



AGENDA

General Meeting

22 February 2023

NOTICE OF GENERAL MEETING

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

Please be advised that the General Meeting of the North Burnett Regional Council will be held at the Monto Boardroom on Wednesday, 22 February 2023 commencing at 9.00am.

An agenda is attached for your information.



Margot Stork
Chief Executive Officer

Order Of Business

1	Welcome/Housekeeping	5
2	Attendees	5
3	Apologies/Leave of Absence	5
4	Acknowledgement of Country	5
5	Moment of Silence and Reflection	5
6	Deputations/Petitions	5
	Nil	
7	Declarations of Interest	5
8	Confirmation of Minutes	6
8.1	Minutes of the General Meeting held on 25 January 2023.....	6
8.2	Minutes of the Special Meeting held on 6 February 2023	24
9	Office of the Chief Executive Officer	27
9.1	Application For Direction That Poll Be Conducted By Postal Ballot	27
9.2	Australian Local Government Association National General Assembly	31
10	Corporate and Community	35
10.1	Finance Report to 31 January 2023	35
11	Works	41
11.1	Monto Administration Building - Future Plan.....	41
12	Councillor Reports	58
12.1	Mayor and Councillors Reports	58
13	Urgent Business	63
14	Confidential Reports	64
14.1	Update on Sale of Council Property	64
14.2	Procurement Exemption and Consultant Appointment	64
15	Closure of Meeting	65

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

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

<i>Richard Bennett</i>	<i>Biggenden</i>
<i>Stafford Woodrow</i>	<i>Gayndah</i>
<i>Charles Merritt</i>	<i>Gayndah</i>
<i>Winifred Fraser</i>	<i>Gayndah</i>
<i>Thomas Lynn</i>	<i>Monto</i>
<i>Lurline Tebbit</i>	<i>Mundubbera</i>
<i>Barbara Schulz</i>	<i>Mundubbera</i>

6 DEPUTATIONS/PETITIONS

There are nil deputations for this meeting.

Council will make time available at each General Meeting for public questions/representations commencing at 9.15am. 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.

A deputation wishing to attend and address a meeting of the Council shall apply in writing to the CEO not less than seven (7) business days before the meeting. The CEO, on receiving an application for a deputation, shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15minutes).

Meetings proceed in accordance with the [Standing Orders Model Meeting Procedures PRO-5005](#), which is a Departmental directive outlining the procedures for meetings of local government.

7 DECLARATIONS OF INTEREST

The Mayor to call for any declarations of interest.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 25 JANUARY 2023

Doc Id: 1135432

Author: Kat Bright, Senior Executive Assistant To The CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 25 January 2023

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 25 January 2023 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE EIDSVOLD BOARDROOM
ON WEDNESDAY, 25 JANUARY 2023 AT 9.00AM**

1 WELCOME/HOUSEKEEPING

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

2 ATTENDEES

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

OFFICERS: Margot Stork (CEO), Anna Scott (Interim GM Works), Rhys Habermann (Business Analyst)*, Owen Jensen (Financial Services Manager)*, Carl Bacon (Civil Works Manager)*, Ajith Samarasekera (Assets, Facilities and Fleet Manager)*, Michael Wallace (Properties and Leasing Officer)*, Kat Bright (Senior Executive Assistant to the CEO).

[^] attended the meeting via Microsoft Teams * attended part of the meeting only

3 APOLOGIES/LEAVE OF ABSENCE

Nil.

4 ACKNOWLEDGEMENT OF COUNTRY

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

5 MOMENT OF SILENCE AND REFLECTION

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

Todd Mooney Biggenden

Kirra Mooney Biggenden

Pamela Boughen Gayndah

Patrick Scanlan Gayndah

Eric Waldock Gayndah

Vernon Uren Mt Perry

David Dingle Mt Perry

Shirley Lee Monto

Trevor Fancutt Monto

Ken Gleadhill Monto

Loraine Burchard Mundubbera

6 DEPUTATIONS/PETITIONS

Nil.

7 DECLARATIONS OF INTEREST

Nil.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 14 DECEMBER 2022

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 14 December 2022 be confirmed.

RESOLUTION 2023/1

Moved: Cr Kingsley Mesner

Seconded: Cr Dael Giddins

That the Minutes of the General Meeting held on 14 December 2022 be confirmed.

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

Against: Nil

CARRIED 7/0

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER**9.1 2022-2023 (FY23) - QUARTERLY PROGRESS REPORT (Q2)****OFFICERS RECOMMENDATION**

That Council receives the 2022-23 (FY23) Q2 Progress Report for the period 1 October 2022 – 31 December 2022, satisfying the Chief Executive Officers obligation under Section 174(3) of the *Local Government Regulation 2012 (Qld)*.

202301_1 Item 9.1 QON

Cr Susan Payne queried if the 2022-23 (FY23) Q2 Progress Report could be a separate document on Councils website for the community to access? Through the Chair, Margot Stork (CEO) responded to Cr Susan Payne noting that the intent of the document was to be public facing and that it would be made available on our website.

RESOLUTION 2023/2

Moved: Cr Susan Payne
Seconded: Cr Kingsley Mesner

That Council receives the 2022-23 (FY23) Q2 Progress Report for the period 1 October 2022 – 31 December 2022, satisfying the Chief Executive Officers obligation under Section 174(3) of the *Local Government Regulation 2012 (Qld)*.

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

Against: Nil

CARRIED 7/0

9.2 DRAFT COMMUNITY ENGAGEMENT FRAMEWORK

OFFICERS RECOMMENDATION

That Council:

1. Endorse 2215 Community Engagement and Consultation Policy for public display;
2. Place 2215 Community Engagement and Consultation Policy on public display and invite feedback for a period of twenty-eight (28) days;
3. Endorse the Community Engagement Framework document for public display;
4. Place the Community Engagement Framework document on public display and invite feedback for a period of twenty-eight (28) days;
5. That 2215 Community Engagement and Consultation Policy, the Community Engagement Framework document 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 and/or framework document which may result from public display and feedback.

RESOLUTION 2023/3

Moved: Cr Melinda Jones

Seconded: Cr Robert Radel

That Council:

1. Endorse 2215 Community Engagement and Consultation Policy for public display;
2. Place 2215 Community Engagement and Consultation Policy on public display and invite feedback for a period of twenty-eight (28) days;
3. Endorse the Community Engagement Framework document for public display;
4. Place the Community Engagement Framework document on public display and invite feedback for a period of twenty-eight (28) days;
5. That 2215 Community Engagement and Consultation Policy, the Community Engagement Framework document 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 and/or framework document which may result from public display and feedback.

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

Against: Nil

CARRIED 7/0

9.3 FUTURE AMALGAMATION FOR NORTH BURNETT REGIONAL COUNCIL

OFFICERS RECOMMENDATION

That Council:

1. Confirm Councillor representation at the Service Planning Workshop for elected members sponsored by the Department of State Development, Infrastructure, Local Government and Planning and QTC; and
2. Direct the CEO to prepare a report to Council setting out the pros and cons of retention of the status quo versus de-amalgamation. The Report to include:
 - The process and timeframes to undertake a de-amalgamation process;
 - The process, timeframes and options for a re-amalgamation of parts of the North Burnett Region with other surrounding Councils;
 - The potential costs of any de-amalgamation/re-amalgamation process.

OR

3. Council confirms its ongoing support of the current North Burnett Region and advise the public by way of Mayoral Media Release of the full support of Council to continue along the path of consolidating the merger which resulted in the establishment of North Burnett Regional Council.

RESOLUTION 2023/4

Moved: Cr Dael Giddins

Seconded: Cr Michael Dingle

That Council:

1. Confirm Councillor representation at the Service Planning Workshop for elected members sponsored by the Department of State Development, Infrastructure, Local Government and Planning and QTC; and
2. Council confirms its ongoing support of the current North Burnett Region and advise the public by way of Mayoral Media Release of the full support of Council to continue along the path of consolidating the merger which resulted in the establishment of North Burnett Regional Council.

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

Against: Nil

Abstained: Cr Melinda Jones

CARRIED 6/1

At 9.26am, Rhys Habermann (Business Analyst) left the meeting.

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT TO 31 DECEMBER 2022

OFFICERS RECOMMENDATION

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

202301_2 Item 10.1 QON

Cr Susan Payne queried why Sewerage has decreased (page 139 of the agenda)? Through the Chair, Owen Jensen (Financial Services Manager) responded to Cr Susan Payne noting that the decrease is in comparison to the budget and the budget is based on historical data. Through the Chair, Margot Stork (CEO) noted that Water had also decreased potentially suggesting less occupied residents with connections. Through the Chair, Owen Jensen (Financial Services Manager) responded to Cr Susan Payne, noting that the question would be taken on notice and addressed during an upcoming budget workshop.

RESOLUTION 2023/5

Moved: Cr Kingsley Mesner

Seconded: Cr Michael Dingle

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

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

Against: Nil

CARRIED 7/0

11 WORKS**11.1 PARADISE DAM REFERENCE GROUP 10 NOVEMBER 2022 MEETING SUMMARY****OFFICERS RECOMMENDATION**

That Council notes the draft meeting summary provided by Sunwater following the 10 November 2022 Paradise Dam Reference Group Meeting.

RESOLUTION 2023/6

Moved: Cr Michael Dingle

Seconded: Cr Susan Payne

That Council notes the draft meeting summary provided by Sunwater following the 10 November 2022 Paradise Dam Reference Group Meeting.

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

Against: Nil

CARRIED 7/0

11.2 GOSPEL HALL ROAD - GRID OFFER**OFFICERS RECOMMENDATION**

That Council declines the offer made by the landowner to only supply replacement grids at Chainage 1.65 and 2.51 on Gospel Hall Road and undertake minor maintenance works.

RESOLUTION 2023/7

Moved: Cr Michael Dingle

Seconded: Cr Dael Giddins

1. Reject the officer's recommendation.
2. Accept the landowners offer to supply grids with the following conditions:
 - a. New grids are supplied onsite at a mutually agreeable time.
 - b. The landowner is to be responsible for all ongoing maintenance and replacement.
 - c. Council to install two (2) grids as good will to prior agreement dated 7 December 1976.
 - d. The landowner is to comply with Policy 2262 from the date of installation.

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

Against: Nil

CARRIED 7/0

NOTE: The reason for Councillors rejecting the officers recommendation was due to historical goodwill.

11.3 ROAD REGISTER CLASSIFICATION REVIEW

OFFICERS RECOMMENDATION

1. That Council engages Shepherd Services to undertake a full review of the Road Register to identify assets potentially being overserviced, off alignment or incorrectly classified in the adopted road hierarchy set out in Council's Road asset management plan.
2. The findings are to be returned to Council for review before any service level change.

RESOLUTION 2023/8

Moved: Cr Susan Payne

Seconded: Cr Robert Radel

1. That Council engages Shepherd Services to undertake a full review of the Road Register to identify assets potentially being overserviced, off alignment or incorrectly classified in the adopted road hierarchy set out in Council's Road asset management plan.
2. The findings are to be returned to Council for review before any service level change.

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

Against: Nil

CARRIED 7/0

At 10.12am, Carl Bacon (Civil Works Manager) left the meeting.

11.4 BURNETT INLAND ECONOMIC DEVELOPMENT ORGANISATION (BIEDO) - WITHDRAWAL OF REQUEST TO PURCHASE COUNCIL VEHICLE

OFFICERS RECOMMENDATION

That Council:

1. Amend RESOLUTION 2022/162, That Council resolves to apply the exception under Section 236(1)(b)(ii) of the Local Government Regulation 2012, to dispose of the non-current asset item PEQ13040, being a 2015 Ford Territory TX identified by its Vehicle Inspection Number 6FPAAAJGATFE81540, to the Burnett Inland Economic Development Organisation for the sum of \$13,250 incl GST without going to tender or auction; and
2. Resolve to dispose by tender or public auction the Ford Territory TX vehicle item PEQ13040 identified by its Vehicle Inspection Number 6FPAAAJGATFE81540.

RESOLUTION 2023/9

Moved: Cr Robert Radel

Seconded: Cr Michael Dingle

That Council:

1. Amend RESOLUTION 2022/162, That Council resolves to apply the exception under Section 236(1)(b)(ii) of the Local Government Regulation 2012, to dispose of the non-current asset item PEQ13040, being a 2015 Ford Territory TX identified by its Vehicle Inspection Number 6FPAAAJGATFE81540, to the Burnett Inland Economic Development Organisation for the sum of \$13,250 incl GST without going to tender or auction; and
2. Resolve to dispose by tender or public auction the Ford Territory TX vehicle item PEQ13040 identified by its Vehicle Inspection Number 6FPAAAJGATFE81540.

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

Against: Nil

CARRIED 7/0

At 10.14am, Owen Jensen (Financial Services Manager) left the meeting.

12 COUNCILLOR REPORTS**12.1 MAYOR AND COUNCILLORS REPORTS****OFFICERS RECOMMENDATION**

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

RESOLUTION 2023/10

Moved: Cr Dael Giddins

Seconded: Cr Michael Dingle

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

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

Against: Cr Susan Payne

CARRIED 6/1

13 URGENT BUSINES

Nil.

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 Burnett Inland Economic Development Organisation (BIEDO) - 2023 Partnership proposal

This matter is considered to be confidential under 254J - 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 Purchase of Six (6) Councillor Vehicles

This matter is considered to be confidential under 254J - 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.

14.3 Potential Divestment of Crown Land - Mungungo Sports Reserve

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 be or against local government.

RESOLUTION 2023/11

Moved: Cr Melinda Jones

Seconded: Cr Robert Radel

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 Burnett Inland Economic Development Organisation (BIEDO) - 2023 Partnership proposal

This matter is considered to be confidential under 254J - 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 Purchase of Six (6) Councillor Vehicles

This matter is considered to be confidential under 254J - 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.

14.3 Potential Divestment of Crown Land - Mungungo Sports Reserve

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 be or against local government.

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED INTO A CLOSED SESSION AT 10.15AM.

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

At 10.38am, Ajith Samarasekera (Assets, Facilities and Fleet Manager) joined the meeting.

At 10:40 am, Cr Susan Payne left the meeting.

At 10:43 am, Cr Susan Payne returned to the meeting.

At 10.47am, Michael Wallace (Properties and Leasing Officer) joined the meeting.

RESOLUTION 2023/12

Moved: Cr Robert Radel

Seconded: Cr Kingsley Mesner

That Council moves out of Closed Session into Open Session.

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED BACK INTO AN OPEN SESSION AT 10.59AM.

14.1 BURNETT INLAND ECONOMIC DEVELOPMENT ORGANISATION (BIEDO) - 2023 PARTNERSHIP PROPOSAL**OFFICERS RECOMMENDATION**

That Council endorse components of the partnership agreement.

RESOLUTION 2023/13

Moved: Cr Michael Dingle

Seconded: Cr Kingsley Mesner

That Council lay the partnership agreement on the table until further clarification is provided, and a report is brought back to Council.

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

Against: Nil

CARRIED 7/0

14.2 PURCHASE OF SIX (6) COUNCILLOR VEHICLES**OFFICERS RECOMMENDATION**

That Council resolves to purchase six (6) Mitsubishi Outlander ES AWD 2.5L Petrol 5 Seat Wagons from Wide Bay Motor Group Quote Q22386 dated 15 November 2022 for a total cost of \$265,875.60 inc. GST.

RESOLUTION 2023/14

Moved: Cr Dael Giddins

Seconded: Cr Michael Dingle

That Council resolves to purchase six (6) Mitsubishi Outlander ES AWD 2.5L Petrol 5 Seat Wagons from Wide Bay Motor Group Quote Q22386 dated 15 November 2022 for a total cost of \$265,875.60 inc. GST.

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

Against: Cr Melinda Jones

CARRIED 6/1

14.3 POTENTIAL DIVESTMENT OF CROWN LAND - MUNGUNGO SPORTS RESERVE

OFFICERS RECOMMENDATION

That Council:

1. Resolve to vacate office as Trustee of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve.
2. Authorise the Chief Executive Officer to undertake any administrative actions necessary to finalise the vacation of office as Trustee of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve.
3. Upon acceptance by the Mungungo Sports and Recreation Club Inc of Trusteeship of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve; that council grant a rebate for the full amount of General Rates charges for a period of five years.

RESOLUTION 2023/15

Moved: Cr Melinda Jones

Seconded: Cr Robert Radel

That Council:

1. Resolve to vacate office as Trustee of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve.
2. Authorise the Chief Executive Officer to undertake any administrative actions necessary to finalise the vacation of office as Trustee of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve.
3. Upon acceptance by the Mungungo Sports and Recreation Club Inc of Trusteeship of Reserve 4092, Lot 133 on Crown Plan RW223, Mungungo Sports Reserve; that council grant a rebate for the full amount of General Rates charges for a period of five years.

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

Against: Nil

CARRIED 7/0

15 CLOSURE OF MEETING

The Meeting closed at 11.03am.

The minutes of this meeting were confirmed at the General Meeting held on 22 February 2023.

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CHAIRPERSON

8.2 MINUTES OF THE SPECIAL MEETING HELD ON 6 FEBRUARY 2023

Doc Id: 1135433

Author: Kat Bright, Senior Executive Assistant To The CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the Special Meeting held on 6 February 2023

OFFICER RECOMMENDATION

That the Minutes of the Special Meeting held on 6 February 2023 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
SPECIAL MEETING
HELD AT THE GAYNDAH BOARDROOM
ON MONDAY, 6 FEBRUARY 2023 AT 3.00PM**

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open at 3.00pm and welcomed all attendees.

2 ATTENDEES

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

OFFICERS: Margot Stork (CEO), Anna Scott (Interim GM Works), Kevin Burnett (Information Management Stream Leader), Scott Bambrick (ICT Coordinator) and Kat Bright (Senior Executive Assistant to the CEO)^.

*^ attended the meeting via Microsoft Teams * attended part of the meeting only*

3 APOLOGIES/LEAVE OF ABSENCE

Nil.

4 ACKNOWLEDGEMENT OF COUNTRY

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

5 DECLARATIONS OF INTEREST

Nil.

6 OFFICE OF THE CHIEF EXECUTIVE OFFICER

6.1 DIGITAL TV RETRANSMISSION

OFFICERS RECOMMENDATION

That Council resolves to amend the resolution 2021/42 of 28 April 2021, Item 7.1, bullet point 3 – to read as follows:

1. To decommission all digital television retransmission equipment at the Eidsvold tower with a view to effecting shutdown on the following date - 30 June 2023.
2. Should retransmission equipment fail at any time prior to 30 June 2023 that renders the retransmission inoperable, then retransmission shutdown will be from the date of the failure.

202302_1 ITEM 6.1 QON

Cr Jones queried the financial impact on Council should the shutdown date be extended. Through the Chair, Margot Stork (CEO) responded to Cr Jones noting that for half a year, the minimum estimated cost is \$7,500 and the maximum estimated cost is \$10,000.

202302_2 ITEM 6.1 QON

Cr Jones queried how the extension is going to be funded? Through the Chair, Margot Stork (CEO) responded to Cr Jones confirming that Council would continue to divert funds from other council business to fund the extension period. Margot Stork (CEO) suggested that if Councillors were inclined, a report could be brought back to Council for a decision on where the funds are to be diverted from.

RESOLUTION 2023/16

Moved: Cr Michael Dingle

Seconded: Cr Kingsley Mesner

That Council resolves to amend the resolution 2021/42 of 28 April 2021, item 7.1, bullet point 3 – to read as follows:

1. To decommission all digital television retransmission equipment at the Eidsvold tower with a view to effecting shutdown on the following date - 30 June 2023.
2. Should retransmission equipment fail at any time prior to 30 June 2023 that renders the retransmission inoperable, then retransmission shutdown will be from the date of the failure.

In Favour: Crs Leslie Hotz, Melinda Jones, Dael Giddins, Michael Dingle and Kingsley Mesner

Against: Crs Robert Radel and Susan Payne

CARRIED 5/2

7 CLOSURE OF MEETING

The Meeting closed at 3.22pm.

The minutes of this meeting were confirmed at the General Meeting held on 22 February 2023.

.....
CHAIRPERSON

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1 APPLICATION FOR DIRECTION THAT POLL BE CONDUCTED BY POSTAL BALLOT

Doc Id: 1129717

Author: Michael Cartwright, Governance Policy and Risk Advisor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

The *Local Government Electoral Act 2011* provides for a Local Government to apply to the Minister for a poll to be conducted by postal ballot for an election for all of the Local Government's area, or a part or division of the Local Government's area.

To hold a poll for a quadrennial election by postal ballot, an application must be made before 1 May in the year preceding the quadrennial election.

As part of this process Council must first undertake a review of its area's divisions and current elector enrolment to ensure divisional population quotas are maintained. Council must provide written notice to the Electoral Commissioner and the Minister for Local Government before 1 March 2023 on the results of this review.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council:

1. Note the contents of the report titled 'Application for direction that poll be conducted by postal ballot'.
2. Authorise the Chief Executive Officer to:
 - a. Pursuant to section 16 of the *Local Government Act 2009*, provide written notice to the Queensland Electoral Commissioner and the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure, advising that the North Burnett Regional Council has finalised its review of divisional enrolment and that each of the existing 6 Divisions remain within quota.
 - b. Pursuant to section 45AA of the *Local Government Electoral Act 2011*, make application to the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure, for a poll to be conducted by postal ballot for all of the Local Government's area, as Council considered that a full postal ballot is the most commercially viable option, and it is the option that presents the least degree of impost on the regions residents.

REPORT

Section 45AA of the *Local Government Electoral Act 2011* confers that a Local Government must make application to the Minister for a poll to be conducted by postal ballot for all of the Local Government's area or a part or division of the Local Government's area.

For the purposes of the 2024 Local Government quadrennial election, an application must be made before 1 May 2023, being the year preceding the quadrennial election.

The Minister must refer an application made under section 45AA to the Electoral Commissioner for the Commissioner's recommendation about whether the application should be approved. The Electoral Commissioner must—

- a) consider the application; and
- b) give the Minister a written recommendation about whether the application should be approved and the reasons for the recommendation.

Before making the recommendation, the Electoral Commissioner may ask the Local Government for further information the Electoral Commissioner reasonably requires making the recommendation.

In making the recommendation, the electoral commissioner must have regard to the following matters—

- a) the reasons, stated in the application, why the poll should be conducted by postal ballot;
- b) the costs of conducting the poll by postal ballot compared to the costs of conducting the poll using polling booths;
- c) the number of persons enrolled on an electoral roll for an electoral district, or part of an electoral district, included in the area to which the application relates;
- d) the population density and distribution in the area to which the application relates;
- e) whether a poll has previously been conducted by postal ballot in the area to which the application relates.

The North Burnett Regional Council area contains a large rural sector and large remote areas, comprised of low population density (0.53 persons per hectare) and a significant overall road length of some 4132 Km.

In practice, conducting an electoral poll via postal ballot removes the costs associated with operating and staffing physical polling booths at multiple locations across the region both on election day, and for pre-polling day booth arrangements.

In previous Council terms (2008-2012, 2012-2016 and 2016-2020) Council resolved to conduct the quadrennial Local Government election by full postal ballot.

In January 2022 a By-election was held to fill a vacancy in the Office of Mayor. Subsequently in March 2022, a By-election was then held to fill a vacancy in the role of Councillor, Division 2.

Both By-elections were held by full postal ballot.

The *Local Government Electoral Act 2011* s.202 also makes clear that a Local Government must pay the costs incurred by the Electoral Commission for conducting an election in its Local Government area, including the remuneration, allowances and reasonable expenses paid to members or staff of the Electoral Commission. Further, a Local Government must pay the costs incurred by the Electoral Commission in carrying out functions relating to conducting elections *generally*, including, for example the costs of making appropriate administrative arrangements for the conduct of the election. It will not be known until after the election the actual costs incurred by the Electoral Commission, however for budgeting purposes reference is made to the Commission's past estimates indicating that a full postal ballot may cost ~\$60,000.00, whilst an attendance ballot may cost ~\$90,000.00. These estimates exclude any GST payable.

It is evident that sufficient precedent exists for North Burnett Regional Council to continue the practice of Local Government elections being held by full postal ballot across the entirety of the region. It is considered that a full postal ballot is the most commercially viable option, and it is the option that presents the least degree of impost on the region's residents.

Under section 16 of the *Local Government Act 2009*, councils must provide written notice to the Queensland Electoral Commissioner and the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure, before 1 March 2023 on the results of these enrolment reviews.

North Burnett Regional Council- Divisional Enrolment at 31 January 2023 - 7502

LG_Division	Enrolment	Quota%	Avg_Enrolment	Variation%	Lower_Limit	Upper_Limit	Quota_Status
DIVISION 1	1,238	20	1,250.3	-0.99	1000	1,500	In Quota
DIVISION 2	1,102	20	1,250.3	-11.86	1000	1,500	In Quota
DIVISION 3	1,218	20	1,250.3	-2.59	1000	1,500	In Quota
DIVISION 4	1,179	20	1,250.3	-5.71	1000	1,500	In Quota
DIVISION 5	1,433	20	1,250.3	14.61	1000	1,500	In Quota
DIVISION 6	1,332	20	1,250.3	6.53	1000	1,500	In Quota

CONSULTATION

Consultation has been undertaken with the Office of the Queensland Electoral Commissioner, Council's executive, and Councillors were provided an update at the Councillor Workshop held 18 January 2023.

RISK IMPLICATIONS

Reputation / Political

N/A.

Occupational Health & Safety (WHS)

N/A.

Financial Impact

The *Local Government Electoral Act 2011* makes clear that a Local Government must pay the costs incurred by the Electoral Commission for conducting an election in its Local Government area, including the remuneration, allowances and reasonable expenses paid to members or staff of the Electoral Commission. Further a Local Government must pay the costs incurred by the Electoral Commission in carrying out functions relating to conducting elections generally, including, for example the costs of making appropriate administrative arrangements for the conduct of the election.

Finance has been advised to make an appropriate budget allocation.

Legal & Regulatory

Local Government general elections are held every four years, and on the same date for all 77 councils across Queensland. The Electoral Commission of Queensland is the independent authority set up to ensure impartial and democratic elections. It is the ECQ (and not Council) who is responsible for:

- appointing a returning officer who is responsible for the conduct of the election for that area,
- taking candidate nominations,
- counting the votes,

- formally declaring the successful candidates,
- managing the electoral roll for voters,
- managing candidates' disclosures of donations and expenditure, and
- reviewing complaints about candidate conduct.

Environmental

N/A.

Property & Infrastructure

N/A.

Human Resources

The Electoral Commission of Queensland is the responsible agency for conducting the by-election. A heavy reliance on internal resources will be crucial in the Commission fulfilling its objectives.

Information Communications Technology

N/A.

Service Delivery

The system of local government must be accountable, effective, efficient, sustainable, and consistent with the local government principles contained in the *Local Government Act 2009*. Election planning is essential to ensure Council can continue to provide the desired levels of services to residents now and into the future, within its respective financial capacity.

Climate

N/A.

KEY MESSAGE

The Electoral Commission of Queensland is the responsible agency for facilitating the election to be held in March 2024.

The Minister, together with the Electoral Commissioner determine the most appropriate form of voting for the region – Attendance or Postal.

The North Burnett Regional Council is obligated to pay the Electoral Commissions costs to facilitate the election.

9.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

Doc Id: 1136472

Author: Kat Bright, Senior Executive Assistant To The CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

The Australian Local Government Association (the 'ALGA') is hosting the National General Assembly (the 'NGA') 2023 in Canberra 13-15 June 2023. The NGA is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year. The event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of Councils and their communities.

This report seeks Council endorsement of delegates to attend the ALGA NGA.

The theme for this year's NGA will be "Our Communities, Our Future". ALGA is seeking motions that align with this theme and identify opportunities for new federal programs and policies that will support councils to build stronger communities. Motions are due by Friday 24 March 2023 and must be lodged online. This report seeks any Council motions to be endorsed prior to formal submission.

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, in accordance with Statutory Policy Reimbursement and Provision of Facilities for Mayor and Councillors:

1. Appoint the Mayor, Deputy Mayor and CEO or delegates as representatives to attend the Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') 2023 in Canberra 13-15 June 2023.

That Council:

2. Move the following motions at the Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') 2023 in Canberra 13-15 June 2023:
 - a. This National General Assembly calls on the Australian Government to provide local government communities classified as regional, rural, or remote which have limited capacity to raise or increase own source revenue outside current rating streams to have access to federal grant funding with a co- contribution of 10% or less for capital works projects to renew or replace essential water, wastewater, roads and waste management infrastructure.

OR

- b. This National General Assembly calls on the Australian Government to provide funding increases towards the construction of new and augmented water infrastructure projects across regional Australia to improve water security and deliver long-term, bulk water sources for regional communities.

OR

- c. This National General Assembly calls on the Australian Government to support increased investment in skills training, supply chain improvements, and initiatives that further fortify the economy and improve Australia's self-sufficiency in treatment and delivery of potable water, wastewater collection and treatment, and other essential services.

OR

- d. This National General Assembly calls on the Australian Government to work with local councils to assist with the identification of existing skill shortages and the types of on-the-job training in water and wastewater treatment that might meet micro-credentialing requirements and assist local councils to take up these options to fortify these essential services.

OR

- e. This National General Assembly calls on the Australian Government to develop innovative programs to attract and incentivise professional, skilled and unskilled Local Government workers to regional and remote areas.
- f. This National General Assembly calls on the Australian Government to partner with rural and remote local governments to reimplement the rural and remote area television program to ensure the provision of the necessary infrastructure to rural and remote communities to guarantee the provision of free to air television services to all communities.
- g. This National General Assembly calls on the Australian Government to restore untied Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue and distribute funds more equitably across Local Government communities who have limited capacity to raise or increase own source revenue outside current rating streams.
- h. This National General Assembly calls on the Australian Government to expand the Mobile Black Spot Program funding for regional and remote communities, and create an equitable distribution of funding across States.

REPORT

ALGA is the peak body for local government at the national level and advocates for local government's interests with the Commonwealth Government. Council representation at the event can ensure that local government priority areas are considered. These eight (8) priorities include:

1. Productivity;
2. Local Government Infrastructure;
3. Community Wellbeing;
4. Local Government Workforce;
5. Data, Digital Technology and Cyber Security;
6. Climate Change and Renewable Energy;
7. Natural Disasters; and
8. Housing.

Attendance

As outlined in Statutory Policy Reimbursement and Provision of Facilities for Mayor and Councillors, the Mayor attends the ALGA Conference as the primary Delegate. The Mayor may be accompanied by the Deputy Mayor or other councillors. The Council may also appoint other delegates and/or attendees to attend the conference.

Submitting Motions

This event provides a platform for Council to seek change at the federal government policy level.

Motions are to be in line with the theme of the 2023 NGA: *Our Communities, Our Future*.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work. Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

In submitting motion/s, Councils are reminded that motions should be concise, practical and able to be implemented. Councils are encouraged to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future. Motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome i.e. call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

NOTE: Motions must commence with the following wording: *This National General Assembly calls on the Australian Government to ...*

The motions recommended were workshopped with Councillors at the Councillor Workshop held in Mundubbera on 15 February 2023. Any motion/s submitted will need to be championed by Council representatives at the NGA.

CONSULTATION

Executive Management Team and Councillors.

RISK IMPLICATIONS

Reputation / Political

The NGA is the peak annual event for Local Government in Australia and is an opportunity for CEO's, Mayors and Councillors to come together to discuss shared issues, challenges and opportunities. It is an opportunity to interact with other tiers of Government and to play an active role in policy setting and developing the future of Local Government in Australia.

Occupational Health & Safety (WHS)

N/A.

Financial Impact

Attendance at the ALGA NGA is included in the budget.

Legal & Regulatory

N/A.

Environmental

N/A.

Property & Infrastructure

N/A.

Human Resources

N/A.

Information Communications Technology

N/A.

Service Delivery

N/A.

Climate

N/A.

KEY MESSAGE

The ALGA National Assembly is the platform for NBRC to advocate for change at the Federal policy level, and to play a role in the future of Local Government in Australia.

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT TO 31 JANUARY 2023

Doc Id: 1134858

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

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Finance Report - January 2023.pdf [1136505]

EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget, for the financial year to 31 January 2023.

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 204 *Local Government Regulation 2012 (Qld)*, Council receives the Finance Report for the period ended 31 January 2023.

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 January 2023 include:

- Rates, Levies and Charges recorded in December 2022 totalling \$19.968m, are slightly lower than budget year-to-date figure of \$20.338m, resulting in a \$370,475 or 2 per cent variance. Discounts take-up for 2022-2023 year-to-date is 90.08% compared to the discount take-up in the 2021-2022 year of 89.03%. The lower than budget figure relates to a lower water consumption billing per the meter readings completed in December 2022. This lower billing compared to forecast totalling \$243,232 is due to heavier rainfalls received this year-to-date.
- Employee Benefits – The decrease in employee benefits relates to the current level of vacancies, as compared to budget, from a forecast figure of \$9.506m to \$8.714m; with a \$792,162 and 8 per cent variance.
- Materials and Services – The increase in Materials & Services costs to \$9.599m from budgeted \$8.166m (variance of \$1.433m, equivalent to 18 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 \$229,325, and
 2. Road Maintenance Performance Contract (RMPC) Cost – Materials & Services over the forecasted expenditure by \$566,487.

Additional materials and services relate to the grant funding program through the Local Roads and Community Infrastructure Program for grading and maintenance of rural roads.

- Depreciation is above the forecast budget of \$9.018m, at \$9.532m (resulting in a \$513,605 variance and 6 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 four (4) months, within the target range. This has been calculated allowing for externally restricted funds such as unspent capital government grants and subsidies of \$3,535,000, 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 31 January 2023 is 3.79: 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.

Occupational Health & Safety (WHS)

The operational budget enables funding to improve Council's compliance with workplace, health and safety.

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.

Environmental

Council is managing its landfill and quarry operations by completing closure plans for the end of their respective useful lives. This will enable compliance in accordance with environmental regulations.

Property & Infrastructure

The capital expenditure budget allows for a program in accordance with respective infrastructure asset management plans.

Human Resources

This operational budget enables resourcing to achieve Council's corporate plans and objectives.

Information Communications Technology

The capital expenditure budget includes an asset replacement program for information communication technology infrastructure to be maintained at a requires standard.

Service Delivery

Revenue is set at a level which considers the services which are to be provided to the community.

Climate

N/A.

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 January 2023)

Areas to note

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 31 January 2023 which is currently \$551,000 higher than predicted. The net difference is comprised of revenue higher than budget by \$595,000 and operating expenses above budget of \$1,146,000.

Operating Revenue

- Rates, levies, and charges revenue is below budget by \$370,863. *Natural Resource Management Levy* is higher than budget by \$34,778, *General Rates* are higher than budget by \$13,644 and *Discounts* have been favourable to budget by \$3,735. Whereas, *Water Consumption* has decreased to budget by \$243,232, *Waste Management* has decreased to budget by \$40,925, *Sewerage* has decreased by \$64,986 to budget, *Water* has decreased to budget by \$62,906, and *Other Levies* - including Local Disaster Management Levy is lower than budget by \$3,501. Water consumption has decreased due to heavy rainfalls across the region to date.
- Fees and Charges have increased to budget in November by \$317,588 due to additional *Building and Development Fees* of \$57,897, *Other Fees and Charges* have increased by \$92,365 mainly due to aviation fuel sales and rates search fees, *Caravan Park Takings* are above budget by \$115,064 mainly due to increases at Mt Perry, Eidsvoll, & Paradise Dam Fees received, *Trade Waste & Recycling* revenue has increased by \$69,253 which is mainly relating to the Mundubbera waste site and *Water and Sewer Fees* have increased by \$10,793 and *Licences and Registrations* have increased to budget by \$6,264. Whereas *Community Service Fees* are below budget by \$34,048.
- Interest received is higher than anticipated mainly due to increased interest rates on our Queensland Treasury Corporation (QTC) cash funds, moving from an annual rate of 0.76% to 3.30%.
- Other Income is above budget by \$36,296 as *Waste - Regionwide Income* being above budget by \$5,177, which mainly relates to income for road litter signage and wheelie bin hire and *Lands Protection revenue* is above budget by \$51,114 due to a Rubber Vine & Hymenachne Project. whereas *Bus Revenue* is below budget by \$7,876, Reginald Murray Williams Centre is below budget by \$2,391, *Stock Route Permits Revenue* is below budget by \$8,419 mainly due to the favourable weather conditions & increasing grass supplies; other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions, and donations is above budget by \$111,285, which mainly 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 \$79,424, which relates to Council rental facilities being below budget by \$69,510 and Council housing being below budget by \$10,274. The reduction has arisen as properties are sold to previous lessee's and some leases are not being renewed.
- Sales revenue has increased from budget by \$267,683 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 \$1,432,833. 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. There has also been \$950,124 incurred for grading and maintenance of rural roads funded through the Local Roads and Community Infrastructure Program.
- 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 \$42,893 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.
- Depreciation has increased due to comprehensive review done as part of the asset revaluation for roads, bridges and drainage completed as at 30th June 2022.

Capital revenue and expenses

- Capital Revenue includes gain on sale for the disposal of non-current assets.

YTD FY2023

	Actual \$000	Budget \$000	Variance \$000	%	Impact or net result
Recurrent Revenue					
Rates, levies and charges	19,968	20,338	(370)	(2%)	
Fees and charges	998	680	318	47%	▲
Interest Received	530	219	311	>100%	▲
Other Income	396	360	36	10%	▲
Recurrent Grants, subsidies, contributions and donations	2,404	2,293	111	5%	
Rental Income	126	205	(79)	(39%)	▼
Sales Revenue	1,757	1,490	268	18%	▲
Total Operating Revenue	26,179	25,584	595	2%	
Recurrent Expenses					
Employee Benefits	(8,714)	(9,506)	792	8%	
Materials & Services	(9,599)	(8,166)	(1,433)	(18%)	▼
Depreciation	(9,532)	(9,018)	(514)	(6%)	
Finance Costs	(56)	(64)	9	13%	▲
Total Operating Expense	(27,900)	(26,755)	(1,146)	(4%)	
Operating Profit / (Loss)	(1,721)	(1,170)	(551)	(47%)	▼
Capital Revenue and Expenses					
Capital Revenue	1,393	893	500	56%	▲
Capital Expenses	0	0	0	0%	
Net Capital Income Gain / (Loss)	1,393	893	500	56%	▲
Net Result	(328)	(277)	(51)	(18%)	▼

Legend:

- ▲ favourable movement
- ▼ unfavourable movement

FINANCIAL POSITION (as at January 2023)

	YTD FY2023	FY FY2023
	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
Current Assets		
Cash and cash equivalents	26,853	20,584
Inventories	610	490
Trade and other receivables	14,084	2,239
Contract Assets	2,801	2,801
	44,348	26,114
Non-Current Assets		
Property, plant and equipment	909,605	924,779
	909,605	924,779
Total Assets	953,953	950,893
Current Liabilities		
Current Borrowings QTC	(242)	(163)
Contract Liabilities	(3,535)	(2,634)
Other Current Liabilities	(2,298)	(504)
Current Provisions	(2,113)	(3,095)
Trade and other payables	(3,499)	(2,538)
	(11,687)	(8,934)
Non Current Liabilities		
Borrowings Non Current	(1,505)	(1,502)
Other Non Current Liabilities	(1,314)	(1,314)
Provisions Non Current	(13,987)	(9,263)
	(16,806)	(12,079)
Total Liabilities	(28,493)	(21,013)
Net Community Assets	925,459	929,880
Community Equity		
Asset revaluation reserve	(176,757)	(166,891)
Retained surplus/(deficiency)	(748,702)	(762,989)
Total Community Equity	(925,459)	(929,880)

Areas to note

Assets

- YTD Cash and cash equivalents has decreased from 31 December 2022 to 31 January 2023 by \$940,000. The decrease is due to lower than expected receipt of Financial Assistance Grants in this quarter, which had previously been forecasted.

- Trade and other receivables have increased from 31 December 2022 to 31 January 2023 by \$9,913,000. The increase is due to a rates revenue being recognised for the second instalment for 2022/2023.

- Contract assets represents predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA) totalling \$1,774,785.

Liabilities

- Current Liabilities have increased 31 December 2022 to 31 January 2023 by \$1,745,000 in line with works in progress. Contract liabilities of \$3,535,000 relates to capital grants received in advance and as respective projects are completed, the revenue is therefore able to be recognised for these grants.

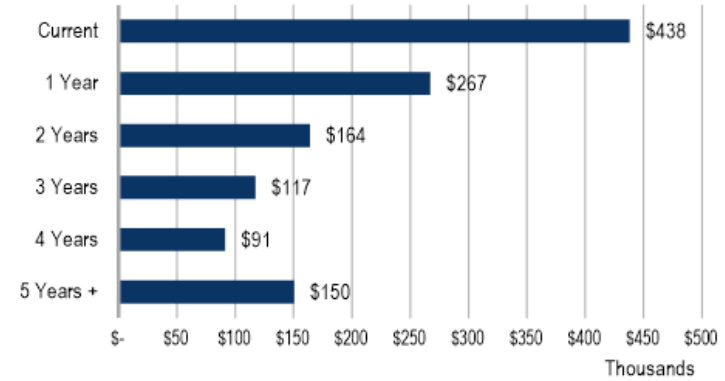
- Other non-current liabilities of \$1,314,000 relate to the prepayment of the state government waste levy charges for the years 2023-2024 to 2025-2026. These payments will be brought to account in their respective future years.

RATES OVERDUE (as at January 2023)

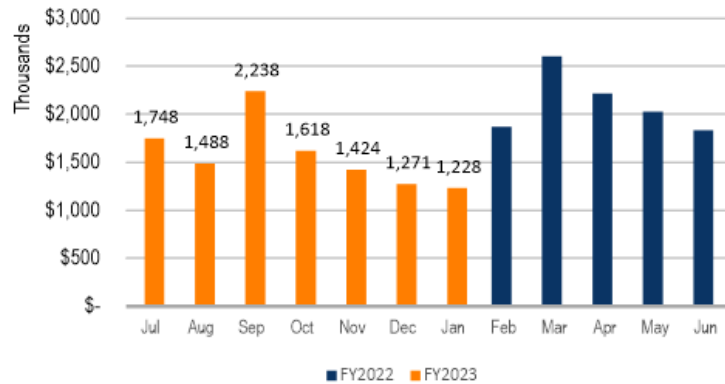
Areas to note

- In January 2023 the rates overdue has decreased from December 2022. This has been a decrease from December (\$1,270,833) to January (\$1,228,457) of \$42,376.
- In January 2023 the rates overdue balance has decreased by 3.33%.
- Approximately 57.42% of rates overdue as at 31 January 2023 are less than one year overdue.
- Discount take up for 22/23 year to 31 December 2022 was 90.08% compared to the discount take up in 21/22 year of 89.03%. Rates have now been created in the rates system so no further update to discount take up will be provided until after the close of the discount period in March 2023.

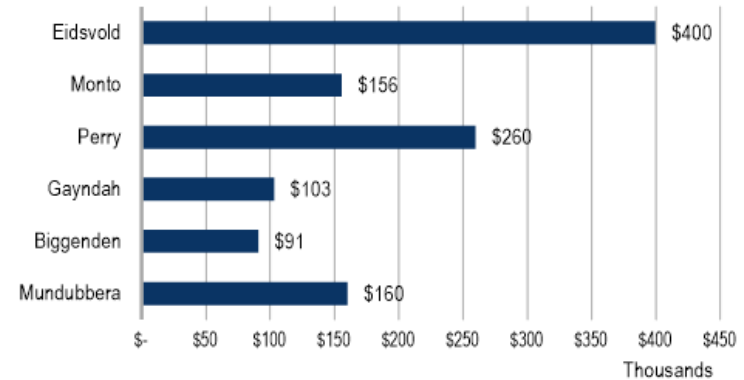
Overdue rates by age



Overdue rates balance



Overdue rates by location



11 WORKS

11.1 MONTO ADMINISTRATION BUILDING - FUTURE PLAN

Doc Id: 1138100

Author: Ajith Samarasekera, Assets, Facilities and Fleet Manager

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. **Monto Administration Building Rectification - Specifications and Drawings [1136258]**

EXECUTIVE SUMMARY

Cracking of the front wall of the Monto Administration Building at 51 A Newton Street, Monto, Queensland has been observed for several years. In January 2019 a structural engineer examined the wall to determine its integrity. The wall was deemed susceptible to out of plane winds and at risk of failure under extreme weather events. It was concluded that the front wall could be stabilised by reinforcing this wall and the structural integrity of the facility would be restored. The building was vacated in September 2021 and the future of the building has been under review.

This report examines the options available to Council with regard to the future use of the building.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council:

1. Resolves to undertake repairs to the Monto Administration Building at 51A Newton Street, Monto Queensland 4630, to the Design Specifications dated 16 March 2022 and Engineering and Architectural Drawings dated 06 April 2022 and 25 March 2022 respectively prepared by Council's consultant structural engineer.
2. Allocate an additional budget of \$137,277 for the stabilising works for the Monto Administration Building.

REPORT

The Monto Administration Building is situated at 51A Newton Street Monto, Queensland 4630. It was built in 1984/85 on Crown Land which was leased by Council in October 1940. The facility was reconfigured to its current state in 2005. The facility consists of the Council's contact centre, office accommodation for at least six employees, a boardroom, and a fibre optic communication link to the Monto Depot. The facility is also used as a Disaster Management Control Centre and is connected to a fixed generator unit as backup power generation in the event of a power failure.

Cracking of the walls of the building was observed and first addressed in January 2019. A consultant structural engineer was engaged and concluded that:

- Generally, the size and extent of the cracking to the building was within acceptable limits.
- The only location that this was not the case was the front entry wall.
- The size and geometry of the cracking indicates that this wall is not adequately reinforced.
- The front wall needs to be reinforced.

- If the front wall is not reinforced it is at risk of catastrophic failure if subject to out of plane winds.

The perimeter paving was uneven and could cause a trip hazard.



The cracks to the front wall continued to expand and the facility was vacated in September 2021. The contact centre and staff were relocated to Council's Monto Depot. The same structural engineer was re-engaged to design rectification works to stabilise the front wall. A Tender was released in May 2022, and a local building contractor was identified to carry out the work at a May 2022 quoted price of \$189,950 (incl GST).

Rectification work was postponed following a Council decision to first investigate all the available options for the future of the building. The options considered were:

1. Acquire the land from the State and sell the building as is.
2. Return the land with the building to the State as is or demolished.
3. Investigate the feasibility of upgrading the Monto depot as an alternate facility by establishing a boardroom and office accommodation for the employees displaced from the Monto Administration Building.
4. Close off the building for a later decision.
5. Rectify and reoccupy the facility.

Options

Option 1: Acquire the land from the State and sell the building as is.

The building sits on State Land Lot 8 Crown Plan RW885 that is leased by Council.



According to searches of the National Native Title Tribunal, Lot 8 on RW885 and Lot 9 on SP296672 (formerly Lot 9 on RW888) are covered by the Bailai, Gurang, Gooreng Gooreng,

Taribelang Bunda People (QUD6026/2001) native title determination. Native title was determined to exist within the entire determination area, however partial extinguishment occurred over Lots 8 and 9, and non-exclusive native title was recognised. Any proposal to purchase this land from the State Government will first require the total extinguishment of Native Title. This exercise would be lengthy and costly. Even if total extinguishment were achieved Council would need to make application for the purchase of the land from the State. The State may consider Council's subsequent intent to resell this land for profit an unacceptable use.

The estimated vacant land value of Lot 8 is \$110,000. Legal costs for extinguishing Native Title and application to purchase from the State is unknown but expected to be significant.

Option 2: Return the land with the building to the State as is or demolished.

The State would likely impose several conditions on Council should return of the land with building to the State be proposed. These may include certifying the land clear of environmental hazards, making the building safe or demolishing what is a defective and unsafe building before accepting the return of the land. Furthermore, Council is required to provide the State with twelve months' notice of its intention to return the land and therefore the building would remain in Council's control during the notice period and would require safety and maintenance work. Council would be obliged to make the building safe. The estimated cost for this exercise is an initial cost of \$60,000 with an ongoing estimated annual cost of \$36,000 for the hire and maintenance of safety infrastructure. In view of the above the course of action with less risk to Council would be to demolish the building if its intention is to return the land to the State. The estimated cost for demolishing the building is \$110,000.

Of additional significance is the fibre optic communication connectivity link that feeds the Council Depot that is located at the Monto Administration Building. The cost of re-locating this link is estimated to be in the order of \$30,000 - \$50,000.

An alternate venue with backup power generation for the area Disaster Control Centre would also need to be established.

The community has expressed concern about the Council building being closed and fenced off for an extended period. Demolishing or handing back this land and building to the State and the associated cost, may result in a adverse community response.

Option 3: Investigate the feasibility of upgrading the Monto Depot as an alternate facility to the Monto Administration Building.

Employees displaced from the Monto Administration Building have been relocated to upgraded office accommodation at the Monto Depot.

Proposed further upgrades required at the Depot include works to the meeting room, the carpark, and the construction of a waiting room to service visitors and attendees for Council Meetings. The scope of works for each area are detailed in the table below.

Meeting Room	Waiting Area (new)	Car Park
Install carpet	Roof	Fence
Soundproof	Floor	Path to building
Construct a deck leading to the room	Table	Locks on gates
Close off servery from kitchen	Chairs	Lighting
Additional power points	Lighting	Disability parking
Additional data points	Weather Screens	
	Fans	



The estimated cost of the upgrade is \$118,636. The upgrade would provide an alternative facility, however, would not remove the requirement to address the future of the Monto Administration Building. Should Council choose this option the future of the Monto Administration Building would remain undetermined and would represent a cost liability for Council.

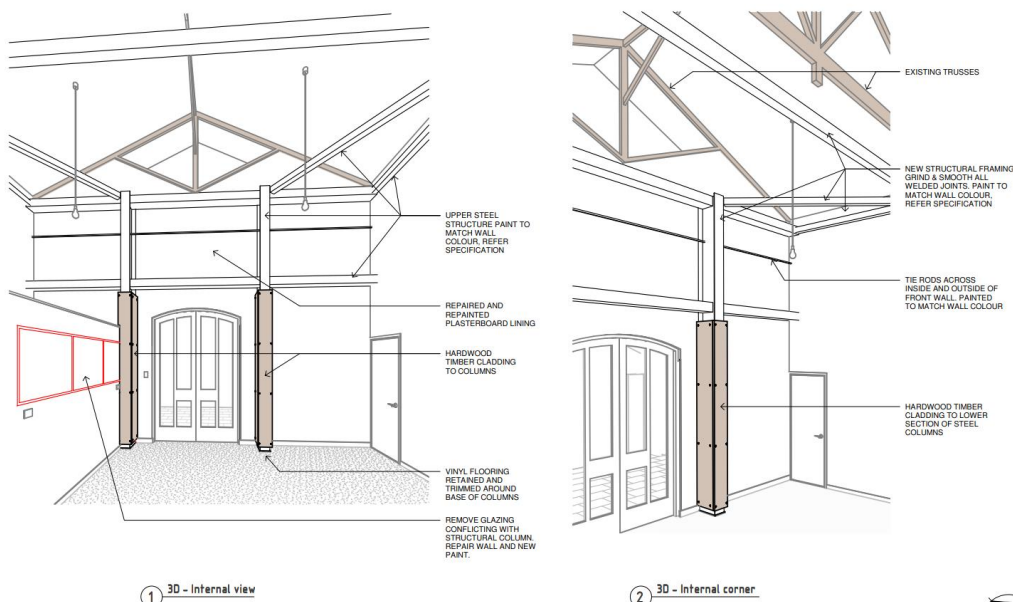
Option 4: Close off for a later decision.

If the facility is closed off, Council will be obliged to make the building safe on a temporary basis at an estimated cost of \$60,000 with an ongoing estimated annual cost of \$36,000 for the hire and maintenance of safety infrastructure. Additionally, the area will need to be secured by fencing and the outside of the building maintained at an estimated annual cost of \$10,000. The estimated total cost for this option is \$106,000 in the first year with ongoing annual cost of \$46,000 for following years.

Similar to Option 2, leaving the building in its current condition for a longer period may result in a adverse community response.

Option 5: Rectify and reoccupy the facility.

Rectification requirements are illustrated in the sketch below.



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The estimated cost for rectification and reoccupying the facility consisting of the structural works to the building, replacing perimeter paving, building certifications, project management and relocating the displaced staff is \$250,000. An initial allocation of \$150,000 was made in 2021/2022 FY. In this FY \$26,687 was expended on relocating the Staff to the Monto Depot and consultant fees. A further amount of \$13,590 has been committed for consultancy but not expended, leaving a balance of \$112,723. Additional project funding of \$137,277 will be required to fund this option.

Rectification works could commence relatively quickly.

The building, once stabilised, would be valued at approximately \$350,000.

Option Conclusions

Option	Estimated Cost	Conclusion
1 - Purchase Land	Land value \$110,000 plus legal and administrative costs	Extinguishing total Native Title is expected to be a lengthy and complex process particularly if Council's application is challenged. The cost to Council will be significant. Council's application may fail if it is solely for commercial purposes. Not a preferred option.
2 - Return to state after demolishing.	\$160,000	State may impose several conditions on Council before accepting the land back which may come with significant cost. Additionally, the process will take more than 12 months. This option could create negative community response. Not a preferred option.
3 - Upgrade Depot	\$118,636 upgrade cost plus Cost of option for the future of the Administration Building	The purpose of this upgrade would be to construct an alternate facility to the Monto Administration Building. It would also require a decision on the future of the Administration facility. Not a preferred option.
4 - Postpone decision	\$106,000 in first year with ongoing annual cost of \$46,000	Goes against Council's value of "getting things done". This option would result in further costs without an outcome. Not a preferred option
5 - Rectify and re-occupy	\$ 250,000 in total (requires additional funding of \$137,277	The Monto Admin Building is located on the main street in town and stands out as one of the superior commercial buildings. It is a purpose-built administration facility with Council's boardroom, adequate office accommodation for several employees, is the venue for the area Disaster Control Centre, and it also houses the fibre optic connectivity link to the depot. The facility's location is in keeping with its purpose and provides a suitable venue for Council Meetings and other official engagements. Rectification and occupancy of the building is likely to illicit a positive response from the community. Preferred Option

CONSULTATION

Consultation has mainly been with stakeholder Council staff and Councillors. Council's Office staff who were relocated to the Monto Depot have expressed their preference to remain at the Depot.

Councillors have been briefed and updated through two Councillor Workshops on the status and options for the plan for the Monto Administration Building.

RISK IMPLICATIONS**Reputation / Political**

Failure to resolve this issue is likely to generate negative community interest.

Occupational Health & Safety (WHS)

The building in its current condition has the potential to collapse and is a safety risk. It is currently vacant.

Financial Impact

Initially \$150,000 was allocated to the project, of which \$26,687 was expended for the relocation of the contact centre and office staff, upgrade to some facilities at the Monto Depot, and consultant fees. An amount of \$13,590 is committed for consultancy and \$112,723 remains unexpended. The estimated final cost of the project will be dependent on the decision made by Council. The recommended option will require the allocation of a further \$137,277 for project completion.

Legal & Regulatory

The extent of legal requirements will be dependent on the option selected by Council. The recommended option will require minimal legal activity and will require only certification of the works undertaken.

Environmental

A decision to demolish the building will require an environmental clean and certification. A decision to repair and reoccupy the building will not have any environmental impact.

Property & Infrastructure

Changes to Council's property portfolio will be dependent on the option chosen. It is envisaged that a revaluation of this asset will be necessary.

Human Resources

An impact or risk to Human Resources is not envisaged because of this project.

Information Communications Technology

The impact on IT will be dependent on the decision made. If Council disposes of the building, the connectivity of the fibre optic link to the Monto Depot will need to be re-established. No other IT matters are foreshadowed.

Service Delivery

It is expected that the recommended option to rectify and re-occupy the building provides a fit for purpose facility and will help to maintain current service levels.

Climate

An impact on the climate due to this project is not envisaged.

KEY MESSAGE

The Monto Administration centre suffered structural failure and was deemed unsafe to occupy. Council has thoroughly investigated all its options and has reached a decision on the future of the facility that will benefit Council and its community.

Message delivered through a Council media release.

PROJECT
Monto Administration Centre Stabilisation

DATE
14.03.2022

MCE REF.
0442122



9. SPECIFICATION

9.1. GENERAL

This Contract is for stabilising the front wall of the Monto Administration Centre, Monto. It is required that the Contractor shall carry out all works in a safe and timely manner and complete such in accordance with the Contract Document, including the General Conditions of Contract, and Approved Drawings.

9.2. DESCRIPTION OF WORKS

The works comprise the construction of:

- Stabilising the front wall– refer Appendix A, MCE Plans 044-21-22;
- Various architectural details per Design + Architecture plans – refer Appendix B;

The Contractor is required to undertake the following tasks in relation to project management and quality assurance:

- Liaise with Superintendent's representative throughout the project, and provide prompt notification of any issues that arise;
- Request inspection of the works at key milestones;
- Maintain a digital photographic diary prior to any works and during the construction phase;
- Comply with all OH&S safety regulations and codes of practice including the preparation of JSA's or Safe Work Method Statements and establishing safety signage and barriers.

The Contractor is required to perform all construction works required in accordance with the approved design plans. On completion of works the Contractor is required to re-instate the site to its original condition. All construction debris is to be removed and disposed of offsite.

9.3. DILAPIDATION REPORT

The contractor is to complete comprehensive Dilapidation Reports to be undertaken by a suitably qualified professional. The reports shall be completed on both the interior and exterior of the Monto Administration Building, including the surrounding landscape. The initial report must be submitted to the Superintendent for approval prior to commencing construction, with a final report completed and submitted as part of Practical Completion documentation. At a minimum the reports should include a detailed photographic log, measurements and diagrams that give an accurate picture of the state of the buildings.

To achieve Practical Completion the contractor must submit the Final Dilapidation report to the Superintendent to demonstrate no worsening of existing building conditions.

9.4. WALL STABILISATION

Due to the sensitive nature of the construction works and noted instability in the existing wall, the contractor is to carefully note the proposed Construction Sequence as follows: -

1. Expose the existing internal face of the blockwork walls at the locations the structural steelwork is to attach;
2. Place and stabilise the structural columns;
3. Drill the holes through the walls where the Macalloy bar is to protrude;
4. Temporarily support the cruciform jacking beams in place ;
5. **Hold Point** - Jacking of propping system is to be completed under direct supervision of the Principals appointed RPEQ Engineer;
6. Complete installation of the remaining structural steelwork;
7. At one week prior to Practical Completion, check the Macalloy bar tensions meet the minimum tension

REVISION A

PROJECT
Monto Administration Centre Stabilisation

DATE
14.03.2022

MCE REF.
0442122



- requirements. The Superintendent is to be notified immediately should the minimum tension requirements not be met.
8. The contractor is to monitor the movement/stability of the front wall of the administration centre via survey control to within 1 mm tolerance, specifically:
- a. Establishment of three (3) reference points and initial pick up to Superintendents direction;
 - b. On completion of jacking resurvey of the reference points;
 - c. At one week prior to Practical Completion resurvey of the reference points. The Superintendent is to be notified immediately of any change to alignment (positive or negative).
 - d. To achieve Practical Completion a survey report will be issued on completion of the project to the Superintendent for approval.

Notwithstanding the above, the Contractor is to take all means necessary to protect the existing structure's integrity.

9.5. CONTRATOR TO FULLY INFORM THEMSELVES

A site inspection is not compulsory in order to submit a quotation however, it is the responsibility of the Contractor when quoting to fully inform themselves of site condition and required works in accordance with the design plans.

9.6. EXISTING SERVICES

Notwithstanding that existing services may be shown on the Drawings, no responsibility is taken by the Superintendent or the Principal for this information. The details are provided for information only. The Contractor shall liaise directly with the appropriate authorities and shall ascertain the position of all services and shall be responsible for the full cost of repairs of any damage thereto.

9.7. PRE-START AND PROGRESS MEETINGS

The Contractor is to allow in the Offer adequate provisions for a Pre-Start Meeting with the The Principal and Superintendent, and monthly Progress Meetings with the superintendent.

REVISION A

GENERAL NOTES

01. THESE DRAWINGS SHALL BE READ IN CONNECTION WITH ALL SUCH OTHER WRITTEN INSTRUCTIONS OR SCHEDULES AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. FOR ALL DISCREPANCIES SHALL BE REFERRED TO THE PROJECT SUPERINTENDENT FOR INTERPRETATION. THE PROJECT SUPERINTENDENT'S INTERPRETATION SHALL BE FINAL AND BINDING ON THE CONTRACTOR.

02. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE RELEVANT CURRENT SAA CODES AND THE S/1-CODES, DRAWINGS AND REQUIREMENTS OF RELEVANT BUILDING AND STATUTORY AUTHORITIES EXCEPT WHERE VARIED BY THE PROJECT SUPERINTENDENT'S WRITTEN INSTRUCTIONS.

03. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION AND CONFORMANCE WITH THE MANUFACTURER'S SPECIFICATIONS.

04. DIMENSIONS ARE IN MILLIMETRES AND ALL LEVELS ARE IN METRES UNLESS NOTED OTHERWISE.

05. INFORMATION OF PRELIMINARY ITEMS DOES NOT IMPLICATE EXCLUSIVE PREFERENCE, BUT INDICATES THE RELEVANT RESEARCHED PROVIDER OF THE ITEM. SIMILAR ALTERNATIVES TO THE RELEVANT RESEARCHED PROVIDER MAY BE USED PROVIDED THAT THE ALTERNATIVE INSTALL PRELIMINARY ITEMS STRICTLY IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.

06. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE LOCATION OF ALL UTILITIES, SERVICES AT THE SITE. SERVICES SHALL BE MARKED AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPROPRIATE LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY CROSS ON THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A STABLE CONDITION AND VERIFYING THE LOCATION OF ALL UTILITIES, SERVICES AT THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPROPRIATE LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY CROSS ON THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A STABLE CONDITION AND VERIFYING THE LOCATION OF ALL UTILITIES, SERVICES AT THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPROPRIATE LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY CROSS ON THE SITE.

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12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPROPRIATE LOCATIONS ONLY. SERVICES OTHER THAN THOSE SHOWN MAY CROSS ON THE SITE.

DESIGN CRITERIA

01. THE STRUCTURAL COMPONENTS DETAILED ON THESE DRAWINGS HAVE BEEN DESIGNED FOR LOADINGS GENERALLY IN ACCORDANCE WITH AS 1170, IN PARTICULAR THE FOLLOWING:

WIND LOADS

WIND CLASSIFICATION: CLASS 4
REFERENCE PROBABILITY OF EXCEEDANCE: 10%
TERRAIN CATEGORY: 2
ULTIMATE DESIGN WIND SPEED: 35.0 m/s
SERVICEABILITY DESIGN WIND SPEED: 28.0 m/s
INTERNAL PRESSURE COEFFICIENT: 0.8

STEELWORK

01. STRUCTURAL STEELWORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF AS 4100 AND AS/NZS 3678. ALL STRUCTURAL STEEL SHALL CONFORM TO THE FOLLOWING TABLE UNLESS OTHERWISE NOTED.

COMPONENT	AUSTRALIAN STANDARDS	GRADE
HEAVY ROLLER SECTION	AS/NZS 3678, TS 10	500
PLATE	AS/NZS 3678, TS 10	500
WELDED SECTION	AS/NZS 3678, TS 10	500
CORNER IRON	AS/NZS 3678, TS 10	500
RECTANGULAR IRON	AS/NZS 3678, TS 10	500

02. ALL STRUCTURAL STEEL SHALL BE Sourced FROM MILLS WITH A RELEVANT AS AND ACCREDITED THIRD-PARTY CERTIFICATION UNDER AS 4100. ALTERNATIVE SOURCES OF THIRD-PARTY CERTIFIED STRUCTURAL STEEL SHALL BE SUBMITTED FOR APPROVAL BY THE PROJECT SUPERINTENDENT AND SHALL BE IN ACCORDANCE WITH THE CONSTRUCTION CATEGORIES AND ELEMENTS.

ELEMENT	IMPORTANCE LEVEL	SERVICE CATEGORY	FABRICATION CATEGORY	CONSTRUCTION CATEGORY
1 ALL STRUCTURAL STEELWORK	L2	SC1	FC1	CC2

03. THE FABRICATOR SHALL BE RESPONSIBLE FOR SHOP DRAWINGS THAT SHALL COMPLY WITH THESE DRAWINGS.

04. STAINLESS STEEL SHALL CONFORM TO AUSTRALIAN STEEL INSTITUTE'S STANDARD CONSTRUCTION CONNECTIONS.

05. ENGINE NUMBERS ARE CONSIDERED AT CONNECTIONS.

06. PROVIDE SIZED, NUMBERED MARK FROM WELD LENGTHS WHEREVER POSSIBLE. IF NECESSARY, FUSE LENGTHS UP OF SECTION JOINED BY COMPLETE PENETRATION JOINTS ON THE SHOP DRAWINGS.

07. PROVIDE BEAM CHANGES AS NOTED.

08. ALL SHOP DRAWINGS SHALL BE SUBMITTED TO THE PROJECT SUPERINTENDENT PRIOR TO THE COMMENCEMENT OF FABRICATION.

09. ALL FABRICATION SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF AS/NZS 3678.

10. TOLERANCE CLASS FOR FUNCTIONAL TOLERANCE SHALL BE CLASS 1 UNLESS OTHERWISE NOTED.

11. ALL CUTTING, POLISHING AND SAWING OF STRUCTURAL STEEL SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 3678. FABRICATIONS ON CUT-EDGES OTHER THAN THOSE SHOWN ON THE DRAWINGS SHALL NOT BE MADE WITHOUT PRIOR APPROVAL.

STRUCTURAL STEEL PROTECTIVE COATINGS

01. UNLESS NOTED OTHERWISE, FOR THE ELEMENTS IN THIS PROJECT, THE TREATMENT GRADINGS ACCORDING TO AS/NZS 3678 SHALL BE:

ELEMENT	TREATMENT GRADE
1 ALL PARTIAL STRUCTURAL STEELWORK UNLESS NOTED OTHERWISE	P2

02. THE COATING QUALITY LEVEL, ASSESSED IN ACCORDANCE WITH AS/NZS 3678 SHALL BE:

ELEMENT	COATING QUALITY
1 ALL PARTIAL STRUCTURAL STEELWORK UNLESS NOTED OTHERWISE	PC2

03. STEELWORK TO BE HOT DIPPED GALVANIZED IN ACCORDANCE WITH AS 1680, SHALL CONFORM TO THE REQUIREMENTS OF AS/NZS 3678.

STRUCTURAL STEEL WELDING

01. WELDS SHALL BE PERFORMED BY AN EXPERIENCED OPERATOR IN ACCORDANCE WITH AS 1554 - CATEGORY 9P.

02. METAL ARC ELECTRODES SHALL BE Sourced IN ACCORDANCE WITH AS 1554. OTHER WELDING METHODS SHALL USE EQUIVALENT METALS, THICKNESS METERS, WELD METALS, WELDING PROCESSES AND WELDING PARAMETERS AS NOTED.

03. WELDING SYMBOLS ARE IN ACCORDANCE WITH AS 1554 PART 1.

04. BUTT WELDS SHALL BE PRE-JUMPED FULL PENETRATION UNLESS NOTED OTHERWISE.

05. ALL SHOWN FABRICATED JOINTS FOR STRUCTURAL STEEL SHALL BE FULLY WELDED UNLESS NOTED OTHERWISE.

06. ALL SHOWN FABRICATED JOINTS FOR STRUCTURAL STEEL SHALL BE FULLY WELDED UNLESS NOTED OTHERWISE.

07. ALL PLATES, GASKETS, ETC. SHALL HAVE SHARP EDGES AND CORNERS ROUNDED TO R1.5. UNLESS NOTED OTHERWISE.

08. ALL WELDS SHALL BE IN ACCORDANCE WITH AS 1554 SECTION 7 AS FOLLOWS:

WELD TYPE	PERCENTAGE
WELD JOINTS	100%
BUTT WELDS	100%
FILET WELDS	100%

09. VISUAL EXAMINATION SHALL BE IN ACCORDANCE WITH AS 1554 SECTION 7 AS FOLLOWS:

DEFECT TYPE	PERCENTAGE
CRACKS	100%
SLAG INCLUSIONS	100%
WELD METAL DEFECTS	100%
UNDERFILL	100%
WELD BEAD DEFECTS	100%
WELD TOOTH DEFECTS	100%
WELD SPATTER	100%
WELD RATTLE	100%
WELD BURRS	100%
WELD DISCOLORATION	100%
WELD CRACKS	100%
WELD SPALLS	100%
WELD DEFECTS	100%

STRUCTURAL STEEL BOLTING

01. UNLESS NOTED OTHERWISE, PROVIDE FOR HIGH STRENGTH BOLTS, NUTS AND WASHERS, HOT DIPPED GALVANIZED TO AS 1554.

02. ALL HIGH STRENGTH STRUCTURAL BOLTS SHALL BE VERIFIED TO AS 1554. A PROOF LOAD TEST SHALL BE CONDUCTED ON BOLTS TO VERIFY THE TENSILE STRENGTH.

03. ALL BOLTS TO BE SHIP TIGHTENED IN ACCORDANCE WITH AS/NZS 3678 UNLESS NOTED OTHERWISE.

04. ALL BOLTS SHALL BE OF SUCH LENGTH THAT AT LEAST TWO FULL THREADS IS EXPOSED AFTER THE NUT HAS BEEN TIGHTENED.

05. COMPLIANCE WITH AS 1554 AND WASHERS IN ACCORDANCE WITH AS 1554.

06. TORQUEING IS TO BE DONE UNDER THE BUT IN ALL SITUATIONS. IF TORQUEING IS CARRIED OUT AT THE HEAD, AN ADDITIONAL WASHER SHALL BE USED UNDER THE HEAD. FOR SLOTTED HOLES USE HARDENED WASHERS UNDER THE BUT UNDER THE HEAD.

07. ALL BOLTS, NUTS, WASHERS AND WASHERS SHALL BE TO BE HOT DIPPED GALVANIZED TO AS 1554 UNLESS NOTED OTHERWISE.

08. PRELIMINARY DOWN BOLTS TO BE SUPPLIED COMPLETE WITH LEVELLING NUTS, NUTS AND EXTRA LARGE FLAT WASHERS.

09. THE DOWN BOLTS SHALL BE SUPPLIED COMPLETE WITH LEVELLING NUTS, NUTS AND EXTRA LARGE FLAT WASHERS.

10. GRADE 8.8 BOLTS CAN BE USED UNLESS NOTED OTHERWISE ON THE DRAWINGS.

11. ALL THE BOLTS AND CUT-IN HOLD DOWN BOLTS ARE IN CLASS 8.8 UNLESS OTHERWISE NOTED.

12. WELDS 7/8" AND 7/8" TORQUEING METHODS HAVE BEEN SPECIFIED. BOLTS SHALL BE INSTALLED USING EITHER THE PAINT TURN METHOD OR THE DIRECT TORQUE INDICATOR METHOD IN ACCORDANCE WITH AS/NZS 3678.

13. WHERE 7/8" TORQUEING METHODS HAVE BEEN SPECIFIED, A FRICTION COEFFICIENT OF 0.35 SHALL BE USED FOR THE DESIGN. THE CONTACT SURFACES SHALL BE PREPARED IN ACCORDANCE WITH AS/NZS 3678. THE TORQUEING METHOD SHALL BE AS NOTED ON THE DRAWINGS UNLESS THE APPLIED TORQUE HAS BEEN TESTED IN ACCORDANCE WITH AS/NZS 3678 APPROVED 6 AND A FRICTION COEFFICIENT OF 0.35 OR WHICH IS DETERMINED.

FOR TENDER

CLIENT: NORTH BURRITT REGIONAL COUNCIL
PROJECT: MANTO TOWN HALL
DRAWING NO: 0442122-01
SCALE: 1:50
DATE: 08/04/2022

DESIGNED BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

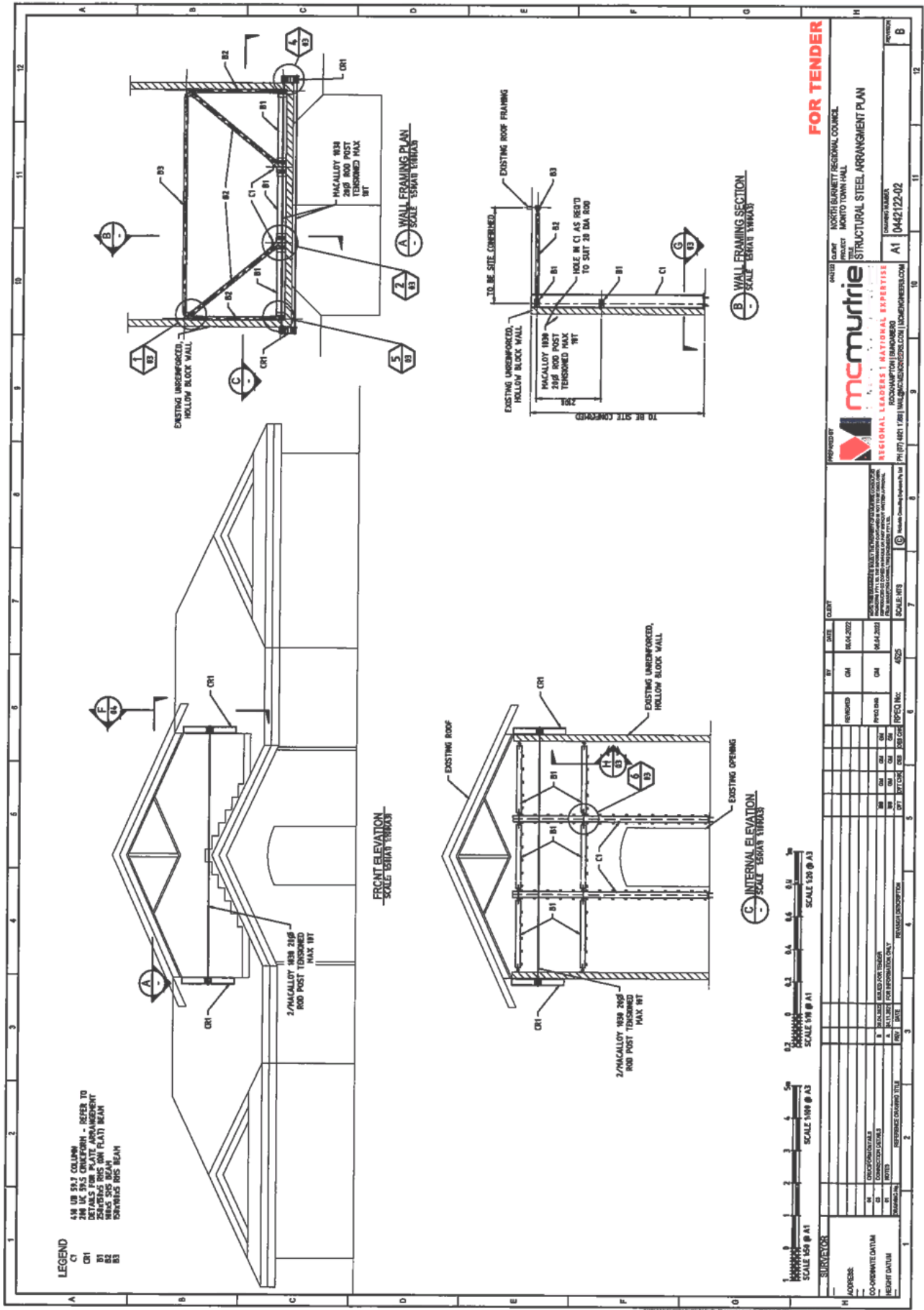
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HEIGHT DATUM: MSL

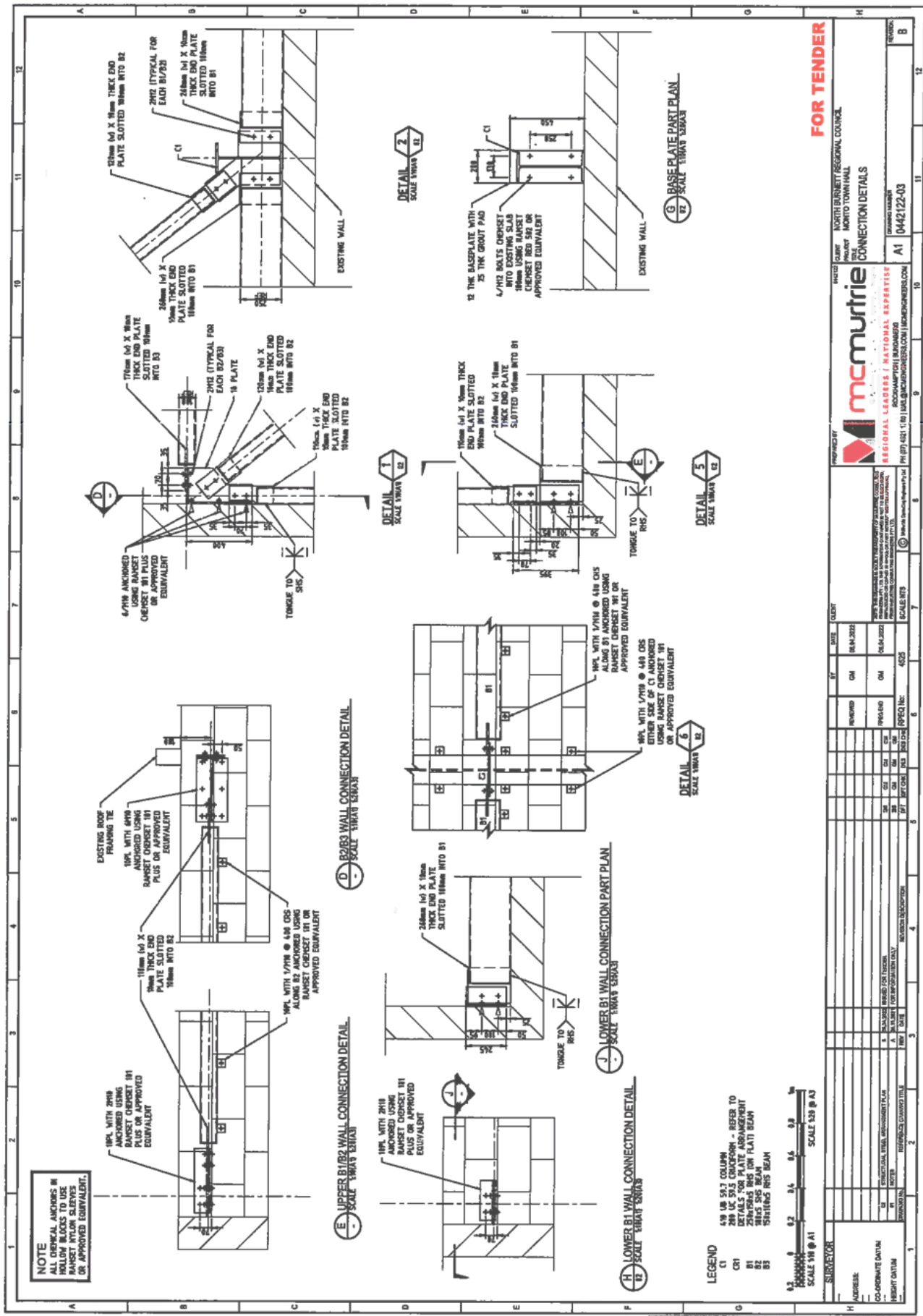
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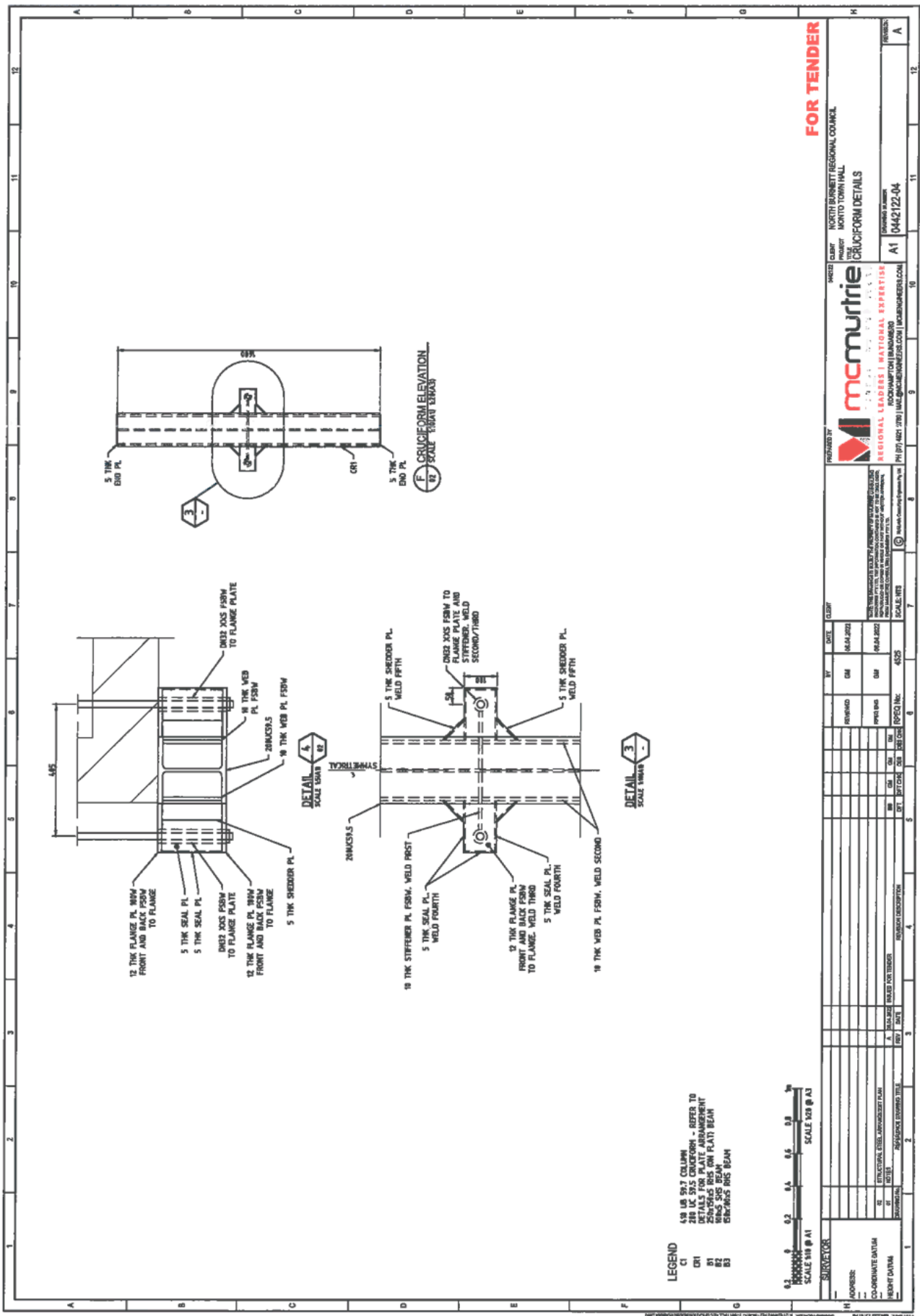
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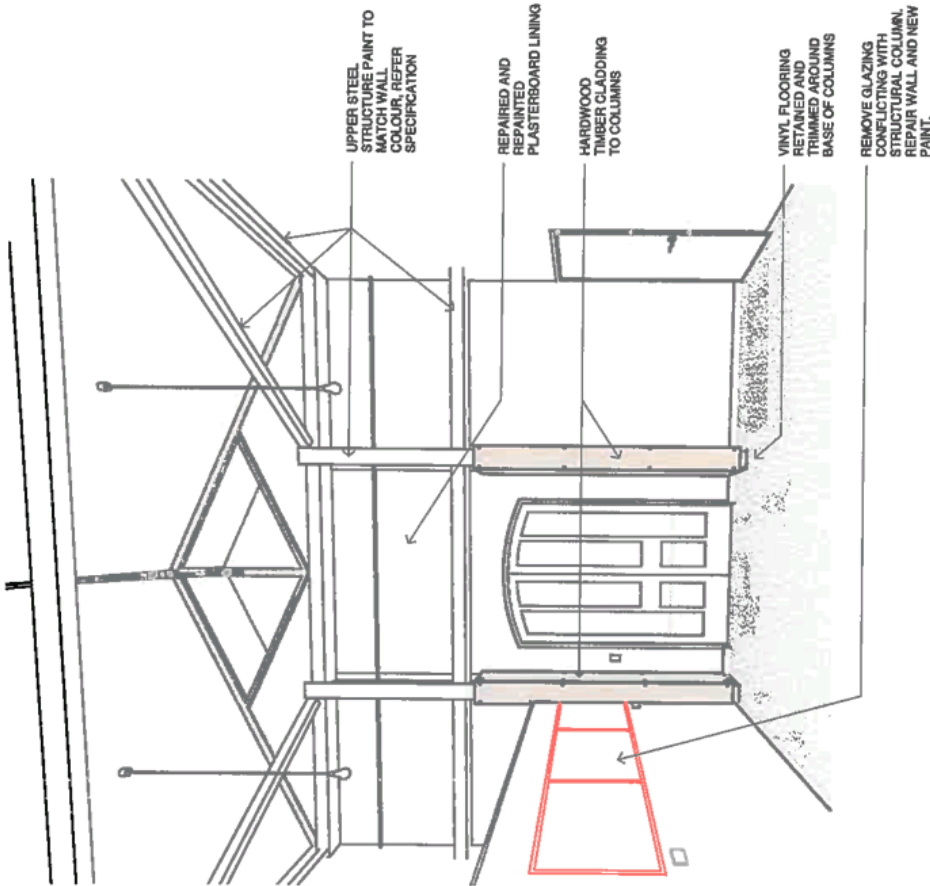
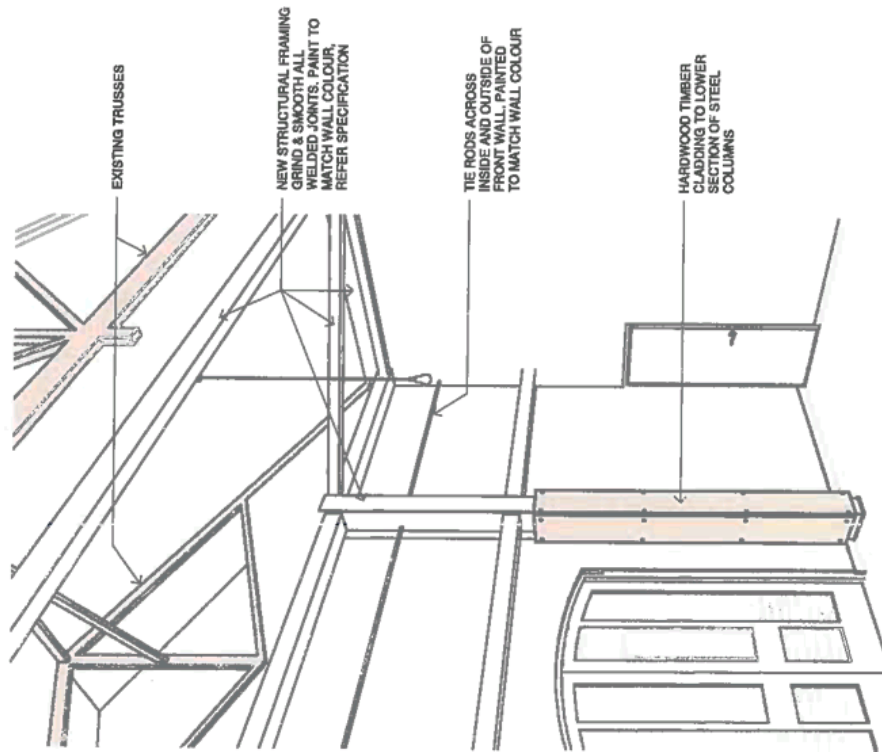
SCALE 1:50 @ A3

SCALE 1:50 @ A3









2 3D - Internal corner

1 3D - Internal view

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ISSUED FOR TENDER

REV A

date 25.03.22

design + architecture Pty. Ltd.

Abn: 501677853
Reg no: 4610

20 Lisler Street
MONTO Q 4630
www.annascragg.com
mail@annascragg.com
Reg no. #4075 ABN 16 361 290

Existing Building Assessment

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DATE 10.3.22

REVISIONS

REV A

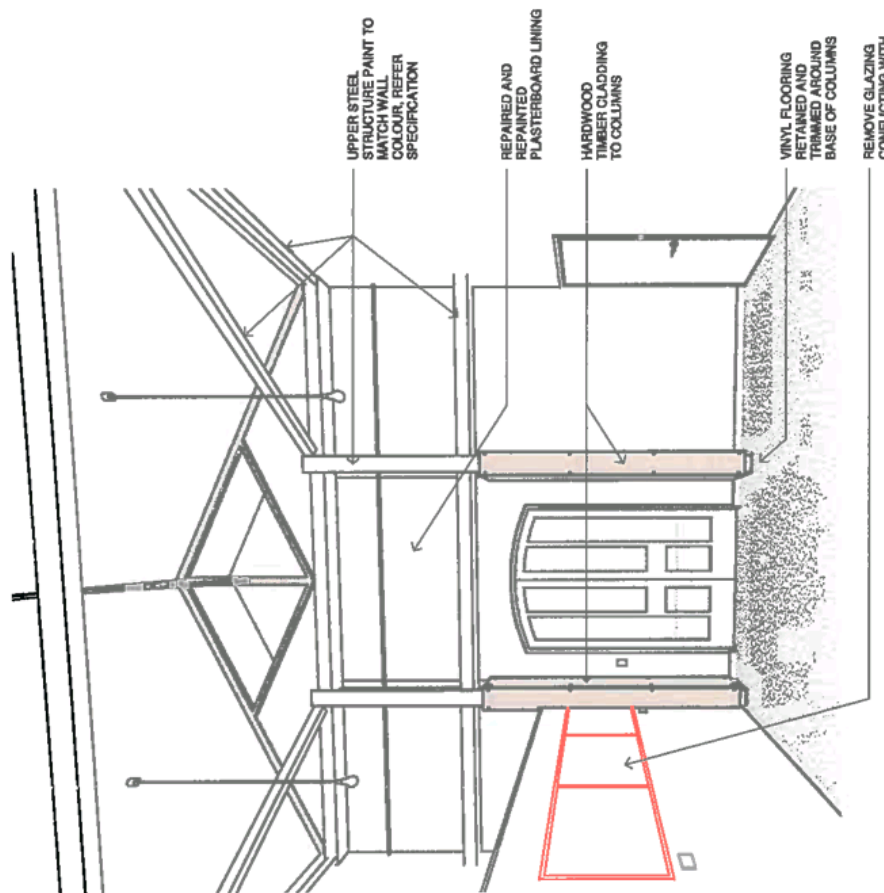
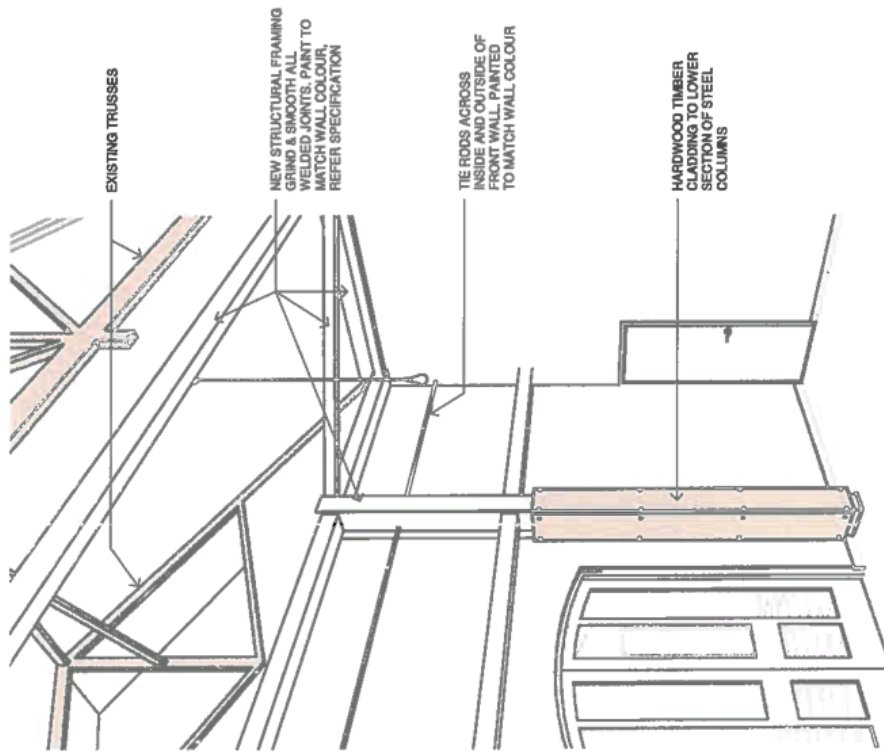
PROBABILITY

Project: **Monto Administration Building**
drawing title: **3D Views & Cover Sheet**

AJ DRAWING: NOTED SCALES RELATIVE TO DRAWINGS

drawing no: **A101**

project no: **2202**



25/03/2022 11:55:04 AM

ISSUED FOR TENDER

work no: 25.03.22

date: 25.03.22

sheet no: A

design + architecture Pty. Ltd.

reg no: 811871683

www.designs.com.au

design@designs.com.au

20 Lister Street
MONTO Q 4800

www.dermascreen.com

mail@dermascreen.com

Reg No. #4075 ABR 18 361 290

321



THIS DRAWING IS SUBJECT TO A/E/C

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DATE: 03.22

REVISED BY: [Name]

DATE: [Date]

REVISIONS: [List]

project: **Monto Administration Building**

drawing title: **3D Views & Cover Sheet**

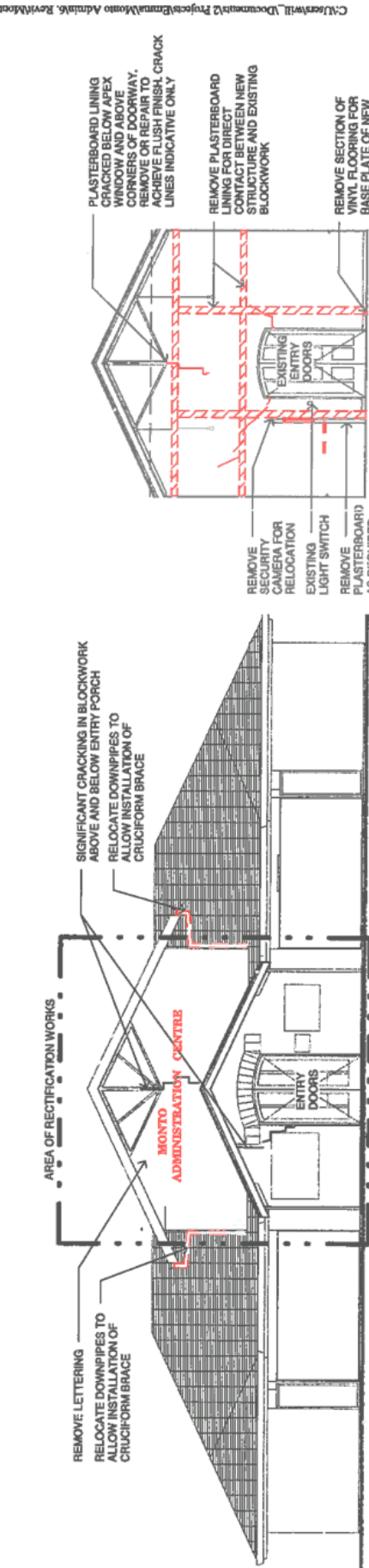
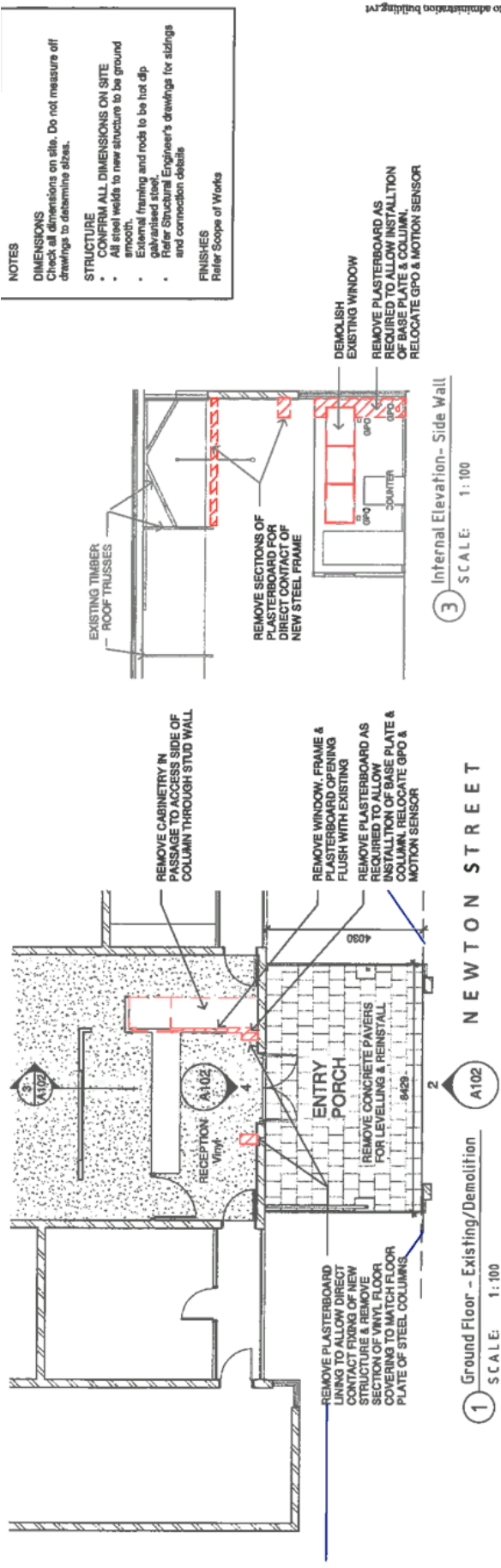
sheet: **A**

drawing no: **A101**

project no: **2202**

② 3D - Internal corner

① 3D - Internal view



2 Elevation Exterior - Existing
SCALE: 1:100

4 Internal Elevation - Existing
SCALE: 1:100

Project: Monto Administration Building
drawing title: Plan & Elevations - Existing/Demolition

drawing no: A102
project no: 2202

ISSUED FOR: TENDER

scale: 1:100
date: 25.02.22

design + architecture Pty. Ltd.
site: 801/5718632
reg no. 4410
www.designplus.com.au
design@designplus.com.au

20 Light Street MONTGO 4630
www.enimascragg.com
mail@enimascragg.com
reg no. #4075 ABN 16 961 290 321

AREA OF RECTIFICATION WORKS

MONTO ADMINISTRATION CENTRE

NEWTON STREET

RECEPTION Vinyl

ENTRY PORCH

EXISTING WINDOW

EXISTING DOORS

EXISTING ENTRY DOORS

EXISTING LIGHT SWITCH

EXISTING SECURITY CAMERA FOR RELOCATION

EXISTING DOWNPIPES TO ALLOW INSTALLATION OF CRUCHORM BRACE

REMOVE PLASTERBOARD AS REQUIRED TO ALLOW INSTALLATION OF BASE PLATE & COLUMN. RELOCATE GPO & MOTION SENSOR.

REMOVE CONCRETE PAVERS FOR LEVELLING & REINSTALL.

REMOVE CABINETRY IN PASSAGE TO ACCESS SIDE OF COLUMN THROUGH STUD WALL.

REMOVE WINDOW, FRAME & PLASTERBOARD OPENING FLUSH WITH EXISTING.

REMOVE PLASTERBOARD AS REQUIRED TO ALLOW INSTALLATION OF BASE PLATE & COLUMN.

REMOVE SECTIONS OF VINYL FLOOR COVERING TO MATCH FLOOR PLATE OF STEEL COLUMNS.

REMOVE SECTIONS OF PLASTERBOARD FOR DIRECT CONTACT OF NEW STEEL FRAME.

DEMOLISH EXISTING WINDOW.

REMOVE PLASTERBOARD AS REQUIRED TO ALLOW INSTALLATION OF BASE PLATE & COLUMN.

RELOCATE GPO & MOTION SENSOR.

REMOVE PLASTERBOARD LINING TO ALLOW DIRECT CONTACT WITH NEW STRUCTURE.

REMOVE SECTION OF VINYL FLOORING FOR BASE PLATE OF NEW STEEL COLUMNS.

REMOVE PLASTERBOARD LINING FOR DIRECT CONTACT BETWEEN NEW STRUCTURE AND EXISTING BLOCKWORK.

REMOVE SECTION OF VINYL FLOORING FOR BASE PLATE OF NEW STEEL COLUMNS.

PLASTERBOARD LINING CRACKED BELOW APEX WINDOW AND ABOVE CORNERS OF DOORWAY. REMOVE OR REPAIR TO ACHIEVE FLUSH FINISH. CRACK LINES INDICATIVE ONLY.

REMOVE PLASTERBOARD LINING FOR DIRECT CONTACT BETWEEN NEW STRUCTURE AND EXISTING BLOCKWORK.

REMOVE SECTION OF VINYL FLOORING FOR BASE PLATE OF NEW STEEL COLUMNS.

1 Ground Floor - Proposed
SCALE: 1:100

2 Elevation Exterior - Proposed
SCALE: 1:100

3 Internal Elevation - Side Proposed
SCALE: 1:100
OPPOSITE WALL IS MIRROR COPY

4 External Elevation - Tie Rods
SCALE: 1:100

5 Internal Elevation - proposed
SCALE: 1:100

NEWTON STREET

RECEPTION

ENTRY PORCH

ENTRY DOOR

REINSTATE NOTICEBOARD IF REQUIRED AFTER PAINTING

NO RENDER TO CURVED LINTEL PAINT FINISH ONLY

NEW STRUCTURE BOLTED TO EXISTING BLOCKWORK AND FLOOR SLAB. REFER STRUCTURAL ENGINEER.

REPAIR PARTITION WALLS TO RECEPTION SIDE & WHERE RE-PLASTERED

REPAIR FULL HEIGHT WALLS TO LINE OF SECOND TRUSS (TO FRONT WALL & BOTH SIDES OF RECEPTION)

REPAIR PLASTERBOARD WALL TO FLUSH FINISH. REPAIR WALL BOTH SIDES

RELAY EXISTING PAVING WITH FALLS FOR DRAINAGE, FLUSH DOOR THRESHOLD AND FREE FROM TRIP HAZARDS TO ENGINEER'S SPECIFICATION

NEW TIE RODS & CRUCIFORM TO ENGINEERS DETAIL

RELOCATED DOWNPIPE

NEW TIE RODS

NEW STEEL STRUCTURE TO ENGINEER'S DETAIL

EXTENT OF PAINTING

REPAIR CRACKED BLOCKWORK MORTAR JOINTS AFTER INSTALLING STEEL FRAMING AND TIE RODS. ALLOW TO PAINT FRONT ELEVATION ONCE REPAIRS COMPLETED

TIE ROD & CRUCIFORM TO ENGINEERS DETAIL

DOWNPIPES RELOCATED BACK FROM CORNER

STEEL TIE RODS ACROSS BUILDING INSIDE AND OUTSIDE

REPAIR OR REPLACE PLASTERBOARD LINING OR RENDER BLOCKWORK. NEW FAINT FINISH TO FULL EXTENT OF FRONT WALL & SIDE WALLS

NEW STEEL STRUCTURE. ALL WELDS GROUND SMOOTH AND STEELWORK PAINTED OUT WALL COLOUR

STEEL COLUMNS CLAD IN LOCALLY SOURCED HARDWOOD TIMBER SPECIES. REFER DETAIL DRAWINGS FOR JUNCTIONS

EXPRESSED FININGS FOR CLADDING

INDICATIVE STEELWORK DIMENSIONS. TBC ON SITE

FINISH TIMBER CLADDING TO THIS FACE AT TOP OF PARTITION

2010 NOM

176 NOM

2474 NOM

178 NOM

2007 NOM

3150 NOM

144 NOM

1510 NOM

144 NOM

3000

ISSUED FOR TENDER

design + architecture Pty Ltd

20 Lisgar Street MONTO Q 4630

www.annascragg.com

mail@annascragg.com

Reg no. #4075 ABN 16 361 290

Ph: 081 67774832

Reg no. 4610

date 25.03.22

scale 1:100

Project: Monto Administration Building

drawing title: Plan & Elevations - Proposed

drawing no: A103

project no: 2202

NO: A

REVISIONS

DATE

10.12.22

PROPOSED

AS BEARING: NOTED - CLARS RELATE TO A103

25/03/2022 11:55:05 AM

C:\Users\will\Documents\Project\Estimate\Monto Admin\Rectification\administration building.rvt

1 Detail - Column Side
SCALE: 1:10

2 Detail - Column Front
SCALE: 1:10

3 Detail Plan - New Column
SCALE: 1:10

4 Detail Plan - New Column Next to Partition
SCALE: 1:10

5 Column Base Detail

PROJECT: Monto Administration Building
drawing title: Details

ALDRAVING: NATHAN SCALLES RELATE TO AN ENGINEER
drawing no.: A104
project no.: 2202

REV: A

DATE: 09.12.22

PROVISIONS: NATHAN SCALLES
Professional Engineer

PROJECT: Monto Administration Building
drawing title: Details

ISSUED FOR TENDER
scale: 1:10
date: 25.03.22

design + architecture Pty. Ltd.
Abn: 616778432
reg no. 4610
www.designplusarch.com.au
20 Lister Street
MONTA Q 4630
www.amntascregg.com
mail@amntascregg.com
Reg no. #4075 ABN 16 361 290
S21

NOTES:
1. ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS AND THE PROJECT CONTRACT DOCUMENTS.
2. THE DRAWING IS THE PROPERTY OF DESIGN PLUS ARCHITECTURE AND SHALL REMAIN THE PROPERTY OF DESIGN PLUS ARCHITECTURE.
3. THIS DRAWING IS VALID FOR THE PROJECT ONLY AND IS NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF DESIGN PLUS ARCHITECTURE.
4. THE DRAWING IS VALID FOR THE PROJECT ONLY AND IS NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF DESIGN PLUS ARCHITECTURE.

12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

Doc Id: 1135916

Author: Tegan Bauer, Executive Assistant to the Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Cr Giddins - Councillor Report for January 2023.pdf []
2. Mayor Hotz - Councillor Report for January 2023.pdf [1136730]

INTRODUCTION/BACKGROUND

This report is a summary of the Mayor and Councillor's attendance at meetings and functions representing Council for the period 1 January 2023 to 31 January 2023.

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 18 January 2023 in Mundubbera

As per the 2023 Meeting Schedule, the Council General Meeting was held on Wednesday 25 January 2023 in Eidsvold.

OFFICER COMMENTS/CONCLUSION

Nil

OFFICERS RECOMMENDATION

That the Councillor Reports be received for the period of 1 January 2023 to 31 January 2023.

COUNCILLOR DAEL GIDDINS**JANUARY 2023**

Date	Meeting/Function	Location	Comments
03/01/2023	Meet with Gayndah Resident	Gayndah	Meeting to request assistance with ongoing issue.
10/01/2023	Qld Health Visit	Monto	Mtg with Director of Public Health, Josette Chor to update Council on JEV mosquito disease, Covid, General Childhood Vaccinations. Free Vaccinations are available in our North Burnett for JEV and DAF are working with the relevant industries around our Region
11/01/2023	Gayndah BlueCare	Gayndah	Invitation to attend and speak at their weekly Bluecare Social Group. Great interaction with the Seniors regarding the change to a Regional Australia Day event and the North Burnett Bus service
11/01/2023	Meeting with Acting General Manager of Works & Works Manager	Gayndah	Gayndah Streetscape
15/01/2023	Farewell for Gayndah Resident	Gayndah	Was invited by RSL to speak at farewell function for long term Gayndah Resident who is leaving our Region.
17/01/2023	Meeting With Bon Accord Working Group Spokesperson	Gayndah	Meeting with Spokesperson to discuss where Council is at with QRA.
24/01/2023	Growing Qld	Gayndah	Presentation and discussion on the Draft Wide Bay Burnett Regional Plan

25/01/2023	Meeting with Australia Day Ambassador – Rowena Dionysius	Monto	Welcome function for Rowena and husband
26/01/2023	NBRC Australia Day Regional Event	Eidsvold	Presentation of Australia Day Awards
27/01/2023	Gayndah Local Legend Award – NBRC Australia Day Presentation	Central & Upper Burnett District Home for the Aged	Organised a Presentation of the Award for Mrs Joan Weller and her family and friends.
28/01/2023	Mt Perry Art Group Opening	Mt Perry	Attended opening of “Featuring Florence” at the Mt Perry Art Gallery
30/01/2023	Meeting with Gayndah Masonic Lodge	Gayndah	Discussion with Trustees of the Gayndah Masonic Lodge.

MAYOR LES HOTZ**JANUARY 2023**

Date	Meeting/Function	Location	Comments
10 January 2023	Meeting - Queensland Health	Monto	Meeting with Director of Public Health, Josette Chor to update Council on JEV mosquito disease, Covid, General Childhood Vaccinations. Free Vaccinations are available in our North Burnett for JEV and DAF are working with the relevant industries around our Region
17 January 2023	Meeting with two separate residents	Mount Perry	
17 January 2023	Meeting – Bon Accord Working Group representative	Gayndah	
19 January 2023	Burnett River Media Launch	Eidsvold	
23 January 2023	Meeting – BIEDO General Manager	Mundubbera	
24 January 2023	Thomas Lynn Funeral	Rockhampton	
25 January 2023	Councillor Public Information Session	Eidsvold	
25 January 2023	Function – Dinner with Australia Ambassador	Monto	
26 January 2023	Function – Australia Day Event and Australian Citizenship Ceremony	Eidsvold	

26 January 2023	Australia Ambassador Tour	Monto	
27 January 2023	Thomas Lynn Interment	Monto	
27 January 2023	Private Australian Day Citizenship	Gaydah	
29 January 2023	Meeting - Monto Historical Society	Monto	
30 January 2023	Meeting – Bryson Head MP and two residents	Monto	
30 January 2023	Meeting – Monto Ratepayers Association	Monto	

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 Update on Sale of Council Property

This matter is considered to be confidential under 254J - 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 Procurement Exemption and Consultant Appointment

This matter is considered to be confidential under 254J - 254J(3)(b) 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 industrial matters affecting employees.

15 CLOSURE OF MEETING