrich community events and projects.	Deliver responsible and effective community grants that support sustainable community events and projects across the region.	Works	30/06/2022
43	Community Gyms	Council operated community gyms deliver an appropriate level of service for the community.	Deliver Mundubbera and Eidsvold community gym services whilst investigating longer term, sustainable delivery options.	Works	30/06/2022
44	TV Retransmission Towers	Digital television services are delivered in keeping with Council resolution.	Operate the remaining Eidsvold TV retransmission tower until early 2023 whilst planning for decommission pursuant to council resolution.	Works	31/01/2023

SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

#	Service Catalogue	Outcome	Action	Department	Due Date
45	Public Security - CCTV	In the public interest, authorities can access CCTV footage.	Continue to manage CCTV operations in key Council areas for community safety and asset security.	Works	30/06/2022
46	Disaster Management	The region is prepared for disaster.	Prepare for and enact disaster management plans, when and as required.	Corporate and Community	Ongoing
47	Community Buildings and Facilities	Community facilities are well maintained and utilised.	Maintain Council owned community facilities and sporting fields to a safe standard for the use and enjoyment of community, having regard to policies, budget allocations and available resources.	Corporate and Community	30/06/2023
48	Waste Management	The region's waste transfer stations are maintained in a safe, usable manner.	Upgrade the Mt Perry waste transfer station to ensure personnel and visitor safety.	Works	30/12/2022
49	Waste Management	Better waste management practices are planned with a path to follow in conjunction with other councils.	Work with Wide Bay Region of Councils to develop a regional waste management plan, investigating options for waste diversion, reuse and recycling programs.	Works	Ongoing
50	Caravans and Recreation Parks	Council owned Caravan and Recreation Parks are operated to support visitors.	Continue to operate and/ or have agreements in place for the effective operation of Council owned caravan and recreation parks, whilst investigating the most effective delivery mechanism going forward.	Works	Ongoing
51	Council Housing	Council housing is maintained to provide accommodation for staff in a region of low rental availability.	Provide Council housing as required.	Works	Ongoing
52	Aerodromes	Airports are operated to support emergency services, commercial flights and recreation.	Continue to ensure safe operation of council controlled airports across the region.	Works	Ongoing
53	Showgrounds	Showgrounds are operated to support user groups events and operations.	Continue to maintain showgrounds that are Council's responsibility while engaging with key user groups on the most effective long term sustainable model for operation.	Works	Ongoing

SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

#	Service Catalogue	Outcome	Action	Department	Due Date
54	Public Amenities	Parks, recreation areas and public conveniences are offered to the community.	Provide welcoming parks, recreation areas and public conveniences that are well maintained, having regard to policies, budget allocations and available resources.	Works	30/06/2023
55	Quarries and Gravel Pits	Council operated quarries and gravel pits provide appropriate material for civil works.	Manage Council operated gravel pits safely and within legislated requirements.	Works	Ongoing
56	Community Pools	Community swimming pools provide recreational opportunities for the community and support the core skill development of learning to swim.	Operate community swimming pools within contractual agreements, having regard to policies, budget allocation, available resources and asset condition. Build on the condition assessment work that has been undertaken to date and conduct a full condition assessment of all five pools to guide future budget considerations.	Works	30/06/2023



PROSPEROUS FUTURE - TO ENSURE ECONOMIC GROWTH FOR FUTURE GENERATIONS

#	Service Catalogue	Outcome	Action	Department	Due Date
57	Planning and Development Services	Develop and align planning instruments with state legislation and strategies to promote region wide development.	Consider the development of amendments to the planning scheme following the release of the Wide Bay Burnett Regional Plan	Corporate and Community	Ongoing
58	Elected Members	Advocacy campaigns are planned and effectively delivered for maximum impact.	Support Councillors with a well-documented, targeted advocacy strategy.	Office of the CEO	Ongoing
59	Planning and Development Services	Planning and development applications are effectively assessed and supported in a timely manner.	Assess planning applications in keeping with state and local instruments and timeframes.	Corporate and Community	Ongoing
60	Economic Development	Small business is supported and local contractors are upskilled to access opportunities.	In partnership with relevant agencies, provide economic development support for the community.	Corporate and Community	Ongoing
61	Economic Development	Incentives are provided to businesses willing to ensure attractive appearances for their shop fronts.	Deliver streetscape funding program in keeping with endorsed policy.	Corporate and Community	Ongoing
62	Media, Communications and Engagement	The naturally beautiful North Burnett is promoted for visitors and potential visitors.	Leverage promotional opportunities for #VisitNorthBurnett and promote the region's tourism product through appropriate channels.	Office of the CEO	Ongoing
63	RM Williams Australian Bush Learning Centre	The RM Williams Australian Bush Learning Centre is operated in the most effective manner.	Operate the RM Williams Australian Bush Learning Centre whilst investigating long term sustainable delivery options.	Corporate and Community	Ongoing



9 CORPORATE AND COMMUNITY

9.1 FINANCE REPORT TO 31 AUGUST 2022

Doc Id: 1114051

Author: Michelle A. Burns, Senior Accountant
Owen Jensen, Financial Services Manager

Authoriser: Skye Price, Interim General Manager Corporate and Community

Attachments: 1. Finance Report - August 2022.pdf [1116028]

EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget for the financial year to 31 August 2022.

CORPORATE PLAN

OUR VISION: By 2030, the North Burnett will be a region of choice for people to live, work and play:

OUR ROLE:

A Provider

OUR PRIORITY AREAS:

5. Our efficient and effective council

OFFICERS RECOMMENDATION

That in accordance with section 204 *Local Government Regulation 2012 (Qld)*, Council receives the Finance Report for the period ended 31 August 2022.

REPORT

The monthly financial report includes a Statement of Financial Performance, Statement of Financial Position and Rates Debtor Analysis. Exception reporting is noted within the reports comparing actual performance against budget. Key highlights as at the end of August 2022 include:

- Rates, Levies and Charges recorded in June 2022 totalling \$9.727m, are slightly lower than budget year-to-date.
- Employee Benefits – The decrease in employee benefits relate to the current level of vacancies, as compared to budget.
- Materials and Services – The increase in Materials & Services costs relate to additional recoverable works which were above budget. This increase in expenditure will be offset by an increase in income over budget. This increase related predominantly to:
 1. Roadworks Performance Contract (RPC) Costs – Materials & Services over the forecasted expenditure by \$25,484, and
 2. Road Maintenance Performance Contract (RMPC) Cost – Materials & Services over the forecasted expenditure by \$8,824.
- Depreciation is above the forecasted budget due to the application of the revaluation for roads, bridges and drainage as at 30th June 2022, which has resulted in an increase in depreciation expense.

- The expense coverage ratio has been included as recommended by the Queensland Audit Office as a good indicator of a Council's short-term liquidity. A target range is between three (3) and six (6) months. The ratio needs to be monitored as cost control measures would need to increase to maintain the ratio at acceptable levels. The ratio currently is at a good cash management level of five (5) months, within the target range. This has been calculated allowing for externally restricted funds such as unspent capital government grants and subsidies of \$3,691,420, and landfill management levy of \$6,650,124.
- The current ratio is a liquidity ratio that measures an organisation's ability to pay short-term obligations, or those due within one (1) year. A current ratio above 1 is considered a minimum. It is anticipated that the current ratio will decrease in the latter half of the year as Council draws down on the operational assistance grants received. Council's current ratio, as at 31 August 2022 is 4.3: 1.

CONSULTATION

Report prepared with input from internal budget managers and delegation holders.

RISK IMPLICATIONS

Reputation / Political

Low risk if expenditure deviates slightly from budget or project delivery schedule.

Financial Impact

Low risk as expenditure in line with budget. The report highlights the need to continue to closely monitor expenditure and incorporate identified efficiencies into operations.

Legal & Regulatory

Council is required under s170 *Local Government Regulation 2012 (Qld)* to have an adopted budget in place for each financial year and by resolution can amend the budget for a financial year at any time before the end of the financial year.

KEY MESSAGE

Council is presenting this monthly financial report to provide information on financial performance against budget and to comply with legislative requirements.

FINANCIAL PERFORMANCE (as at August 2022)

Areas to note

Overall, the council reported a YTD actual net operating profit before capital grants and contributions as at 31 August 2022 which is currently \$165,000 lower than predicted. The net difference is comprised of revenue higher than budget by \$249,000 and operating expenses above budget of \$414,000.

Operating Revenue

- Rates, levies, and charges revenue is slightly lower than budget by \$148,063. *Natural Resource Management Levy* is higher than budget by \$16,742 and *Discounts* have decreased to budget by \$110,286. Whereas, *Waste Management* has decreased to budget by \$120,167 *General Rates* has decreased to budget by \$84,013, *Sewerage* has decreased by \$31,953, *Water* has decreased to budget by \$31,812 *Other Levies* - including Local Disaster Management Levy is lower than budget by \$7,986, *Water Consumption* has decreased by \$840 to budget.
- Fees and Charges have increased in August by \$142,482 due to additional *Building and Development Fees* of \$36,045, *Other Fees and Charges* have increased by \$38,019 mainly due to aviation fuel sales and rates search fees, *Caravan Park Takings* are above budget by \$28,941 due to increases at Paradise Dam, Eidsvold & Biggenden parks, *Community Service Fees* are above budget by \$7,963, *Trade Waste & Recycling* revenue has increased by \$29,006 which is mainly relating to the Mundubbera waste site, *Water and Sewer Fees* have increased by \$623 and *Licences and Registrations* have decreased by \$1,885.
- Interest received is higher than anticipated mainly due to increased interested rates on our QTC cash funds, moving from an annual rate of .51% to 1.91%.
- Other Income is slightly below budget by \$2,151, which is mainly relating to *Bus revenue* being below budget by \$2,433; other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions, and donations is above budget by \$91,581, which relates to the receipt of \$100,000 from the State under the Department of Transport & Main Roads Walking Local Grants program to improve walking access in Council.
- Rental Income has decreased from budget by \$5,597 which relates to Council rental facilities of \$1,192 and Council housing of \$4,405.
- Sales revenue has increased from budget by \$135,382 which relates to Roadworks Performance Contract (RPC) and Road Maintenance Performance Contract (RMPC) received being higher than budget forecasts. This includes the emergent works associated with the repairs to road infrastructure following the damage caused by recent rain events.

Operating Expenditure

- The increase in Materials & Services costs relate to additional recoverable works which were above budget by \$34,308. Insurance costs have increased by \$80,000 in this financial year which represents an increase by 8.82%. There have been additional repairs and maintenance costs totalling \$18,759 incurred with public conveniences

Capital revenue and expenses

- Capital Revenue is on par with budget.

YTD FY2023

	Actual \$000	Budget \$000	Variance \$000	%	Impact on net result
Recurrent Revenue					
Rates, levies and charges	9,727	9,875	(148)	(2%)	
Fees and charges	296	154	142	92%	▲
Interest Received	96	60	36	60%	▲
Other Income	68	71	(3)	(4%)	
Recurrent Grants, subsidies, contributions and donations	655	563	92	16%	▲
Rental Income	45	51	(6)	(11%)	▼
Sales Revenue	317	182	135	74%	▲
Total Operating Revenue	11,205	10,956	249	2%	
Recurrent Expenses					
Employee Benefits	(2,090)	(2,583)	493	19%	▲
Materials & Services	(2,994)	(2,630)	(364)	(14%)	▼
Depreciation	(2,903)	(2,361)	(543)	(23%)	▼
Finance Costs	(5)	(4)	(0)	(6%)	
Total Operating Expense	(7,992)	(7,578)	(414)	(5%)	
Operating Profit / (Loss)	3,213	3,378	(165)	(5%)	
Capital Revenue and Expenses					
Capital Revenue	736	736	0	0%	
Capital Expenses	0	0	0	0%	
Net Capital Income Gain / (Loss)	736	736	0	0%	
Net Result	3,949	4,114	(165)	(4%)	

Legend:
■ favourable movement
■ unfavourable movement

FINANCIAL POSITION (as at August 2022)

	YTD FY2023	FY FY2023
	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
Current Assets		
Cash and cash equivalents	32,847	22,949
Inventories	464	490
Trade and other receivables	14,100	5,040
	47,411	28,479
Non-Current Assets		
Property, plant and equipment	909,039	1,100,347
	909,039	1,100,347
Total Assets	956,450	1,128,826
Current Liabilities		
Current Borrowings QTC	(319)	(163)
Other Current Liabilities	(5,860)	(2,700)
Current Provisions	(2,176)	(3,095)
Trade and other payables	(2,560)	(2,538)
	(10,915)	(8,496)
Non Current Liabilities		
Borrowings Non Current	(1,505)	(1,502)
Other Non Current Liabilities	(1,314)	-
Provisions Non Current	(13,830)	(9,263)
	(16,650)	(10,765)
Total Liabilities	(27,565)	(19,261)
Net Community Assets	928,885	1,109,565
Community Equity		
Asset revaluation reserve	(177,095)	(345,134)
Retained surplus/(deficiency)	(751,790)	(764,431)
Total Community Equity	(928,885)	(1,109,565)

Areas to note

Assets

- YTD Cash and cash equivalents has increased from 31 July 2022 to 31 August 2022 by \$1,758,000. The increase is to be expected with the commencement of the rating period and is consistent with previous years.
- Trade and other receivables have increased from 31 July 2022 to 31 August 2022. This increase relates to rates for period 1 July - 31 December 2022 that have been levied in July which are due 16 September 2022 and also sales for emergent works carried out by Council for rain events.

Liabilities

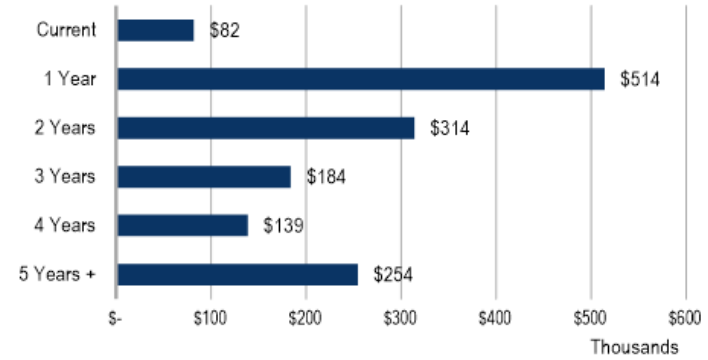
- Current Liabilities have decreased from 31 July 2022 to 31 August 2022 by \$2,338,000. Other current liabilities include contract liabilities which relates to capital grants received in advance and as respective projects are completed, the revenue is therefore able to be recognised for these grants.
- Other non-current liabilities of \$1,314,000 relate to the prepayment of the state government waste levy charges for the years 2023-2024 to 2025-2026. These payments will be brought to account in their respective future years.

RATES OVERDUE (as at August 2022)

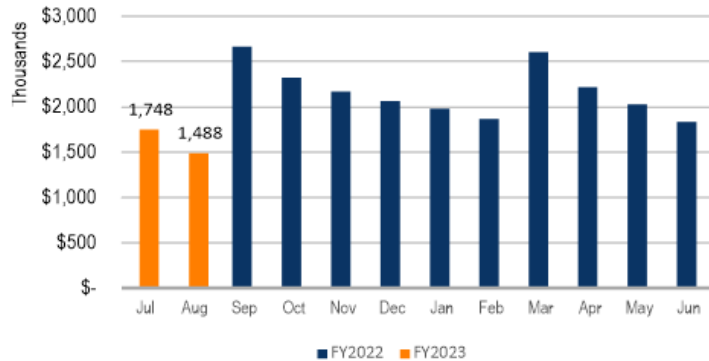
Areas to note

- In August 2022, the rates overdue has decreased from July 2022. This has been a decrease from July (1,748,485) to August (1,487,577) of \$260,909.
- In August 2022 the rates overdue balance has decreased by 14.92%
- Approximately 40.09% of rates overdue as at 31 August 2022 are less than one year overdue.

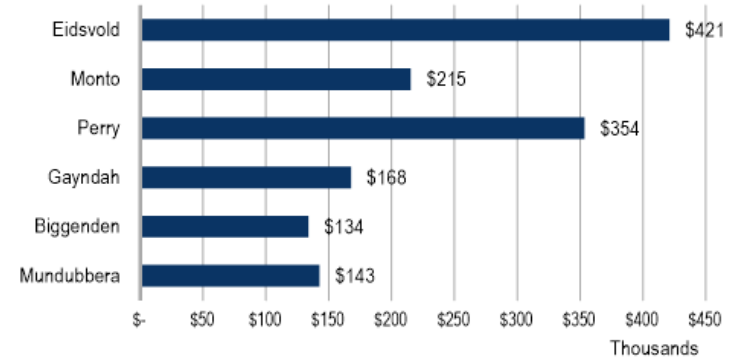
Overdue rates by age



Overdue rates balance



Overdue rates by location



9.2 1109 AUDIT AND RISK COMMITTEE - STATUTORY POLICY**Doc Id:** 1115886**Author:** Owen Jensen, Financial Services Manager**Authoriser:** Skye Price, Interim General Manager Corporate and Community**Attachments:**

1. Draft 1109 Audit and Risk Committee Policy.pdf [1115984]
2. Draft 1109 Audit and Risk Committee Charter.pdf [1115985]
3. Archived 109 Audit and Risk Committee Policy.pdf [1115986]

EXECUTIVE SUMMARY

This report seeks Council's consideration of the proposal to establish an Audit and Risk Committee and to adopt an Audit and Risk Committee Policy. It is proposed that the committee have authority to review and make recommendations to Council on any matters within the scope of its responsibilities as outlined in the Audit and Risk Committee Charter.

CORPORATE PLAN

OUR VISION: A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

OUR PRIORITY AREAS:

1. *Essential Service Delivery – Getting the basics right*

OFFICERS RECOMMENDATION

That Council

1. Receives and notes the information within the 1109 Audit and Risk Committee - Statutory Policy report;
2. Pursuant to Section 105 (2), of the Local Government Act 2009, resolves to establish an Audit and Risk Committee; and
3. Pursuant to Part 11, Division 1, Subdivision 2, Section 208, of the Local Government Regulation 2012, adopts the following:
 - a) Statutory Policy 1109 Audit and Risk Committee Policy; and
 - b) Audit and Risk Committee Charter.

REPORT

The Local Government Act Section 105 (2) requires that each large local government must establish an Audit Committee. Section 208 of the Local Government Regulations 2012 applies to an audit committee whether it is established by a large local government or another local government.

The Charter defines the role, responsibilities, composition and guidelines of the Audit and Risk Committee within Council. The Committee is to provide an oversight, advisory and assurance role and does not have any delegated responsibility, nor management functions within Council.

The Committee acts as an independent, oversight, assurance, and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by providing oversight, monitoring, and reviewing:

- The governance structure
- Values and ethics
- The integrity of financial documents, management, and public accountability reports
- The internal audit activities
- Legislative compliance
- External Audit
- Risk management
- Internal control and fraud and corruption prevention control
- Management action plans
- Assurance
- Performance reporting

The Committee can provide recommendations to Council and management about any matters that it considers requires review, action, or improvement.

In discharging its responsibilities, the Audit and Risk Committee has the authority to:

- Conduct or request investigations into matters within its scope of responsibility and in accordance with the Local Government Act.
- Access information, records, and personnel of the Council for such purpose.
- Request the attendance of any employee, including executive staff, at committee meetings
- Conduct and minute meetings with the Council's internal and external auditors and risk manager, as required.
- As necessary, seek advice from external parties to meet its responsibilities, provided Council approval has been acquired prior to committing to any expenditure related to seeking advice.

The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, risk, internal control and compliance with laws, regulations, and ethics within Council rests with Council's executive, it is proposed that the Audit and Risk Management Committee exercise an oversight, monitoring, and review role.

The previous Audit and Risk Committee of North Burnett Regional Council and associated policy 109 was rescinded per Resolution 2020/142 on the 25 November 2020. Despite North Burnett Regional Council not being defined as a large council, a risk and audit committee is considered a key part of good governance. It has been recommended by the Queensland Audit Office that North Burnett Regional Council establish a Risk and Audit Committee and it is considered a prudent measure whilst Council's financial sustainability is at risk. A risk and audit committee can assist in the improvement of Financial Statement preparation maturity as outlined in the self-assessment guides provided by the Queensland Audit Office. Council had a maturity of 1.9 of a possible 4 rating, assessed in June 2021, as a part of an internal audit undertaking. The committee would also assist with more robust corporate governance and risk considerations across the organisation through independent oversight and monitoring.

CONSULTATION

The proposed policy has been reviewed by Council's senior management team. Councillors input was sought at a Councillor workshop during August 2022.

RISK IMPLICATIONS**Reputation / Political**

The Audit and Risk Committee will provide a further level of assurance that North Burnett Regional Council's (NBRC) strategic objectives are realised and achieved through effective and efficient measures within the standard framework of internal control and risk management.

Occupational Health & Safety (WHS)

The charter of the Audit and Risk Committee will enable review of compliance with legislation and assist Council in fulfilling compliance obligations related to daily activities and service provisions, including workplace health and safety (WHS) legislation.

Financial Impact

It is proposed that the Audit and Risk Committee will provide oversight, monitoring, review, and advisory activities with respect to financial statements and reporting, external audit, internal audit, fraud and corruption control, risk management, as well as legislative and policy compliance.

Legal & Regulatory

Local Government Act 2009

Local Government Regulations 2012

1109 Audit and Risk Committee Policy

1110 Internal Audit Policy

1176 Fraud and Corruption Prevention Policy

2213 Enterprise Risk Management Policy

Environmental

The charter of the Audit and Risk Committee will assist in promoting compliance with environmental legislation.

Property & Infrastructure

The Audit and Risk Committee can monitor an enterprise risk management framework and associated procedures. This would enable consideration of inherent and residual risks, as well as remedies associated with major projects, programs and services incorporating council property and infrastructure.

Human Resources

The Audit and Risk Committee can consider factors and risks impacting the effectiveness of Council operations, such as culture across the organisation and staff vacancy rates and trends.

Information Communications Technology

The Audit and Risk Committee can consider approaches taken in adopting Information Communications Technology tools, establishing business continuity planning and disaster management arrangements, and whether these plans have been periodically updated and tested.

Service Delivery

Financial Services are an essential function of council. Improved internal controls and monitoring of financial performance and risk management will assist with the provision of efficient and effective essential services delivery.

Climate

The Audit and Risk Committee can consider factors and risks impacting the effectiveness of Council operations which may have implications for the environment, and climate.

KEY MESSAGE

Establishment of an Audit and Risk Committee forms part of Council's governance framework through the provision of independent assurance oversight for Council and the Chief Executive Officer on matters relating to fraud and corruption control, risk management, internal control, governance, compliance, audit, financial statement preparation and financial management.

Draft 1109 Audit and Risk Committee Statutory Policy



PURPOSE

- 1) Council's Audit and Risk Committee is to operate in accordance with the requirements of the Local Government Act 2009, Local Government Regulation 2012, and the Audit and Risk Committee Charter (Attachment A).

The Audit and Risk Committee has authority to review and make recommendations to Council on any matters within the scope of its responsibilities, as outlined in the Audit and Risk Committee Charter.

SCOPE

- 2) The scope of the Audit and Risk Committee's assurance, oversight and advisory responsibilities is outlined in the Audit and Risk Committee Charter.

DEFINITIONS

Term	Definition
Council	Means North Burnett Regional Council (NBRC)
Audit Committee	Means a committee that – <ol style="list-style-type: none"> (a) Monitors and reviews – <ol style="list-style-type: none"> i. the integrity of financial documents; and ii. the internal audit function; and iii. the effectiveness and objectivity of the local government's internal auditors; and (b) Makes recommendations to the local government about any matters that the audit committee considers need action or improvement.
Charter	A document which outlines the role, responsibilities, operational requirements and reporting obligations of the audit committee.
Independent external member	A professional, experienced individual appointed to the audit committee by Council, who is independent of Council and councillors.

POLICY

OBJECTIVES

- 3) This policy and the attached Audit and Risk Committee Charter, outline the purpose, operation and reporting obligations of the North Burnett Regional Council (Council) Audit and Risk Committee.

POLICY STATEMENT

- 4) Council's Audit and Risk Committee is to operate in accordance with the requirements of the Local Government Act 2009, Local Government Regulation 2012, and the Audit and Risk Committee Charter (Attachment A).

ROLES AND RESPONSIBILITIES

- 5) The Audit and Risk Committee's primary duties are:
 - a) Provide reasonable assurance that NBRC's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of internal control and risk management
 - b) Oversee the internal audit and risk management functions to enhance NBRC's governance, internal control systems and decision-making processes

- c) Monitor and review the integrity of financial documents
- d) Monitor the implementation of risk management plan and strategy to ascertain that control measures are adopted to manage significant operational risks
- e) Promote transparency, integrity and ethical conduct within NBRC
- f) Ensure that adequate resources are allocated for the efficient and effective performance of internal audit and risk management functions.

APPLICABLE LEGISLATION AND REGULATION

- 6) Applicable legislation and regulation:
 - a) Local Government Act 2009
 - b) Local Government Regulation 2012
 - c) Financial Accountability Act 2009

RELATED DOCUMENTS

- 7) Related documents are:
 - a) Attachment A – Audit and Risk Committee Charter
 - b) 1110 Internal Audit Policy
 - c) 1176 Fraud and Corruption Prevention Policy
 - d) 2213 Enterprise Risk Management Policy

RESPONSIBLE OFFICER

Chief Executive Officer

REVIEW DATE

30/06/2023

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General Meeting	8 April 2008	New Policy
2	Policy and Planning	7 June 2011	Revised
3	Policy and Planning	2 October 2012	Revised
4	General Meeting	15 December 2015	Revised
5	General Meeting	15 August 2018	Revised
6	General Meeting	28 September 2022	Revised

Draft 1109 Audit and Risk Committee Policy
Attachment A- Audit and Risk Committee Charter



Audit and Risk Committee Charter

AUGUST 2022

Audit and Risk Committee Charter
Approved Click or tap to enter a date.

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1. PURPOSE

This charter sets out the objectives, authority, responsibilities, composition, tenure, reporting and administrative arrangements associated with the Audit and Risk Committee of the North Burnett Regional Council (Council).

2. LEGISLATIVE MANDATE

The Audit and Risk Committee is an advisory committee of Council, established and governed in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, which require each local government to establish an efficient and effective internal audit function and each large local government must establish an Audit Committee.

3. OBJECTIVE

The primary objective of the Audit and Risk Committee is to promote good corporate governance through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer on matters relating to fraud and corruption control, risk management, internal control, governance, compliance, audit, financial statement preparation and financial management.

4. SCOPE

The scope of Audit and Risk Committee responsibilities under this charter include the operations and activities of the Council and its controlled entities.

5. AUTHORITY

The Audit and Risk Committee has authority to review and make recommendations to Council on any matters within its scope of responsibility as outlined in this charter. In doing so the committee is empowered to:

- seek any information it requires from management and staff and controlled entities, all of whom are required to cooperate with the committee's requests
- meet and discuss matters with council officers, internal auditors and external auditors as required
- seek resolution of any disagreements between management and auditors regarding audit matters and the financial statements
- request the attendance of any employee, including the Chief Executive Officer, at formal committee meetings.

6. INDEPENDENCE

As an advisory committee of Council, the Audit and Risk Committee is independent of management and does not have any executive powers, delegated responsibility or authority to implement actions over which management has responsibility. The committee needs to liaise closely with management and internal and external auditors to carry out its responsibilities.

The Committee will be provided with adequate resources in order to fulfil its oversight responsibilities.

Whilst the primary responsibility for financial and other reporting, internal control and compliance with laws, regulations and ethics within Council rest with management, the Audit and Risk Committee exercises a monitoring, oversight, review and advisory role.

7. REPORTING LINE

The Audit and Risk Committee will report to Council.

8. COMPOSITION

Local Government Regulation 2012 section 210 requires the composition of the Audit Committee to consist of at least three and no more than six members and include:

- at least one Councillor but no more than two councillors nominated by Council; and
- between one and four independent external members as determined by Council.

Council may resolve from time to time to change the composition of the Audit and Risk Committee.

The members, taken collectively, should have a broad range of skills and experience relevant to the committee's responsibilities. At least one member will have significant accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

The Chief Executive Officer cannot be a member of the Audit and Risk Committee, but is a standing invitee to committee meetings, as are Council's nominated General Manager Corporate and Community and Governance Policy and Risk Advisor. Other management and staff are invited to attend meetings as required.

A representative of the Queensland Audit Office (or its nominated contract audit firm) will be invited to attend meetings of the committee to contribute where relevant and appropriate.

9. APPOINTMENT AND TENURE

Councillor members will generally be appointed to the committee for the full council term unless otherwise determined by Council.

Independent external members will be recruited via a publicly advertised merit-based selection process and will be appointed for the period determined by Council - generally between two and four years. Appointments of external members to the committee will be staggered to ensure appropriate continuity and succession planning.

External members may be recommended for appointment for subsequent terms following a review of their performance by the Chief Executive Officer and discussion with the Chair of the Committee. External members generally serve on the committee for a maximum of two council terms, unless otherwise determined by Council.

Remuneration of external independent members of the committee is set by Council in recognition of the skills and experience, time commitment and responsibilities assumed and required to fulfil the role.

10. CHAIR

Council will nominate one of the independent external members as the committee Chair. The Chair will receive additional remuneration as determined by Council in recognition of the additional time and responsibilities associated with this role.

Appointment to the position of Chair may be rotated so as to ensure appropriate continuity and succession planning.

11. COMMITTEE RESPONSIBILITIES

The Audit and Risk Committee will provide oversight, monitoring, review and advisory activities in the following responsibility areas.

1.1 FINANCIAL STATEMENTS AND REPORTING

- Monitor and assess progress against agreed financial statement preparation and auditing milestones.
- Review Council's draft annual financial statements (including draft financial sustainability statements) prior to their provision to the external auditors including for compliance with relevant accounting standards and other relevant policies.
- Monitor and review asset revaluation programs, processes, policies, activities and outcomes including the quality and timeliness of preparation.
- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Monitoring management's readiness/planning for forthcoming changes in accounting standards.
- Provide guidance to management in relation to the simplification and readability of Council's financial statements.
- Review with management and the external auditors any significant adjustments or changes between draft and final financial statements.
- Review Council's final financial statements (including final financial sustainability statements) and provide advice to the Chief Executive Officer on whether appropriate action has been taken in response to audit recommendations and adjustments.
- Recommend the signing of the draft financial statements by the Mayor and Chief Executive Officer.

- Review with management and the external auditors all matters required to be communicated to the committee under generally accepted auditing Standards.
- Satisfy itself about the adequacy of key internal controls supporting the timeliness and integrity of Council's financial statement preparation process.
- Consider management representations made in accordance with Council's Management Representation Policy.
- Consider the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements.
- Review the draft annual report before release and consider the consistency of financial information being reported.
- Review, evaluate and provide advice on Council's significant accounting and financial management policies including any substantive changes to these policies.
- Overview the process of preparation of Council's controlled entities' financial statements to ensure an efficient process is undertaken and that such financial statements comply with relevant accounting standards and legislation.
- Encourage the Council's controlled entities to adopt consistent financial reporting approaches and statements.
- Receive and review reports issued by the Queensland Audit Office (or its nominated contractor) in relation to Council's controlled entities and monitor any required actions arising.
- Monitor policies, processes and activities for the creation and cessation of controlled entities including any transfer/transition of functions between such entities and consequent implications for financial reporting.

1.2 EXTERNAL AUDIT

- Review the external auditor's proposed audit scope, approach and client strategy for the ensuing year, including coordination of audit effort with internal audit.
NB: The Council's external auditors are the Queensland Audit Office (QAO) or its nominated contractors.
- Review the external auditor's closing reports, long form audit reports and observation reports relating to council's interim and final audit and monitor management's responsiveness to external audit recommendations and the timeliness of implementation of agreed actions with particular emphasis given to recommendations where a Significant Deficiency has been identified.
- Provide input and feedback on financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Monitor the undertaking of QAO Performance Audits where Council is a participant in that audit.
- Review Auditor-General observation reports issued to Council's controlled entities and monitor management's responsiveness in addressing recommendations.
- As required, meet separately with the external auditors to discuss any matters that the committee or external auditors believe should be discussed.
- Monitor and review the effectiveness, independence, and objectivity of Council's external auditors.

- Provide advice to the Chief Executive Officer on action to be taken on significant issues raised in relevant external audit reports or better practice guides.
- Monitor sector wide Auditor-General reports, including management's response to those with relevant observations and recommendation for Council.

1.3 INTERNAL AUDIT

- Contribute to the development of internal audit plans and resourcing through participation in annual planning workshops.
- Review and if appropriate, endorse the risk-based annual Internal Audit Plan and three-year Strategic Audit Plan prepared by the Internal Audit Unit, and monitor implementation of the Internal Audit Plan and approve any changes thereto.
- Assess opportunities to support the development, review and oversight of the internal control environment by identifying appropriate business improvement activities.
- Monitor and assess the adequacy of the activities, staffing and resource levels, independence and organisational placement of the internal audit function.
- Review internal audit progress reports for the current and preceding financial years and monitor management's progress and timeliness in addressing audit recommendations and actions.
- Monitor and assess the effectiveness of the internal audit function, with reference to the Institute of Internal Auditors' International Professional Practices Framework for Internal Auditing.
- Review internal audit reports and provide advice to the Chief Executive Officer on significant issues identified in audit reports and action to be taken, including identification and dissemination of good practice.
- As required, meet separately with the Governance Policy and Risk Advisor to discuss any matters that the committee or Internal Audit Unit believe should be discussed.
- Review the Internal Audit Charter, resources, and budget annually such that the Charter maintains and enforces Internal Audit's independence from management.

1.4 GOVERNANCE AND INTERNAL CONTROL

- Monitor management's approach to maintaining an effective internal control framework, including external parties such as contractors, suppliers, business partners and advisers.
- Consider how management identifies any required changes to the design or implementation of key internal controls.
- Monitor whether management has taken steps to embed a culture that promotes the proper use of council resources and is committed to ethical and lawful behaviour.
- Understand the scope of internal and external auditors' review of internal controls, and obtain reports on significant findings and recommendations, together with management's responses including the timeliness of implementation of agreed actions.
- Review and consider the relevance of better practice guidance and reports released by external review agencies.
- Recommend governance and internal control improvements for management consideration.

1.5 FRAUD AND CORRUPTION CONTROL

- Contribute to the identification or potential fraud and corruption matters and possible mitigation and/or management strategies.
- Monitor and assess whether management has in place a current and comprehensive fraud and corruption control strategy, including Council's policy, plan, actions and targets together with self-assessment tools.
- Monitor the process of developing and implementing fraud and corruption control arrangements including mechanisms in place to identify, assess and manage fraud and corruption risks.
- Consider reports on fraud and/or corruption that outline any identified allegations of fraud and/or corruption, the status and/or outcomes of significant investigations and any changes to identified fraud and/or corruption risk profiles.
- Assess whether there are adequate responsibility structures in place, with roles, responsibilities and accountabilities clearly defined.
- Assess the adequacy of fraud and/or corruption reporting systems and reporting to capture, monitor and report on fraudulent and/or corrupt activities including Public Interest Disclosures in an efficient, effective and timely manner.

1.6 RISK MANAGEMENT

- Monitor whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification, assessment, management and reporting of key business and financial risks.
- Consider whether a sound and effective approach has been followed in managing key risks including those associated with major projects, programs, services and activities, major economic, social and health events.
- Consider reports on changes in the corporate and directorate risk profile, including consideration of emerging risk areas.
- Consider whether a sound and effective approach has been followed in establishing business continuity planning and disaster management arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
- Consider risk and probity matters associated with significant procurement activities.
- Consider opportunities which have been identified to improve the efficiency and effectiveness of the Council's operations.
- Consider factors and risks affecting the effectiveness of Council operations, for example, supply chain issues, culture across the organisation, no. of vacancies, etc.

1.7 LEGISLATIVE AND POLICY COMPLIANCE

- Consider whether management has in place an overall compliance and accountability framework together with relevant policies and procedures which reflect legislative, regulatory and policy requirements, and that these are periodically reviewed and updated.
- Monitor the effectiveness of the system and structure for ensuring compliance with laws and regulations, with particular focus on the Local Government Act and other legislative requirements relevant to Audit and Risk Committee areas of focus.
- Monitor the effectiveness of regulatory and compliance activities associated with the Council's democratically elected representatives.
- Review the findings of any examinations by external regulatory agencies and monitor management's implementation of improvement recommendations including timeliness of implementation.
- Monitor the process for communicating the code of conduct to council personnel and to external parties where appropriate, and for monitoring compliance therewith.
- Obtain and review regular updates from management and Council's legal counsel regarding compliance matters.
- Consider whether management has appropriately considered legal and compliance risks as part of Council's enterprise risk management plan.
- Monitor compliance with relevant regulations for Council's activities including statutory regulations for Council's controlled entities.

12. MEMBER RESPONSIBILITIES

Members of the committee are expected to observe the legal requirements of the *Local Government Act 2009*, and the *Local Government Regulation 2012*.

Members are expected to at all times:

- Act in the best interest of Council.
- Apply good analytical skills, objectivity and judgement.
- Monitor external environments to identify and raise matters which are of relevance to the work and responsibilities of the Committee.
- Maintain confidentiality of information and documentation considered by the committee.
- Participate by expressing opinions constructively and openly, raise issues that relate to the committee's responsibilities and pursue independent lines of enquiry.
- Contribute the necessary time required to review agenda papers prior to attending meetings.

13. REPORTING

Following each meeting of the committee a report (minutes) is to be provided to the next Council meeting round, outlining the:

- matters reviewed by the committee
- recommendations to Council relating to the matters reviewed by the committee
- any additional recommendations that the committee wishes to bring to the attention of Council.

Consistent with the Local Government Regulation 2012 (Chapter 8, Part 2) this non-confidential report is tabled and discussed in an open session of Council.

Upon receipt of the Auditor-General's certification of Council's financial statements each year, the committee will present a written annual report to Council on the operation and activities of the committee, including such matters as:

- A summary of work the committee performed in the discharge of its responsibilities during the preceding year.
- A summary of Council's progress in addressing the findings and recommendations made in internal and external audit and Auditor-General reports to parliament.
- The outcomes of the external auditor's report on the financial statements of the Council and its controlled entities and subsequent inclusion in the Council's Annual Report.
- An assessment of Council's risk, control and compliance framework, including details of any significant emerging risks and issues or legislative changes affecting Council.
- Details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

The Chair will attend Council to present the annual report of the Audit and Risk Committee.

The committee may, at any time, report to the Chief Executive Officer on any other matter it deems of sufficient importance.

14. ADMINISTRATIVE ARRANGEMENTS

1.8 GENERAL

- The committee will maintain and update an Audit and Risk Committee Forward Meeting Schedule that includes the dates, location and proposed agenda items for each meeting for the forthcoming year to demonstrate how it intends to discharge its responsibilities under this Charter.

1.9 MEETINGS

- The committee will meet at least four times a year, with authority to convene additional meetings as required to consider financial statement and annual planning matters.
- Meetings are closed to the public due to the sensitive nature of items that are considered by the Committee. Information disclosed to members of the Committee is confidential to the Committee.
- Council management may be invited by the Audit and Risk Committee to attend meetings, as and when required, to discuss any item affecting their respective roles.

1.10 ATTENDANCE AT MEETINGS AND QUORUMS

- A quorum of the Audit and Risk Committee meeting will be four members of the committee. If the Chair is absent, the member chosen by the members present as Chair for the meeting presides.

1.11 AGENDA PAPERS AND MINUTES

- Meeting agendas will be prepared and provided to members one week in advance of each meeting. The Chair of the committee will be given the opportunity to contribute to the development of the agenda.
- Minutes of committee meetings will be reviewed and signed-off by the Chair and circulated within two weeks of the meeting to each member and committee observers, as appropriate. Notes of actions arising will be maintained with appropriate timelines.
- Meeting agendas are deemed confidential due to the sensitive nature of the items that are included in the papers.
- The committee will provide Council with a written report (minutes) about the matters reviewed at each meeting and the committee's recommendations about the matters as soon as practicable after the meeting.
- Council's Corporate Assurance Branch will provide secretariat support to the Audit and Risk Committee.

1.12 CONFLICTS OF INTEREST

- Members of the committee are required to provide declarations declaring any potential or actual conflicts of interest or related parties they may have in relation to their responsibilities. Initial declarations will be recorded in the minutes of the relevant meeting.
- As they arise between meetings, or at the beginning of each committee meeting, members are required to declare any new or changed potential or actual conflicts of interest or related parties that may apply to specific matters on the meeting agenda.
- Where there is an actual, potential or perceived conflict of interest or where it may be otherwise required and as agreed by the other members of the committee present, the member will be excused from the meeting or from the committee's consideration of the relevant agenda item(s). Details of potential or actual conflicts of interest declared by members and action taken will be appropriately recorded.

1.13 PERFORMANCE REVIEW AND ASSESSMENT

- The Chair of the Audit and Risk Committee, in consultation with the Chief Executive Officer, will initiate a review of the performance of the committee at least annually.

1.14 INDUCTION OF NEW MEMBERS

- New members of the Audit and Risk Committee will be provided with induction material to allow the members to familiarise themselves with the organisation and to facilitate their understanding of its principal operations and activities, corporate governance arrangement, corporate practices and culture.
- New members will receive relevant information and briefings upon their appointment to assist them to understand and meet their responsibilities under this Charter. Further training may be made available if required.

1.15 REVIEW OF CHARTER

- Every two years, (or as necessary) due to council, legislative and regulatory changes, the committee will review and confirm the appropriateness of the Audit and Risk Committee Charter.
- Any substantive changes to the charter will be recommended by the committee for consideration and, if appropriate, adoption by Council.

15 SUPPORTING DOCUMENTS

Documents
Audit and Risk Committee – Forward Meeting Schedule

APPROVAL DATE

[To Insert Date]

REVIEW DATE

30/06/2023

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General Meeting		New Audit and Risk Committee Charter

109 Audit and Risk Committee

Statutory Policy



PURPOSE

The *Local Government Act 2009* requires the establishment of an efficient and effective internal audit function. To meet this requirement, Council has decided to institute the establishment of an Audit and Risk Committee (the Committee).

The purpose of these Terms of Reference is to outline the role, responsibilities, composition and operating guidelines of the committee, in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

SCOPE

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirement.

POLICY STATEMENT

AUTHORITY AND INDEPENDENCE

The Committee has no executive powers. The Committee is a committee of North Burnett Regional Council (NBRC) and is directly responsible to NBRC in discharging its responsibilities. The Committee has the authority to:

- Conduct or authorise investigations into matters within its scope of responsibility;
- Access information, records and personnel of NBRC for such purpose;
- Request the attendance of any employee, including executive staff, at committee meetings;
- Conduct meetings with NBRC internal and external auditors, as necessary;
- Seek advice from external parties, as necessary.

DUTIES AND RESPONSIBILITIES

The Audit and Risk Committee's primary duties are:

- Provide reasonable assurance that NBRC's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of internal control and risk management
- Oversee the internal audit and risk management functions to enhance NBRC's governance, internal control systems and decision making processes
- Monitor and review the integrity of financial documents
- Monitor the implementation of risk management plan and strategy to ascertain that control measures are adopted to manage significant operational risks
- Promote transparency, integrity and ethical conduct within NBRC
- Ensure that adequate resources are allocated for the efficient and effective performance of internal audit and risk management functions.

KEY RESPONSIBILITIES OF THE COMMITTEE RELATED TO

1. External Audit

- Monitor or review NBRC's compliance with legislation regarding financial reporting;
- Review the appropriateness of significant assumptions made by management in preparing the financial statements;
- Review with management and the external auditors the results of the external audit and any significant issues identified;
- Review of management response to external auditor's recommendation and extent of implementation
- Ensure that agreed improvements identified via external audit are implemented in timely fashion.

2. Financial Statements

- Satisfy itself that the financial statements are supported by management and audit sign-off;
- Review the draft audited financial statements prior to approval by NBRC with focus on any external audit comments related to significant changes in accounting policies and procedures, departure from accounting standards or major audit adjustments
- Review the financial statements, recommend and provide advice to NBRC on the adoption of the audited financial statements taking into account audit recommendations and adjustments;
- Ensure there is a proper explanation for any unusual transactions or trends or variations from budget;
- Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.

3. Internal Control

- Review through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control;
- Review through the internal and external audit function, whether relevant policies and procedures are in place and up to date, including those for the management and exercise of delegations, and whether they are complied with.

4. Internal Audit

- Review the budget, staffing and skills of the internal audit function;
- Review and approve the internal audit plan, its scope and progress, and any significant changes to it, including any difficulties or restrictions on scope of activities, or significant disagreements with management.
- Review the proposed internal audit plan for the coming year to ensure that it covers key risks and that there is coordination with the external auditor;

5. Risk Management

- Review the risk management framework for identifying, monitoring and managing significant business risks, including fraud;
- Satisfy itself that insurance arrangements are appropriate for the risk management framework, where appropriate;
- Liaise with management to ensure there is a common understanding of the key risks to NBRC with these risks being clearly documented in a risk register which will be regularly reviewed to ensure it remains timely;
- Assess and contribute to the audit planning processes relating to the risks and threats to NBRC;
- Review effectiveness of Council's processes for identifying and escalating risks, particularly strategic risks.

MEMBERSHIP

- Members, including the Chair, are appointed by NBRC;
- The Chair will be appointed from the membership of the Committee;
- The Chair is to be independent from NBRC and possess sound communication and strong leadership skills in this field of endeavour;
- Membership of the Committee will consist of a minimum of three (3) and a maximum of six (6) as outlined in s210 of the *Local Government Regulation 2012*;
- A minimum of one (1) member will be external to Council.
- The Committee will strive to increase the number of independent members over time;
- A maximum of two (2) members will be Councillors of NBRC;
- At least one (1) member is to have significant experience and skills in financial / audit / risk matters;
- The term appointment is for three (3) years and can be extended for a further three (3) years subject to the composition and skill requirements of the Committee. The maximum term is six (6) years;
- Members are appointed on the basis of personal qualities and skills;
- Teleconferencing or skype attendance at Committee meeting/s will only be permitted if a member request is made (verbal and or written) to the Chair three (3) days prior to the Committee meeting and that a resolution is passed in the majority of members present, immediately after the opening of the meeting;

- Proxies are not permitted if the member is unable to attend the meeting.
- Member terms and conditions (including expected remuneration) will be disclosed in the Letter of Appointment.
- The NBRC's Chief Executive Officer (CEO), General Manager Corporate & Community, the Corporate Services Manager, Safety Advisor (Workplace Health and Safety) and any other relevant officer will be required to attend meetings and have no voting rights.
- A sub-committee may be formed, via resolution, for the specific review and monitoring of particular internal audit or risk projects.

MEETINGS

- The Committee will meet at least four (4) times each financial year;
- The date, time and venue of the meeting will be set by the CEO in consultation with the Chair;
- The agenda will be prepared by Council's Corporate Services Section, under the guidance of the Corporate Services Manager and circulated to all Committee members and attendees at least three (3) days before the meeting.
- A special meeting may be called by the CEO if requested to do so by any Committee Member, the External Auditor and the Internal Auditor;
- The terms of reference also provide the opportunity for Committee Members to meet with Internal and/or External Auditors without management involvement.
- In the event the Chair is absent from a meeting of the Committee, Committee members shall appoint a member as Chair.

1. Quorum

A quorum shall consist of three (3) members.

2. Administration

- The Office of the CEO Section shall provide secretarial functions and prepare the Committee minutes;
- The Corporate Services Section will co-ordinate any written report/s about the matters reviewed during the meeting and corresponding committee recommendations;
- This report will be provided to the Committee during its next meeting;
- Minutes of the Committee meetings will be referred to the next meeting of NBRC for information and action as required.

ETHICAL CONDUCT

- Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities;
- Committee members must ensure confidentiality, exercise prudence, care and due diligence in the handling of NBRC information acquired in the course of their duties;
- Committee members must immediately declare to the Chair any interest that may represent a real, potential or apparent conflict of interest related to their committee membership. In case of a conflict of interest involving the Chair, declaration to the CEO is required;
- The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

TRAINING

The Committee members will be provided formal and/or informal training necessary for the effective performance of their duties and responsibilities. Familiarisation of Council's operational environment, organisational practices and culture shall form part of members' training.

COMMITTEE EVALUATION

- The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives;
- The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed.
- The Chair will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

RELEVANT LAW

Local Government Act 2009
 Financial Accountability Act 2009
 Local Government Regulation 2012

RELATED POLICIES AND PROCEDURES

110 Internal Audit Function
 213 Risk Management

[Doc ID 32956](#)

[Doc ID 33169](#)

RELATED FORMS

Nil

DEFINITIONS

Nil

APPROVAL

The Audit and Risk Committee approved this policy and Terms of Reference (TOR) on 6 August 2018.
 Council approved this policy and Terms of Reference (TOR) on 15 August 2018.

REVIEW

These Terms of Reference will be reviewed every two years by Corporate Services Manager, Corporate and Community Services and is due for review in August 2020.

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	8 April 2008	New policy
2	Policy and Planning	7 June 2011	Revised
3	Policy and Planning	2 October 2012	Revised
4	General	15 December 2015	Revised
5	General	15 August 2018	Revised

9.3 STOCK ROUTE MANAGEMENT POLICY

Doc Id: 1115703

Author: Shane Anderson, Planning and Environment Manager

Authoriser: Skye Price, Interim General Manager Corporate and Community

Attachments:

1. Draft 2273 Stock Route Management Policy - Final Draft.docx []
2. Stock Route Management Policy Procedure Sept 22.docx []
3. Existing 273 Stock Route and Road Easement Management General Policy.pdf [788046]

EXECUTIVE SUMMARY

The existing Stock Route and Road Easement Policy was due for review 2018. Having considered the existing policy, , a new Stock Route Management Policy has been prepared for community consultation. The Stock Route Management Policy if adopted will replace the Stock Route and Road Easement Policy.

CORPORATE PLAN

OUR VISION: A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

OUR PRIORITY AREAS:

3. *Prosperous Future – to ensure economic growth for future generations*

OFFICERS RECOMMENDATION

That Council:

1. Endorse 2273 Stock Route Management Policy for public display;
2. Place 2273 Stock Route Management Policy on public display and invite feedback, for a period of twenty-eight (28) days;
3. Endorse the Stock Route Management Procedure for consultation;
4. Place the Stock Route Management Procedure on public display and invite feedback, for a period of twenty-eight (28) days; and
5. That 2273 Stock Route Management Policy, the Stock Route Management Procedure and a summary of public feedback be brought to a Council meeting following the end of the public display period with recommendations for any changes to the policy which may result from public display and feedback.

REPORT

Council's existing Stock Route and Road Easement General Policy 273 was adopted in October 2016. The policy was due for a review in October 2018. However, that review was not undertaken until recently.

A review of the policy has now been completed. It is proposed that the title be changed to be consistent with the current Stock Route Management Act 2002 (the "Act") and Stock Route Management Regulations 2003.

It should be noted the policy is not a Stock Route Management Plan (s.104 of the Act) as council is not listed in Schedule 1 of the Regulations and is therefore not required to prepare a Stock Route Management Plan.

The proposed policy is designed to provide the community with transparency and understanding of how Council will manage the stock route network, how the network may be used, the cost for using the network and the general conditions that apply to its use or restrictions in a manner consistent with the Act and/or Regulations.

The management (enforcement) of the previous policy has traditionally been difficult for Council due to the extensive stock route network, a lack of resources and a lack of synergy between other supporting Council policies or agency documents such as Local Laws, Wandering Livestock Policy, Biosecurity Act 2014, Biosecurity Plan, Department of Natural Resource Management – Guideline for Fences on Stock Routes.

Through the development of planned schedules for Queensland Government Transport and Main Roads maintenance programs, particularly Element 5 spraying and invasive species checking and treatment, it is anticipated that Council personnel will be better able to manage the stock route management objectives such as:

- Ensuring sufficient pasture resources are retained by providing greater access to available grazing resources.
- Reducing pasture wastage.
- Reducing incidents of wandering livestock and unauthorised grazing.
- Reducing incidents of unauthorised fencing of the stock route network.
- Coordinating activities on the stock route network to maximise resource use e.g.:
 - Roadside invasive weed mapping and spraying.
 - Approval of permits for burn offs.
 - Ensuring grazing/travelling permits are not impacted by Council's capital works programs on road corridors.

CONSULTATION

There has been significant consultation with council's Land Protection Officers (LPOs) in relation to biosecurity and cultural heritage issues and the Compliance team regarding Local Laws.

Council sought legal advice before preparing the draft policy.

The draft policy and procedure were tabled at the Councillor Information Workshop held on 7 September 2022 in Mundubbera.

It is proposed to place the endorsed 2273 Stock Route Management Policy and the Stock Route Management Procedure on public display for a period of twenty-eight (28) days to seek community feedback about the stock route network and legislation, especially how it may impact stock owner activities.

RISK IMPLICATIONS

Reputation / Political

Having an endorsed Stock Route Management Policy mitigates risk for council. A Stock Route Management Procedure underpins good governance practices.

Occupational Health & Safety (WHS)

The occupational health and safety of Land Protection Officers in the field enforcing the policy will be managed via proactive risk assessment protocols on a daily and as needed basis.

Financial Impact

Council has advertised fees and charges for the grazing and travelling permits. The cost to the applicant does not meet the cost of providing the administrative and field work. However, effective management of the stock route pasture results in an ongoing community benefit.

The administration procedure allows for a reduction or waiving of fees for hardship, or other documented events such as during periods of drought.

Legal & Regulatory

The proposed council policy is in keeping with the Stock Route Management Act 2002 and Stock Route Management Regulations 2003.

Without the policy there is a risk of stock routes being mismanaged, or actions requiring third party approval (e.g., electricity, road, or water corridors) being ignored, with legal or regulatory consequences.

Environmental

Without the policy there is potential for unchecked use of the stock route network which may negatively impact North Burnett through issues such as the spreading of invasive weeds, erosion, over grazing, or loss of habitat.

Property & Infrastructure

The policy will assist council to manage the road network verges and reduce incidents of wandering livestock.

Human Resources

Council will need to ensure suitable human resources are available to administer and regulate the use of the stock route network.

Information Communications Technology

The officers charged with regulating the road work network will require remote access and mapping technology.

Service Delivery

The policy is expected to enhance the current service levels delivered by the Planning and Environment team.

Climate

The efficient management of the grazing resources associated with the stock route is essential to ensuring climatic events do not impact the grazing industry.

KEY MESSAGE

Council has a responsibility to ensure the efficient use of the stock route network, for the benefit of stockholders and the community generally.

It is essential that council actively educates the community about the policy and administration procedure to reduce potential incidents of over grazing, wandering livestock, underutilised pasture, and the spread of invasive weeds.

DRAFT Stock Route Management

Governance Policy



PURPOSE

- 1) The purpose of this Policy is to create a consistent approach for the ongoing management of Stock Routes, Reserves and Roads within the North Burnett Regional Council Area used for the purpose of grazing and/or moving livestock pursuant to the *Stock Route Management Act 2002* (Qld) and Local Law No.2 (Animal Management).

SCOPE

- 2) This policy applies to all Relevant Land within Council's local government area where landowners or other individuals seek to move and/or graze their livestock and will be applied in accordance with the requirements of the Act.

DEFINITIONS

Term	Definition
Act	<i>Stock Route Management Act 2002</i> (Qld)
Community	The residents of any location occurring within the Council defined boundaries of the North Burnett Region.
Council	North Burnett Regional Council.
Effective Control	Control measures that restrict and prevent the movement of livestock from the areas they are permitted to occupy/graze. This may include fencing, tethering or other means to achieve such control, where failures to contain livestock do not occur.
Livestock	Cattle, horses, goats, sheep, pigs or any other animal used for agricultural purposes.
North Burnett Region	Includes all properties, roads and other land that fall within the defined boundary of the North Burnett Regional Council area.
Regulation	<i>Stock Route Management Regulation 2003</i> (Qld)
Relevant Land	Means a Stock Route, a reserve for travelling stock or a road under Council's control.
Reserve	Means a reserve for travelling stock which is land dedicated as a reserve under the <i>Land Act 1994</i> (Qld) and may be used for travelling stock.
Road	Includes all Council controlled roads within the North Burnett Local Government Area and includes Rural Road Easements.
Stock Route	A road or route ordinarily used for travelling stock or declared under a regulation to be a stock route.
Stock Route Agistment Permit	Permit for the agistment of stock for grazing purposes on Stock Routes and issued under Chapter 3, Part 4, Division 1 of the Act.
Stock Route Travel Permit	Permit to allow stock driven on foot on relevant land in Council's area and issued under Chapter 3, Part 5 of the Act.
Wandering Livestock / Unauthorised Grazing	The animal is not under the effective control of someone, and the animal is in either a public place or a private place without the consent of the occupier.

POLICY

- 3) Council is responsible for the administration and management of Relevant Land across the North Burnett Region. The Act contains the legislative requirements for the administration and management of Stock Routes, Reserves and Roads by providing for an application, approval and renewal process for obtaining a Stock Route Agistment Permits and/or Stock Route Travel Permits (“Permit”).
- 4) Council is not required to adopt a Stock Route Network Management Plan as provided for in section 104 of the Act.

OBJECTIVES

- 5) The objectives of this policy are to:
 - (a) Establish a transparent and consistent approach to stock route management;
 - (b) Ensure sufficient pasture resources are retained by providing greater access to available grazing resources;
 - (c) Reduce pasture resource wastage within the Relevant Land;
 - (d) Reduce incidents of wandering livestock and unauthorised grazing;
 - (e) Outline Council’s role as the administrator of applications for Stock Route Agistment and Stock Route Travel Permits as provided for under the Act.

PRINCIPLES

- 6) Council aims to mitigate risks associated with incidents of wandering livestock and unauthorised grazing on Relevant Land through the assessment of applications and appropriate conditions imposed on Permits issued under the Act.
- 7) During times of declared drought, Council will promote the option for livestock owners and/or other individuals within the North Burnett Region to apply for the relevant Permit for stock grazing purposes on Relevant Land.
- 8) Council will promote the grazing of livestock on Relevant Land where there is sufficient width of the Relevant Land to support livestock grazing and minimise safety risks to persons and property.
- 9) Unless an exemption in section 133 of the Act applies, the grazing of stock can only occur once Council has approved a Permit pursuant to the requirements of the Act.
- 10) This policy operates in conjunction with Council’s Wandering Livestock Policy and associated procedures.
- 11) Council is authorised under section 128 of the Act to cancel a Permit if satisfied:
 - (a) the Permit was issued because of a materially false or misleading representation or document (either made verbally or in writing);
 - (b) the Permit Holder has not complied with a condition of the Permit; or
 - (c) the Relevant Land under the Permit can no longer provide enough pasture or water for the continued agistment and the use of travelling stock.

If cancelling a Permit under section 128, Council will follow the required procedure outlined in sub-section (2).

ROLES AND RESPONSIBILITIES

- 12) Council is responsible for the management of the Stock Route Network within the North Burnett Region which is primarily achieved through the administration of its Permit assessment and compliance process.
- 13) As such, Council is responsible for appropriately assessing Permit applications and imposing relevant conditions on Permits in accordance with the requirements of the Act.
- 14) Livestock Owners and other individuals seeking to graze stock on Relevant Land are responsible for obtaining the required Permit and carrying out the activity in accordance with the Permit conditions.

- 15) Permit Holders (and Livestock Owners without a Permit) will assume all responsibility associated with grazing stock on Relevant Land and will be liable for any and all claims, damage and/or losses that arise in carrying out the activity.

RELATED DOCUMENTS

- 16) Related documents are:
 - a) Stock Route Permit Procedure;
 - b) Application for Stock Route Grazing (Agistment) Permit;
 - c) Application for Stock Route Travel Permit; and
 - d) Wandering Livestock Policy (currently under review).

RESPONSIBLE OFFICER

Choose a responsible officer.

APPROVAL DATE

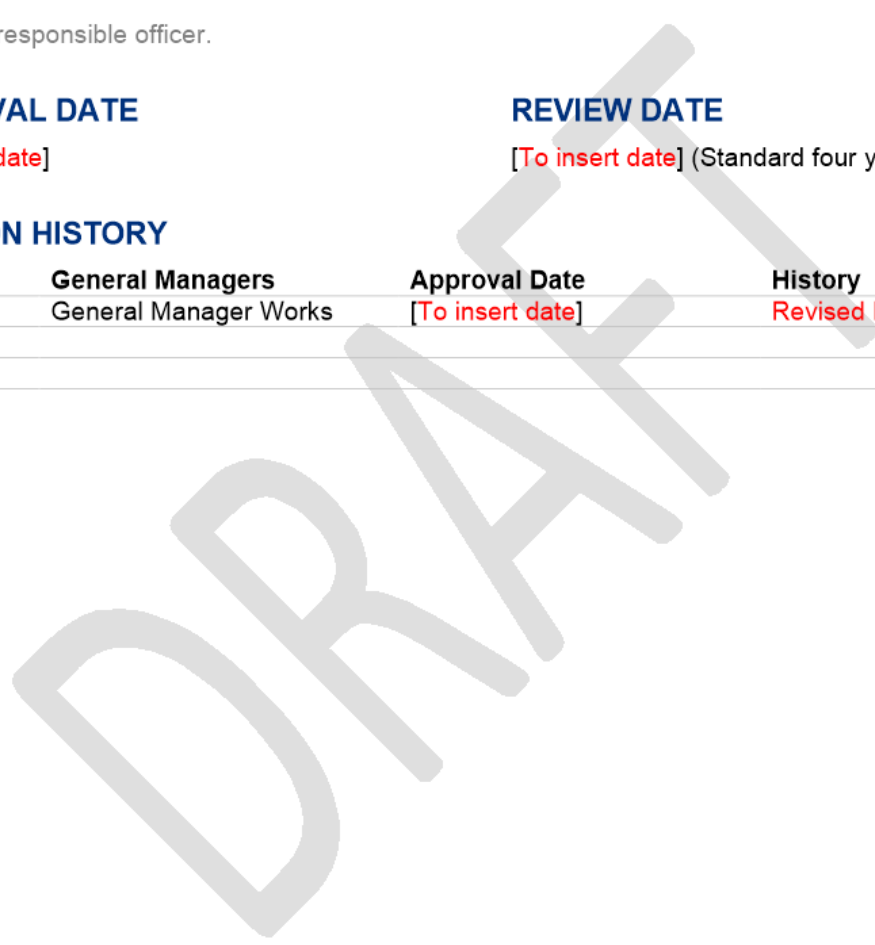
[To insert date]

REVIEW DATE

[To insert date] (Standard four year term)

REVISION HISTORY

Version	General Managers	Approval Date	History
1	General Manager Works	[To insert date]	Revised Policy



DRAFT Stock Route Management General Policy – Administration Procedure



PURPOSE

To provide administrative direction to the Stock Route Management Policy used for the purpose of grazing and/or moving livestock pursuant to the *Stock Route Management Act 2002 (Qld)* *Stock Route Management regulations 2003* and Local Law No.2 (Animal Management).

SCOPE

To assess, approve and condition applications on Permits issued under the Act for.

1. Short term Stock Route Travel Permit
2. Short term Stock Route Grazing (Agistment) Permit

DEFINITIONS

Term	Definition
Act	<i>Stock Route Management Act 2002 (Qld)</i>
Community	The residents of any location occurring within the Council defined boundaries of the North Burnett Region.
Council	North Burnett Regional Council
Effective Control	Control measures that restrict and prevent the movement of livestock from the areas they are permitted to occupy/graze. This may include fencing, tethering or other means to achieve such control, where failures to contain livestock do not occur.
Livestock	Cattle, horses, goats, sheep, pigs or any other animal used for agricultural purposes.
North Burnett Region	Includes all properties, roads and other land that fall within the defined boundary of the North Burnett Regional Council area.
Regulation	<i>Stock Route Management Regulation 2003 (Qld)</i>
Relevant Land	Means a Stock Route, a reserve for travelling stock or a road under Council's control.
Reserve	Means a reserve for travelling stock which is land dedicated as a reserve under the <i>Land Act 1994 (Qld)</i> and may be used for travelling stock.
Road	Includes all Council controlled roads within the North Burnett Local Government Area and includes Rural Road Easements.
Stock Route	A road or route ordinarily used for travelling stock or declared under a regulation to be a stock route.
Stock Route Grazing (Agistment) Permit	Permit for the agistment of stock for grazing purposes on Stock Routes and issued under Chapter 3, Part 4, Division 1 of the Act.
Stock Route Travel Permit	Permit to allow stock driven on foot on relevant land in Council's area and issued under Chapter 3, Part 5 of the Act.
Wandering Livestock / Unauthorised Grazing	The animal is not under the effective control of someone, and the animal is in either a public place or a private place without the consent of the occupier?

PROCEDURE

OVERVIEW

- 1) North Burnett Regional Council has a Stock Route Management Policy. The policy is supported by this administrative procedure.

PROCEDURE DETAIL

Stock Route Travel Application

- *Complete Stock Route Travel Permit Application* – applicants to fill in all required fields including **entire** journey from place of origin of stock and destination.

[Insert Procedure Title]
Approved [To insert date]

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- Applicants are required to provide a map of the proposed areas (grazing or travelling) in their application.
- Applicants must provide a copy of a current certificate of currency for \$20M Public Liability cover.
- The cost for each permit is \$30. (As per Council's fees and Charges).
- Please allow 3-5 business days prior to intended stock travel dates for application/s to be assessed.

More information is available on the following link: [Stock route travel permits | Environment, land and water | Queensland Government \(www.qld.gov.au\)](#)

Note: Applications can generally be lodged in person or by post, fax or via email.

Stock Route Grazing Application

- *Stock Route Grazing Permit Application* – provide reasons for the request to graze livestock on a roadway/stock route including all/any Lot/Plan number the grazing will be performed in front of.
- Applicants are required to provide a map of the proposed areas (grazing or travelling) in their application.
- Applicants must provide a copy of a current certificate of currency for \$20M Public Liability cover.
- The cost for each permit is \$30. (As per Council's fees and Charges).
- Please allow 3-5 business days prior to intended stock travel dates for application/s to be assessed.

Note: Applications can generally be lodged in person or by post, fax or via email.

Links to the above applications are included in the link below:

[North Burnett Regional Council - Stock Route Information](#)

Miscellaneous:

- Property owners may apply for partial relief from fees associated with Stock Route Grazing applications where it can be demonstrated the fees will impose financial hardship on the applicant or where it can be demonstrated the application will result in less pasture wastage as a result of drought or fires e.g., drought declaration or temporary changes to the State Government stock route management system.
- Council will seek advice with relevant third parties when assessing applications, to gain their approval and additional special conditions when permit is being requested on land relevant to that third party. Third Parties may include but not limited to Transport and Main Roads, Queensland Rail, Sunwater, Queensland Parks and Wildlife Service and Auburn Tick Eradication Association Inc.
- Application approvals could also be delayed, rejected or amended (e.g., grazing restricted to one side of the road over a restricted distance) where Council is undertaking Capital Works programs that impact the stock route network.

ROLES AND RESPONSIBILITIES

- 2) The responsibility of managing the Stock Route Management procedures sits within the Corporate and Community Directorate and is managed by the Planning and Environment Manager. Council's Land Protection officers are largely responsible for checking approved activities and are conducted as per the application, the ACT, the Regulations or the Local Laws.

APPLICABLE LEGISLATION AND REGULATION

- 3) Applicable legislation and regulation:
 - a) Stock Route Management Act 2002 (Qld)
 - b) Stock Route Management Regulations 2003
 - c) Local Law No.2 (Animal Management)
 - d) Biosecurity Act 2014

RELATED DOCUMENTS

- 4) Related documents are:
 - a) North Burnett Regional Council Biosecurity Plan
 - b) Application for Stock Route Grazing (Agistment) Permit
 - c) Application for Stock Route Travel Permit

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Approved [To insert date]

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- d) Stock Route Permit Inspection Form
- e) Stock Route Permit Compliance Form

RESPONSIBLE OFFICER

General Manager Corporate and Community

REVIEW DATE

[September 2026] (Standard four year term OR inline with Policy or Directive review)

REVISION HISTORY

Version	Choose an item.	Approval Date	History
1	[To specify Meeting]	[To insert date]	[To specify New OR Revised]

APPENDIX 1: [DRAFTNOTE – INSERT TITLE]

[Draftnote: outline any supporting processes, forms or additional guidance in this appendix OR delete if not required]

PLEASE SAVE DRAFT PROCEDURE IN MAGIQ:
 WORKSPACE / CORPORATE / POLICY / DRAFTS – PROCEDURES

Final Draft to be provided to Governance to Register



[Insert Procedure Title]
 Approved [To insert date]

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 Doc ID #####



General Policy

Policy Title: Stock Route and Road Easement Management
Policy No: 273

Directorate: Engineering & Environmental Services
Responsible Officer: Manager – Environmental Services

Adopted Date: Standing Committee Meeting 05/10/2016
Review Date: 05/10/2018

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Standing Committee Meeting	05/10/2016	New Policy

Authorities: *Local Law No. 2 (Animal Management) 2011*
Stock Route Management Act 2002
Stock Route Management Regulation 2003
Biosecurity Act 2014

POLICY:

The North Burnett Regional Council (NBRC) will promote and permit the grazing of Stock Routes and Rural Road Easements across the North Burnett region. This permitted grazing will accommodate:

- Available grass resources located at the area where the permit is sought at the time that it is sought for grazing.
- Preservation of grazing resources within the stock routes and road easement for:
 - anticipated travelling stock movements/frequency, and
 - emergency grazing fodder during times of declared drought.
- A desire to minimise pasture resource wastage associated with the need for burning Stock Routes and Road Easements as part of “fire hazard reduction burns”.
- A desire to improve the quality of available pasture resources within Stock Routes and Roads Easements through grazing practices promoting new growth.
- A desire for NBRC to assist local livestock owners to grow the local economy by increasing the availability and quality of pasture resources.
- The need for livestock owners to pay a reasonable amount for access to these feed resources.
- The need to ensure that grazing is conducted in an appropriate manner that preserves the safety of motorists using any gazetted roads.
- The need of livestock owners to be able to provide appropriate care and supervision of their animals, including being able to supply water to their stock.

Doc ID 774 500

- The need to ensure that biosecurity risks are appropriately managed.

While every reasonable administrative effort will be made to ensure risks associated with grazing livestock along Stock Routes and Road Easements are effectively managed and mitigated wherever possible, Council accepts no responsibility for any loss or damage associated with these activities. The effective containment of livestock is solely the responsibility of the livestock's owner/s, along with any loss or damage associated with them (including interactions/incidents/accidents with motorists using a gazetted road) or the use of the Stock Route/Road Easement.

INTRODUCTION:

Council is responsible for the administration and management of Stock Routes and Road Easements across the North Burnett region. The Stock Route Management Act 2002 (the Act) and associated Regulation 2003 (the Regulation) are the primary legislative requirements for the administration and management of these Stock Routes. NBRC Local Law No. 2 (Animal Management) 2011 is the primary legislative requirement for livestock owners to ensure their animals are effectively contained to areas they are permitted to occupy, and prevented from wandering/straying. NBRC Local Law No. 2 (Animal Management) 2011 applies to both privately owned and Council responsible land (inclusive of Road Easements).

Whilst NBRC is not legally mandated to have a "Stock Route Network Management Plan" under **s105** of the Act, due to NBRC not being listed under **Schedule 1** of the Regulation, it is recommended that a policy be put in place for the management of Stock Routes and Road Easements across the region.

The development of a transparent formalised policy will create consistency across the region and promote both awareness and delivery of the policy's objectives.

OBJECTIVES:

The objectives of NBRC's policy are to:

- Create a transparent formalised strategy that will create consistency across the region and promote both awareness and delivery of the strategy's objectives.
- Reduce incidents of wandering/straying livestock or unauthorised grazing.
- Promote and provide greater access to available grazing resources within both the Stock Routes and Road Easements in the North Burnett region.
- Ensure sufficient pasture resources are retained within Stock Routes and Road Easements for:
 - anticipated travelling stock movements/frequency, and
 - emergency grazing fodder during times of declared drought.
- Reduce pasture resource wastage associated with a need to conduct "fire hazard reduction burns" for Stock Routes and Road Easements.
- Improve the quality of available pasture resources within Stock Routes and Road Easements through managed grazing promoting new, more nutritious pasture growth.

- Ensure that biosecurity risks for both the livestock and land they are occupying/moving through are appropriately managed.
- Ensure that livestock owners utilising these pasture resources pay a reasonable amount for access to these resources.
- Help ensure that costs to Council for managing Stock Routes and Road Easements is minimised or eliminated.
- Ensure that the safety, lives and property of motorists using gazetted roads are preserved.
- Ensure that welfare and supervision of livestock grazing within Stock Routes and Road Easements is appropriate.

This policy and its strategy will provide the overarching basis of how Council develops and administers its supporting procedures relating to the administration/management of Stock Routes and Road Easements across the North Burnett. The supporting procedures relating to this policy are Doc ID's: 629 471, 627 888, 628 079 & 665 827.

This policy operates in conjunction with NBRC's Wandering Livestock Policy (Doc ID: 733 532) and associated Procedures (Doc ID's: 742 024, 655 024, 735 887 & 770 804). Failure by landholders to effectively contain livestock or lawfully occupy a location shall be dealt with under NBRC's Wandering Livestock Policy and associated Procedures. Repeat offences or serious/intentional/negligent breaches of Stock Route/Road Easement grazing permit requirements/conditions may result in the cancellation of any permits issued in addition to any fines and/or fees/charges that are applied.

STRATEGY:

NBRC will promote the grazing of Stock Routes and Road Easements where sufficient width of easement occurs to support potential livestock grazing and not create increased risks to the safety, lives or property of motorists using gazetted roads.

The grazing of Stock Routes and Road Easements shall only occur under permit issued by NBRC, whereby the objectives of this policy can be achieved.

In accessing these pasture resources, the livestock owner shall be required to pay the prescribed fee for each applicable animal on a per head per week basis as per Council's published fees and charges. These fees shall not be less than the prescribed fees listed within Schedule 2 of the Regulation.

NBRC shall inspect and assess any proposed locations for Stock Route/Road Easement grazing for:

- The presence of invasive weed pests and other biosecurity risks.
- The biosecurity risks posed by the livestock proposed to graze the area.
- The estimated average amount of pasture potentially available for stock. The average amount of available pasture for a location shall be maintained at approximately 1000 kg/ha for the purposes of potential travelling stock and/or for potential use during declared drought. These will be assessed using appropriate pasture photo standards. All pasture resources above this threshold can potentially be made available for permitted grazing.

(Often land can accumulate available grass resources of around 2,500 kg/ha but could also hold up to around 4,000 kg/ha).

- Determining if the proposed location is able to support the proposed number and duration of grazing animals occupying the location, whilst still preserving the minimally required reserves of 1,000 kg/ha of potentially available pasture.

For all Stock Routes that occur within the North Burnett region, it is officially recognised that these Stock Routes are presently “Unused” for the purposes of travelling stock. Accordingly, the assessment of available grass resources that need to be retained for such purposes should reflect this essentially unused level of anticipated use (perhaps used once per year, if at all). The availability of grass resources as an emergency provision during times of declared drought is therefore a key consideration in the definition of the retained grass inventory.

Council will promote the self management of cattle numbers by livestock and land owners for the land parcels normally available to them and subject to the prevailing natural conditions of the time. It is expected that sound land management practices will be applied whereby stock numbers and their associated grazing pressures on land are appropriately managed, dependant upon prevailing natural conditions of the time. Livestock numbers should be increased or decreased depending upon available pasture resources that can be sustainably grazed.

To help support the community in times of hardship during declared drought, Council can decide to make available to livestock owners within the local community, the pasture resources available within the Stock Routes and Road Easements (which should be a minimum of 1000 kg/ha). The grazing of Stock Routes and Road Easements during times of declared drought shall also be under permit issued by Council. Council may also decide to amend what payment is applicable (if any) for the grazing of the Stock Routes and Road Easements during times of declared drought.

Council will evaluate and approve applications to graze defined locations of its Stock Routes and Road Easements during declared drought conditions on a case by case basis. The assessment of these applications shall consider:

- Those most in need of emergency assistance.
- Those that have applied sound land and livestock management practices in the lead up to the application.
- What actions the livestock owner proposes to take after they have grazed the defined location/s of the Stock Route/Road Easements (should their application be approved).
- The applicants preparedness and ability to ensure other risks/requirements for grazing livestock along Stock Routes/Road Easements can be managed (including biosecurity risks, effective livestock containment, supervision and care, and ensuring risks to the safety, lives and property of motorists are preserved, etc).

Livestock owners shall be required to assume all responsibility associated with grazing the stock route/road easement, including any losses or damage to:

- Themselves,
- Their livestock, and/or
- The safety, lives and property of vehicles and their occupants as a shared responsibility with the owner/operator of vehicles using gazetted roads at the location of livestock occupation/grazing.

Livestock owners shall also be required to provide, utilise and maintain effective containment for their animals and appropriate care and supervision of their animals (including stock watering).

DEFINITIONS:

Biosecurity Risks	As defined and applied within the Biosecurity Act (2014). The management of risks associated with the presence or prevention of "Biosecurity Matter" occurring within the North Burnett region as prescribed under the Biosecurity Act (2014), NBRC's Biosecurity Plan and associated Programs.
Effective containment	Control measures that restrict and prevent the movement of livestock from the areas they are permitted to occupy/graze. This may include fencing, tethering, or other means to achieve such control, where failures to contain livestock do not occur.
Fire Hazard Reduction Burn	A controlled burn conducted under permit issued by Queensland Fire Service and Council (for land that is the responsibility of Council). The purpose of these controlled burns is to reduce the potential "fuel" load from organic matter that could pose a fire risk to the safety, lives and property of people.
Pasture Resources	All pasture species and the amounts potentially available for grazing, within the location in question (in this instance within the Stock Routes and Road Easements of the North Burnett). Components of the plant (such as root mass) that are not normally grazed by livestock are not included under this definition.
Livestock	Cattle, horses, goats, sheep, pigs, or any animal used for agricultural purposes.
Local	Residing and/or owned within the Council defined boundaries of the North Burnett Region.
North Burnett Region	Any location occurring within the Council defined boundaries of the North Burnett Region.
Reasonable Amount	An amount considered "reasonable" by the elected members of Council. The amount shall not be less than the regulated amount prescribed under the Act, but may be more subject to Council's deliberations on what is reasonable.
Wandering / Straying	The animal is not under the effective control of someone and the animal is in either a public place, or a private place without the consent of the occupier.

Doc ID 774 500

10 WORKS

10.1 REVISED ROAD MAINTENANCE PROGRAM SEPTEMBER 2022

Doc Id: 1115939

Author: Carl Bacon, Civil Works Manager

Authoriser: Anna Scott, Interim General Manager Works

Attachments: 1. Jul-Aug - Grading Actuals.pdf [1115944]

EXECUTIVE SUMMARY

At its general meeting of 30 June 2021, Council resolved to introduce a more frequent level of service under a new methodology to establish an annual network maintenance program for the region's unsealed road network and realise operational savings to improve our Council's long-term sustainability. Quarterly reporting was required as part of this resolution.

CORPORATE PLAN

OUR VISION: A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

OUR PRIORITY AREAS:

1. *Essential Service Delivery – Getting the basics right*

OFFICERS RECOMMENDATION

That Council receives the Revised Road Maintenance Program Report as presented for the period July to August 2022.

REPORT

Formation improvements: Works crews have been undertaking significant formation improvements on many rural roads around the region. They generally consist of vegetation clearing, drainage and cross-fall enhancements, which will significantly increase the effectiveness of patrol grading. The following roads have been subject to these improvements during this period:

1. Monogorilby Road
2. Hawkwood Road
3. Halfpenny Lane
4. Berries Road.

Plant Update: All maintenance graders are now equipped with Android tablets allowing the operators to record daily progress through Council's asset management software (Reflect). Refer to the attached document detailing the progress during July and August 2022.

Patrol Grading Zones: Eight of the nine patrol grading zones are now operating around the region. Biggenden (Zone 9) is the only non-operational area due to a staff vacancy. Overall, during the period from July 1 2022 to August 30 2022, approximately 630km of road was graded across zones 1 to 8, with the graders recording a total of 1,180 machine hours.

Issues encountered: The lack of gravel coverage in some sections continues to represent challenges in effective maintenance. These sections are being captured by staff for future re-sheeting programs. In addition, the wet weather experienced during July has significantly impacted production and prevented operators from undertaking off-pavement works (table drains).

CONSULTATION

Consultation with staff continues to be undertaken in line with the industrial instruments and in consultation with unions and their members. Local landholders continue to be engaged along work sites with positive feedback received on the outcome of Council's road maintenance work.

RISK IMPLICATIONS**Reputation / Political**

Road's maintenance is a high profile and core service delivery area for Council.

Occupational Health & Safety (WHS)

Ensuring safe work practices and delivering a safe road network users is paramount. The introduction of the revised maintenance methodology continues to improve the road formation, consistent to a set minimum specification. Inability to fill current vacant positions, is a risk to Council's ability to complete works in a timely manner.

Financial Impact

Set out in the 30 June 2021 report, savings will not be fully realised until the 22/23 financial year. Costs remain consistent with the budget to date, noting that plant utilisation rates are being analysed and reviewed to ensure optimal plant usage and internal plant recovery rates, as outlined to Councillors in the monthly finance report.

Legal & Regulatory

All changes are being introduced in line with applicable industrial instruments, codes, agreements, and legislation.

Environmental

Improved formation and drainage works are improving environment outcomes, reducing scouring and water damage to roads, resulting in less sediment entering water ways.

Property & Infrastructure

As per the resolution of Council on 30 June 2021, there has been no disposal of relevant redundant plant to date.

Human Resources

Recruitment continues to be a challenge with 21 vacancies currently within the Civil team.

Information Communications Technology

N/A

Service Delivery

Council has had a continuation of service delivery as per the published works program. Both dry wet weather has hindered works.

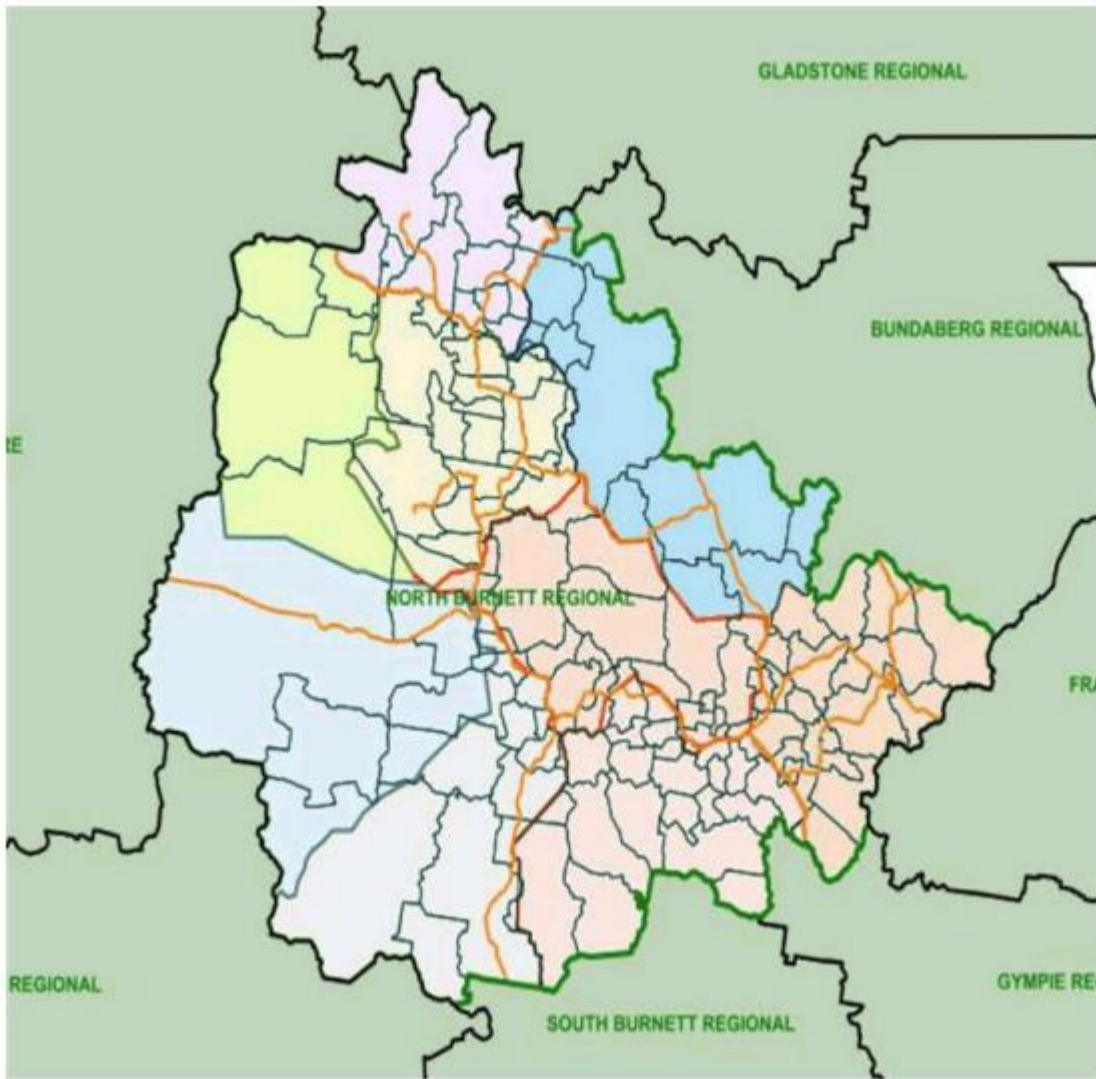
Climate

N/A

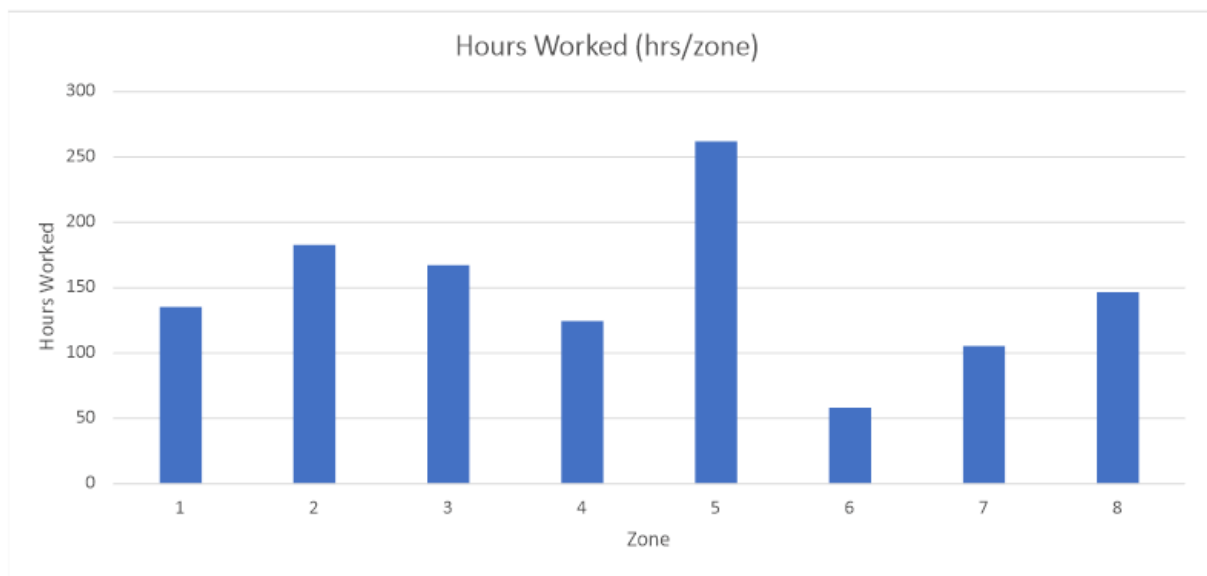
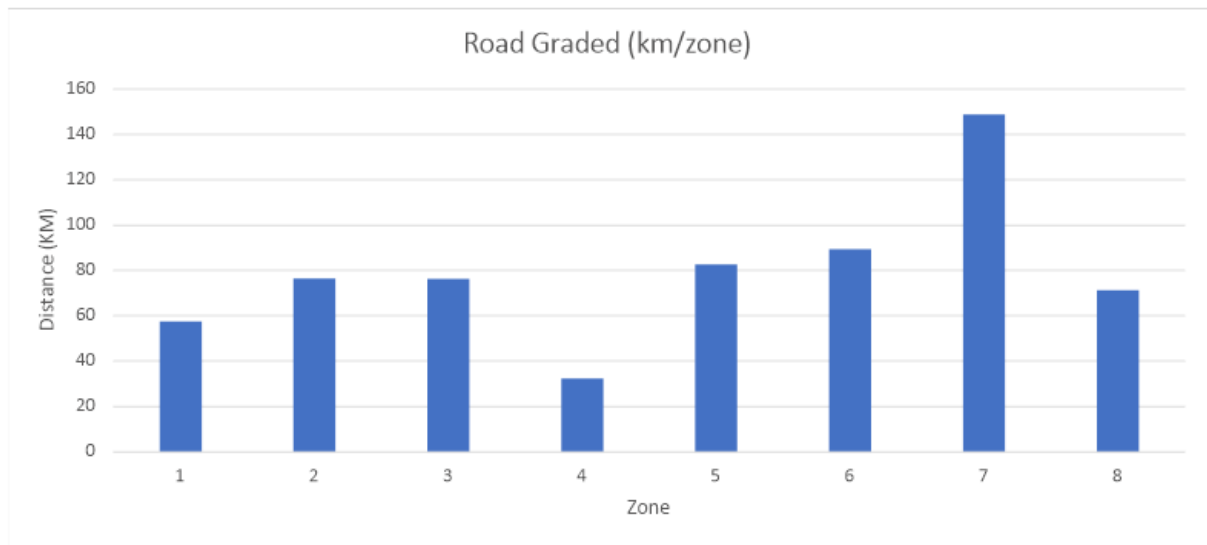
Key Message

Council continues to listen to the priorities of our communities, maintaining our road network to create a safer and more durable road network.

Grader Zones



Jul-Aug Data Summary							
Zones	Total Distance (km)	Time Worked	Cat 4A (km)	Cat 4B (km)	Cat 5A (km)	Cat 5B (km)	Cat 5F (km)
Zone 1: (Zum)	57.49	135.25	22.93	22.07	11.09	1.4	0
Zone 2: (Justin)	76.35	183	57.41	0	17.21	1.73	0
Zone 3: (Steve)	76.22	167.25	14.29	0	58.78	3.15	0
Zone 4: (Matt)	32.33	124.5	2.74	0	8.88	20.71	0
Zone 5: (Geoff)	82.62	262.1	14.17	0	54.54	13.91	0
Zone 6: (Beau)	89.4	58.25	0	39.16	48.72	1.52	0
Zone 7: (John)	148.86	105.5	30.95	49.22	22.97	31.58	14.14
Zone 8: (Paul)	71.29	146.63	10.41	9.04	23.27	28.57	0
Total :	634.56	1182.48	152.9	119.49	245.46	102.57	14.14



Average Km/Day	2.48
Average Hrs/Day	4.62

* Zone 4 (Mt Perry) is below targets due to operator leave.

10.2 PARADISE DAM REFERENCE GROUP MEMBERSHIP

Doc Id: 1115858

Author: Anna Scott, Interim General Manager Works

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Sunwater has established the Paradise Dam Reference Group to facilitate the exchange of information and ideas between key stakeholders and Sunwater during the implementation of significant safety improvements at the dam. Sunwater has extended an invitation for two Council representatives to be members of the Reference Group. The purpose of this report is to formalise Councils representatives.

CORPORATE PLAN

OUR VISION: A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

OUR PRIORITY AREAS:

2. Sustainable Communities – to retain population and attract investment

OFFICERS RECOMMENDATION

That Council:

1. Nominates Councillor _____ as a member on the Paradise Dam Reference Group;
2. Nominates Councillor _____ as a proxy member on the Paradise Reference Group; and
3. Delegates to the Chief Executive Officer the nomination of an officer as a member on the Paradise Dam Reference Group and an officer as a proxy.

REPORT

Sunwater is planning significant safety improvement works at Paradise Dam, to allow water levels within the dam to return to original design levels. Sunwater are currently progressing design, environmental and planning approvals, early contractor engagement and procurement activities. Early works, including road upgrades, material sourcing and investigations and planning for a workers accommodation camp, are planned to commence in 2023. Major works on this \$1.2Bn project are expected to commence in 2024.

To help facilitate the exchange of information and ideas between key stakeholders and Sunwater during the safety improvement works, the Paradise Dam project team has established the Paradise Dam Reference Group. This group replaces the Paradise Dam Community Reference Group and the Paradise Dam Industry Forum. A separate forum will also be established specifically for Sunwater customers.

The reference group will be independently chaired, with membership including a maximum of two representatives from:

- Bundaberg Regional Council
- North Burnett Regional Council
- Bailai, Gurang, Gooreng Gooreng, Taribeland, Bunda Peoples Prescribed Body Corporate (PCCC Trust)
- Representative body or individuals of the Wakka Wakka Peoples
- Bundaberg Chamber of Commerce
- Biggenden Chamber of Commerce
- Wide Bay Burnett Environment Council
- Burnett Catchment Care Association
- Canegrowers Isis
- Bundaberg Regional Irrigators Group
- Bundaberg Fruit & Vegetable Growers
- Australian Macadamia Society
- Avocados Australia
- Citrus Australia
- Sunwater
- DRDMW (by invitation as required).

In addition, a number of nearby and downstream resident representatives will be invited as members. Relevant State Members will be invited to participate as guests, and as required project consultants and contractors will be invited to provide information.

Key information about the Reference Group includes:

- **Authority** – The Reference Group is not a decision making body.
- **Role of members** – To review documents, contribute the views of their member base/network, share accurate information back to their member base/network, promote effective and productive relationships.
- **Term** – Anticipated to be duration of the project, with an initial 12 month commitment.
- **Remuneration** – Membership is voluntary.
- **Meeting frequency** – six times per year, with next meeting in October.
- **Meeting locations** – TBC with potential for online meetings.

Options for Council membership include:

1. Two elected members; or
2. One elected member and one officer.

Commentary for consideration in determining the most appropriate membership mix is summarised below.

Option	Commentary
1. Two elected members	<ul style="list-style-type: none"> • Provides an opportunity to advocate on behalf of the community. • Reduces impact on officer resources, however burden on Elected Members to report back to the organisation. • Organisational impacts may not be fully understood and communicated. • Additional meetings may be required between officers and Sunwater staff.
2. One Elected Member and one officer	<ul style="list-style-type: none"> • Opportunity to advocate on behalf of community. • Officers can provide administrative support in terms of reporting back to Council and the organisation. • Officers can support Elected Member by providing information of an operational nature and identifying operational impacts of proposed activities.

CONSULTATION

Sunwater's Stakeholder Relations Manager has been consulted with to understand the purpose of the Reference Group and the role of its members.

Input has been sought from the Senior Management Team to help inform the options.

A further discussion regarding the options was tabled at the Councillor Workshop on 21 September 2022 in Mt Perry.

RISK IMPLICATIONS

Reputation / Political

Membership ensures Council remains informed on project activities and potential impacts, if any, on Council assets and communities.

Occupational Health & Safety (WHS)

N/A

Financial Impact

Participation in the reference group is voluntary. There will be costs associated with attending up to 6 meetings a year, however these costs can be minimised through teleconferencing participation.

Legal & Regulatory

Not applicable as the reference group is not a decision making group.

Environmental

N/A

Property & Infrastructure

N/A

Human Resources

Limited impact.

Information Communications Technology

Limited impact, through the use of teleconferencing technology.

Service Delivery

N/A

Climate

N/A

KEY MESSAGE

There is benefit in communicating to the wider community Council's membership on the Paradise Dam Reference Group.

11 COUNCILLOR REPORTS

11.1 MAYOR AND COUNCILLORS REPORTS

Doc Id: 1116242

Author: Tegan Bauer, Executive Assistant to the Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments:

1. Cr Dingle - Councillor Report for August 2022.pdf [1116385]
2. Cr Giddins - Councillor Report for August 2022.pdf [1116398]
3. Cr Mesner - Councillor Report for August 2022.pdf [1116399]
4. Cr Payne - Councillor Report for August 2022.pdf [1116400]
5. Mayor Hotz - Councillor Report for August 2022.pdf [1116401]

INTRODUCTION/BACKGROUND

This report is a summary of the Mayor and Councillor's attendance at meetings and functions representing Council for the period 1 August to 31 August 2022.

In addition to the attached, Councillor Information Workshops were held throughout the period as noted below. These workshops are an opportunity for Council Officers to keep Councillors up to date with projects that are happening throughout the region.

- Wednesday 3 August in Monto
- Wednesday 17 August in Eidsvold

As per the 2022 Meeting Schedule, the Council General was held on Wednesday 24 August 2022 in Eidsvold.

OFFICER COMMENTS/CONCLUSION

Nil

OFFICERS RECOMMENDATION

That the Councillor Reports be received for the period of 1 August to 31 August 2022.

COUNCILLOR MICHAEL DINGLE**AUGUST, 2022**

Date	Meeting/Function	Location	Comments
18/08/2022	ASF Workshop	Mundubbera	Update on ASF, Foot & Mouth, and Lump skin disease outlining the impacts of these diseases if there were to take hold in Australia, Feral Pig management methods. The importance of Biosecurity
22/08/2022	Sandy MacClay – Bon Accord Bridge inconveniences, condition of Gray's road.	On farm	Listened to concerns

COUNCILLOR DAEL GIDDINS**AUGUST 2022**

Date	Meeting/Function	Location	Comments
1/8/2022	Gayndah Half Day Division Tour	Gayndah	Tour of town area, CEO-Blue Cow Citrus, Slacks Sawmill viewing, Lions Park and other areas the town.
4/8/2022	AgForce meeting with NBRC	Gayndah Boardroom	Biosecurity Issues and reporting on where they are up to at present
5/8/2022	ABX Group	Gayndah Super Room	Wakka Wakke #4 meeting with Council and Senior Staff
5/8/2022	Dallarnil Flood Volunteer Presentation	Dallarnil School	Presentation of certificates to Volunteers from the recent Floods & BBQ lunch
9/8/2022	Gayndah Hospital Community Reference Group	Gayndah Mental Health Mtg Room	August mtg and reports from WBHHS officer, DON report, Rural Allied Health Report on any issues within our North Burnett Region Health System
11/8/2022	CWA 100 th Birthday Celebration	Gayndah CWA Room, Pineapple St, Gayndah	Celebration of the CWA for the last 100 yrs
12/8/2022	Bbirt Mtg	Gayndah Hub, Station St, Gayndah	Monthly meeting of the progress of the Rail Trail in our Region
12/8/2022	Gayndah Art Gallery 10 th Anniversary Celebrations	Gayndah Art Gallery, Gayndah	Night of celebrations of 10yrs of the Gayndah Art Gallery
13/8/2022	Gayndah Op Shop – 41 st Birthday Celebrations	Gayndah Op Shop, Capper St, Gayndah	Celebration of contribution by the Community and volunteers over the last 41 yrs.

15/8/2022	Paradise Dam EAP Workshop	Gayndah Boardroom, Teams	Reviewing the updates to the Paradise Dam EAP resulting from workshop on 13 th July 2022
16/8/2022	North Burnett Human Social & Economic Recovery Group Mtg	Mayors Office, Capper Street Gayndah	Further updates on progress of relevant agencies assisting with the Flooding Disaster in Dallarnil
17/8/2022	Elected Member Update	Eidsvold Boardroom, Eidsvold	LGAQ EMU workshop on emerging issues impacting on our Sector and ongoing Advocacy
18/8/2022	African Swine Fever Workshop	Mundubbera Bowls Club	African Swine Fever workshop on preparedness with other Government Departments
22/8/2022	Book Week	Gayndah State Primary School	Invitation to dress up and read to the students. Also, to demonstrate to them the importance of reading.
23/8/2022	IWC Public Meeting	IWC building, Fielding St, Gayndah	Public Mtg with IWC Management to address the concern regarding media release and also the ongoing issue at their new Dr's facility
25/8/2022	SRC Meeting	Disaster Centre, Gayndah	Mtg with Major General regarding the State Recovery & Resilience Plan
27/8/2022	North Coast Region Awards Ceremony	Chatsworth Hall, Gympie	Attend the presentation of Awards to SES members of the North Coast Region. Members from Gayndah & Biggenden received awards
31/8/2022	Principal Gayndah State Primary School	Gayndah State Primary School, Meson Street	Discussion and assist Principal with contacts regarding issue at the School

COUNCILLOR KINGSLEY MESNER**AUGUST, 2022**

Date	Meeting/Function	Location	Comments
4/08/2022	Ag Force Meeting	Gayndah Boardroom	
5/08/2022	ABX Meeting with Wakka Wakka	Gayndah	
5/08/2022	Colin Sauer Funeral	Gayndah	Mayor Hotz, Cr Giddins and Cr Dingle attended
5/08/2022	Dallarnil Flood Volunteer Presentation	Dallarnil	
5/08/2022	Meeting with Dallarnil Community Hall Members – Public toilets	Dallarnil Community Hall	Mayor Hotz, Cr Giddins and Cr Dingle, Skye Price and Parks and Garden Officers
12/08/2022	Lindsay Collins Funeral	Eidsvold Hall	
12/08/2022	Half day tour with Margot Stork	Eidsvold	
17/08/2022	Meeting at Kindergarten	Eidsvold	Re-closure and relocation to Eidsvold State School
18/08/2022	ASF Workshop	Mundubbera Bowling Club	

CR SUE PAYNE

JULY & AUGUST 22

Date	Meeting/Function	Location	Comments
04/07-06/07/22	Waste Forum	Brisbane RNA	Forum as attached
07/07/22	Paradise Dam Reference Group Meeting No.1	Bundaberg Convention Centre	Member PDRG Meet #1 for rebuild Paradise Dam wall
10/07/22	Australian Institute of Horticulture Award Presentation	Gayndah Riverwalk	Presentation award
16/07/22	NAIDOC function	Eidsvold SS	NAIDOC celebrations
18/07/22	Fraser Coast Waste Facility	Maryborough	Gathering information visit
19/07/22	Medicines Ed	Mundubbera	Education on medicines enabling more informed health decisions for community members
20/07/22	NBCS	Mundubbera	Monthly meeting
22/07/22	Kingaroy Housing Forum	Kingaroy Town Hall	Cancelled due to weather. Met with Regional Housing re future collaborations with social housing.
28/07/22	Wide Bay Burnett Regional Waste Management Plan	Maryborough City Hall	Inception meeting for WBBRWMP strategy. A work in progress due for completion 12/22.
	Red Earth Leadership Forum	Murgon	"Cultivating our Future"

29/07/22	NAIDOC function	Eidsvold State School	NAIDOC community event
01/08-05/08/22	Australian Institute Company Directors Course	Brisbane	Self Professional Development
09/08/22	Mundubbera CRG	Mundubbera Hospital	Community Reference Group Mtg
11/08/22	ATSIP Meet	Eidsvold	Discuss skills development
15/08/22	Divisional Tour with CEO	Mundubbera	Meet & greet Show & tell
16/08/22	Path to Treaty	Online	Qld Government
17/08/22	LGAQ Elected Members Update	Eidsvold	Yearly update
	NBCS	Mundubbera	Monthly meeting
20/08/22	Mundubbera Art Gallery	Mundubbera	Museum & Galleries 'Artistic Endeavour' Exhibition opening

MAYOR LES HOTZ

AUGUST, 2022

Date	Meeting/Function	Location	Comments
4 August 2022	AgForce meeting with NBRC	Gayndah Boardroom	Biosecurity Issues & collaborative management of FMD, Feral Animal Control and invasive pest plants
4 August 2022	Australian Red Cross – Gayndah Branch	Gayndah Show Hall	
05 August 2022	ABX Group - Wakka Wakka #4 Introductory Meeting	Gayndah Boardroom	
05 August 2022	Dallarnil Flood Volunteer Presentation	Dallarnil State School	
05 August 2022	Dallarnil Sports Club Inc	Dallarnil Community Hall	Re toilet
09 August 2022	DAF Regional Director Monthly Catch Up	Phone	Nikki Seymour
10 August 2022	Mayor/CEO Half Day Division Tour	Monto	Visited Cania Dam, Bailey Creek Piggery
10 August 2022	Biggenden Chamber of Commerce AGM	Biggenden	
12 August 2022	Lindsay Collins Funeral	Eidsvold	
12 August 2022	LGAQ Member Survey	Phone	
15 August 2022	Department State Development, Infrastructure, Local Government and Planning meeting	Gayndah	

17 August 2022	LGAQ Elected Member Update (EMU)	Eidsvold	
22 August 2022	Tom Lynn Gem and Rock Collection set up	Monto	Assisted in the organisation of cabinets
29 August 2022	Rate Payers Association Meeting	Monto	
30 August 2022	EcoTeq 100%	Teams	Electric outdoor maintenance equipment

12 CONFIDENTIAL REPORTS

OFFICERS RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

12.1 Update - Recovery of Outstanding Rates

This matter is considered to be confidential under Section 254J(3) - e of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against local government.

12.2 Sale of Land for Overdue Rates and Charges

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

13 CLOSURE OF MEETING