



# **AGENDA**

**General Meeting**

**26 October 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 Mt Perry Boardroom on Wednesday, 26 October 2022 commencing at 09:00am.

An agenda is attached for your information.



Margot Stork  
**Chief Executive Officer**

## Order Of Business

<b>1</b>	<b>Welcome/Housekeeping</b> .....	<b>4</b>
<b>2</b>	<b>Attendees</b> .....	<b>4</b>
<b>3</b>	<b>Apologies/Leave of Absence</b> .....	<b>4</b>
<b>4</b>	<b>Acknowledgement of Country</b> .....	<b>4</b>
<b>5</b>	<b>Moment of Silence and Reflection</b> .....	<b>4</b>
<b>6</b>	<b>Deputations/Petitions</b> .....	<b>4</b>
	Nil.	
<b>7</b>	<b>Declarations of Interest</b> .....	<b>4</b>
<b>8</b>	<b>Confirmation of Minutes</b> .....	<b>5</b>
	8.1 Minutes of the General Meeting held on 28 September 2022 .....	5
<b>9</b>	<b>Office of the Chief Executive Officer</b> .....	<b>23</b>
	9.1 2022-2023 Operational Plan - Q1 Outcomes Report.....	23
	9.2 Councillor Acceptable Requests and Employee Interaction Guidelines .....	33
	9.3 Councillor Portfolios.....	44
<b>10</b>	<b>Corporate and Community</b> .....	<b>60</b>
	10.1 Finance Report to 30 September 2022.....	60
	10.2 2023 Australia Day Award Ceremonies and Events.....	65
<b>11</b>	<b>Works</b> .....	<b>91</b>
	11.1 Councillor Replacement Vehicles - Vehicle Type Options.....	91
<b>12</b>	<b>Councillor Reports</b> .....	<b>94</b>
	12.1 Mayor and Councillors Reports .....	94
<b>13</b>	<b>Urgent Business</b> .....	<b>101</b>
<b>14</b>	<b>Confidential Reports</b> .....	<b>101</b>
	14.1 Sale of Council Vehicle to the Burnett Inland Economic Development Organisation (BIEDO).....	101
	14.2 Rural Fire Levy Expenditure .....	101
<b>15</b>	<b>Closure of Meeting</b> .....	<b>101</b>

- 1 WELCOME/HOUSEKEEPING**
- 2 ATTENDEES**
- 3 APOLOGIES/LEAVE OF ABSENCE**
- 4 ACKNOWLEDGEMENT OF COUNTRY**
- 5 MOMENT OF SILENCE AND REFLECTION**
- 6 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.

- 7 DECLARATIONS OF INTEREST**

**8 CONFIRMATION OF MINUTES**

**8.1 MINUTES OF THE GENERAL MEETING HELD ON 28 SEPTEMBER 2022**

**Doc Id:** 1120057

**Author:** Kat Bright, Senior Executive Assistant To The CEO

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** 1. General Meeting 2022-09-28 [3319] Minutes.DOCX [1118373]

**OFFICERS RECOMMENDATION**

That the Minutes of the General Meeting held on 28 September 2022 be confirmed.



# **MINUTES**

**General Meeting**

**28 September 2022**

UNCONFIRMED

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
GENERAL MEETING  
HELD AT THE MONTO BOARDROOM  
ON WEDNESDAY, 28 SEPTEMBER 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), Anna Scott (Interim General Manager Works), Skye Price (Interim General Manager Corporate and Community), Owen Jensen (Financial Services Manager), Carl Bacon (Civil Works 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**

Nil.

**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>Margaret Delley</i>	<i>Biggenden</i>
<i>David Rollinson</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**

Nil.

**6 DECLARATIONS OF INTEREST**

Nil.

General Meeting Minutes

28 September 2022

Cr Radel had a matter of urgent business which he requested be dealt with concerning aspects of the Resilient Homes Fund and Voluntary Buy Back Program announced by the Queensland State Government.

Further, Mayor Hotz had a matter of urgent business which he requested be dealt with concerning the delegation at the upcoming LGAQ Conference to be held in Cairns during October 2022.

Mayor Hotz noted that both matters of urgent business would be dealt with prior to the conclusion of the meeting.

## 7 CONFIRMATION OF MINUTES

### 7.1 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.

Moved: Cr Giddins

Seconded: Cr Dingle

#### **RESOLUTION 2022/134**

That the Minutes of the General Meeting held on 24 August 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 2022-2023 OPERATIONAL PLAN****OFFICERS RECOMMENDATION**

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

Moved: Cr Giddins

Seconded: Cr Radel

**RESOLUTION 2022/135**

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

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 Giddins queried the due date of projects noted on pages 32 and 33 being 30 June 2022. Further, Cr Jones highlighted the due date of projects noted on pages 28 and 29 also being 30 June 2022. Through the Chair, Margot Stork (CEO) responded to Councillors noting that the year referenced should be 2023 and that administrative corrections would be made prior to publishing.

**ATTENDANCE:** Owen joined the meeting at 9.11am.

General Meeting Minutes

28 September 2022

**9 CORPORATE AND COMMUNITY****9.1 FINANCE REPORT TO 31 AUGUST 2022****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.

Moved: Cr Payne

Seconded: Cr Radel

**RESOLUTION 2022/136**

That in accordance with section 204 *Local Government Regulation 2012 (Qld)*, Council receives the Finance Report for the period ended 31 August 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:** Cr Mesner left the meeting at 9.17am.

**ATTENDANCE:** Cr Mesner returned to the meeting at 9.18am.

**ATTENDANCE:** Cr Mesner left the meeting at 9.19am.

**ATTENDANCE:** Cr Mesner returned to the meeting at 9.21am.

**NOTE:** Mayor Hotz requested a comparison payment patterns for 2021/2022 and 2022/2023 following the change in discounts offered for the payment of rates by the discount deadline. Through the Chair, Owen Jensen (Financial Services Manager) noted that the Ratings team would review the payment patterns and provide a year-on-year comparison in the Finance Report for the period ended 30 September 2022.

**9.2 1109 AUDIT AND RISK COMMITTEE - STATUTORY POLICY****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.

Moved: Cr Giddins

Seconded: Cr Dingle

**RESOLUTION 2022/137**

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.

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 Giddins queried if the appointment of external independent committee members would be brought back to Council for endorsement. Through the Chair, Margot Stork (CEO) noted that external members may be recommended for appointment as part of the recruitment process. To establish the committee as soon as possible, Margot Stork (CEO) noted that the recruitment process could be carried out towards the end of 2022 with the aim to have a committee established in January 2023.

**ATTENDANCE:** Cr Mesner left the meeting at 9.26am.

**ATTENDANCE:** Cr Mesner returned to the meeting at 9.27am.

**202209\_1 Item 9.2 QON**

Cr Giddins queried the cost to Council for the remuneration of the external independent committee members. Through the Chair, Margot Stork (CEO) responded to Cr Giddins noting that the remuneration is set by Council in recognition of the skills and experience of the members as noted in the Charter. Further, Margot Stork (CEO) noted that the remuneration costs are not included in the 22/23 Budget and a comparative review of other Councils would be undertaken to determine a benchmark for external independent members. Should the Committee be established in January 2023, Margot Stork (CEO) noted that there would only be two (2) meetings in the 22/23 financial year.

**202209\_2 Item 9.2 QON**

Cr Jones requested that the terms of appointment referenced throughout the attachments be aligned. Through the Chair, Margot Stork (CEO) responded to Cr Jones noting that the terms of appointment listed in the Policy and Charter would be reviewed and aligned if required.

**NOTE:** Cr Giddins queried if recruitment of the external independent committee members would be focused within the North Burnett or surrounding regions. Through the Chair, Margot Stork (CEO) responded to Cr Giddins noting that recruitment would be targeted towards the North Burnett community seeking candidates with appropriate skill sets e.g. Risk, Finance, Asset Management, Community Engagement, business acumen, etc.

**NOTE:** Margot Stork (CEO) noted that a list of delegated Committee and Council Representation Positions will be tabled at a General Meeting post election (2024) to seek Council endorsement of membership.

### 9.3 STOCK ROUTE MANAGEMENT POLICY

#### 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.
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.

Moved: Cr Dingle

Seconded: Cr Mesner

#### **RESOLUTION 2022/138**

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.
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.

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**

General Meeting Minutes

28 September 2022

**10 WORKS****10.1 REVISED ROAD MAINTENANCE PROGRAM SEPTEMBER 2022****OFFICERS RECOMMENDATION**

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

Moved: Cr Dingle

Seconded: Cr Giddins

**RESOLUTION 2022/139**

That Council receives the Revised Road Maintenance Program Report as presented for the period July to August 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****202209\_3 Item 10.1 QON**

Mayor Hotz requested that Council be provided further details relating to future grading works. Through the Chair, Anna Scott (Interim General Manager Works) responded to Council noting the request.

**10.2 PARADISE DAM REFERENCE GROUP MEMBERSHIP****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
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.

Moved: Cr Payne

Seconded: Cr Jones

**RESOLUTION 2022/140**

That Council:

1. Nominates Councillor Mayor Hotz as a member on the Paradise Dam Reference Group
2. Nominates Councillor Susan Payne as a proxy member on the Paradise Reference Group
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.

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**

**11 COUNCILLOR REPORTS****11.1 MAYOR AND COUNCILLORS REPORTS**

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

Moved: Cr Giddins

Seconded: Cr Dingle

**RESOLUTION 2022/141**

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

**ATTENDANCE:** Carl Bacon (Civil Works Manager) left the meeting at 10.01am.

General Meeting Minutes

28 September 2022

Having earlier raised an urgent business item, Cr Radel moved the following:

Moved: Cr Radel

Seconded: Cr Giddins

**RESOLUTION 2022/142**

I, Cr Radel, seek leave to address Council regarding the urgent issue concerning aspects of the Resilient Homes Fund and Voluntary Buy Back Program announced by the Queensland State Government.

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

Against: Nil

**CARRIED 7/0**

**ATTENDANCE:** Cr Mesner left the meeting at 10.05am.

**ATTENDANCE:** Cr Mesner returned to the meeting at 10.07am.

Moved: Cr Radel

Seconded: Cr Payne

**RESOLUTION 2022/143**

1. That North Burnett Regional Councils CEO urgently write to the appropriate State Minister regarding the proposed buy back scheme open to homeowners of flood affected properties resulting from defined flood events in Queensland, expressing concern regarding the following;
  - The State governments unilateral decision to make buy backs dependent upon local governments agreement to purchase the property and undertake rezoning which will preclude the properties from being used as residential properties;
  - The potential financial impost upon North Burnett Regional Council because of the scheme, in light the finding of the Auditor General that North Burnett Regional Council is a financially unsustainable local government;
  - The possible future risks to North Burnett Regional Council's financial viability given possible similar future buy back schemes.
2. That North Burnett Regional Council reject any approach by the State government to purchase buy back properties but otherwise assist affected community members to access flood relief outlined in the Resilient Homes Fund.

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

Against: Cr Melinda Jones

**CARRIED 6/1**

General Meeting Minutes

28 September 2022

Having earlier raised an urgent business item, Mayor Hotz moved the following:

Moved: Mayor Hotz  
Seconded: Cr Mesner

**RESOLUTION 2022/144**

I, Mayor Hotz, seek leave to address Council regarding the delegation at the upcoming LGAQ Conference to be held in Cairns in October 2022.

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

Against: Nil

**CARRIED 7/0**

Moved: Mayor Hotz  
Seconded: Cr Jones

**RESOLUTION 2022/145**

That the clause 1. a) of resolution 2022/72 be amended as follows:

Appoint Cr Dingle as proxy in place of Mayor Hotz for voting entitlements and attendance. Appoint 3 x Councillors and CEO as formal delegates of North Burnett Regional Council to attend the Local Government Association Queensland Annual Conference in Cairns from 17 – 19 October 2022.

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

Against: Nil

**CARRIED 7/0**

**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.

Moved: Cr Jones

Seconded: Cr Giddins

**RESOLUTION 2022/146**

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.

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**

**THE MEETING MOVED INTO A CLOSED SESSION AT 10.17AM.**

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

**OFFICERS RECOMMENDATION**

That Council moves out of Closed Session into Open Session.

Moved: Cr Radel

Seconded: Cr Jones

**RESOLUTION 2022/147**

That Council moves out of Closed Session into Open Session.

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**

**THE MEETING MOVED BACK INTO AN OPEN SESSION AT 10.32am.**

**12.1 UPDATE - RECOVERY OF OUTSTANDING RATES****OFFICERS RECOMMENDATION**

That Council:

1. Receives and Notes the Update – Recovery of Outstanding Rates report; and
2. Write off an outstanding rate balance of \$10,114.78, being the shortfall given insufficient sales proceeds to pay the rates in full for Assessment 2006900000000, 6 Esplanade Street, Eidsvold, Lot 1 MPH2158.

Moved: Cr Dingle

Seconded: Cr Mesner

**RESOLUTION 2022/148**

That Council:

1. Receives and Notes the Update – Recovery of Outstanding Rates report; and
2. Write off an outstanding rate balance of \$10,114.78, being the shortfall given insufficient sales proceeds to pay the rates in full for Assessment 2006900000000, 6 Esplanade Street, Eidsvold, Lot 1 MPH2158.

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**

**202209\_4 Item 12.1 QON**

Cr Payne queried the anticipated timeline for the sale of properties in Liquidation. Further, Cr Payne and Cr Giddins queried when the Liquidator insurance is due for renewal. Through the Chair, Margot Stork (CEO) responded to Councillors noting that a follow up discussion with the Liquidator is required and an update to Council would be provided in due course.

**202209\_5 Item 12.1 QON**

Cr Jones requested an update on properties that settled during September 2022. Through the Chair, Owen Jensen (Financial Services Manager) responded to Cr Jones noting that an update to Councillors would be provided as soon as possible.

**12.2 SALE OF LAND FOR OVERDUE RATES AND CHARGES****OFFICERS RECOMMENDATION**

That Council:

1. Receives and notes the information within the Sale of Land for Overdue Rates and Charges report;
2. In accordance with the requirements of section 144 of the *Local Government Regulation 2012*, that the Chief Executive Officer be authorised to sell the land described in the attached "Schedule 1 – Sale of Land List – 28 September 2022 on such terms and conditions as considered appropriate having regard to all available information; and
3. Provide a written report to Council following the sale of each property.

Moved: Cr Giddins

Seconded: Cr Mesner

**RESOLUTION 2022/149**

That Council:

1. Receives and notes the information within the Sale of Land for Overdue Rates and Charges report;
2. In accordance with the requirements of section 144 of the *Local Government Regulation 2012*, that the Chief Executive Officer be authorised to sell the land described in the attached "Schedule 1 – Sale of Land List – 28 September 2022 on such terms and conditions as considered appropriate having regard to all available information; and
3. Provide a written report to Council following the sale of each property.

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:** Should a public auction be favourable, Cr Giddins queried the location. Through the Chair, Margot Stork (CEO) responded to Cr Giddins suggesting that the location may be in the town with the most land listed for sale at the time.

**13 CLOSURE OF MEETING**

**The Meeting closed at 10.35am.**

**The minutes of this meeting were confirmed at the General Meeting held on 26 October 2022.**

.....  
**CHAIRPERSON**

## 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 9.1 2022-2023 OPERATIONAL PLAN - Q1 OUTCOMES REPORT

**Doc Id:** 1118477

**Author:** Rhys Habermann, Business Analyst

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** 1. FY23 Operational Plan – Q1 Progress Update.docx [1119938]

#### EXECUTIVE SUMMARY

The purpose of this report is to provide updates for council and the community regarding progress of projects and business as usual (BAU) ongoing activities as outlined in the 2022-2023 (FY23) Operational Plan for the period 1 July 2022 – 30 September 2022 (Q1).

#### 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 in accordance with Section 174(3) of the *Local Government Regulation 2012 (Qld)*, Council receives the 2022-23 (FY23) Operational Plan – Q1 Progress Report for the period 1 July 2022 – 30 September 2022.

#### REPORT

An Operational Plan is a legislative requirement under the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld). It is a strategic document that details the operational direction for council over a twelve-month period and facilitates the conversion of strategic intent into operational action.

As part of its strategic planning, during early 2021, Councillors and staff worked together to create the North Burnett Regional Council Corporate Plan 2021-2026, “A plan for generations”. In developing the FY23 Operational Plan, attention has been given to ensuring projects, programs of work and BAU activities align with strategic objectives detailed in the overarching Corporate Plan.

The Operational Plan itemises Council’s significant projects, as well as BAU activities for the year. It can include:

- Programs that the organisation has in place
- Ongoing activities that will deliver the strategies outlined within the Corporate Plan
- Significant projects and activities to be undertaken within the financial year
- Success measures to track progress and identify milestones, achievements and any at risk items

As part of council’s commitment to continuous improvement, a Project Management Framework (PMF) was developed and implemented in 2019. Strong project management is a critical tool and skill set for Council, enabling good governance, accountability, risk identification and mitigation, as well as sound fiscal management and avoidance of project delays.

In assessing which projects are included in the PMF, staff have looked further than just the projects identified within the Operational Plan and included in the capital works program. This has been done to increase progress reporting for Councillors and provide greater project transparency for the community.

## **CONSULTATION**

Council's Senior Management Team is involved with delivery of each Operational Plan project or activity and has provided input into related and periodic reporting.

For the period 1 July 2022 until 30 September 2022, Councillors have been kept up to date regarding Operational Plan progression, via information workshops. Topics of discussion are published in the Workshop Agendas on [Council's website](#).

## **RISK IMPLICATIONS**

### **Reputation / Political**

Most projects for Q1 are within budget allocations and anticipated timeframes. Key resourcing challenges have been identified against some projects which could pose a risk to the delivery timeframe of these items.

### **Occupational Health & Safety (WHS)**

There have been no significant WHS issues that presented a risk to delivering projects for Q1.

### **Financial Impact**

Significant inflation pressures at local, national and global levels present a notable risk to actual project expenditure. Council will proactively manage this risk. However, as this is an external factor, some impacts could become evident in future quarters.

### **Legal & Regulatory**

This report is consistent with Operating Plan legislative reporting obligations, as required by section 174(3) of the *Local Government Regulation 2012 (Qld)*.

### **Environmental**

Environmental factors, such as unseasonal rain events, have had some impact on delivery of projects for Q1. Some timeframes may be impacted as identified against relevant projects.

### **Property & Infrastructure**

There are no significant identified property or infrastructure challenges associated with delivery of projects for Q1.

### **Human Resources**

Resourcing remains consistent with project planning and delivery as identified in project plans. Resourcing risks have been identified against some relevant projects.

### **Information Communications Technology**

No significant ICT challenges have presented a risk to the delivery of projects for Q1.

### **Service Delivery**

The level of service delivery for projects during Q1 has been consistent with service levels set as a part of the 2022-2023 budget.

### **Climate**

Climatic circumstances particularly flooding in broader Queensland, have had some impact upon delivery of projects during Q1, particularly roads maintenance.

## **KEY MESSAGE**

Projects identified within council's Operational Plan and Capital Works program have been progressing as intended. Key project planning has been undertaken to streamline delivery and budget management. The broader community is able to keep up to date with initiatives as well as council's responsible financial management and reporting, by reviewing quarterly reports.

# 2022/23 Operational Plan – Q1 Progress Update

## ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
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.	Ongoing	Ongoing reviews and updates of key WHS management system documentation (in consultation with workers and management) remained on track. Resourcing constraints in the WH&S team delayed the process, however, with two new WHS Advisors appointed this quarter, these delays should be minimal moving forward. This quarter, two new WHS organisational Procedures were developed, 16 safe work method statements were endorsed and new risk assessment forms for employees were utilised. The Skytrust System is currently implemented to 90% of the organisation and expiry of the paper-based Incident Reports, Hazard Reports and Hazard Inspections are to be completed by a target date of December 2022. The average compliance of employees has been above 85% for the worksite inspections during this quarter and will continue to be monitored.
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.	Ongoing	The introduction of quarterly performance reporting has led to improvements in financial reporting related to Council's operations. Additionally, as part of the forensic review in FY22, Council has successfully implemented software to streamline the annual financial statement preparation with this being utilised during the quarter.
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.	30/06/2024	Following a successful application for grant funding Council has appointed a consultant to prepare detailed design plans and the Request for Tender documents for the proposed Mundubbera Landfill Expansion Project.
4	Information and Communications 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.	30/06/2023	Draft strategy has been developed. Working group established to review and finalise draft before adoption.
5	Libraries	The vision for Council Libraries considers State Library of Queensland contract obligations including literacy for all.	Continue development of a Libraries Strategy.	30/06/2023	Libraries strategy research and drafting has commenced and will be delivered by June 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.	30/06/2023	During Q1 FY23 a total of 6 staff completed their Certificate IV Civil Construction Supervision. There have been opportunities for employees to act in higher level positions when there are vacancies and/ or additional project work has been identified, providing employees with on-the-job training and experience. Training and pathway opportunities are an ongoing priority as a part of the People & Performance strategy.

## ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
7	Continuous Improvement	Progressive review of business processes with evidence based continuous improvements and incremental change pursuit 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.	Ongoing	Lean process improvement activities continued during the quarter. Several opportunities relating to procurement and stores are currently being explored with further stakeholder engagement to continue into FY23 Q2.
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, wastewater 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.	30/06/2023	A business as usual (BAU) function for the operational team. Currently, ongoing higher than anticipated expenditure in the OPEX area will need reviewing in the following budget review.
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.	30/06/2023	Negotiations have been terminated in relation to a design and construct contract for replacement of plant and a new raw water reservoir after extended efforts to accommodate tenderer failed to reach agreement on project completion timing in line with funding conditions and rise and fall conditions. A new open tender process has commenced. Construction to commence FY23. Completion anticipated FY24. A variation will be submitted to the funding body to seek setback of all project milestones as a result of the difficult business climate.
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.	31/12/2023	Staff are currently reviewing road assets in line with the previously adopted Asset Management Plan (AMP) and their consistency with the adopted road classifications.
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.	Ongoing	Further work continued on the service catalogue during the quarter with a number of rough drafts being developed to act as starting points for various departments. Consideration is being given to the integration of the service catalogue to ensure the document will remain current and it can be used as an effective planning tool, ensuring maximum value of the catalogue.
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.	31/12/2022	The current draft community engagement framework and related documents underwent refinement during the quarter. Further refinement and internal stakeholder engagement is expected to continue into FY23 Q2 with a target to have the documents finalised by the end of the quarter, resources permitting.
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.	Ongoing	During FY22 activities included: <ol style="list-style-type: none"> <li>1. Creation of a Strategic Risk Register based on the requirements of Australian Standard AS/NZS ISO 31000:2018 Risk Management – Guidelines.</li> <li>2. Implementation of SkyTrust - A software platform to enable a centralised system to record, manage and monitor both Strategic and Operational Risks.</li> <li>3. Further work has continued into FY23 to develop and manage risk and embed a culture of risk management.</li> </ol>

## ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
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.	Ongoing	<p>During FY22 Council formally connected with Queensland South Native Title Services (QSNTS) and a number of representatives of the Wakka Wakka people, with the intent of establishing communication channels and closer working relationships.</p> <p>The first meeting of the above group was held in Q1 FY23.</p> <p>There are a number of Native Title claims over land within the North Burnett Council region that remain before the Courts for determination. Further work will be undertaken with regard to Indigenous Land Use Agreements (ILUA) in FY23.</p>
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.	Ongoing	Council continued to actively identify government and commercial grant opportunities and undertake proactive grants management to complement essential services, as well as bespoke and value-added Council activities.
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.	Ongoing	During Q1 FY23 People and Performance have continued to deliver recruitment services across the organisation. A total of fifteen (15) new employees were welcomed into the organisation during the quarter. Various staff have participated in Traffic Management Implementation Planning training and the Verification of Competency Program. Council's Trainee and Apprentice Program has continued to progress, and a submission has been made to the department for FY23 placements. EB negotiations commenced in September and will continue throughout Q2 & Q3.
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.	Ongoing	A business as usual (BAU) activity. A Digitisation Policy has been developed and procedures to modernise Council's records management processes are underway (to make reference to compliance/ standards requirements)
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.	Ongoing	A review has been completed of Procurement. An implementation program to improve stores and purchasing practices has commenced. This includes analysis of providing a centre-led procurement model and further scoping surrounding potential stores enhancements.
19	Information and Communications 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.	Ongoing	A business as usual (BAU) item. The computer replacement program continued in keeping with the approved budget to ensure information, communication & technology equipment remains current and fit for purpose.
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.	Ongoing	Council's Building and Development team assess and make recommendations in regard to applications or seek assistance from a specialist planning consultant as required. Plumbing inspections and compliance is undertaken by an external consultant on an annual basis.
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.	Ongoing	Local Laws 1, 2 & 3 are currently being reviewed with the assistance of an external consultant. The first draft review is anticipated to occur during October 2022 with any proposed changes to be reviewed against Local Laws 4,5 and 6 before being adopted.

## ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
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.	Ongoing	The kerbside waste collection service is provided by an external service provider that is also contracted to service waste transfer station bulk waste movement to the centralised landfill. In FY23 Council will prepare a scope of works and tender the service to award a new contract prior to the existing contract end date (June 2024). Resource recovery is conducted at the Mundubbera landfill with supporting recycling services offered at Gayndah, Biggenden and Mundubbera waste transfer stations.
23	Emergency Management	Local SES services can effectively support the region in times of need.	Support SES and explore sustainable models for future collaboration.	Ongoing	Ongoing liaison and support occurs for SES personnel, plant, equipment, activity program, review and improvement.
24	Cemeteries	Provide well maintained and compliant cemeteries.	Cemeteries scheduled maintenance is undertaken in keeping with budget allocations and available resources.	Ongoing	Ongoing maintenance is a business-as-usual (BAU) function for the Works team. Work is undertaken according to a planned schedule.
25	Urban Street Maintenance	Maintain a fit for purpose urban street network.	Undertake urban street maintenance in keeping with budget allocations and available resources.	Ongoing	Ongoing business as usual (BAU) activity. The budget will need reviewing as the financial year continues to ensure any overspend is captured.
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.	Ongoing	Ongoing business as usual (BAU) activity however the budget constraints make maintaining a suitable road network challenging. Recommend a budget review.
27	Rural Addressing	Rural addressing is processed consistently in keeping with policy.	Undertake rural addressing consistently pursuant to the policy.	Ongoing	Ongoing business as usual (BAU) activity. No anomalies to report currently.
28	Bridges Maintenance	Bridges are safe and appropriate to road requirements.	Undertake bridge maintenance in keeping with budget allocations and available resources.	Ongoing	Ongoing business as usual (BAU) activity. No anomalies to report currently.
29	Fleet	Safe and fit for purpose fleet is maintained by the organisation.	Work towards delivering fit for purpose fleet management and maintenance.	Ongoing	Rationalised the fleet assets and identified excess or underused plant for disposal by auction on 07 October 2022. Also engaged with the end user to ascertain functional requirements before procurement. Maintenance workflows have been enhanced by innovative defect reporting such as NBRC web forms.
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.	Ongoing	A business as usual (BAU) function for the operational team. Currently maintaining safe supplies in all systems. NBRC recently hosted an inspection visit by the Office of Water Supply Safety team where operational staff provided a fine example of their competence to the Regulator.

## ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
31	Essential Service Delivery	Wastewater is treated in keeping with reportable requirements.	Deliver effective wastewater services.	Ongoing	A business as usual (BAU) function for the operational team. Currently maintaining ongoing compliance in all but Biggenden Sewage Treatment Plant (STP) where higher than licence TDS is being caused by the nature of the source water in the area. A pre-lodgement meeting to renegotiate Biggenden STP licence to take account of raw water quality in the area will be arranged when sufficient data can be collected to support Council's application. An overflow occurred at Gayndah's Bamboo Street Pump Station due to pump failure. There was only one operational pump in the pumpstation, due to extended supply line issues around Covid and international economic issues. Without a backup pump, the station went to overflow on failure of the single pump. There are four other pump stations in the region currently with only one pump for the same reasons. The solution applied to the Gayndah SPS is systematically being applied to all these. That is: a bypass arrangement allowing a mobile pumpset to be used to bypass the pumpstation in a pump failure is being installed.
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.	Ongoing	Review and updating of leases have commenced for Council owned facilities and land with community groups and/or commercial entity tenants. Council has completed the leases for pool contractors.
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.	Ongoing	Council has four Land Protection Officers (LPO's) operating throughout the local government area conducting inspections of stock routes and addressing invasive weed and wandering livestock reports. The LPO's also conduct 1080 baiting programs and roadside spraying programs while also meeting with regulatory agencies to understand current and impending biosecurity issues.  Operation of existing wash bay facilities is currently being reviewed.
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.	Ongoing	Council Environmental Health Officers (EHO's) continue to monitor environmental issues - including public health advice in conjunction with Qld Health and conduct food licencing inspections, monitor pool water quality, investigate illegal dumping sites and assess vegetation burn requests. The team works with external regulatory agencies to update the community as appropriate.
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.	Ongoing	Ongoing business as usual (BAU) activity. No anomalies to report currently.
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.	30/06/2023	A review of the customer experience charter has commenced.

## SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
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.	Ongoing	A business as usual (BAU) function. The Transport service is being delivered in keeping with contractual requirements, with a significant increase in revenue, as a result of new contract with Translink current until 2026 with options to extend to 2028.
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.	Ongoing	State Library of Queensland Service Level Agreement requirements are being met. Libraries programming has recommenced with a range of events including Under 8's Day, First 5 Forever sessions at targeted events, Kindy visits and School holiday Science and Robotics workshops. Staff training for First 5 Forever programming has occurred with key staff. Further training in this program is planned with all customer service and library staff during 2022-23. First 5 Forever Library programs will recommence in Q2, 2022-23.
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.	Ongoing	A business as usual (BAU) function. 2023 Australia Day event planning has commenced. Youth Week planning to commence closer to the function along with supporting Seniors Weeks and NAIDOC events in collaboration with community groups.
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.	Ongoing	Workshops to build volunteer management capacity for non-profit groups were held in Monto, Mundubbera and Biggenden in partnership with Volunteering Queensland. Exploring further partnership opportunities with Volunteering Queensland and capacity building workshops. Partnered with Red Cross to deliver and facilitate Community-Led Recovery Workshops in Biggenden and Mundubbera.
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.	Ongoing	Ongoing support provided for Mundubbera Art Gallery. Support extended to Reginald Murray Williams Australian Bush Learning Centre Gallery to display rolling exhibitions throughout the year. Ongoing meetings and support provided to Gallery groups across the region.
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.	Ongoing	In-kind support applications continue to be assessed on the regular basis. Community grants (Major events, small events and projects) will be released Q2 in 2022 to enable Not-for-profit groups to apply for funding.
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.	Ongoing	Both Gyms are operating and with stable membership base.
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.	31/01/2023	As per Council resolution on 28/04/2021 to decommission the sites, Moonford and Bukali have been decommissioned on 28/01/2022 and 30/06/2022 respectively. Eidsvold is scheduled to be decommissioned on 27/01/2023.
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.	Ongoing	A business as usual (BAU) function. Policies and procedures are being developed to include upgrading of aging systems, identify and prioritise installation locations, and develop an appropriate maintenance program.

## SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
46	Disaster Management	The region is prepared for disaster.	Prepare for and enact disaster management plans, when and as required.	Ongoing	Plans implemented during FY22 after significant rain and flooding events. Council remains ready to enact as required
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.	Ongoing	A business as usual (BAU) function. Maintenance programs are exercised to ensure serviceability.
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.	30/06/2023	Council has allocated funds in the 22/23 budget to address access to the site and improve waste disposal practices for users.
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.	30/12/2022	Council is a member of a newly formed working group with other Wide Bay Burnett regional Councils to develop a regional waste management plan (RWMP). The RWMP is part of a State Government initiative to reduce waste to landfill, divert resources for reuse, increase investment in waste management/recycling and to adopt circular economy principals for waste and resource recovery.
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.	Ongoing	Some challenges sourcing affordable management staff but continuing with the search for this resource.
51	Council Housing	Council housing is maintained to provide accommodation for staff in a region of low rental availability.	Provide Council housing as required.	Ongoing	A business as usual (BAU) function. Maintenance program exercised to ensure serviceability.
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.	Ongoing	Ongoing maintenance is a business-as-usual (BAU) function for the Works team. Therefore, work and inspections are undertaken according to a planned schedule and the CASA standards.  Several key improvements were made to Aerodromes in FY22, including animal-proof fencing upgrades on four of the region's aerodromes.
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.	Ongoing	Ongoing maintenance is a business-as-usual (BAU) function for the Works team. Further work is required across departments to assist with transition to a sustainable model.
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.	Ongoing	Ongoing business as usual (BAU) activity. No anomalies to report currently.
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.	Ongoing	Ongoing business as usual (BAU) activity. Moving forward, a full review of operations and legislation against NBRC requirements is in progress.

## SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
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.	30/06/2023	Pools have been successfully leased. Maintenance completed as required and in line with lease terms.

## PROSPEROUS FUTURE - TO ENSURE ECONOMIC GROWTH FOR FUTURE GENERATIONS

ID#	Service	Outcome	Action	End Date	Comments
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	Ongoing	Wide Bay Burnett Regional Plan (WBBRP) has not yet been issued. The NBRC planning Scheme amendments are currently on hold pending the release of the WBBRP.
58	Elected Members	Advocacy campaigns are planned and effectively delivered for maximum impact.	Support Councillors with a well-documented, targeted advocacy strategy.	Ongoing	Predominant advocacy has related to Federal Assistance Grants and improving Council's allocation. A comprehensive advocacy program is yet to be established, endorsed and actioned.  Discovery and scoping efforts commenced in the quarter with further work to continue into Q2 FY23.
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.	Ongoing	A business as usual (BAU) function. Applications are assessed in keeping with the legislative requirements.
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.	Ongoing	Predominantly delivered via Council's partnership with Burnett Inland Economic Development Organisation (BIEEDO).
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.	Ongoing	The Communities team continue to support the Streetscape funding program in lieu of an economic development team. Applications continue to be submitted for this program and supported by local businesses.
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.	Ongoing	Ongoing publicity maintained during the quarter with a target of two posts per week via all available Visit North Burnett social media pages.
63	Reginald Murray Williams Australian Bush Learning Centre	The Reginald Murray Williams Australian Bush Learning Centre is operated in the most effective manner.	Operate the Reginald Murray Williams Australian Bush Learning Centre whilst investigating long term sustainable delivery options.	Ongoing	Reginald Murray Williams Australian Bush Learning Centre has been staffed and continues to trade. Centre services are currently delivered with fixed term / casual staff. Expression of Interest for sale or lease of the facility was completed without success in May 2022. A formal tender process related to facility ownership and centre operation is pending.

## 9.2 COUNCILLOR ACCEPTABLE REQUESTS AND EMPLOYEE INTERACTION GUIDELINES

**Doc Id:** 1118370

**Author:** Michael Cartwright, Governance Policy and Risk Advisor

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** 1. Draft 1180 Councillor Acceptable Requests.docx [1117262]

### EXECUTIVE SUMMARY

This policy is made pursuant to section 170A of the *Local Government Act 2009* (the Act), and provides the way in which a Councillor may ask a Council employee for advice or to provide information, in order to assist the Councillor carry out his or her responsibilities under the Act.

### 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 pursuant to section 170A of the *Local Government Act 2009*, Council resolves to adopt Policy 1180 Councillor Acceptable Requests.

### REPORT

It is necessary for Councillors and Council employees to interact so informed decisions that deliver positive outcomes for the community are achieved. It is important to reach the right balance to ensure onerous communication constraints do not impede the flow of information, while still ensuring that the principles of good governance are met, and appropriate controls are in place to protect both employees and Councillors alike.

Section 170A of the Act prescribes acceptable request guidelines to be adopted by resolution of Council, as the way in which Councillors may ask Council employees for advice or information to help the Councillor carry out their responsibilities under the Act.

It is recognised that Councillors and Council employees often live in the same community; interact as members of community/sporting/volunteer organisations as individuals and may form friendships as a consequence of these associations. The requirements of this policy do not in any way impact on the ability of community members (including Councillors and Council employees) to interact from a community/social perspective. However, it must also be recognised that the abovementioned interactions should not be used as a forum to discuss Council related matters. When asking for advice or information Councillors shall:

- act in accordance with the local government principles prescribed in section 4(2) of the Act;
- act in accordance with the Code of Conduct for Councillors in Queensland;
- act in accordance with all the obligations set out in Chapter 6, Division 5 of the Act;
- act in good faith;
- be respectful, reasonable and professional;
- not direct, or attempt to direct any Council employee to do anything
- not behave towards Council employees in an overbearing or threatening manner;
- not coerce or entice, or attempt to coerce or entice any employee to do anything that does not comply with these Guidelines;
- not unduly disrupt an employee in the undertaking of that employee's routine employment obligations;

- not place, or attempt to place any employee in a position that would create a conflict of interest for that employee, or that would compromise the integrity and honest performance of that employee;
- comply with all laws that apply to the local government, as well as Council's policies, procedures and guidelines; and
- not breach any confidentiality obligations under legislation whereby information is not to be disclosed by Councillors (for example, the *Information Privacy Act 2009*, *Crime and Corruption Act 2001*, *Public Interest Disclosure Act 2010*, *Workers' Compensation and Rehabilitation Act 2003*).

If a member of the community raises a service request or makes a complaint in relation to an operational matter with a Councillor (e.g. to report a damaged road), the Councillor may direct the community member to raise the matter by contacting Council's customer contact centre or by emailing the Council. Alternatively in the event that the member of the community is unable to do this (e.g. Does not have internet capability, telephone service or the ability to compose an appropriate request), the Councillor may assist in the preparation of a communication to Council for or on behalf of the member of the community by way of an email, a phone call to the customer contact centre, a customer request or written correspondence for the consideration of a responsible employee.

Service requests made by a Councillor on behalf of residents are not considered as a Councillor request for advice or information, the request is considered to be a request by the resident.

All matters of a non-emergent operational nature raised on behalf of a community member will be processed in accordance with Council's regular standard service levels.

Councillors are encouraged to utilise the Snap Send Solve smart phone application when reporting ordinary operational matters where possible.

## **CONSULTATION**

Senior staff have been consulted throughout the development of this Policy.

A draft version was tabled at the Councillor Workshop held in Mundubbera on Wednesday, 7 September 2022.

## **RISK IMPLICATIONS**

### **Reputation / Political**

North Burnett Regional Council is proudly demonstrating through its actions and interactions with the community and staff, that it is embracing the five local government principles as follows:

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

### **Occupational Health & Safety (WHS)**

N/A.

### **Financial Impact**

No financial impact foreshadowed in the adoption of this Policy.

### **Legal & Regulatory**

Any suspected breach of this policy by a Councillor may constitute a breach of the Code of Conduct for Councillors in Queensland. The Office of the Independent Assessor is the responsible agency for complaints about the performance or conduct of a councillor in Queensland.

Any suspected breach by employees may constitute a breach of the Employee Code of Conduct is and is reported to the relevant General Manager / Chief Executive Officer who will manage the complaint in accordance with adopted Council process.

**Environmental**

N/A.

**Property & Infrastructure**

N/A.

**Human Resources**

North Burnett Regional Council will consider human rights protected under the Human Rights Act 2019 (Qld) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

**Information Communications Technology**

Implementing effective information controls and cyber training is at the forefront of cyber awareness for Council. Council follows a cyber security framework, which offers a systematic approach for informed decision-making and the minimisation of risk. The framework provides the policies, procedures, systems and processes that are essential to applying effective cyber security management. Often the actions that come out of such a framework include “staff training, the development of new processes, or improvements to current processes.

**Service Delivery**

Effectiveness of this policy will be clearly demonstrated by the strategic arm of Council, as represented by the Councillors, forming a professional relationship with the operational arm of Council, as represented by the Chief Executive Officer and staff.

**Climate**

N/A.

**KEY MESSAGE**

It is necessary that Councillors and Council employees are able to interact so informed decisions that deliver positive outcomes for the community are achieved. It is important to attain the right balance to ensure onerous constraints do not impede the flow of information while still ensuring that the principles of good governance are achieved, and appropriate controls are in place to protect both employees and Councillors alike.

# Draft 1180 Councillor Acceptable Requests and Employee Interaction

## Statutory Policy



### PURPOSE

- 1) This policy is made pursuant to section 170A of the *Local Government Act 2009* (the Act).
- 2) This policy constitutes and incorporates the 'acceptable requests guidelines' as required by the Act and provides the way in which a Councillor may ask a Council employee for advice, or to provide information, in order to assist the Councillor to carry out his or her responsibilities under the Act.

### SCOPE

- 3) This policy is applicable to all Councillors and Council employees.

### DEFINITIONS

Term	Definition
Advice	Means the provision of knowledge or an opinion to assist the councillor to carry out his or her responsibilities under the Act. An example of advice: can you explain this financial statement? What does this strategy achieve?
Information	Means as defined in section 170A of the Act, the information the local government has access to, relating to the local government. This does not apply to information: (a) That is a record of the conduct tribunal; or (b) That was a record of a former conduct review body; or (c) If disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or (d) That would be privileged from production in a legal proceeding on the ground of legal professional privilege. An example of information: how many trainees does Council employ? When is the project due to commence?
Reasonable requests	Are requests which in the opinion of the CEO will not require excessive or unwarranted use of Council resources.
Responsible Employee	Means an employee of Council as determined by the Chief Executive Officer to be responsible for providing information and advice to a Councillor. A list of Responsible Employees can be found within <b>Annexure 1</b> to this Policy, noting the list may be amended by the Chief Executive Officer from time to time. Also includes persons temporarily acting in those positions.

### POLICY

#### OBJECTIVES

- 4) It is necessary that Councillors and Council employees are able to interact so informed decisions that deliver positive outcomes for the community are achieved. It is important to attain the right balance to ensure onerous constraints do not impede the flow of information while still ensuring that the principles of good governance are achieved, and appropriate controls are in place to protect both employees and Councillors alike.

#### PRINCIPLES

- 5) This Policy will:
  - a) Establish guidelines to assist Councillors in seeking information or advice from a Council employee;
  - b) Set reasonable limits on requests made by Councillors.

## POLICY STATEMENT

- 6) Councillors are entitled to seek information and advice from the council administration to assist them undertake their role as a Councillor where it directly relates to the discharge of their duties as a Councillor. To ensure the efficient operations of council, the processes of seeking that information and advice is proposed in an orderly way.
- 7) Councillors in the performance of their responsibilities are required to uphold the behavioural standards detailed in the Councillors Code of Conduct when engaging with employees.
- 8) Similarly Council employees are required to act in accordance with the expected standards of acceptable conduct detailed within the Employee Code of Conduct.
- 9) No Councillor, including the Mayor may give a direction to any Council employee with the exception of the Mayor directing the Chief Executive Officer (CEO).
- 10) The Mayor may give a direction to the CEO, however it must not be inconsistent with a resolution, or a document adopted by resolution, of the local government.

## ROLES AND RESPONSIBILITIES

- 11) All Councillors and Council employees are bound by the provisions of this Policy.
- 12) If a Councillor asks for information or advice from an employee other than in accordance with this policy, the employee must inform their Manager, General Manager or the CEO about the request as soon as is practicable.
- 13) A complaint about the failure by a Councillor to comply with these Guidelines may be considered inappropriate conduct in accordance with section 150K of the Act and will be referred to the Office of the Independent Assessor.

## APPLICABLE LEGISLATION AND REGULATION

- 14) Applicable legislation and regulation:
  - a) *Information Privacy Act 2009*
  - b) *Local Government Act 2009*
  - c) *Local Government Regulation 2012*
  - d) *Public Sector Ethics Act 2004*
  - e) *Right to Information Act 2009*

## RELATED DOCUMENTS

- 15) Related documents are:
  - a) Acceptable Requests Guidelines
  - b) Code of Conduct for Councillors in Queensland
  - c) Employee Code of Conduct
  - d) Complaints Management Policy
  - e) Mayor and Councillors Expenses Reimbursement and Provision of Facilities Policy

## RESPONSIBLE OFFICER

Chief Executive Officer

## REVIEW DATE

[October 2026] (Standard four year term)

## REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	15 August 2018	New
2	General	28 April 2020	Update
3	General	24 June 2020	Minor amendment
4	General	[To insert date]	Update

## Annexure 1

## ACCEPTABLE REQUEST GUIDELINES

---

### 1. STATEMENT

It is necessary that Councillors and Council employees can interact so informed decisions that deliver positive outcomes for the community are achieved. It is important that we reach the right balance to ensure onerous communication constraints do not impede the flow of information, while still ensuring that the principles of good governance are met, and appropriate controls are in place to protect both employees and Councillors alike.

Unless otherwise expressed, terms used in these Guidelines will have the same meaning given to those terms under the Act.

These Guidelines do not override an individual Councillor's statutory obligations under the Act, including in respect to the use of information under s171 and s171A of the Act.

A Councillor request is of no effect if the request does not comply with these Guidelines.

### 2. GUIDELINES

#### 2.1 Outline

Section 170A of the Act prescribes acceptable request guidelines to be adopted by resolution of Council, as the way in which Councillors may ask Council employees for advice or information to help the Councillor carry out their responsibilities under the Act.

Councillors should be aware that any request for advice or information and response provided may be subject to disclosure where an application for access is made under the *Right to Information Act 2009*, or otherwise at law.

#### 2.2 General requirements for requests

When asking for advice or information Councillors must:

- act in accordance with the local government principles prescribed in section 4(2) of the Act;
- act in accordance with the Code of Conduct for Councillors in Queensland;
- act in accordance with all the obligations set out in Chapter 6, Division 5 of the Act;
- act in good faith;
- be respectful, reasonable and professional;
- not direct, or attempt to direct any Council employee to do anything
- not behave towards Council employees in an overbearing or threatening manner;
- not coerce or entice, or attempt to coerce or entice any employee to do anything that does not comply with these Guidelines;
- not unduly disrupt an employee in the undertaking of that employee's routine employment obligations;
- not place, or attempt to place any employee in a position that would create a conflict of interest for that employee, or that would compromise the integrity and honest performance of that employee;
- comply with all laws that apply to the local government, as well as Council's policies, procedures and guidelines; and
- not breach any confidentiality obligations under legislation whereby information is not to be disclosed by Councillors (for example, the *Information Privacy Act 2009*, *Crime and Corruption Act 2001*, *Public Interest Disclosure Act 2010*, *Workers' Compensation and Rehabilitation Act 2003*).

### 2.3 Information which cannot be sought by a Councillor

A Councillor cannot seek information or a document:

- that is a record of the Councillor Conduct Review Tribunal established under the Act;
- that was a record of a former conduct review body (as defined in section 170A(11) of the Act);
- if disclosure of the information or document to the Councillor would be contrary to an order of the court or tribunal;
- that would be privileged from production in a legal proceeding on the ground of legal professional privilege;
- that is capricious or which will place an unreasonable burden on Council's resources;
- which relates to a public interest disclosure under the *Public Interest Disclosure Act 2010*;
- that is confidential information under the *Crime and Corruption Act 2001*; and
- during caretaker period not request information or advice which will result in or be likely to result in any inappropriate political gain or advantage for the Councillor.

### 2.4 Councillor access to publicly available information

A Councillor must not make a request for information under this policy if they are able to obtain the information from readily available public sources.

### 2.5 Making a request

A Councillor may ask for information or advice to assist the Councillor in carrying out their responsibilities under the Act, directly with a responsible employee via [councillorrequests@northburnett.qld.gov.au](mailto:councillorrequests@northburnett.qld.gov.au)

List of responsible employees is limited to:

- I. The Chief Executive Officer - all requests;
- II. General Manager Corporate and Communities – all requests;
- III. General Manager Works – all requests;
- IV. Strategic Projects Manager – media related requests;
- V. Executive Assistant to the Mayor - administrative requests and support;
- VI. Executive Assistant to the CEO – general administrative requests only;
- VII. Executive Assistant Corporate and Communities – general administrative requests only;
- VIII. Executive Assistant Works – general administrative requests only.

Responsible employees includes persons when temporarily acting in these positions from time to time.

Note: Position titles are subject to change, as is the list of responsible employees as determined by the Chief Executive Officer from time to time. These Guidelines will be updated to reflect any such change, and Councillors will be advised accordingly.

Refer to the end of this Guideline – 'Referral Guide for Councillors when Making a Councillor Request'.

If you are still unsure as to where to send your request, then please email directly to [councillorrequests@northburnett.qld.gov.au](mailto:councillorrequests@northburnett.qld.gov.au)

### 2.6 Councillor responsibilities

Before making a request under this Policy, a Councillor must consider the likely cost to Council in complying with the request (including administrative and resourcing costs). The Councillor should not make the request if the costs of complying with the request cannot be justified having regard to the public interest.

The Chief Executive Officer may require that a request be made in writing (this includes email but excludes text message or similar instant messaging services), and requests must:

- outline the nature of the matter for which the Councillor requires information or advice; and
- specify the responsible employee of whom the information or advice is sought;
- provide the request to the responsible employee; and
- if the responsible employee is someone other than the CEO, then simultaneously provide a copy of the request to the CEO.

Councillors may seek information from the Chief Executive Officer or responsible employee regarding the progress of a request.

A Councillor must inform the Chief Executive Officer if they believe a responsible employee has not appropriately responded to a request made under this policy.

A Councillor must not make requests under this Policy, or require requests to be actioned, outside of the responsible employee's usual working hours.

Emergencies may be reported through Council's customer contact centre or contact should be made by telephoning the Chief Executive Officer or a General Manager to determine the appropriate approach.

If a member of the community raises a service request or makes a complaint in relation to an operational matter with a Councillor (e.g. to report a damaged road), the Councillor may direct the community member to raise the matter by contacting Council's customer contact centre or by emailing the Council at [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au)

Alternatively in the event that the member of the community is unable to do this (e.g. Does not have internet capability, telephone service or the ability to compose an appropriate request), the Councillor may assist in the preparation of a communication to Council for or on behalf of the member of the community by way of an email to [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au), a phone call to the customer contact centre, a customer request or written correspondence for the consideration of a responsible employee.

Service requests made by a Councillor on behalf of residents are not considered as a Councillor request for advice or information, the request is considered to be a request by the resident.

All matters of a non-emergent operational nature raised on behalf of a community member will be processed in accordance with Council's regular standard service levels.

If a Councillor has identified or become personally aware of an ordinary operational matter, (e.g. reporting a pothole, missed bin service, vandalism, overgrown allotment) that requires attention, the Councillor may raise that request via any existing channel available to external customers. In these instances, the Councillor is considered to be the customer and the same service level standards that apply to community members will be applicable to these requests.

**Councillors are encouraged to utilise the Snap Send Solve smart phone application when reporting ordinary operational matters where possible.**

## 2.7 Chief Executive Officer responsibilities

To assist Councillors being fully informed in respect to decision making and their other responsibilities under the Act the CEO will:

- publish to the Councillor Intranet portal the list of responsible employees by position title, their contact details and areas of responsibility;
- ensure that responsible employees make all reasonable endeavours to comply with any reasonable request made to them by the Councillor in compliance with these guidelines;
- comply with a request made to the CEO within the timeframe specified in subsections 170A(9) and (10) of the Act.
- delegate a Councillor request to another employee, other than a responsible employee, where the CEO deems it appropriate to do so.

If the CEO reasonably believes that significant Council resources will be required to comply with a request, the CEO may refer the request to the next available Council meeting for Council's direction.

## 2.8 Employee responsibilities

Only responsible employees are to respond to requests from a Councillor, subject to any delegation as outlined in Chief Executive Officer responsibilities above.

Any Council business related contact by a Councillor with an employee, other than in accordance with this policy, must not be acted on and must be recorded by that employee.

That record must:

- identify the Councillor who made the contact;
- time of contact;
- reason for contact; and
- any action the Councillor requested to be undertaken.

A copy of the record must be forwarded to the CEO in a timely manner.

## 2.9 Use of Information

A person who is or has been a Councillor must not use information that was acquired as a Councillor (other than information that is lawfully available to the public) to gain, directly or indirectly, a financial advantage for themselves or someone else or cause detriment to the Council.

A Councillor must not release information that the Councillor knows or should reasonably know is information that is confidential to the Council. A Councillor that obtains access to Council information or advice must comply with sections 171 and 171A of the Act and Council's Confidential Information Policy and continue to conduct themselves in accordance with the local government principles and Code of Conduct for Councillors in Queensland.

## 2.10 Provision of information or advice in response to requests

In line with Council's commitment to the environment and a reduction in paper usage, access to electronic copies of documents will be provided wherever possible.

Councillors are to be aware of their responsibilities under the Act regarding the sharing or further distribution of information or advice. The right of Councillors to have access to information is for the purpose of exercising the role and responsibilities of a Councillor. Councillors must not cause the by-passing of the provisions of the *Right to Information Act 2009* by providing to a member of the public information or advices made available to a Councillor as an elected representative that is not already within the public domain.

While not all information or advice would be considered 'Confidential', Councillors should be aware that information or advices provided may contain confidential material and must be handled appropriately to ensure that Council maintains its reputation and good standing within the community.

Pursuant to Council's "Collection of Personal Information" Notice under the *Information Privacy Act 2009*, personal information collected for purposes directly related to a function or activity of Council may be shared or made available to all Councillors, to assist Councillors in carrying out their responsibilities under the Act. This information will be made available to Councillors via the Councillor Portal at <https://docs.nbrc/portals/Councillor>

## 2.11 Refusal to provide information or advice

Should a request for information or advice be raised that is considered to be outside of the scope of a Councillor's official duties or a request for advice or information be received which, upon consideration, will take a significant amount of resources to satisfy or cause an undue impact on employees' 'business as usual' responsibilities, the matter is to be escalated to the CEO for determination.

## 2.12 Constituent complaints regarding operational performance

Feedback from the community/residents regarding operational performance is an important aspect of a Councillor's legislated role of monitoring the performance of the local government. If a community member/resident raises an issue where they are not satisfied with the performance or service provided by Council, the Councillor should raise the concern with the CEO.

### 2.13 Emergency and after-hours service

Councillors are encouraged to use the after-hours emergency service if they become aware of an issue after-hours that is an emergency. This will ensure the effective operation of the after-hours service as well as duty of care for on call officers and other staff.

When an issue arises after-hours that is not an emergency, but is of such urgency that to delay contact would bring harm to Council or damage the reputation of Council, Councillors should contact the CEO or relevant General Manager.

### 2.14 Non work-related interactions between Councillors and Council employees

It is recognised that Councillors and Council employees often live in the same community; interact as members of community/sporting/volunteer organisations as individuals and may form friendships as a consequence of these associations. The requirements within these guidelines do not in any way impact on the ability of community members (including Councillors and Council employees) to interact from a community/social perspective.

However, it must also be recognised that the abovementioned interactions should not be used as a forum to discuss Council related matters. If during the course of general conversation a Council related matter is raised by either party, it is appropriate to terminate that topic of discussion and advise the Councillor or employee to raise the matter through the appropriate Council channels.

Should this behaviour become repetitive, these matters need to be raised through the appropriate channels as outlined in this guideline.

## 3. SUSPECTED BREACHES

Any suspected breach of this guideline is to be communicated immediately, in writing, as follows:

### 3.1 Employee breach

Any suspected breach by employees may constitute a breach of the Employee Code of Conduct and is to be reported to the relevant General Manager or CEO who will manage the breach in accordance with adopted Council process.

### 3.2 Councillor breach

Any suspected breach by a Councillor may constitute a breach of the Code of Conduct for Councillors in Queensland. A complaint of breach will be forwarded to the Office of the Independent Assessor, who is the responsible agency for complaints about the performance or conduct of a Councillor.

**Referral Guide for Councillors when Making a Councillor Request**

<p>Is the request related to an Emergency or an Urgent issue arising after-hours?</p>	<p>Is the request on behalf of a Community Member (a service request or a complaint in relation to an operational matter e.g. to report a damaged road)?</p>	<p>Is the request for advice or information to assist me in carrying out my responsibilities as a Councillor under the Act?</p>	<p>Have you identified or become personally aware of an ordinary operational matter, (e.g. reporting a pothole, missed bin service, vandalism, overgrown allotment) that requires attention?</p>	<p>Is the request in relation to Councillor provisions (e.g. mobile phone, laptop, fleet)?</p>
<p><b>To report Emergencies:</b></p> <ol style="list-style-type: none"> <li>1) Contact Council's customer contact centre; or</li> <li>2) Telephone the CEO or a GM to determine the appropriate approach.</li> </ol> <p><b>Urgent issues arising after-hours:</b></p> <p>When an issue arises after-hours that is not an emergency, but is of such urgency that to delay contact would bring harm to Council or damage the reputation of Council, Councillors should contact the CEO or relevant GM.</p>	<ol style="list-style-type: none"> <li>1) The Councillor may direct the community member to raise the matter by contacting Council's customer contact centre or by emailing Council: <a href="mailto:admin@northburnett.qld.gov.au">admin@northburnett.qld.gov.au</a></li> <li>2) If the member of the community is unable to do this, the Councillor may assist in the preparation of a communication to Council for, or on behalf of the member of the community, by way of an email to <a href="mailto:admin@northburnett.qld.gov.au">admin@northburnett.qld.gov.au</a>, a phone call to the customer contact centre, a customer request or written correspondence for the consideration of a responsible employee.</li> </ol> <p>NOTE: Service requests made by a Councillor on behalf of residents are not considered as a Councillor request for advice or information, the request is considered to be a request by the resident.</p>	<p>The Councillor is to submit their request in writing by emailing: <a href="mailto:councillorrequests@northburnett.qld.gov.au">councillorrequests@northburnett.qld.gov.au</a></p> <p>Including:</p> <ul style="list-style-type: none"> <li>- An outline of the nature of the matter for which the Councillor requires information or advice;</li> <li>- Specify the responsible employee of whom the information or advice is sought;</li> <li>- If the responsible employee is someone other than the CEO, then cc the request to the CEO.</li> </ul>	<p>The Councillor may raise that request via any existing channel available to external customers.</p> <p>In these instances the Councillor is considered to be the customer and the same service level standards that apply to community members will be applicable to these requests.</p> <p>NOTE: Councillors are encouraged to utilise the <b>Snap Send Solve</b> smart phone application when reporting ordinary operational matters where possible.</p>	<p>The Councillor is encouraged to utilise the tools on their smart phone to raise a request relating to IT equipment, fleet maintenance etc.</p> <p>Alternatively, the Councillor may submit their request in writing by emailing: <a href="mailto:councillorrequests@northburnett.qld.gov.au">councillorrequests@northburnett.qld.gov.au</a></p> <p>Including:</p> <ul style="list-style-type: none"> <li>- An outline of the nature of the matter (e.g. Fleet vehicle requires servicing, trouble accessing the Councillor Portal etc.);</li> <li>- Specify the responsible employee of whom the information or advice is sought;</li> <li>- If the responsible employee is someone other than the CEO, then cc the request to the CEO.</li> </ul>

### 9.3 COUNCILLOR PORTFOLIOS

**Doc Id:** 1119088

**Author:** Michael Cartwright, Governance Policy and Risk Advisor

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** 1. Draft 2212 Councillor Portfolios.docx [1096737]

#### EXECUTIVE SUMMARY

Council has been continuing to explore the establishment of a portfolio system as part of its decision-making framework for the purpose of Council meetings. The proposed portfolio system will not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulation 2012*.

#### 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:

- Agrees by Resolution to the development and implementation of Councillor portfolios in accordance with the proposed Terms of Reference and Operating Protocols as outlined in the Policy attached.
- Endorse the establishment of 4 portfolios pursuant to Option 1 as referenced in the attached document, namely –

Portfolio	Strategic Focus - Examples
Water and Waste	Produce water that meets the Australian Drinking Water Guidelines Health Standards. Develop a regional waste facility that meets community and legislative requirements. Waste and Resource Recovery are managed in line with State legislation and policies.
Roads and Infrastructure	Roads that provide connection across the region. Bridges are safe and appropriate to road requirements.
Arts, Sports and Recreation	Key Council events are delivered effectively across the region and community events are promoted and successful. Museums, historical societies and art galleries are supported to ensure rich cultural precincts.
Economic Development, Community and Tourism	Planning and support so local groups are able to effectively operate and complete key projects and programs for the benefit of community. The North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers. Community grants budget is effectively delivered in line with endorsed policy to enrich community events and projects. Community facilities are well maintained and utilised. Leverage promotional opportunities and promote the regions tourism product through appropriate channels.

3. Appoints by Resolution the following Councillors as Portfolio and Proxy / Assistant Portfolio Councillors:

Portfolio	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	<Councillor>	<Councillor>
Roads and Infrastructure	<Councillor>	<Councillor>
Arts, Sports and Recreation	<Councillor>	<Councillor>
Economic Development, Community and Tourism	<Councillor>	<Councillor>

4. Authorises the Chief Executive Officer to amend the Portfolio Operating Protocols as required from time to time, to ensure operational needs continue to be met.

## REPORT

Council is considering the re-introduction of Councillor portfolios as part of its decision-making framework for the purpose of Council meetings. A portfolio provides for a nominated Councillor to be assigned specific responsibilities relative to a core pillar of Council's Strategic Planning framework.

The creation of a portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulations 2012*.

The objectives of the portfolio framework are to:

- Enhance Councillors engagement with the broader community;
- Strengthen Council's decision making by ensuring Councillors have in-depth knowledge of areas of portfolio focus;
- Identify the strategic focus of each respective portfolio; and
- Facilitate an information flow to the Mayor and other Councillors regarding strategic matters of relevance to the portfolio.

Portfolio Councillors will be expected to:

- Liaise with the community and attend meetings, forums etc as required regarding their portfolio;
- Liaise with other portfolio Councillors relating to matters affecting their portfolio area;
- Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

As prescribed in the *Local Government Act 2009*, a Councillors responsibilities, endeavours, interest and influence must be focused at the strategic level of issues, and not the day-to-day operational matters that fall under the domain of the administration. In addition, section 12 of the Act states that when performing their responsibility, a Councillor must serve the overall public interest of the whole local government area.

### Portfolio Terms of Reference - Powers and Authorities

- a) The portfolio system provides no formal delegated authority to the Portfolio Councillor. It only provides the Councillor with an opportunity to develop and maintain a heightened level of knowledge and strategic leadership across the region in a specified field within Council's strategic plan.
- b) The portfolio system in no way overrides or impinges on the requirements of the Act that requires corporate decisions on policies and resources to be made at properly constituted Council meetings.

- c) The portfolio system cannot conflict with any of the provisions of the Councillors Code of Conduct especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.
- d) The portfolio system also does not override the Councillor Acceptable Requests Guidelines and Staff Interaction Policy in relation to communication between Councillors and staff.
- e) The portfolio system must not eventuate in a Portfolio Councillor assuming any of the roles normally prescribed to the Mayor (as per the Act).
- f) The Mayor is the spokesperson for the Council.

### **Media Protocols**

- a) The Mayor acts as the media spokesperson for the whole of Council.
- b) The Council's Chief Executive Officer is the only person who can comment on specific staff matters to the media.
- c) If the Mayor is not available to comment on an issue and/or project, the Deputy Mayor will be the spokesperson in media and communications material unless the Mayor specifies otherwise.
- d) The Mayor may delegate their spokesperson role to another Councillor for media purposes.
- e) The Mayor is to be quoted in all media response and releases unless otherwise decided by the Mayor.
  - I. Where a matter is not a regional or strategic issue, but essentially local, the Mayor may determine that the Divisional Councillor could be quoted, similar to practices adopted by State and Federal Governments.
  - II. Portfolio Councillors are not quoted in press releases and have no media role. Their function is to administer business within the chamber specific to their allocated responsibilities. This is in line with the role of committee chairperson in Parliament.
- f) Councillors can promote the work undertaken by Council through their own Facebook page in accordance with the Office of the Independent Assessor's Social Media Guidelines for Councillors.

### **CONSULTATION**

Senior staff have been consulted throughout the development of this Policy.

A draft version of the Policy was tabled at the Councillor Workshop held in Mundubbera on Wednesday, 7 September 2022. Three (3) Portfolio options were discussed.

### **RISK IMPLICATIONS**

#### **Reputation / Political**

The development of a portfolio structure which provides for community accessibility and open and transparent decision making, will increase effective participation and enhance the reputation of the North Burnett Regional Council as an inclusive and engaging Council.

#### **Occupational Health & Safety (WHS)**

N/A.

#### **Financial Impact**

There are no direct financial implications arising from the recommendations contained in this report. A Councillor will not be entitled to any additional remuneration if appointed as a Portfolio Councillor.

**Legal & Regulatory**

As prescribed in the *Local Government Act 2009*, a Councillor's responsibilities, endeavours, interest and influence must be focused at the strategic level of issues of their portfolio, and not the day-to-day operational matters that fall under the domain of the administration.

Section 170(3) of the Act prescribes that a Councillor may not direct a Council employee, including the Chief Executive Officer, members of the Executive Leadership Team, departmental Managers and the Communications & Media team. Contravention of this provision is specifically included in the definition of "misconduct" in the Act.

In addition, section 12 of the Act states that when performing their responsibility, a Councillor must serve the overall public interest of the whole local government area.

**Environmental**

N/A.

**Property & Infrastructure**

N/A.

**Human Resources**

N/A.

**Information Communications Technology**

N/A.

**Service Delivery**

Appropriate consideration of risk impacts and mitigations provides a platform to respond to social needs and ensures community benefits are part of Council's decision-making process.

**Climate**

N/A.

**KEY MESSAGE**

Councillor portfolios provide an opportunity for Council to effectively utilise the knowledge and expertise of its Councillors in supporting optimal strategic and policy decision-making. Councillor Portfolios also provide an opportunity for individual Councillors to deepen their knowledge of portfolio areas, and to develop their skills and capabilities to support effective governance.

## Draft 2212 Councillor Portfolios

### Governance Policy



### PURPOSE

- 1) The purpose of this policy is to guide the functioning of Councillor portfolios as a means of developing appropriate relationships across Council on key strategies and focus areas.

### SCOPE

- 2) This policy applies to all Councillors responsible for a portfolio activity.
- 3) Portfolio activities will align to Council's Corporate Plan and will advance Council's strategic planning framework.
- 4) The creation of a Portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulations 2012*.

### DEFINITIONS

Term	Definition
Corporate Plan	Council's 5 year outline of the strategic direction of the local government as required pursuant to the <i>Local Government Regulation 2012</i> .
Council Meeting	means a meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the Regulation, other than meetings of its committees.
Media	includes television, print, radio, online and social media, as well as Council-branded or sub-branded social media, mastheads, magazines and media releases.
Portfolio (activity)	means the specific responsibilities relative to the delivery of key functions and services to the community along the three pillars of sustainability outlined in Council's Strategic Planning framework
Portfolio Councillor	means a Councillor who has been allocated responsibility for a portfolio activity by Council.
Operational Plan	The annual plan adopted by Council pursuant to the <i>Local Government Regulation 2012</i> .

### POLICY

#### OBJECTIVES

- 5) The objectives of this Policy are to:
  - a) Enhance Councillors engagement with the broader community;
  - b) Strengthen Council's decision making by ensuring Councillors have in-depth knowledge of areas of portfolio focus;
  - c) Identify portfolios and the strategic focus of each respective portfolio; and
  - d) Facilitate an information flow to the Mayor and other Councillors regarding strategic matters of relevance to the portfolio.

#### PRINCIPLES

- 6) Assigning a Councillor with a portfolio activity will ensure an alignment of portfolios with the core pillars of Council's strategic planning framework:-
 

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

  - i. *Essential Service Delivery - Getting The Basics Right*
  - ii. *Sustainable Communities – To Retain Population and Attract Investment*
  - iii. *Prosperous Future – To Ensure Economic Growth for Future Generations*

#### POLICY STATEMENT

- 7) This policy highlights Council's commitment to the characteristics and requirements of good governance

with a view to providing transparent and accountable processes.

## ROLES AND RESPONSIBILITIES

- 8) Specific Roles and Responsibilities can be located within this Policy Annexure 1 – Protocols.
- 9) General
- a) In accordance with the provisions of the Act, Councillors:
    - Cannot direct employees;
    - Must abide by Council decisions; and
    - Must abide by Council policies.
  - b) Have a thorough understanding of the objectives and strategies in the Corporate Plan that relate to activities within the portfolio.
  - c) Liaise with the community and attend meetings, forums etc as required regarding their portfolio.
  - d) Liaise with other portfolio Councillors relating to matters affecting their portfolio area.
  - e) Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

## APPLICABLE LEGISLATION AND REGULATION

- 10) Applicable legislation and regulation:
- a) *Local Government Act 2009*
  - b) *Local Government Regulation 2012*

## RELATED DOCUMENTS

- 11) Related documents are:
- a) Councillor Code of Conduct
  - b) Councillor Acceptable Requests Guidelines and Staff Interaction Policy
  - c) North Burnett Regional Council Corporate Plan
  - d) North Burnett Regional Council Operational Plan

## RESPONSIBLE OFFICER

Chief Executive Officer

## REVIEW DATE

[To insert date] (Standard four year term)

## REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	[To insert date]	New

## ANNEXURE 1 – PROTOCOLS

## ANNEXURE 2 – POSSIBLE OPTIONS PORTFOLIOS

## ANNEXURE 1: PROTOCOLS

### 1. Purpose

Council has agreed to the establishment of a Portfolio system as part of its decision-making framework for the purpose of Council meetings. This Portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulation 2012*.

Portfolios provides for a nominated Councillor to be assigned specific responsibilities relative to a core pillar of Council's Strategic Planning framework. By resolution, the Council will appoint a Portfolio Councillor to each Portfolio, and these appointments may be amended by resolution from time to time.

Assigning a Councillor with a Portfolio ensures:

- Alignment to Council's corporate planning framework;
- Informed discussion is generated by the whole of Council with different Councillors facilitating the conduct of their respective sessions of the Council meeting; and
- Councillors act as elected community representative "sounding boards" for strategic issues and suggestions from senior management, local business and community members, and other Councillors relating to their portfolio.

These protocols provide details of the Portfolio system including the roles and responsibilities of the Portfolio Councillor, as well as establishing a framework for official spokespersons of Council including at meetings of Council and other forums including media.

Where there is any inconsistency between these Protocols and a provision in any Local Government Act as amended from time to time, the provision of the Act shall prevail to the extent of any inconsistency.

### 2. Portfolios

Each Portfolio will directly align with a core pillar of Council's Strategic Planning framework:

- Essential Service Delivery - Getting The Basics Right
- Sustainable Communities – To Retain Population and Attract Investment
- Prosperous Future – To Ensure Economic Growth for Future Generations

As prescribed in the *Local Government Act 2009*, a Councillors responsibilities, endeavours, interest and influence must be focused at the strategic level of issues, and not the day-to-day operational matters that fall under the domain of the administration. In addition, section 12 of the Act states that when performing their responsibility, a Councillor must serve the overall public interest of the *whole* local government area.

The "sounding board" role of a Portfolio Councillor does not contradict this legislative framework, as elected representatives of the community, Portfolio Councillors have a legitimate role in providing advice to the Executive Management Team regarding the communities' views and opinions on issues being brought to Council.

#### 2.1 Terms of Reference - Powers and Authorities

- a) The Portfolio system provides no formal delegated authority to the Portfolio Councillor. It only provides the Councillor with an opportunity to develop and maintain a heightened level of knowledge and strategic leadership across the region in a specified field within Council's strategic plan.
- b) The Portfolio system in no way overrides or impinges on the requirements of the Act that requires corporate decisions on policies and resources to be made at properly constituted Council meetings.
- c) The Portfolio system cannot conflict with any of the provisions of the Councillors Code of Conduct especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.
- d) The Portfolio system also does not override the Councillor Acceptable Requests Guidelines and Staff Interaction Policy in relation to communication between Councillors and staff.
- e) The Portfolio system must not eventuate in a Portfolio Councillor assuming any of the roles normally prescribed to the Mayor (as per the Act).
- f) The Mayor is the spokesperson for the Council.
- g) A Portfolio Councillor does not receive any additional media or spokesperson roles otherwise ordinarily assigned to a Councillor.

### 3. Roles, Responsibilities and Protocols

The following guidelines define the role, responsibilities and operating protocols of a Councillor appointed as a Portfolio Councillor.

#### 3.1 Role of Portfolio Councillor

- a) The Portfolio Councillor must ensure they accurately represent the view of the whole of Council at Council meetings rather than their own personal view, except for opportunities provided in debate and voting.
- b) Where the order of business for a local government meeting includes consideration of Officers' reports as referred by the CEO, this part of the meeting will be conducted in sessions that reflect the adopted Councillor Portfolios.
- c) Portfolio Councillors will facilitate the conduct of the respective session of the local government meeting, under the direction of the Mayor (Chairperson), noting that the Mayor (as the presiding Officer for local government meetings) retains the casting vote entitlement.
- d) Councillors are responsible for being reasonably informed of issues reported on within their assigned portfolio at Council meetings.
- e) Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as a Councillor.
- f) Subject to a resolution of Council, a Councillor may be nominated as an Assistant Portfolio Councillor to assist a Portfolio Councillor. The areas of responsibility may span the whole portfolio, or may be targeted at a specific element of the portfolio and should be specified. The Portfolio Councillor will provide details to the Assistant Portfolio Councillor and/or invite them to any meeting or briefing in relation to the relevant Portfolio they deem necessary.

#### 3.2 Responsibility of Portfolio Councillor

In relation to the ambit of the respective Portfolios, the Portfolio Councillors have responsibilities to:

- a) Facilitate the conduct of their relevant portfolio section of a Council meeting. Speak to any reports tabled at Council meetings and provide verbal updates to workshops as required to ensure all Councillors have equal access to information.
- b) Provide an elected viewpoint and to act as a sounding board for the Executive Management Team and key staff on issues relating to the portfolio.
- c) Be a point of contact and engagement with external stakeholders relevant to the areas of strategic focus within their assigned Portfolio.
- d) Maintain a focus on strategic issues relevant to the Portfolio and not the day-to-day operational matters.
- e) Liaise with the community and attend meetings, forums etc as required regarding their Portfolio.
- f) Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their Portfolio.
- g) Liaise with other Portfolio Councillors regarding matters that may affect their respective Portfolio Area.
- h) Keep the Mayor and the relevant divisional Councillor (as appropriate) fully informed on Portfolio matters.
- i) Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

#### 3.3 Operating Protocols

- a) In support of commitments to inclusive teamwork and co-operation between elected members and Council staff, the Portfolio Councillors are encouraged to establish clear and open communication with Senior Management.
- b) Equally, Senior Management are required to recognise the role formally allocated to the Portfolio Councillor and to offer engagement and support in a practical and open manner.
- c) To maximise the effectiveness of the portfolio system, each Councillor has an obligation to undertake such steps as necessary to gain a reasonable knowledge and understanding on the principal issues of the portfolio.
- d) Senior Management are to provide reasonable assistance to enable a Portfolio Councillor to gain increased knowledge and experience in the specific portfolio area.
- e) General Managers will ensure Portfolio Councillors are made aware of any operational matters that may have strategic impact on the Council's performance in the portfolio area including matters relating to key staff and Council budget.

- f) Portfolio Councillors must direct any operational enquiries received from the community through the appropriate Council channels in accordance with Councillor Acceptable Requests Guidelines and Staff Interaction Policy.
- g) Only the Mayor can give a direction to the Chief Executive Officer in accordance with section 170 of the Act. No Councillor, including the mayor, may give a direction to any other local government employee.

#### 3.4 Media Protocols

- a) The Mayor acts as the media spokesperson for the whole of Council.
- b) The Council's Chief Executive Officer is the only person who can comment on specific staff matters to the media.
- c) If the Mayor is not available to comment on an issue and/or project, the Deputy Mayor will be the spokesperson in media and communications material unless the Mayor specifies otherwise.
- d) The Mayor may delegate their spokesperson role to another Councillor for media purposes.
- e) The Mayor is to be quoted in all media response and releases unless decided by the Mayor otherwise.
- f) Where a matter is not a regional or strategic issue, but essentially local, the Mayor may determine that the Divisional Councillor could be quoted, similar to practices adopted by State and Federal Governments.
- g) Portfolio Councillors are not quoted in press releases and have no media role. Their function is to administer business within the chamber specific to their allocated responsibilities. This is in line with the role of committee chairperson in Parliament.
- h) Councillors can promote the work undertaken by Council through their own Facebook page in accordance with the Office of the Independent Assessor's Social Media Guidelines for Councillors.

**ANNEXURE 2 – POSSIBLE OPTIONS FOR PORTFOLIOS****Option 1**

Portfolio	Strategic Focus	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	Produce water that meets the Australian Drinking Water Guidelines Health Standards. Develop a regional waste facility that meets community and legislative requirements. Waste and Resource Recovery are managed in line with State legislation and policies.		
Roads and Infrastructure	Roads that provide connection across the region. Bridges are safe and appropriate to road requirements.		
Arts, Sports and Recreation	Key Council events are delivered effectively across the region and community events are promoted and successful. Museums, historical societies and art galleries are supported to ensure rich cultural precincts.		
Economic Development, Community and Tourism	Planning and Support so Local groups are able to effectively operate and complete key projects and programs for the benefit of community. The North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers. Community grants budget is effectively delivered in line with endorsed policy to enrich community events and projects. Community facilities are well maintained and utilised. Leverage promotional opportunities and promote the regions tourism product through appropriate channels.		

**Option 2**

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT	SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT	PROSPEROUS FUTURE - TO ENSURE ECONOMIC GROWTH FOR FUTURE GENERATIONS
<b>Portfolio 1: Engineering</b> <ul style="list-style-type: none"> <li>Roads and Drainage</li> <li>Water and Wastewater</li> </ul>	<b>Portfolio 5: Parks and Gardens</b> <ul style="list-style-type: none"> <li>Maintenance</li> <li>Asset Improvements</li> </ul>	<b>Portfolio 7: Economic, Planning and Development</b> <ul style="list-style-type: none"> <li>Economic strategy</li> <li>Region shaping projects</li> <li>Industry development</li> <li>Local business support</li> <li>Development assessment services and standards</li> </ul>
<b>Portfolio 2: Finance and Business Strategy</b> <ul style="list-style-type: none"> <li>Budget development</li> <li>Long term financial planning</li> <li>Corporate Plan</li> <li>Annual Report</li> <li>Operational Plan</li> <li>Audit and Risk</li> </ul>	<b>Portfolio 6: Community Services</b> <ul style="list-style-type: none"> <li>Community grants</li> <li>Community events</li> <li>Libraries</li> <li>Showgrounds</li> <li>Multiculturalism</li> <li>Indigenous Cultural Heritage</li> <li>Tourism</li> <li>Sport</li> </ul>	
<b>Portfolio 3: Waste and Recycling</b> <ul style="list-style-type: none"> <li>Tradewaste</li> <li>Waste Facilities</li> <li>Recycling Centres</li> </ul>		
<b>Portfolio 4: Disaster Management</b> <ul style="list-style-type: none"> <li>Declared Natural Disasters</li> <li>Localised Disaster and Emergency Events</li> </ul>		
<b>(Possible) Special Projects</b>	<b>(Possible) Special Projects</b>	<b>(Possible) Special Projects</b>
Local Laws Review	Caravan Parks	Drive Inland Promotions Association (DIPA) working group
Fleet Utilisation	Airports <ul style="list-style-type: none"> <li>utilisation and long term strategy</li> </ul>	

**Option 3**

Portfolio	Strategic Focus	Portfolio Councillor	Proxy / Assistant Councillor
<b>Alignment to Corporate Plan:</b>			
<b>ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT</b>			
Health & Safety	To improve Council's safety culture and ensure modern and effective systems are in place to ensure that staff go home from work everyday safely.		
Financial Services	Ensuring a financially effective organisation		
Waste Management	Develop a regional waste facility that meets community and legislative requirements. Waste and Resource Recovery are managed in line with State legislation and policies.		
Information, Communications and Technology	Ensure Information Communication and Technology (ICT) are fit for purpose and delivery the support and outputs required to optimise Council's performance to community.		
Human Resource Management	Continue to build the capability of staff and upskill them to handle the requirements of supervisory roles.		
Continuous Improvement	Ensure business processes are lean and designed for effective regional service delivery and reduced process breakdown in the actioning of essential service delivery		
Capital Projects	Current and future Corporate Plan, Operational Plan and Budget strategically align and are easily linked to ensure consistent and clear objectives.		
Media, Communication & Engagement	A connected community that is involved in transparent decision-making activities.		
Governance	Organisation risks are managed and evidenced based decision making is supported by best practice governance.		
Indigenous Land Use	Indigenous Land Use Agreement determinations are correctly enacted in the region.		
Significant Procurement	Procurement is undertaken in line with endorsed policy, supporting local business where possible.		
Local Laws	Local laws are effectively enacted for the benefit of community.		
Emergency and Local Disaster Management	Councils' actions support the North Burnett community during times of crisis. Prepare for and enact disaster management plans as required.		
Cemeteries	Provide a lasting resting place for members of the North Burnett through well cared for cemeteries across the region.		

Councillor Portfolio's  
Approved [To insert date]

Page 8 of 12  
Doc ID 1096737

Roads	Roads that provide connection across the region		
Bridges	Bridges are safe and appropriate to road requirements.		
Fleet	Safe and fit-for-purpose fleet is maintained by the organisation		
Urban Water	Produce water that meets the Australian Drinking Water Guidelines Health Standards.		
Wastewater	Wastewater is treated in line with reportable requirements.		
Natural Resource Management and Environmental Health	The regions natural resources are managed for future generations.		
<b>Alignment to Corporate Plan:</b>			
<b>SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT</b>			
Libraries	Deliver library services and programming that meets the requirements of State Library of Queensland service contract and ensures a consistent approach across the North Burnett Region.		
North Burnett Transport Service	The North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers.		
Community Events	Key Council events are delivered effectively across the region and community events are promoted and successful.		
Community Development	Planning and Support so Local groups are able to effectively operate and complete key projects and programs for the benefit of community		
Museums, Historical Societies and Art Galleries	Museums, historical societies and art galleries are supported to ensure rich cultural precincts		
Community Grants	Community grants budget is effectively delivered in line with endorsed policy to enrich community events and projects.		
TV Retransmission Towers	Digital television services are delivered in line with Council resolution.		
Community Buildings, Facilities and Amenities	Community facilities are well maintained and utilised.		
Caravan and Recreation Parks	Council owned Caravan and Recreation Parks are operated to support visitors to the region.		
Aerodromes	Airports are operated to support emergency services, recreation and commercial flights.		
Showgrounds	Showgrounds are operated across the region to support the operations and events of user groups.		

Alignment to Corporate Plan: PROSPEROUS FUTURE - TO ENSURE ECONOMIC GROWTH FOR FUTURE GENERATIONS			
Planning and Development	Develop and align planning instruments with State legislation and strategies to promote development in the region.		
Economic Development	Incentives are provided to businesses willing to ensure attractive appearances for their shop fronts.		
Tourism	Leverage promotional opportunities for #VisitNorthBurnett and promote the regions tourism product through appropriate channels.		
Reginald Murray Williams Australian Bush Learning Centre	To ensure utilization and promotion of the Centre in the most cost-effective manner.		

DRAFT

<b>Past Portfolios for Councillors Reference</b>			
Accessibility	Region footpath program, inclusiveness in all NBRC owned assets		
Aerodromes	Compliance, opportunities (economic and funding)		
Arts and Culture	Libraries; art galleries; RADF ( <i>excludes events</i> )		
B Double Access	Heavy Vehicle Networks ( <i>includes QUT/LGAQ Project</i> )		
Cemeteries	Region wide improvements		
Community engagement	Communication; wellbeing and liveability programs, active engagement		
Community Halls	Assessment of usage and rationalisation		
Good Governance	Compliance, decision making, processes and systems, IT		
Disaster management	Prevention, Preparedness, Response, Recovery		
Economic Development	Attraction of new business/industry, retention of current business/industry, reducing red tape, Planning Act		
Environment	Biosecurity draft, gravel pit, flying fox, feral animals including wild dogs and pigs ( <i>excludes waste</i> )		
Events	Reviewing CSO, policy renewal, event management process and support (including online)		
Finance	Budget; KPI's, grants; participatory budgeting model		
Governance	Decision making; governance processes and systems; IT		
Physical and Mental Health	QLD Health advocacy. Federal Aged Care advocacy. Mental Health Advocacy. ( <i>excludes NDIS Special Project-Cr Zahl</i> )		
Indigenous	Cultural awareness; cultural celebration; indigenous heritage connections, preserving history, RAP, ILUA		
Infrastructure	Roads; bridges ( <i>includes Perry Hindmarsh special project</i> ); drainage; plant; ( <i>includes flood work</i> )		
Innovation	Innovation Strategy, Pilot Projects		
Local Spend	Policy renewal; opportunities for local spend.		
Future Planning	Commercial and Industrial Land		
Public Transport	Bus services; future routes		
Safety	Public safety		
Sport and Recreation	Sporting grounds/reserves; Public swimming pools; playgrounds.		
Staff amenities	Office accommodation;		
Tourism	Tourism strategy outcomes, tourism RTO review		
Town Planning	Place making; open spaces.		
Waste	Levy; waste collection; reduction; refuse facilities.		
Waste Water	Sewerage infrastructure; legislative compliance; treatment plants.		

Water	Treatment plants; delivery; quality compliance.		
Youth	Youth matters, educational opportunities		
<b>OTHER SPECIAL PROJECTS</b>			
Percy Hindmarsh Bridge	NDIS		
Community Grants	QUT/LGAQ Cube		
Mingo Crossing	RM Williams		
Narayan	Substation 99		
NDIS	Event Waste		

DRAFT

## 10 CORPORATE AND COMMUNITY

### 10.1 FINANCE REPORT TO 30 SEPTEMBER 2022

**Doc Id:** 1117785

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

**Authoriser:** Skye Price, Interim General Manager Corporate and Community

**Attachments:** 1. Finance Report - September 2022.pdf [1119943]

#### EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget for the financial year to 30 September 2022.

#### CORPORATE PLAN

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

#### 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 30 September 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 September 2022 include:

- Rates, Levies and Charges recorded in June 2022 totalling \$9.447m, are slightly lower than budget year-to-date figure of \$9.552m, resulting in a \$105,000, or 1 per cent variance.
- Employee Benefits – The decrease in employee benefits relate to the current level of vacancies, as compared to budget from a forecast figure of \$4.422m to \$3.366m; with a \$877,000 and 21 per cent variance.
- Materials and Services – The increase in Materials & Services costs to \$4.375m from budgeted \$2.910m (variance of \$1.465m, equivalent to 50 per cent) 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 \$115,839, and
  2. Road Maintenance Performance Contract (RMPC) Cost – Materials & Services over the forecasted expenditure by \$102,308.
- Depreciation is above the forecast budget of \$3.506m, at \$4.179m (resulting in a \$673,000 variance and 19 per cent difference), due to the application of the revaluation for roads, bridges and drainage as at 30 June 2022.

- 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, landfill management levy of \$6,650,124, and state government prepaid waste management levy of \$1,718,317.
- 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, at 30 September 2022 is 4.2: 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 September 2022)

### Areas to note

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 30 September 2022 which is currently \$576,000 higher than predicted. The net difference is comprised of revenue higher than budget by \$685,000 and operating expenses above budget of \$1,261,000. This overall result is comparable to the previous year which had a net operating loss of (\$271,000) as compared to (\$305,000) in 2022.

#### Operating Revenue

- Rates, levies, and charges revenue is above budget by \$105,106. *General Rates* has decreased to budget by \$86,536 *Natural Resource Management Levy* is higher than budget by \$16,726 and *Discounts* have been favourable to budget by \$185,104. Whereas, *Waste Management* has decreased to budget by \$119,566, *Sewerage* has decreased by \$32,055, *Water* has decreased to budget by \$31,627, *Other Levies* - including Local Disaster Management Levy is lower than budget by \$38,255, *Water Consumption* has decreased by \$1,193 to budget.
- Fees and Charges have increased to budget in September by \$164,908 due to additional *Building and Development Fees* of \$40,529, *Other Fees and Charges* have increased by \$49,815 mainly due to aviation fuel sales and rates search fees, *Caravan Park Takings* are above budget by \$68,381 due to increases at Eidsvold, Mt Perry & Biggenden parks & Paradise Dam Fees received, *Trade Waste & Recycling* revenue has increased by \$29,812 which is mainly relating to the Mundubbera waste site, *Water and Sewer Fees* have increased by \$1,699. Whereas *Community Service Fees* are below budget by \$8,682 and *Licences and Registrations* have decreased by \$16,646.
- Interest received is higher than anticipated mainly due to increased interested rates on our Queensland treasury Corporation (QTC) cash funds, moving from an annual rate of 0.51% to 2.31%.
- Other Income is slightly above budget by \$3,055, which is mainly relating to *Bus revenue* being below budget by \$3,221; other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions, and donations is above budget by \$101,972, 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 \$31,756 which relates to Council rental facilities of \$31,291 and Council housing of \$465. Thus reduction has arisen as properties are sold to previous lessee's.
- Sales revenue has increased from budget by \$484,906 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 \$1,465,001. These are increased materials and services costs associated with relate to Roadworks Performance Contract (RPC) and Road Maintenance Performance Contract (RMPC) received being higher than budget forecasts., due to emergent works. This has been funded by an increase in sales revenue identified above.
- General Insurance costs have increased to \$994,967 in this financial year which represents an increase by 8.82%. There have been additional repairs and maintenance costs totalling \$33,967 incurred with public conveniences. With current position vacancies, this has led to an increase in contractor costs which are required to maintain operations to required levels of service.

#### Capital revenue and expenses

- Capital Revenue is on par with budget.

### YTD FY2023

	Actual \$000	Budget \$000	Variance \$000	%	Impact on net result
<b>Recurrent Revenue</b>					
Rates, levies and charges	9,447	9,552	(105)	(1%)	
Fees and charges	455	290	165	57%	▲
Interest Received	169	100	69	69%	▲
Other Income	134	131	3	2%	
Recurrent Grants, subsidies, contributions and donations	694	595	100	17%	▲
Rental Income	78	109	(32)	(29%)	▼
Sales Revenue	669	184	485	>100%	▲
<b>Total Operating Revenue</b>	<b>11,646</b>	<b>10,961</b>	<b>685</b>	<b>6%</b>	
<b>Recurrent Expenses</b>					
Employee Benefits	(3,366)	(4,244)	877	21%	▲
Materials & Services	(4,375)	(2,910)	(1,465)	(50%)	▼
Depreciation	(4,179)	(3,506)	(673)	(19%)	▼
Finance Costs	(30)	(31)	0	1%	
<b>Total Operating Expense</b>	<b>(11,951)</b>	<b>(10,690)</b>	<b>(1,261)</b>	<b>(12%)</b>	▼
<b>Operating Profit / (Loss)</b>	<b>(305)</b>	<b>271</b>	<b>(576)</b>	<b>(213%)</b>	▼
<b>Capital Revenue and Expenses</b>					
Capital Revenue	736	736	0	0%	
Capital Expenses	0	0	0	0%	
<b>Net Capital Income Gain / (Loss)</b>	<b>736</b>	<b>736</b>	<b>0</b>	<b>0%</b>	
<b>Net Result</b>	<b>431</b>	<b>1,007</b>	<b>(576)</b>	<b>(57%)</b>	▼

#### Legend:

- ▲ favourable movement
- ▼ unfavourable movement

**FINANCIAL POSITION (as at September 2022)**

	YTD FY2023	FY FY2023
	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
<b>Current Assets</b>		
Cash and cash equivalents	35,126	22,949
Inventories	457	490
Trade and other receivables	4,776	2,239
Contract Assets	2,801	2,801
	<b>43,161</b>	<b>28,479</b>
<b>Non-Current Assets</b>		
Property, plant and equipment	910,407	1,100,347
	<b>910,407</b>	<b>1,100,347</b>
<b>Total Assets</b>	<b>953,568</b>	<b>1,128,826</b>
<b>Current Liabilities</b>		
Current Borrowings QTC	(281)	(163)
Contract Liabilities	(3,691)	-
Other Current Liabilities	(2,100)	(2,700)
Current Provisions	(2,209)	(3,095)
Trade and other payables	(2,098)	(2,538)
	<b>(10,378)</b>	<b>(8,496)</b>
<b>Non Current Liabilities</b>		
Borrowings Non Current	(1,505)	(1,502)
Other Non Current Liabilities	(1,314)	-
Provisions Non Current	(13,830)	(9,263)
	<b>(16,650)</b>	<b>(10,765)</b>
<b>Total Liabilities</b>	<b>(27,028)</b>	<b>(19,261)</b>
<b>Net Community Assets</b>	<b>926,540</b>	<b>1,109,565</b>
<b>Community Equity</b>		
Asset revaluation reserve	(177,095)	(345,134)
Retained surplus/(deficiency)	(749,446)	(764,431)
<b>Total Community Equity</b>	<b>(926,540)</b>	<b>(1,109,565)</b>

**Areas to note**

**Assets**

- YTD Cash and cash equivalents has increased from 31 August 2022 to 30 September 2022 by \$2,280,000. The increase is to be expected with as rates were due by 16 September and is consistent with previous years.

- Trade and other receivables have decreased from 31 August 2022 to 30 September 2022, which is consistent at this time of the year as the rating period comes to an end. Contract assets represents predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA).

**Liabilities**

- Current Liabilities have increased from 31 August 2022 to 30 September 2022 by \$537,000. Other current liabilities include contract liabilities of -3,691,420 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.

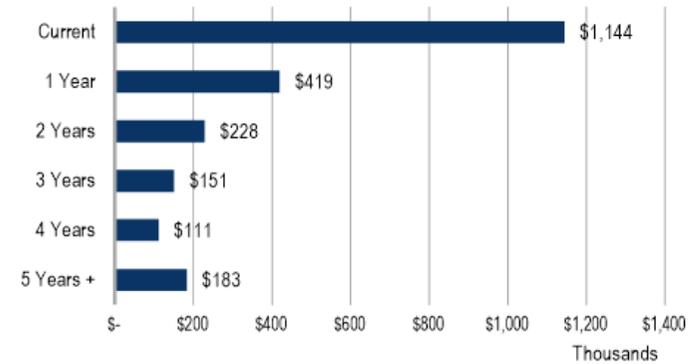
- Other non-current liabilities of \$1,314,000 relate to the prepayment of the state government waste levy charges for the years 2023-2024 to 2025-2026. These payments will be brought to account in their respective future years.

### RATES OVERDUE (as at September 2022)

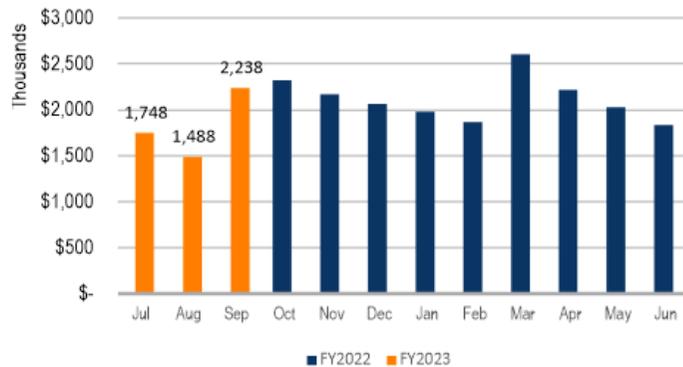
#### Areas to note

- In September 2022 the rates overdue has increased as rates for the period 1 July 2022 to 31 December 2022 became due.
- When comparing outstanding rates balance at the close of the discount period in September 2022 (\$2,237,952) to the previous close of discount period in March 2022 (\$2,604,485) overdue rates have decreased by 14.07%
- Approximately 69.88% of rates overdue as at 30 September 2022 are less than one year overdue.
- Discount take up for 22/23 year to date is 87.4% compared to the discount take up in 21/22 year of 89.03%.

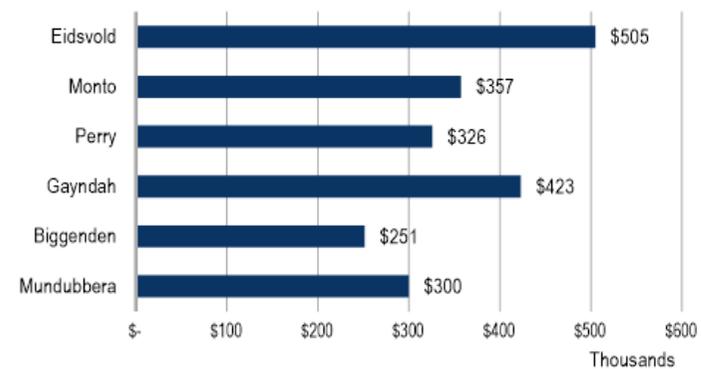
#### Overdue rates by age



#### Overdue rates balance



#### Overdue rates by location



**10.2 2023 AUSTRALIA DAY AWARD CEREMONIES AND EVENTS****Doc Id:** 1119589**Author:** Jenny Hall, Community Development Stream Leader

Desiree Tomas, Customer Experience and Communities Manager

**Authoriser:** Skye Price, Interim General Manager Corporate and Community

**Attachments:**

1. 2022 Australia Day Community Sentiment Survey Result Summary []
2. Event Delivery Options []
3. Australia Day Awards - Desktop Audit []

**EXECUTIVE SUMMARY**

Local government and community organisations play a vital role delivering Australia Day events. The purpose of this report is to seek council resolution related to the delivery of Australia Day Awards and events now and into the future, with a proposed review to be conducted during 2028.

**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. Endorse one (1) of the following Australia Day event models from 2023, with a review in 2028:
  - a) Council facilities one (1) Regional Citizenship Ceremony and a Regional Australia Day Awards Presentation ceremony in one (1) location on 26 January each year rotated across the region with no local events delivered by Council; or
  - b) Council facilities one (1) Regional Citizenship Ceremony and a Regional Australia Day Awards Presentation ceremony in one (1) location on 26 January each year rotated across the region and six (6) local Australia Day Awards presentation ceremonies conducted in each of the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto, prior to the 26 January each year; or
  - c) Council facilitates six (6) Australia Day Awards Presentation ceremonies in each community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto with no regional event. Citizenship Ceremony to rotate across the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto on 26 January each year.
2. Endorse one (1) of the following Australia Day Award models from 2023:
  - a) North Burnett Regional Awards only – no local awards; or
  - b) North Burnett Regional Awards only with one (1) “Local Legend” Award issued for each community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto; or
  - c) North Burnett Regional Awards and Local awards for each community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto with Regional Awards to be presented at the relevant local ceremony.

3. Endorse a change in the number of award categories from nine (9) to seven (7), with awards being: 1. Citizen of the Year, 2. Young Citizen of the Year, 3. Volunteer of the Year, 4. Sportsperson of the Year, 5. Cultural Award, 6. Service to Sport, and 7. Community Organisation of the Year.
4. If 2(b) is endorsed, endorse the addition of the Local Legend Award.

## REPORT

On 26 January 2022, Australians came together throughout the country at more than 530 events hosted by councils and local community groups to reflect, respect and celebrate with their communities. It is a day to reflect on what it means to be Australian and to celebrate all the things we love about our country — our home, our history and our people.

Local government and community organisations play a vital role in delivering Australia Day events.

Australia Day activities in Queensland are proudly supported by the Queensland Government in partnership with the Australian Government through the National Australia Day Council (NADC). The NADC is responsible for how Australia Day is celebrated nationally. This includes consistently communicating Australia Day messages and themes across all levels of government and community, for events held in capital cities, regional and remote Australia.

In January 2020, NADC released a central theme The Story of Australia – Reflect, Respect, Celebrate: We're all part of the story. This represented a significant shift towards an Australia Day that unifies people of different backgrounds and with different views and beliefs. The Story of Australia emphasises the histories and stories of all Australians, from Aboriginal and Torres Strait Islander people to the waves of migration that have built our nation. This theme has been embraced by Community at our North Burnett Australia Day celebrations events and award ceremonies.

The Australia Day ambassador program is an integral part of Australia Day celebrations. This program is an agreement and relationship between local councils and the Queensland Government, in association with the NADC. This program is not available to community groups. The program brings accomplished and inspirational Queenslanders to local council Australia Day celebrations throughout the State.

## Background

Historically, North Burnett Regional Council has hosted six (6) Australia Day events throughout the region in a central location in each of the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto. Since 2021, most events moved outdoors in public places to respond to COVID requirements and to foster family friendly events. This has provided more opportunities for entertainment, activities for children and families, and partnerships with community groups to support event activities e.g. assist with COVID requirements and food preparation. A Citizenship Ceremony has been successfully incorporated into one (1) Australia Day event in the region and an Australia Day Ambassador has formerly attended the event where the Citizenship Ceremony has been held.

The Community Development Stream Leader coordinates Australia Day and citizenship events across the region. This work has been supported by the Customer Service and Libraries team in each town to organise events and Australia Day award selection committees.

In 2020, in addition to the local Australia Day Awards in each community, North Burnett Regional Awards were introduced. The Regional Awards strive to unite the North Burnett by recognising extraordinary talent and acknowledging the valued contribution people have made to inspire and enrich the lives of others throughout our great region. Australia Day Award recipients from each local community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto are automatically considered by the North Burnett Regional Selection Panel in the following award categories:

- Regional Citizen of the Year
- Regional Young Citizen of the Year
- Regional Volunteer of the Year
- Regional Cultural Award
- Regional Sport Award

The Regional Awards are presented at the relevant local community Australia Day Award Ceremony held across the region.

### **Australia Day Awards in 2022**

In January 2022, in consultation with Councillors all the 2022 Australia Day events planned to be held on Wednesday 26 January 2022 in each community were cancelled. This decision was made after completing an extensive risk assessment due to the COVID-19 outbreak in the region and monitoring pandemic circumstances throughout the state. It was determined that the risk to community members, award recipients and council staff was too great for events to proceed.

In February 2022, in further consultation with Councillors the 2022 Australia Day Awards Ceremony was rescheduled to one (1) regional event held on Saturday 5 March 2022 in Mount Perry. Council was mindful that the COVID pandemic and Omicron cases were still present in the community, and, in the interest of public safety, the event was limited to award recipients and one guest only rather than being open to all community members. The event was live-streamed (video) to allow all community members across the North Burnett (and beyond) to watch the award ceremony online.

Given the disruption to events in 2022, it was important for Council to seek feedback from community on the delivery of Australia Day award ceremonies and events into the future and for Council to review their position in the delivery of Australia Day celebrations.

### **Australia Day Community Sentiment Survey**

An Australia Day Community Sentiment Survey was released on Thursday 25 August 2022 and closed on Monday 19 September 2022.

The survey was an opportunity to seek community feedback on the best way to celebrate the people in our region. This included questions on the format and location of awards ceremonies; entertainment; activities; award categories; and any other feedback that may have been relevant to respondents. This was an opportunity for community members to share their ideas, vision, thoughts, likes and dislikes, and shape the way we celebrate Australia Day into the future.

This information was presented to Council at a Workshop on 5 October 2022.

The survey received 65 responses and 62 fully completed surveys, representing less than 1% of the 10,144 population. The majority of survey respondents (80%) did not attend the 2022 Ceremony in Mount Perry and did not watch the livestream (69%).

The overall community sentiment was:

- Local awards ceremonies are still highly valued.
- It is very important to recognise local community members.
- Entertainment and activities at events are highly supported including those that encourage families and children attendance.
- Create opportunities for community groups to partner with Council and enable fundraising and raffles at events.
- Awards categories are still somewhat relevant, with majority of respondents suggesting no change.

Refer to Attachment 1 for aggregated survey response information.

## Australia Day in 2023

The following options for Australia Day events are being presented for Council consideration and endorsement of one (1) option.

Option #	Event type	Awards
1	Council holds a Regional Citizenship Ceremony and Australia Day Awards Presentation ceremony in one (1) location on the 26 January rotated across the region with no local events delivered by Council.  Community may choose to deliver Australia Day events.	<ul style="list-style-type: none"> <li>• A Regional Award only – no individual town awards</li> <li>• Option to include a Local Legend (Hero) Award to continue to acknowledge local community members.</li> </ul>
2	Council holds one (1) Regional Citizenship Ceremony and a Regional Australia Day Awards Presentation Ceremony in one (1) location on the 26 January rotated across the region, and six (6) Local Awards Presentation ceremonies conducted in each of the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto prior to the 26 January.	<ul style="list-style-type: none"> <li>• Regional Awards presented on 26 January.</li> <li>• Local Awards in each community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto (presented prior to Australia Day)</li> </ul>
3	Council holds six (6) Australia Day Awards Presentation ceremonies in each of the communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto with no regional event. Citizenship Ceremony to rotate across the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto.	<ul style="list-style-type: none"> <li>• North Burnett Regional Awards.</li> <li>• Local Awards in each community of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto.</li> </ul>

Each of these options present advantages and disadvantages which are represented in Attachment 2.

## Australia Day Awards

Council currently has nine (9) awards categories in each of the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto. The awards recognise community members who have made an outstanding contribution or exceptional achievement in the following award categories:

1. Citizen of the Year
2. Young Citizen of the Year
3. Volunteer of the Year
4. Community Event of the Year
5. Senior Sports Award
6. Junior Sports Award
7. Sports Administrator Award
8. Senior Cultural Award
9. Junior Cultural

A review of a number of Queensland local councils identified a varied selection of awards, majority of which all included Citizen of the Year and Young Citizen of the Year. Any additional awards appeared to be at the discretion of the council. There were also varied practices where regional awards for the entire council area are issued or a combination of regional and local town awards. Majority of larger Queensland coastal councils follow a regional award system. Attachment 3 provides an overview of Queensland council award systems.

The number of awards that Council currently issue was supported in the recent Community Sentiment survey with 75% of respondents supporting the existing award categories on offer.

Historically, it has been a challenge to receive nominations in all categories in some of our six (6) communities, except for the Citizen of the Year and Volunteer of the Year which have been well supported in the main. It is recommended that the number of award categories are streamlined or altered to broaden the scope of eligibility as noted in the following table:

No change	Merge	Change
<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Volunteer of the Year</li> </ul>	<ul style="list-style-type: none"> <li>• Junior Sports and Senior Sports to 'Sportsperson of the Year'</li> <li>• Junior Cultural and Senior Cultural to 'Cultural Award'</li> </ul> <p>The North Burnett Regional awards categories do not differentiate between Senior and Junior Award recipients. In 2021 and 2022 junior local award recipients in sport have been awarded a Regional Award.</p>	<ul style="list-style-type: none"> <li>• Sports Administrator to 'Service to Sport' to better reflect the award outcomes.</li> <li>• Community Event of the Year to 'Community Organisation of the Year'. A change in title opens the category up to more than just events and would expand the award criteria to encompass a variety or range of contributions to community whether for events, smaller events, or services.</li> </ul>

It is recommended that Council consider the overall award categories from 2023 to be:

1. Citizen of the Year
2. Young Citizen of the Year
3. Volunteer of the Year
4. Community Organisation of the Year
5. Sportsperson of the Year Award
6. Service to Sport Award
7. Cultural Award
8. Optional: Local Legend Award – if a Regional Award Ceremony model is selected, there is an opportunity to offer a local award in each community to continue to honour members of individual communities.

## CONSULTATION

An Australia Day Community Sentiment Survey was released to all communities (including Council staff) on Thursday 25 August 2022 and closed on Monday 19 September 2022. This survey was promoted via multiple means including: social media, newsletters to community and community groups, Keeping Local Government Local – Mayor Hotz update, libraries – posters, flyer handouts during rates period, and the North Burnett News.

The survey received 65 responses with 62 fully completed surveys with majority of survey respondents (80%) not attending the 2022 Ceremony in Mount Perry and not having watched the livestream (69%). The survey response rate was less than 1% of our community and did not meet our desired target of 5%.

Councillors were presented with the survey results at the Councillor Information Workshop on Wednesday 5 October 2022.

## RISK IMPLICATIONS

### Reputation / Political

Community Sentiment Survey results showed that local awards ceremonies and recognising local community members is highly valued and important. However, council needs to consider financial sustainability, staff capacity and activities - including committee events - which demonstrate a untied regional Council.

The risk of retaining a traditional status quo with six events, at six different communities is that council will continue to offer public events that are not optimised and fail to achieve optimal financial outcomes for the community.

### Occupational Health & Safety (WHS)

N/A.

### Financial Impact

The National Australia Day Council has supported Australia Day events across the nation by offering grant funding to enable events to continue with additional cost pressures due to COVID. Council has been successful with a grant application for events held in 2021 and 2022. It is expected that a grant round for 2023 Australia Day will be made available. However, information on the guidelines and requirements had not been published, as at 7 October 2022.

The 2023 Council event planning and delivery budget for Australia Day events and awards is:

Town	Cost	Expenditure used for
Biggenden	\$ 3000	Catering at events, decorations, activities and entertainment costs (e.g. live singers), donation to community groups, hire fees and incidental costs.  This budget also factors in wages and plant for the Parks and Open Spaces Team/Works department to assist with moving equipment, tables and chairs to venue and event bins.  Note: Communities with higher populations have a budget of \$4000 whilst smaller communities have \$3000.
Gayndah	\$ 4000	
Mount Perry	\$ 3000	
Mundubbera	\$ 4000	
Eidsvold	\$ 3000	
Monto	\$ 4000	
Total for local award ceremonies	\$ 21,000	
Regional Australia Day Awards budget	\$ 4500	A budget has been allocated for regional costs including Ambassador Program, marketing and promotional material, Award certificates and medallions, engraving of medallions, and the Citizenship Ceremony (gift, marketing and promotional material).
<b>Total overall budget</b>	<b>\$ 25, 500</b>	

Over the past two years, community groups that have provided services to support our events (e.g. COVID contract tracing, serving food and beverages) were provided a donation for supporting events. It is expected that this cost will continue into the future.

Australia Day Award events and Citizenship ceremonies have significant wage impacts. The wages for Customer Service and Library staff working on Australia Day are budgeted each year in the wages budget for this stream. The wages for the Community Development team are also budgeted for.

If Australia Day award ceremonies were held on a different day, during normal business hours, staff wages would be reduced and could be absorbed in normal wages budget.

If Recommendation 1(a) is endorsed, it is expected that cost savings would occur and the cost of planning and delivery of events would be reduced by 50%. If Recommendation 1(b) or 1(c) is selected, there are likely to be limited, if any cost savings.

## Legal & Regulatory

The National Australia Day Council administer the following awards at a national level.

- Australian of the Year
- Senior Australian of the Year (those aged 65 years or over)
- Young Australian of the Year (ages 16 to 30)
- Australia's Local Hero

All local government councils are encouraged to honour outstanding community members in their Australia Day Awards program. There is no requirement in the Local Government Act or Local Government Regulation for Council to deliver Australia Day events and awards. It is strongly encouraged by the NADC and Queensland Government.

The Australia Day Ambassador program is an agreement and relationship between local councils and the Queensland Government in collaboration with the NADC. This program is not available to community groups. The program brings accomplished and inspirational Queenslanders to local council Australia Day celebrations throughout the State.

Local government councils must hold a Citizenship Ceremony on 26 January each year as part of their Australia Day celebrations. Councils that conferred citizenship for less than 20 people in the previous year are exempt from this requirement. During 2022, North Burnett Regional Council had a total of 14 conferees on 23 February 2022, with another 6 potential citizenship candidates as at 12 October 2022.

## Environmental

N/A.

## Property & Infrastructure

The recommendation does not provide for any key changes to property and infrastructure.

## Human Resources

Australia Day Award ceremonies and events are one of Council's flagstone events for the year along with Citizenship Ceremonies.

The human resources contribution to organise award nominations, award selection committees and events requires investment over a three-to-four-month period.

Australia Day planning and events involve a range of team members from across the organisation including:

- Community Development
- Customer Service and Library
- Environmental
- Parks and Open Spaces
- Works Department
- Executive Management Team
- Managers
- ICT

Elected Members are also involved in the Australia Day planning and events.

## Information Communications Technology

If Australia Day Awards and Events continue to be livestreamed, internet coverage will be required at event locations. This requires extensive data, hardware and staffing capacity, particularly if duplicated at multiple sites.

## Service Delivery

N/A.

## Climate

Inclement weather can impact community events.

Once Council has reached a decision, wet weather options will be considered. This will be easier to facilitate with a regional event model.

**KEY MESSAGE**

On 26 January 2022, Australians came together at more than 530 events across Australia hosted by councils and local community groups to reflect, respect and celebrate with their communities. Local government and community organisations play a vital role in delivering Australia Day events. It is important that Council continues to find ways to optimise services, and support communities whilst working to reduce its operating deficit.

# Survey responses

- 65 responses overall with 62 fully completed survey responses
  - Low response date (**less than 1%**)
  - Our aim is to achieve a minimum 5% response rate on surveys
- Average time 11 mins and 47 seconds
- Majority of survey respondents (80%) did not attend the 2022 Ceremony in Mt Perry and did not watch the livestream (69%)

## Survey Demographics

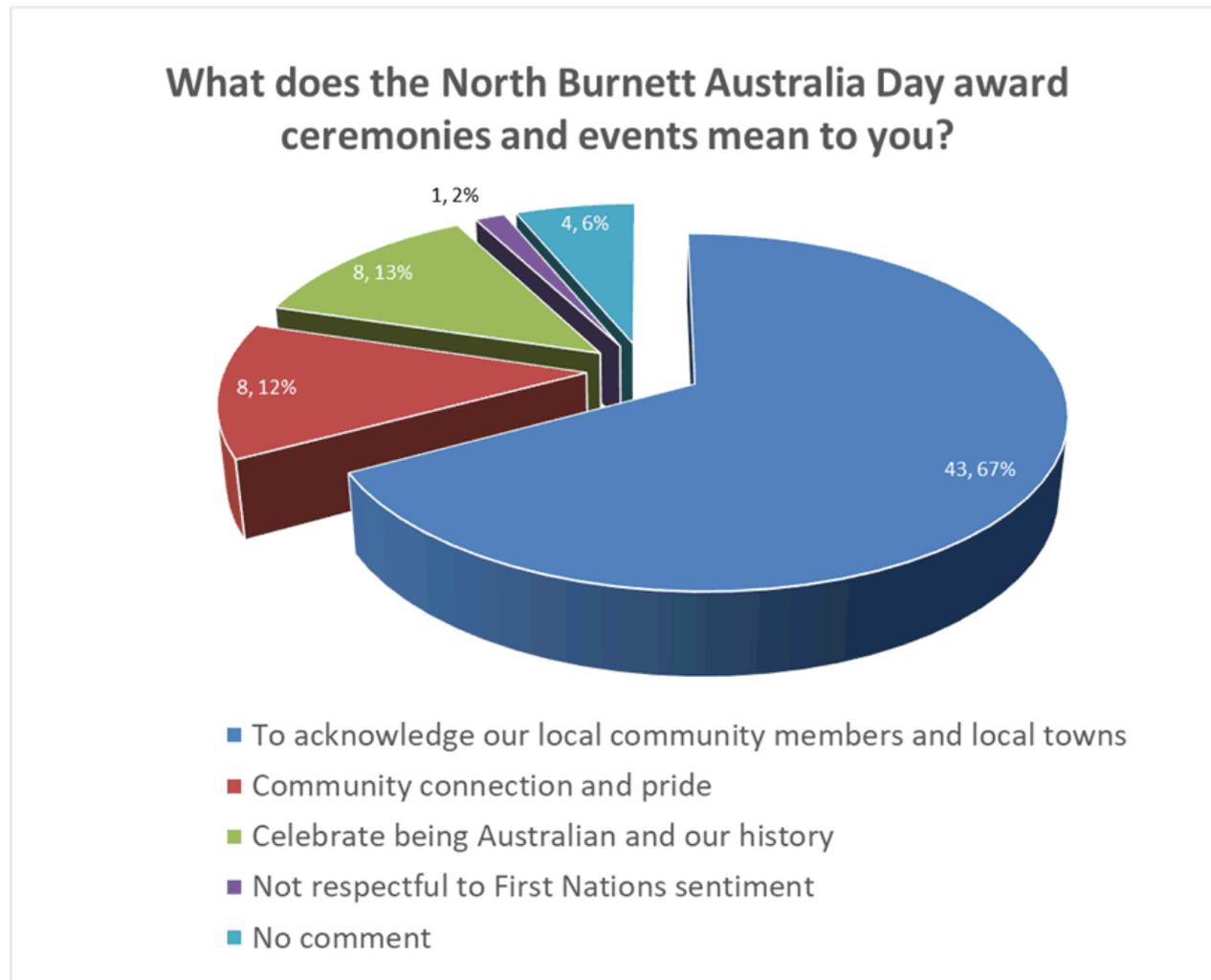
Age	Total
18-24	1
25-34	10
35-44	12
45-54	11
55-64	11
65-74	13
75+	2
Prefer not to say	2
Did not submit	3
<b>Grand Total</b>	<b>65</b>

Town / Postcode	Total
Biggenden	13
Gayndah	9
Mundubbera	19
Eidsvold	7
Monto	11
Mt Perry	3
<b>Grand Total</b>	<b>62</b>

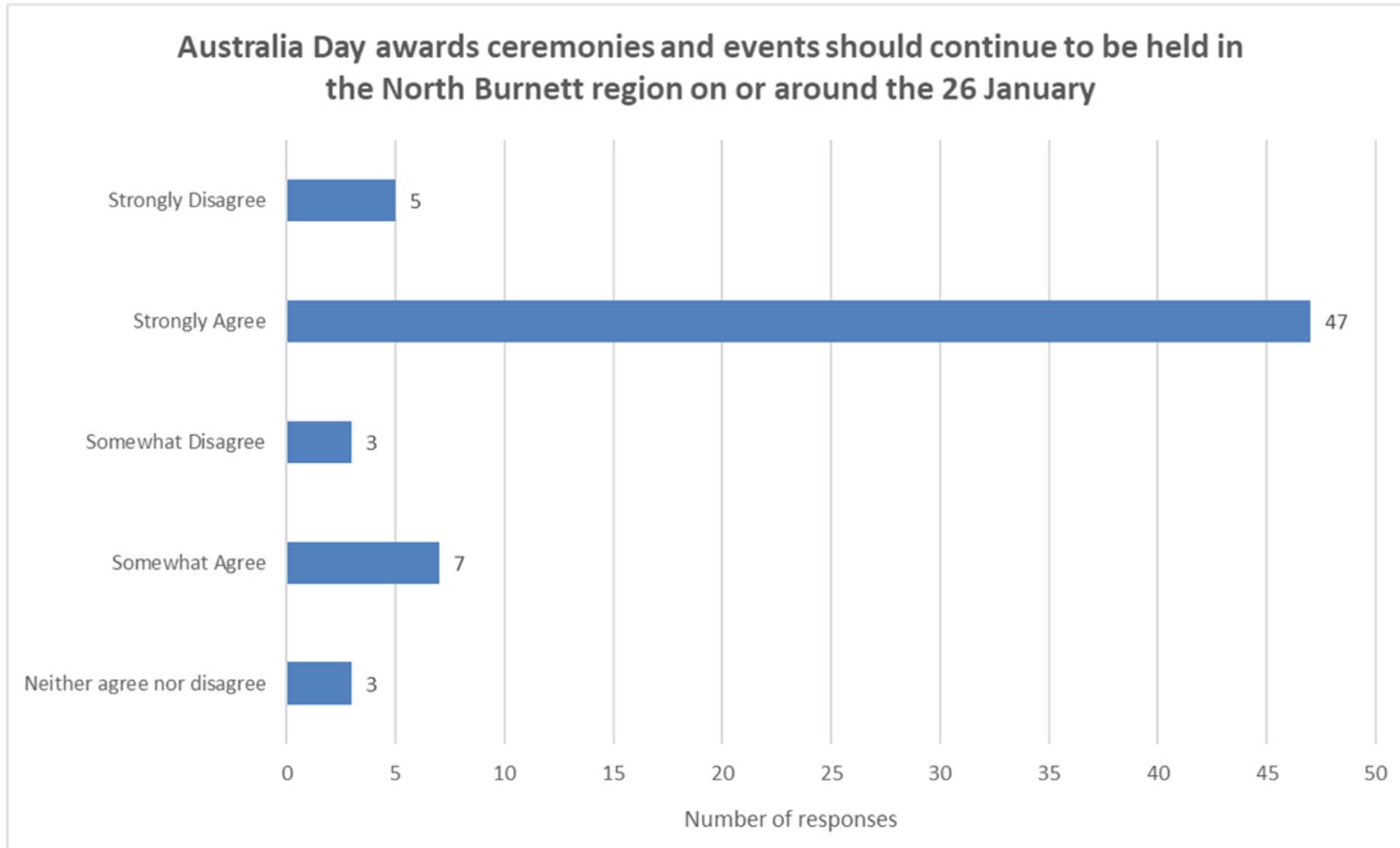
Gender	Total
Female	46
Male	11
Non-binary	1
Prefer not to say	4
Did not submit	3
<b>Grand Total</b>	<b>65</b>



## Community Sentiment: What does the North Burnett Australia Day award ceremonies and events mean to our communities?



# Community sentiment - should Australia Day events continue to be celebrated on 26 January

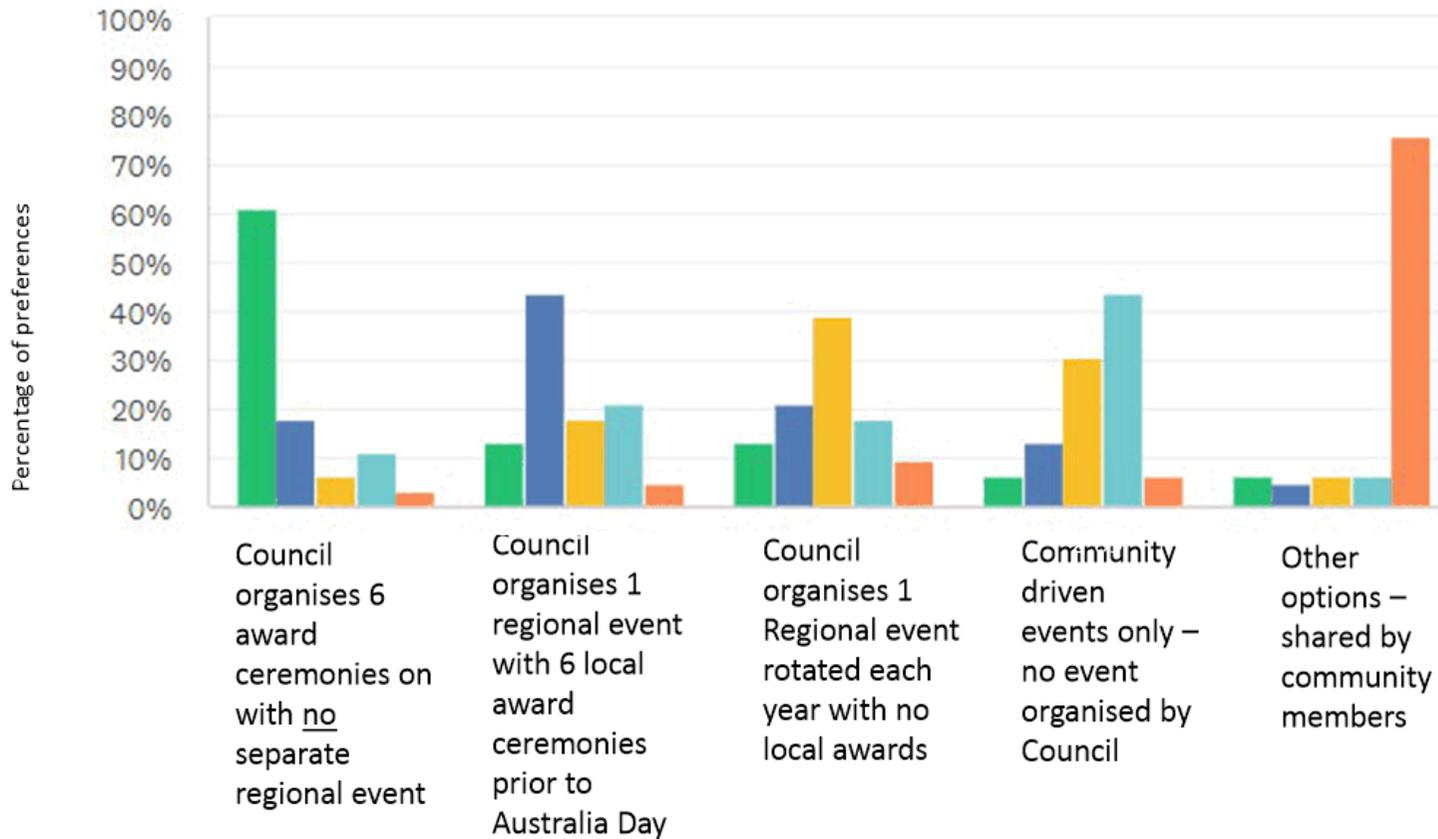


## Open-ended feedback: Should Australia Day events continue to be celebrated on 26 January?

Should the date of Australia Day change?	It is tradition and respectful	Celebrate being Australian, recognising our nation and local communities	Inconsiderate to First Nations community to celebrate on this day	Supportive of a date change with events held on a new date	No comments /other
Strongly Disagree	1		1	3	
Somewhat Disagree		1	1		1
Neither agree nor disagree	1			1	1
Somewhat Agree	3	1	1		2
Strongly Agree	32	13		1	1
<b>Grand Total</b>	<b>37</b>	<b>15</b>	<b>3</b>	<b>5</b>	<b>5</b>
<b>Percentage</b>	<b>57%</b>	<b>23%</b>	<b>5%</b>	<b>8%</b>	<b>8%</b>



## Community sentiment - Format of Ceremonies and Events



**Colour chart – Order of Preferences**  
 1 being their first preference and 5 their last choice  
 Green = 1 Dark Blue = 2 Yellow = 3 Light blue: 4 Orange: 5



# What did the data say?

## First Preference

61.29% of respondents selected:

Council organises six (6) award ceremonies on Australia Day (one in each town in a central location), delivered in partnership with community groups (with no separate regional event).

## Second Preference

43.55% of respondents selected:

Council organises one (1) regional event in a central location on Australia Day, plus holds smaller local award ceremonies in each main town prior to Australia Day.

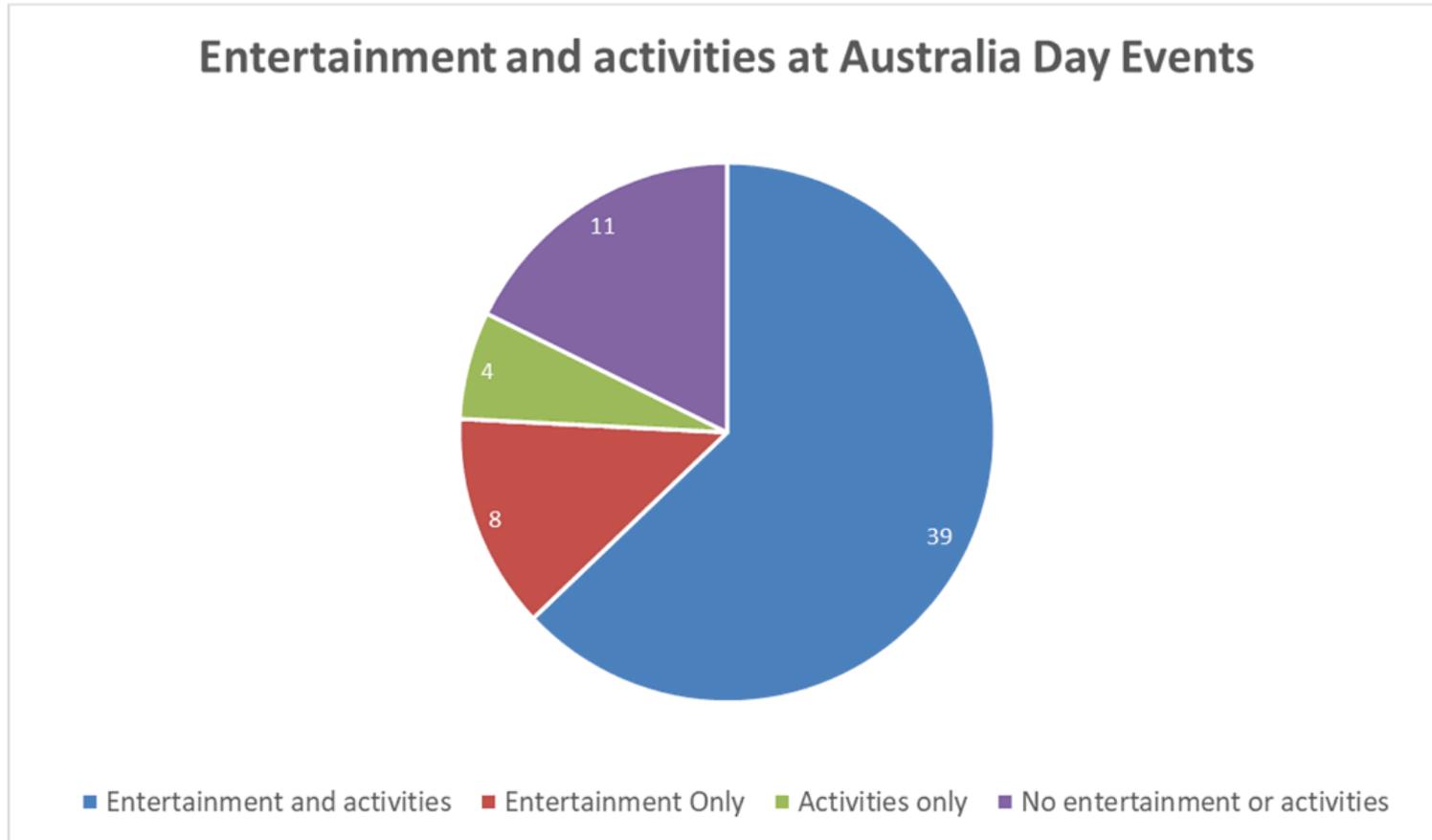


# Community Suggestions

(as written in their survey response)

- **Enable Community Groups to fundraise at events and/or allow market stalls outside in open spaces.**
- Hold celebrations or events in the 'non major' towns. Why should the smaller communities always travel. Let's recognise the smaller towns that also make up the north Burnett.
- Council hosts 6 award ceremonies (one in each town) on Australia day and a regional event **AFTER** Australia day for award recipients to gather and receive the regional awards.
- **Celebrate Australia Day on a different day and potentially change the name of the awards - North Burnett Community Awards.**
- Maybe organise local BBQ if not organising other local events. Because it is usually a public holiday many people use the day to do other things and are travelling and not attending events.
- In my opinion Council organising events in all six main towns on Australia day is good, and Council holding a ceremony rotated around the six main towns on a different day would be the best decision.
- Council to support local areas to celebrate on the date of their choosing - NOT on Australia Day. This could be a major event, or just local community gatherings.

# Community Sentiment - entertainment and/or activities at events?



# Types of Entertainment / Activities

---

Live Music

---

Market or Fete style stalls

---

Australian Games – thong throwing, pie eating, two-up

---

Traditional / old School games (tunnel ball)

---

Sporting events – cricket and swimming, rodeo, pool party

---

Fundraising for community groups – raffles and stalls

---

Competitions and prizes (best esky, locals got talent)

---

Free native tree giveaway

---

Food – BBQ's and the addition of Lunch

---

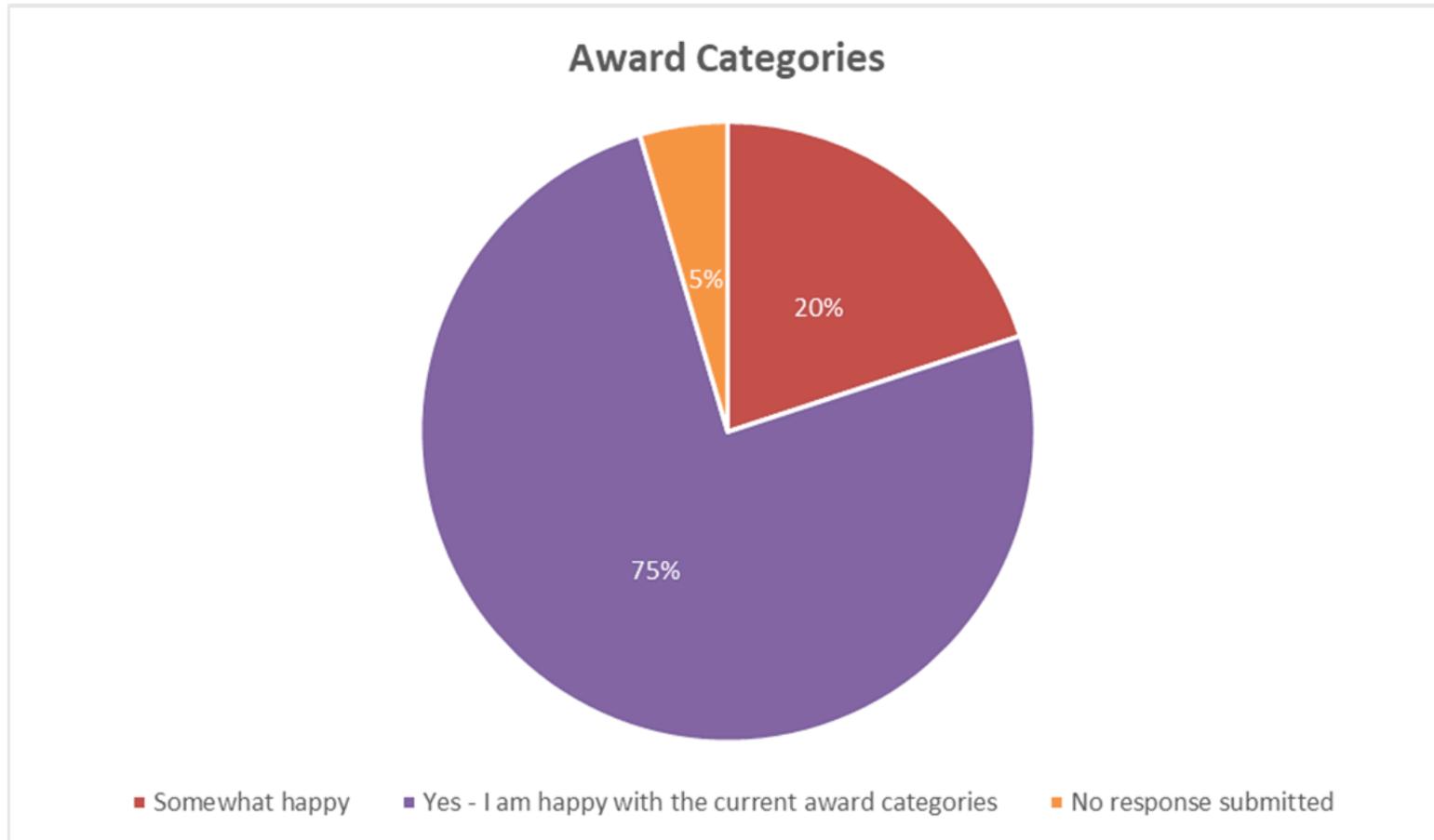
Events held at sportsgrounds / open spaces

---

Activities for children: Under 8's day activities, Facepainting and jumping castles



# Do the current award categories reflect what community want to acknowledge in our region?



# Award Suggestions / Feedback

- Add Junior Volunteer of the Year
- Add Local Hero award
- Too many awards – perhaps combine some
- Don't distinguish between Junior and Senior
- Change Sports Admin to 'Service to Sport' Award
- Allow local Councillor in each community to choose a person in their community to receive a recognition award?
- How do you capture the people that don't get nominated but are deserving of an award?



# Overall Community Sentiment

- Local awards ceremonies are still highly valued
- Recognising local community members is very important
- Entertainment and activities at events are supported – more activities to encourage families and children to attend.
- Community groups to partner with Council and enable fundraising and raffles at events
- Awards categories are still somewhat relevant



## Australia Day Awards and Ceremonies Delivery Models

No	Event structure and Awards	Positives/Compromises	Risks / Issues
1	<p>Council holds a Regional Citizenship ceremony and Australia Day Awards Ceremony in one (1) location on the 26 January rotated across the region with no local events delivered by Council</p> <p>North Burnett Regional Awards only with the option of (1) "Local Legend" Award category for each community of Biggenden, Eidsvold, Gayndah, Monto, Mundubbera and Mount Perry.</p>	<ul style="list-style-type: none"> <li>• Financial resources (budget) could be reduced, with funding available to create an event with activities, live music and entertainment.</li> <li>• Reduction in overall awards issued therefore reducing the number of selection panels required for awards.</li> <li>• Event allows for in-person attendance by all community members.</li> <li>• Online streaming of event could be offered similar to 2022 awards ceremony.</li> <li>• Reduction in the number of award committees required to assess nominations including flow on work for Council staff to coordinate and arrange.</li> <li>• Event and award coordination could be resourced by the CDO team with adhoc support from the Customer Service and Library team.</li> <li>• An opportunity for community driven Australia Day events becomes available to community groups and for community to establish their own awards system.</li> <li>• The prestige of awards would increase with offering regional awards across six communities.</li> </ul>	<ul style="list-style-type: none"> <li>• This model of events may not be supported by community members and groups.</li> <li>• Each community of Biggenden, Eidsvold, Gayndah, Monto, Mundubbera and Mount Perry will have an Australia Day Awards Ceremony every six years.</li> <li>• 5 out of 6 towns community members will need to travel to attend an Award ceremony each year (this could be reduced if buses were offered).</li> <li>• Nominees and Award winners that are not from the hosting town, may not travel to the event if out of their town. This could result in awards not being presented to acknowledge the community members on the 26 January.</li> <li>• Community may lose sense of identity and tradition with having Australia Day Awards and events in their own community and to recognise local community members.</li> <li>• All events require management and coordination and set-up on the day of the event. Outdoor events reduce the opportunity to set-up prior to the event day where access can not be restricted.</li> <li>• There is a possibility that no Australia Day events will be held in communities delivered by Council or Community.</li> </ul>

No	Event structure and Awards	Positives/Compromises	Risks / Issues
2	<p>Council holds six (6) Australia Day Award ceremonies in each of the communities of Biggenden, Eidsvold, Gayndah, Monto, Mount Perry and Mundubbera with no regional event.</p> <p>Citizenship ceremony to rotate across the six (6) communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto.</p> <p>Local awards for each community of Biggenden, Eidsvold, Gayndah, Monto, Mundubbera and Mount Perry with Regional Awards to be presented at the relevant local ceremony.</p>	<ul style="list-style-type: none"> <li>• Tradition of events can continue in each town in line with community feedback from the Australia Day Community Sentiment survey.</li> <li>• Each local community will continue to have Australia Day awards to acknowledge local community members.</li> <li>• Event allows for in-person attendance by all community members without traveling to a different town.</li> <li>• Opportunity to further partner with community groups to deliver Australia Day events.</li> <li>• North Burnett Regional Australia Day awards could continue to be presented at local award ceremonies, thus reducing the cost of an additional regional ceremony.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating six (6) event and award ceremonies is unable to be achieved with staffing levels in the Community Development Team. The Customer Service and Library team would need to continue to support event organisation.</li> <li>• Financial cost of events would remain including staff wages which incur penalty rates to work on a public holiday.</li> <li>• All events require management and coordination and set-up on the day of the event. Outdoor events reduce the opportunity to set-up prior to the event day where access can not be restricted.</li> <li>• Staff attendance would continue to be required at events to set-up and pack-up. This includes setting up of tables, chairs, AV system, Lectern, decorations, working with community groups, setting up of award certificates and medallions and handing this to Master of Ceremonies.</li> <li>• There would be no reduction in the number of award selection panels – six local award selection panels and one regional award selection panel.</li> </ul> <p><i>Note: If Award Ceremony was not held on the 26 January and on a week day instead, the cost of penalty rates for staff to work on a public holiday would be reduced.</i></p>
3	<p>Council holds one (1) Regional Citizenship ceremony and a Regional Australia Day Awards Ceremony in one (1) location on the 26</p>	<ul style="list-style-type: none"> <li>• Each local community will continue to have an Australia Day award ceremony to acknowledge local community members, though in a different format.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial cost of events would remain, with reduced cost of penalty rates for staff across six towns to work on the 26 January. The timing of the local award ceremonies may continue to attract penalty rates, particularly, if events are scheduled in the evening or weekend.</li> </ul>

No	Event structure and Awards	Positives/Compromises	Risks / Issues
	<p>January rotated across the region and six (6). Local award presentation ceremonies conducted in each of the six communities of Biggenden, Gayndah, Mount Perry, Mundubbera, Eidsvold and Monto, prior to the 26 January.</p> <p>Local awards for each community of Biggenden, Eidsvold, Gayndah, Monto, Mundubbera and Mount Perry with Regional Awards to be presented at the relevant local ceremony.</p>	<ul style="list-style-type: none"> <li>Local award ceremonies could be conducted at Community Halls, thus reducing outdoor set-up requirements.</li> <li>Event allows for in-person attendance by all community members without travelling to different towns.</li> <li>An opportunity for community driven Australia Day events becomes available to community groups and for community to establish their own awards system.</li> </ul>	<ul style="list-style-type: none"> <li>Events will continue to require event coordination.</li> <li>Staff attendance would continue to be required at all events to set-up and pack-up. This includes setting up of tables, chairs, AV system, Lectern, decorations, working with community groups, setting up of award certificates and medallions and handing this to Master of Ceremonies. Outdoor events reduce the opportunity to set-up prior to the event day where access can-not be restricted.</li> <li>Coordinating seven (7) events and award ceremonies would be challenging with staffing levels in the Community Development Team. The Customer Service and Library team would need to continue to support event organisation.</li> <li>There would be no reduction in the number of award selection panels – six local award selection panels and one regional award selection panel.</li> </ul>

### Australia Day Awards Queensland Councils

Note: This is not an exhaustive audit of awards and based on web site information.

Council	Australia Day Awards	Event Information (if available)
Moreton Bay	<ul style="list-style-type: none"> <li>One nominee may be awarded the Citizen of the Year award and up to three nominees may be awarded the Mayor's Community Spirit award each year.</li> </ul> <p>Citizenship Ceremony is the main focus on Australia Day</p>	
Rockhampton	<ul style="list-style-type: none"> <li>Citizen of the Year</li> <li>Community Initiative Award</li> <li>Community Service Award</li> <li>Sports Official of the Year Award</li> <li>Sportsperson of the Year Award</li> <li>Cultural Award</li> </ul>	<p>Australia Day Awards Ceremony on Wednesday, 26 January 2023 hosted by Council.</p> <p>Council also supports community groups to host events by offering an Australia Day events grant program</p> <p>Events to mark Australia Day across our Region Rockhampton Regional Council</p>
Banna Shire Council	<ul style="list-style-type: none"> <li>Citizen of the Year</li> <li>Young Citizen of the Year</li> <li>Volunteer of the Year</li> <li>Cultural</li> <li>Junior Cultural</li> <li>Junior Sportsperson</li> <li>Senior Sportsperson</li> <li>Sports Coach Official and/or Administrator</li> <li>Community Group or Team</li> <li>Community Event of the Year</li> </ul>	<p>1 main event</p> <p>free Poets Breakfast, followed by the official Awards Ceremony and a day of Aussie themed entertainment.</p> <p>Interestingly in 2022 they only received 22 nominations across their region</p>
Western Downs	<ul style="list-style-type: none"> <li>Citizen of the Year (Regional)</li> <li>Young Citizen of the Year (regional)</li> <li>Volunteer of the Year (Local)</li> <li>Creative Arts (Local)</li> <li>Sports Award (Local)</li> <li>Community Organisation Achievement award (Local)</li> </ul> <p>Local awards – issued in 6 local towns</p>	6 Australia Day events
South Burnett	<ul style="list-style-type: none"> <li>South Burnett Citizen of the Year</li> <li>South Burnett Young Citizen of the Year</li> <li>South Burnett Junior Cultural Award</li> <li>South Burnett Senior Cultural Award</li> <li>South Burnett Junior Sportsperson</li> <li>South Burnett Senior Sportsperson</li> <li>South Burnett Sports Administrator/Coach/Official Award</li> <li>South Burnett Community Organisation of the Year</li> <li>South Burnett Volunteer of the Year</li> </ul>	Sunday 22 January 2023 at the Nanango Showgrounds.

	<ul style="list-style-type: none"> <li>• South Burnett Lifetime Achievement Award</li> <li>• Local Achiever Award (Town &amp; Rural)</li> </ul> <p>Note in 2022 they awarded multiple awards in some of the categories not just one</p>	
Bundaberg Regional Council	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Senior Citizen of the Year</li> <li>• Volunteer of the Year</li> <li>• Cultural</li> <li>• Junior Cultural</li> <li>• Junior Sportsperson</li> <li>• Senior Sportsperson</li> <li>• Sports Coach Official and/or Administrator</li> <li>• Community Group or Event of the Year Award</li> </ul>	<p>Each year Council encourages not-for-profit organisations to take on the role of host, providing a unique opportunity to showcase a special event to a diverse range of residents and visitors.</p> <p>The activity is subsidised by Council through financial and limited in-kind assistance with Event Staff sitting on the organising committee to assist with event planning and implementation</p>
Central Highlands	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Cultural Award</li> <li>• Junior Sportsperson</li> <li>• Senior Sportsperson / Administrator of the Year</li> <li>• Community Event of the Year Award</li> </ul> <p>Nominations are grouped by town</p> <ul style="list-style-type: none"> <li>• East: Blackwater/ Dingo/ Duarina/ Bluff/ Bauhinia and surrounds</li> <li>• North: Capella/ Tieri and surrounds</li> <li>• Central: Emerald/ Comet/ Gemfields / Gindie and surrounds</li> <li>• South: Rolleston/ Springsure/ Arcadia Valley and surrounds</li> </ul>	<p>Each year we celebrate Australia Day across the region to reflect on what it means to be Australian, to celebrate contemporary Australia and acknowledge our history. And from car shows to thong-throwing competitions, each of our towns adds their individual flavour to their celebrations. In Emerald, we continue the tradition of the more formal Australia Day citizenship ceremony. Across all of our towns, we celebrate our people by awarding the annual Australia Day Awards.</p>
Cairns	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Volunteer of the Year</li> <li>• Cultural Award</li> <li>• Junior Cultural Award</li> <li>• Sportsperson of the Year</li> <li>• Junior Sportsperson of the Year</li> </ul>	
Gympie	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year (no starting age)</li> <li>• Creative Award (open to all ages)</li> <li>• Sports Award (open to all ages) and</li> <li>• Community Group, Event or Organisation of the Year.</li> </ul>	
Livingston	<ul style="list-style-type: none"> <li>• Citizen of the Year Nomination</li> <li>• Young Citizen of the Year Nomination</li> <li>• Community Group Service Award Nomination</li> </ul>	

	<ul style="list-style-type: none"> <li>• Outstanding Dedication to Public Service Nomination</li> <li>• Living Legend</li> </ul> <p>In addition, they issue a Mayoral Award</p>	
Fraser Coast	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Community Group or Organisation of the Year</li> <li>• Community Project or Event of the Year</li> <li>• Volunteer of the Year Award</li> <li>• Young Volunteer of the Year</li> <li>• Cultural Award of the Year</li> <li>• Young Cultural Award of the Year -</li> <li>• Sportsperson of the Year Award -</li> <li>• Young Sportsperson of the Year Award -</li> <li>• STEM Award of the Year -</li> <li>• Young STEM Award of the Year -</li> </ul>	Nominees Recognition Ceremony - 19 January 2023 at Hervey Bay Regional Gallery Australia Day Awards Presentation - 26 January 2023 at Broлга Theatre
Somerset Regional Council	<ul style="list-style-type: none"> <li>• Citizen of the Year Award</li> <li>• Young Citizen of the Year Award</li> <li>• Sports Award</li> <li>• Arts and Cultural Award</li> <li>• Community Group of the Year Award</li> <li>• Event of the Year</li> </ul>	
Lockyer Valley	<ul style="list-style-type: none"> <li>• Citizen of the Year</li> <li>• Young Citizen of the Year</li> <li>• Senior Sportsperson of the Year</li> <li>• Junior Sportsperson of the Year</li> <li>• Event of the Year</li> <li>• Community Organisation of the Year</li> </ul>	Awards presentation The awards will be presented by the Mayor of Lockyer Valley Regional Council, at the Lockyer Valley Australia Day Awards on Thursday, 26 January 2023. All nominees and nominators will receive an invitation to the Lockyer Valley Australia Day Awards ceremony where the recipients will be announced.

## 11 WORKS

### 11.1 COUNCILLOR REPLACEMENT VEHICLES - VEHICLE TYPE OPTIONS

**Doc Id:** 1118892

**Author:** Ajith Samarasekera, Assets, Facilities and Fleet Manager

**Authoriser:** Anna Scott, Interim General Manager Works

**Attachments:** Nil

#### EXECUTIVE SUMMARY

As part of Council's plant replacement program, six (6) Councillor vehicles have been identified for replacement during the 2022/23 year. To enable Council officers to prepare the relevant tender documents to procure the new vehicles, direction is required on the class of vehicle to be purchased. The purpose of this report is to provide Councillors with sufficient information to make an informed decision on the class of vehicle to be purchased.

#### 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 endorses the procurement of unleaded petrol, small sized SUVs to replace the existing six (6) Councillor vehicles.

#### REPORT

Councillors are provided with vehicles for official purposes. The current Councillor vehicle fleet consists of six (6) small SUV vehicles purchased in January 2017.

Council's fleet management practices have been to replace light vehicle at 150,000kms or six years. Council's fleet team has identified that the light vehicles allocated to Councillors will be due for replacement in the 2022/23 financial year.

Council's fleet management practices involve engaging with the end user groups to understand new vehicle operational requirements.

The purpose of this report is to provide Councillors with sufficient information to allow an informed decision to be made on the class of vehicle to be purchased for Councillor use. It should be noted that standard procurement processes will be undertaken to purchase vehicles within the identified class of vehicle that represents best value for money.

SUV Type	Price new	Annual cost of Ownership	Fuel Type	Range	Trans	Comments
Small	\$40,000	\$8,750	ULP	785 Km	AWD	Range is optimal highway conditions
Medium	\$63,000	\$9,723	Diesel	1,100 Km	4 WD	Range is optimal Hwy conditions Annual cost of ownership is \$973 more than the small SUV

**Notes:**

1. Vehicle prices listed above include extras typically provided to Council vehicles including bull bar, spotlights, side steps, tinted windows, mobile signal booster and are based on Council's most recent purchases.
2. Annual cost of ownership includes all costs associated with the vehicle including registration, insurance, depreciation operational costs (Tyres, spare parts, mechanic labour costs, fuel, workshop consumables and trade repair) overheads, and lost opportunity cost. The annual cost of ownership was derived by averaging a data set of operational cost across the vehicle types owned and operated by Council. It is to be noted that this cost was based for each type on a range of kilometres travelled.
3. Hybrid vehicles are available in the small SUV range. They typically come at a higher initial purchase price. Officers were unable to obtain operating costs at this time.

**CONSULTATION**

The information contained in this report is based on data that was extracted from Council's various information systems and relevant research from within the industry.

**RISK IMPLICATIONS****Reputation / Political**

Once Council has adopted the type of vehicle to be purchased for Councillor use, a rigorous tender process will be undertaken to ensure a transparent and value for money outcome.

**Occupational Health & Safety (WHS)**

The procurement process will take into consideration safety ratings of vehicles. A review of the safety ratings for small and medium sized SUVs within a particular brand range confirmed that the safety ratings were similar.

Standard safety equipment can be provided to both small and medium sized SUVs.

Council vehicles will be required to operate on a variety of road surfaces in a variety of conditions. Compliance with road rules, including driving to the road conditions will be the responsibility of the vehicle operator. Both the small and medium sized SUVs would be suitable for the majority of roads within the region, under dry weather conditions. Council's fleet does include a range of vehicle types and alternate vehicle types may be made available in specific circumstances.

**Financial Impact**

The plant replacement budget was built on the assumption that Councillor vehicles would be replaced with like for like vehicles i.e. from the small SUV class. Should the medium SUV class be selected, additional capital funding of approximately \$138,000 will be required. Additionally, medium sized SUV will cost Council an extra \$5,838 annually.

Council officers were unable to obtain operating costs for hybrid vehicles.

**Legal & Regulatory**

The procurement of the Councillor vehicle will be in accordance with Council's policies and procedures.

**Environmental**

Hybrid vehicles typically have lower hydrocarbon fuel requirements compared with diesel and unleaded petrol vehicles and during operation will produce less carbon dioxide. However, the debate is inconclusive due to the extra weight of the hybrid vehicle and the additional

manufacturing processes involved for the extra componentry such as the Lithium Iron battery, the electric motor and other extra sub-assemblies.

**Property & Infrastructure**

Council property and infrastructure requirements will not be impacted through the replacement of the vehicles. Council's workshops have the capability to service both small and medium sized SUV vehicles. Additional training may be required to service hybrid vehicles.

**Human Resources**

Procurement activity will be resourced from within Council's existing resources.

**Information Communications Technology**

Councillor vehicles will be allocated individual plant numbers and will be accommodated in Council's existing information systems.

**Service Delivery**

A fit for purpose vehicle will maintain service levels.

**Climate**

Hybrid vehicles are more fuel efficient and therefore will release to the atmosphere a smaller amount of carbon dioxide than the internal combustion engines.

**KEY MESSAGE**

Councillor vehicles are due for renewal. The class of vehicle chosen for renewal will ensure continuity of service levels.

## 12 COUNCILLOR REPORTS

### 12.1 MAYOR AND COUNCILLORS REPORTS

**Doc Id:** 1118483

**Author:** Danette Peachey, Executive Assistant Works

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:**

1. Cr Jones - Cr Report September 2022.docx [1120347]
2. Cr Giddins - Cr Report September 2022.docx [1120348]
3. Mayor Hotz - Cr Report September 2022.docx [1120383]

#### INTRODUCTION/BACKGROUND

This report is a summary of the Mayor and Councillor's attendance at meetings and functions representing Council for the period 1 September to 30 September 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 7 September in Mundubbera
- Wednesday 21 September in Mt Perry

As per the 2022 Meeting Schedule, the Council General was held on Wednesday 28 September 2022 in Monto.

#### OFFICER COMMENTS/CONCLUSION

Nil.

#### OFFICERS RECOMMENDATION

That the Councillor Reports be received for the period of 1 September to 30 September 2022.

**MELINDA JONES****SEPTEMBER 2022**

<b>Date</b>	<b>Meeting/Function</b>	<b>Location</b>	<b>Comments</b>
05-09.2022	Philanthropy Australia National Conference	Sydney	Self-funded attendance at the Philanthropy Australia National Conference in Sydney to connect with large foundations that our region could have access to
14.09.2022	Mundubbera State School NAIDOC event	Mundubbera State School	Attended the NAIDOC event and participated in learning the language and dance of the Wakka Wakka people.
14.09.2022	Meeting with community members	Mundubbera	Observer as Councils development team provided community members with information on demountable/ temporary housing for seasonal workers.
14.09.2022	Regional Drought Resilience Plan	Gayndah	Information and connection session with consultants
15.09.2022	Meeting with BCCA	Monto	Discussion regarding resilience work opportunities across the region
15.09.2022	Innovation hub activities	Kingaroy	Attended the first Hub in a Pub innovation awareness session.
16.09.2022	North Burnett Local Disaster Management Group	Gayndah	Pre meeting with executive team members followed by chairing the quarterly North Burnett LDMG
22-23.09.2022	Meeting with Foundation for Regional and Rural Renewal	Online meetings	Engagement with FRRR team to assist with a regional visit in October
27.09.2022	QLD High Risk Weather Season Preparedness Briefing	Online	Teams into the 2 hour state disaster management group update.
27.09.2022	Monto Magic Tourism Action Group	Monto	Attended meeting
29.09.2022	Meeting with North Burnett Community Services and Community members	Mundubbera	Meeting regarding support youth activities in Gayndah to locate a suitable and secure location to undertake supportive activities.

COUNCILLOR NAME HERE

DAEL GIDDINS

SEPTEMBER 2022

Date	Meeting/Function	Location	Comments
05/09/2022	Scooteraville RSL Legacy Ride	Gayndah Showgrounds	Meet with the President and members of the RSL Legacy Ride. Community members also met with the riders and listened to the story of their journey to raise money for the Veterans
06/09/2022	North Burnett Human, Social & Economic Recovery Group	Teams Mtg	Update with the difference Agencies and where they are at with our Residents from the Dallarnil Flooding events
08/09/2022	101 Tourism Workshop	The Rock, Toowoomba	Myself and CEO attended this workshop of Southern Qld Country Tourism. Cr Geoff McDonald, Deputy Mayor, Toowoomba Region & also chair of the SQCT spoke on what we can expect within our Regions for the 2032 Olympics and the legacy we can leave for future generations. How do we part of the discussions and capitalise on opportunities. Leanne, CEO of TEQ spoke on getting people out into our regions. Look for opportunities, working with your boundary regions, good promotion of your major events in your area. How important it is to make your towns shine and inviting first impressions are very important.

09/09/202	Bikes 4 Burns Event	Gayndah Showgrounds	Meet with the Team and riders who were riding through our Region fundraising for the Childrens Hospital
09/09/2022	Burnett State College – Farmers Morning Tea	Burnett State College	Fundraising event for the Farmers R U OK event.
09/09/2022	Gayndah's Musical Event	Gayndah RSL	Welcome Speech for this Community event
10/09/2022	Boyne Burnett Inland Rail Trail Opening	Mt Debateable Siding. Gayndah	Due to unavailability of Mayor Hotz, I took part at the official opening of the Gayndah to Mundubbera Rail Trail section. Approx 250 attended this event and lots of positive feedback from visitors from as far as Vic, NSW and other regions of Qld,
14/09/2022	Mundubbera State School – Naidoc Event	Mundubbera State School	Took part in activities at the school as part of their NAIDOC event.
14/09/2022	NBRC with Mundubbera Businesses	Mundubbera Boardroom	Discussion on Demountable/Temporary Housing for Seasonal Workers in Mundubbera with relevant stakeholders
14/09/2022	Regional Drought Resilience Plan	Gayndah Boardroom	Meeting to discuss Regional Drought Resilience Plan
16/09/2022	LDMG Executive Meeting	Gayndah DMCC	Executive members meet to discuss Council's obligations under Disaster Management Act and what do these responsibilities mean
16/09/2022	North Burnett LDMG Meeting	Gayndah DMCC and teams	Meeting with all agencies of the NB LDMG and their updates. Also discussed Australian Fire Danger Rating System which has not changed. Took part in the LDMG member induction.

24/09/2022	Biggenden Wall of Fame & Pioneer Walk – Round 2 Opening	Biers Park, Biggenden	Approx 150 attended this opening of Stage 2 of the history of the pioneers of the Biggenden and surrounding areas. Was asked to address the audience.
27/09/2022	Qld Hire Risk Weather Season Preparedness Briefing	Teams meeting	Address from Senator The Hon Murray Watt, Federal Minister for Emergency Management, Minister for Agriculture. QFES, Qld Reconstruction Authority, Qld Police Australian Government Update. Some 571 people teamed into this meeting which was a first with all departments represented. Minister Watt spoke about the new Agency, NEMAR which will oversee all parts of a Disaster.

**MAYOR LES HOTZ****SEPTEMBER, 2022**

<b>Date</b>	<b>Meeting/Function</b>	<b>Location</b>	<b>Comments</b>
3 September 2022	Biggenden Show Society Spring Fair	Biggenden	
6 September 2022	Auction Sale of overdue Rates	Gayndah	
7 September 2022	Meeting with CEO, GM Corporate and Communities and GM Works		
9 September 2022	Department of Agricultural and Fisheries	Phone	
9 September 2022	BBRWA SAG Meeting	Bundaberg	
14 September 2022	Mundubbera Naidoc Day	Mundubbera School	
14 September 2022	Demountable/Temporary Housing Meeting	Mundubbera	
14 September 2022	Regional Drought Resilience Plan	Gayndah	
16 September 2022	LDMG Executive Meeting	Gayndah	
16 September 2022	LDMG Meeting	Gayndah	
23 September 2022	Biosecurity Webinar	Teams	Emergency Animal Disease

27 September 2022	QLD High Risk Weather Season Preparedness Briefing	Teams	

**13 URGENT BUSINESS****14 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*:

**14.1 Sale of Council Vehicle to the Burnett Inland Economic Development Organisation (BIEDO)**

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.

**14.2 Rural Fire Levy Expenditure**

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.

**25 CLOSURE OF MEETING**