AGENDA

General Meeting

22 March 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 Mt Perry Boardroom on Wednesday, 22 March 2023 commencing at 9.00am.

An agenda is attached for your information.

Margot Stork
Chief Executive Officer

Order Of Business

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.

Noel Farnham   *Biggenden*

John Murray   *Biggenden*

Jerome Holzheimer   *Monto*

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 22 FEBRUARY 2023

Doc Id: 1141943

Author: Kat Bright, Senior Executive Assistant To The CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 22 February 2023

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 22 February 2023 be confirmed.

MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE MONTO BOARDROOM
ON WEDNESDAY, 22 FEBRUARY 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 General Manager - Works), Andrew Knight (Interim General Manager – Corporate and Community), Kelly Houston (Media Officer)^*, Owen Jensen (Financial Services Manager)^*, Michael Wallace (Contracts and Leasing Officer)^*, Marlene Carstens (Executive Assistant to the Interim General Manager – Works), 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 called for a moment of silence to pay respects to those who have passed in our region.

Richard Bennett	*Biggenden*
Stafford Woodrow	*Gayndah*
Charles Merritt	*Gayndah*
Winifred Fraser	*Gayndah*
Thomas Lynn	*Monto*
Lurline Tebbit	*Mundubbera*
Barbara Schulz	*Mundubbera*

6 DEPUTATIONS/PETITIONS

Nil.

7 DECLARATIONS OF INTEREST

Nil.

8   CONFIRMATION OF MINUTES

8.1   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.

RESOLUTION 2023/17

Moved: Cr Kingsley Mesner
Seconded: Cr Michael Dingle

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

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

<u>Against:</u>   Nil

CARRIED 7/0

8.2   MINUTES OF THE SPECIAL MEETING HELD ON 6 FEBRUARY 2023

OFFICERS RECOMMENDATION

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

RESOLUTION 2023/18

Moved: Cr Michael Dingle
Seconded: Cr Dael Giddins

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

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

<u>Against:</u>   Nil

CARRIED 7/0

At 9.07am, Kelly Houston (Media Officer) joined the meeting via Microsoft Teams.

9   OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1   APPLICATION FOR DIRECTION THAT POLL BE CONDUCTED BY POSTAL BALLOT

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 it's 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.

RESOLUTION 2023/19

Moved: Cr Dael Giddins
Seconded: Cr Kingsley Mesner

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 it's 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.

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 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

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.

RESOLUTION 2023/20

Moved: Cr Kingsley Mesner
Seconded: Cr Michael Dingle

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.

   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.

   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.

   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.

   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%

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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 Telecommunications Program funding for regional and remote communities, and create an equitable distribution of funding across States.

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

Against: Nil

CARRIED 7/0

10   CORPORATE AND COMMUNITY

10.1   FINANCE REPORT TO 31 JANUARY 2023

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.

At 9.27am, Owen Jensen (Financial Services Manager) joined the meeting via Microsoft Teams.

RESOLUTION 2023/21

Moved: Cr Dael Giddins
Seconded: Cr Kingsley Mesner

That in accordance with section 204 Local Government Regulation 2012 (Qld), Council receives the Finance Report for the period ended 31 January 2023.

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

<u>Against:</u>   Nil

CARRIED 7/0

At 9.29am, Owen Jensen (Financial Services Manager) left the meeting.

11   WORKS

11.1   MONTO ADMINISTRATION BUILDING - FUTURE PLAN

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.

RESOLUTION 2023/22

Moved: Cr Melinda Jones
Seconded: Cr Robert Radel

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.

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

Against: Cr Susan Payne

CARRIED 6/1

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12   COUNCILLOR REPORTS

12.1   MAYOR AND COUNCILLORS REPORTS

OFFICERS RECOMMENDATION

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

RESOLUTION 2023/23

Moved: Cr Melinda Jones
Seconded: Cr Dael Giddins

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

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

Against: Cr Susan Payne

CARRIED 6/1

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13   URGENT BUSINESS

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   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.

RESOLUTION 2023/24

Moved: Cr Dael Giddins
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   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.

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 9.46AM.

At 9.46am, Kelly Houston (Media Officer) left the meeting.

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

At 9.48am, Michael Wallace (Contracts and Leasing Officer) joined the meeting via Microsoft Teams.

At 10.10am, Michael Wallace (Contracts and Leasing Officer) left the meeting.

At 10.15am, Michael Wallace (Contracts and Leasing Officer) returned to the meeting via Microsoft Teams.

RESOLUTION 2023/25

Moved: Cr Dael Giddins
Seconded: Cr Michael Dingle

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 10.23AM.

14.1   UPDATE ON SALE OF COUNCIL PROPERTY

OFFICERS RECOMMENDATION

That Council:

1.   Receive the Update on Sale of Council Property Report.

2.   Authorise the Chief Executive Officer to accept any offer for 9 Augustus Street, Mount Perry; that they consider to be in Council's best interests.

At 10.25am, Owen Jensen (Financial Services Manager) and Kelly Houston (Media Officer) returned to the meeting via Microsoft Teams.

RESOLUTION 2023/26

Moved: Cr Susan Payne
Seconded: Cr Robert Radel

That Council:

1.   Receive the Update on Sale of Council Property Report.
2.   Authorise the Chief Executive Officer to accept any offer for 9 Augustus Street, Mount Perry; on such terms and conditions that they consider to be in Councils best interests.

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

Against: Crs Michael Dingle and Kingsley Mesner

CARRIED 5/2

At 10.26am, Michael Wallace (Contracts and Leasing Officer) and Owen Jensen (Financial Services Manager) left the meeting.

14.2   PROCUREMENT EXEMPTION AND CONSULTANT APPOINTMENT

OFFICERS RECOMMENDATION

That Council endorse exemption from procurement policy requirements, enabling the Chief Executive Officer to appoint Peak as an independent contractor, to support the enterprise bargaining negotiations and concurrent Enterprise Agreement development.

RESOLUTION 2023/27

Moved: Cr Dael Giddins
Seconded: Cr Kingsley Mesner

That Council endorse exemption from procurement policy requirements, enabling the Chief Executive Officer to appoint Peak as an independent contractor, to support the enterprise bargaining negotiations and concurrent Enterprise Agreement development.

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 10.28am.

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

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CHAIRPERSON

9   OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1   COMMUNITY ENGAGEMENT FRAMEWORK

Doc Id: **1135525**

Author: **Rhys Habermann, Business Analyst**

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

Attachments: 1.   **REVISED DRAFT - Community Engagement Policy.pdf [1140474]**
                   2.   **REVISED DRAFT - North Burnett Regional Council Community Engagement Framework.pdf [1140475]**
                   3.   **Community Engagement Outcome Report - Community Engagement Framework and Policy.pdf [1140473]**
                   4.   **DRAFT - Community Engagement Policy.pdf [1133453]**
                   5.   **DRAFT - North Burnett Regional Council Community Engagement Framework.pdf [1133452]**

EXECUTIVE SUMMARY

At the General Meeting on 25 January 2023, Council resolved the following:

> *RESOLUTION 2023/3*
>
> *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.*

The purpose of this report is to address point 5 of the above resolution with community engagement having been undertaken and proposed amendment having been incorporated accordingly.

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 public feedback received.

2.   Adopt the revised 2215 Community Engagement and Consultation Policy.

3.   Note the revised Community Engagement Framework document as presented.

REPORT

Council is committed to inclusive, transparent and value adding community engagement activities and outcomes. To reaffirm this commitment, Council officers have developed a draft community engagement framework and policy and have sought public feedback on the documents.

The developed framework details Council's aspirations to proactively engage the community, where engagement will likely be value adding, while also ensuring a level of consistency when deciding to engage and conducting engagement activities. In developing the framework, Council considered industry best practice, with much of the framework underpinned by the International Association for Public Participation (IAP2) Community Engagement Model and the IAP2 Public Participation Spectrum.

Following Council's preliminary endorsement in January, the draft framework document and policy were advertised for public exhibition and community feedback was invited between 4.30pm on 31 January 2023 and 5.00pm 28 February 2023 (AEST) (the closing date).

During the engagement period, officers released several communications through various channels, encouraging participation and providing basic information on the draft policy and framework. The primary source of information throughout engagement was a feature post on Council's website, with this page having links to both draft documents and the feedback form for completion. Secondary communications were released via social media and the Mayors weekly update and were intended to funnel interested parties back to the website post.

A total of four (4) submissions were received during the engagement period, with this feedback collated in the attached outcomes report. Some suggested changes included:

- Improving the readability of the policy objectives and the "Informative" principle.
- Making explicit reference to Council Officer conduct in the roles and responsibilities section of the policy.
- Including greater reference to non-digital engagement methods.
- Adding further context around the need for reminder communications throughout engagement exercises.

Additional items noted included:

- A need for greater Councillor – Community interaction as informal engagement.
- A desire to see a half yearly leaflet introduced providing Council updates and news.

Following engagement, amendments have been made to the draft policy and framework documents, incorporating suggestions where possible. Amendments are highlighted in the attached for consideration with all other elements of the documents remaining unchanged.

CONSULTATION

In accordance with resolution 2023/3, specifically items 2 and 4, community engagement around the draft documents was undertaken between approximately 4.30pm on 31 January 2023 and 5.00pm 28 February 2023 (AEST) (the engagement period). During this period, the drafts were made available to the public for viewing and comment. The outcomes of this engagement can be found in the attached community engagement outcomes report, with this feedback informing the proposed amendments to the draft policy and framework document.

Further to this, internal consultation has primarily taken place at a managerial level. All members of the Executive Leadership Team (ELT) and Senior Management Team (SMT) have been asked for feedback and input on the draft framework. These groups were identified as the key internal stakeholders likely to be impacted by the developed framework.

The draft framework suite was also tabled for discussion at two Councillor Information Workshops held on 7 December 2022 and 18 January 2023.

RISK IMPLICATIONS

Reputation / Political

Having an endorsed community engagement framework mitigates both reputational and political risks for council. The framework sets out uniform and systematic methods of deciding to engage as well as the governance expectations when conducting engagement exercises at the various levels.

Following community engagement, failing to incorporate feedback would present a political risk. The key elements that were relevant to the documents have been incorporated in the amended drafts. Some sections of the original drafts have also been rephrased to retain the full context but improve the readability where possible.

Occupational Health & Safety (WHS)

No occupational health and safety risks have been identified in the development of the proposed framework. Occupational health and safety risks related to individual engagement activities resulting from this framework should be considered on a case-by-case basis, giving regard the specifics of proposed engagement activity.

Financial Impact

No financial impacts are expected as a result of the framework. Residual financial impacts could present in conducting the resulting engagement exercises, such as the resources required to complete these exercises, or any potential benefits realised through better informed decision making.

Legal & Regulatory

In developing the proposed framework, consideration has been given to the requirements of council under the Local Government Act 2009 and the Local Government Regulation 2012. Consideration will need to be given to the legal and regulatory requirements of individual engagement exercises on a case-by-case basis. For the avoidance of doubt, when specific legal or regulatory requirements exist for an individual engagement exercise, the legal or regulatory requirements prevail.

Environmental

Not applicable.

Property & Infrastructure

Not applicable.

Human Resources

The potential increase in engagement activities and governance requirements could place strain on existing human resources. While this is anticipated to be minimal, the demands should be monitored, and corrective action taken if necessary.

Information Communications Technology

Some existing ICT facilities (such as online survey tools, councils website, etc.) should continue to be maintained to facilitate engagement activities as appropriate.

Service Delivery

The framework and the resulting community engagement exercises are expected to complement and/or enhance many aspects of service delivery, incorporating community views in service level decisions where appropriate.

Climate

Not applicable.

KEY MESSAGE

Community engagement around the draft policy and framework documents has been undertaken with a reasonable reach and, while limited, valuable feedback was received. Amendments have been incorporated giving regard to this feedback.

In the absence of further feedback, the draft policy and framework documents can be considered sound in the eyes of the public. Consequently, these documents should be bought into effect.

Draft 2215 Community Engagement and Consultation Policy
Governance Policy

PURPOSE

1) The purpose of this policy is to confirm council's commitment to engaging and communicating effectively with its diverse communities on matters that are likely to impact them.

2) This policy enables communities to be informed about actions of council and to participate in council planning and decision-making processes where the decision to be made includes negotiable factors or would benefit from external stakeholder input.

SCOPE

3) This policy guides elected members, employees and contractors/consultants engaged by NBRC when engaging with the community.

4) Where the community engagement process is legislated, then that legislated process will take precedence over this Policy to the extent of any inconsistency.

DEFINITIONS

Term	Definition
Council	Means North Burnett Regional Council.
NBRC	Means North Burnett Regional Council.
Community (Inc Communities)	Means the residents and/or ratepayers of the North Burnett Regional Council area and any other users of council services or assets.
IAP2	Means the International Association for Public Participation.
Community Engagement (Inc Engagement and Engage)	Means the process that involves channelling input or feedback form the community, back to council, to complement or contribute to the decision-making process, to better inform decisions and enhance outcomes.
Communication	For the purpose of this policy will mean the one way pushing of information to an intended target audience via a range of channels to get a message across. This may not facilitate the backchanneling of feedback, from the recipients to the communicator of the information.
Level	Means a level on the IAP2 Public Participation Spectrum.
Community Engagement Framework	Means this policy as well as other supporting tools or templates developed to enact this policy.
Community Engagement Framework Document	A document developed, giving regard to all elements of the community engagement framework, to provide holistic guidance and further context around the framework, its tools and community engagement at council.

POLICY

OBJECTIVES

5) To outline the responsibilities and expectations of council and community members around community engagement, including when engagement activities are likely to occur.

6) To encourage community engagement that leverages the skills and experience of community members and enhances decision-making, while emphasising that in the context of local government, the final decision-making responsibility rests with the elected members.

PRINCIPLES

7) The following overarching principles provide guidance on how council will engage with the community. These principles are reflected in the community engagement framework document and associated tools.

8) As far as reasonably practicable, community engagement is to be:

a) Inclusive	Stakeholders and engagement activities are selected in an inclusive manner and consideration is given to the type of engagement activities to minimise potential barriers to participation for key stakeholders.
b) Informative	Information shared is clear, honest and provides a relevant overview of the proposal or matter as well as the potential outcomes. To avoid overwhelming participants, every effort should be made to keep extraneous material to a minimum. Information provided should be aligned with the intended audience, be free of technical jargon where possible and be in 'Plain English.'
c) Appropriate	Engagement activities are appropriately selected in line with the identified IAP2 engagement level having regard for the resources available for engagement. Additionally, engagement will not be undertaken where a decision has already been made.
d) Timely	Engagement activities should occur when community members and stakeholders have the best chance of influencing outcomes and not so late in the process that it simply confirms decisions already made. Sufficient time should be allocated for the community to consider all information and make an informed contribution to the decision-making process.
e) Transparent	The final decision about the project or proposal is made in an open and transparent way and is appropriately communicated to the community and individual submitters where appropriate. Communication should include details as to how the groups collective input contributed to the final outcome.

POLICY STATEMENT

9) Council acknowledges its requirements under the Local Government Act 2009 to uphold the principles of "democratic representation, social inclusion and meaningful community engagement" as well as other various acts and regulations applicable to local government, setting out community engagement requirements.

10) Council is committed to inclusive, transparent and value adding community engagement activities, in circumstances where it can influence a decision.

11) Council is committed to embedding community engagement into council's regular business practices.

12) Where possible, council will seek to engage the community when a decision to be made is community facing, a decision has not already been made and when the engagement exercise can value add.

13) When assessing the need for community engagement, NBRC will also consider:
    a) if there is a statutory requirement to consult.
    b) if engaging the community will provide information/feedback that has the potential to influence or enhance the decision that is to be made, and
    c) if the community will directly or indirectly benefit from being involved in the project/program. e.g. education, information.

14) In some instances, community engagement may not be possible or appropriate and, in these situations, council may inform the community of our decisions and actions without seeking community feedback into decision making. Examples include (but are not limited to) situations where:
    a) public health and safety are at risk
    b) council is responding to an emergency
    c) council must make an immediate decision or time constraints render engagement inappropriate
    d) a matter contains confidential or commercial in confidence information
    e) council makes operational decisions that do not directly impact the community

f) council makes decisions relating to the development of internal operational policies, procedures or strategies
g) there are statutory limitations relevant to the matter, or
h) decisions relate to everyday council business operations or legislative matters and there is no scope for formal engagement.

15) Council acknowledges that the community engagement framework is underpinned by the IAP2 Community Engagement Model and the IAP2 Spectrum for Public Participation. Council commits to striving towards this internationally recognised standard.

ROLES AND RESPONSIBILITIES

16) Council will:
a) offer opportunities to the community to engage on matters assessed to an "involve" level or higher, where engagement is deemed necessary and/or beneficial
b) advertise these engagement opportunities via available channels as appropriate
c) communicate the outcomes of engagement exercises and/or the final decision made via appropriate channels.

17) Where engagement is not possible or is deemed to be an "inform" level only, council will communicate public facing decisions made via appropriate channels and, as a minimum, via council's website.

18) Community members are encouraged (but not obligated) to participate in community engagement activities as they arise.

19) Council officers will conduct engagement activities in accordance with the NBRC Code of Conduct.

20) Council reserves the right to not engage with any individual who does not participate in engagement activities in a constructive and/or respectful manner.

APPLICABLE LEGISLATION AND REGULATION

21) Applicable legislation and regulation:
a) *Local Government Act 2009 (QLD)*
b) *Local Government Regulation 2012 (QLD)*

RELATED DOCUMENTS

22) Related documents are:
a) North Burnett Regional Council – Community Engagement Framework
b) North Burnett Regional Council – Code of Conduct
c) North Burnett Regional Council – Project Decisioning Policy
d) North Burnett Regional Council – Project Management Framework

RESPONSIBLE OFFICER

General Manager Corporate and Community

REVIEW DATE

[To insert date] (Standard four year term)

REVISION HISTORY

Version	Meeting	Approval Date	History
0.01	General	25/01/2023	Not brought into effect - Initial draft endorsed for community consultation.

Community Engagement Framework

North Burnett Regional Council

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INTRODUCTION

ABOUT THE FRAMEWORK

This Community Engagement Framework has been developed to assist Council in undertaking engagement activities within its diverse community. The framework aims to develop a consistent approach to community engagement, providing guidance on when and how to undertake engagement activities and what steps and processes should be considered. Specifically, the aims of the framework are to:

- Ensure community views are understood and considered when developing Council plans, strategies, policies and service delivery.
- Ensure the community has the opportunity to participate in inclusive and equitable engagement practices.
- Strengthen community connectedness by creating opportunities for the community to get involved with, and have their say on, matters which are important to them.
- Improve the relationship and level of trust between the community and Council by ensuring the community is informed about and involved in Council activities.
- Enhance the coordination, planning and promotion of Council's community engagement activities.
- Strengthen feedback and communication from Council so the community knows when and how their input has been considered to inform decisions.

'We encourage an inclusive, involved and engaged community – Valuing and respecting the contributions of all community members, regardless of age, gender, ability, ethnicity, cultural background or length of residency'

The integrated elements of the framework

Frameworks, in this context, typically comprise of several related elements working in unison to deliver or manage a particular function within an organisation. This framework has been designed to provide consistency but also facilitate the adaptability that is often required when undertaking community engagement. The integrated elements of the framework consist of:

A community engagement policy – providing overarching guidance on engagement activities, when they are likely to occur and outlining some instances where engagement will likely not occur. This document also captures council's expectations and aspirations relating to community engagement.

An administrative directive – An internal document providing high level guidance on the steps to undertake when assessing the need for or conducting community engagement at council. This document provides basic guidance on the tools and templates available for use, how these should be applied and how some of these tools may need to be modified to suit different engagement scenarios.

Tools and templates – providing structure and guidance for use when assessing the need for or undertaking community engagement activities. These documents are structured to align to and be reflective of the overarching policy and administrative directive, facilitating consistency.

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WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is the process of bring the community into decisions that impact or interest them. It is typically a two-way conversation between council and the community however can present in different formats from time to time. These conversations help to strengthen the relationship Council has with the community, as well as state and federal government agencies.

Council have access to a variety of tools and techniques to engage stakeholders and the community as appropriate. Stakeholder feedback helps Council to understand varied points of view, gather comprehensive information, consider a range of opinions and identify common ground.

Engagement does not replace the final decision-making power of Councillors or the CEO; but is considered invaluable in the way it enhances Council's capacity to make well-informed, acceptable and sustainable decisions.

Effective community engagement will:

- ensure community needs and expectations are understood and reflected in the decisions and actions of Council
- result in better, more sustainable project and service delivery outcomes
- provide the community with relevant information around complex or difficult decisions, their possible benefits and the implications they may have
- improve the quality of policy and plan development, ensuring the community views are reflected where possible
- build a more resilient and transparent relationship with the community
- provide council with an increased understanding of community issues and local needs to better address complex and emerging issues early
- lead to better, more effective shared partnerships and networks
- provide opportunities for a diversity of voices to be heard.

COMMUNITY ENGAGEMENT IN PRACTICE

The Local Government Act 2009 requires council to uphold the principles of "democratic representation, social inclusion and meaningful community engagement". To facilitate this, council is committed to inclusive, transparent and value adding community engagement activities in circumstances where it can influence a decision.

Generally, it will be the responsibility of project managers and the executive team to determine if community engagement is essential, desirable or unnecessary and make recommendations to council when faced with decisions that will impact the community. This will also extend to the level of community engagement that is to be conducted, with consideration given to available resources and the likely impact on the final decision. In some instances, it may be determined that the community can have little or no influence over a decision and in turn, council may choose to inform the community of the outcome or decision.

Engagement will most likely occur when:

- the matter will have a significant impact on service delivery
- the matter will have a significant impact on the community or a part of the community over the medium to long term
- the issue at hand is complex or controversial
- there is a legal requirement to engage the community, or
- community input has the ability to influence, complement or enhance the decision to be made, or the plan being developed.

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MANDATORY ENGAGEMENT

As a local government, Council is governed by several pieces of legislation with some setting specific community engagement requirements. Examples include the Local Government Act, the Planning Act, the Queensland Health Act, the Commonwealth Native Title Act as well as other various pieces of legislation applicable to council.

When planning specific engagement activities, consideration will be given to the requirements of any overarching legislation. Where specific requirements apply, engagement activities may be adjusted where necessary. While council seeks to exceed the minimum standards, for the avoidance of doubt, legislative requirements will always prevail.

LIMITATIONS TO ENGAGEMENT

Council will consider a number of factors when deciding to engage. In some instances, community engagement may not be possible or appropriate. In these circumstances, council may inform the community of our decisions and actions. Examples of where this could occur include (but are not limited to):

- where public health and safety are at risk
- where council is responding to an emergency
- where council must make an immediate decision or time constraints render engagement inappropriate
- where a matter contains confidential or commercial in confidence information
- where council makes operational decisions that do not directly impact the community
- where council makes decisions relating to the development of internal operational policies, procedures or strategies
- where there are statutory limitations relevant to the matter; or
- where decisions relate to everyday council business operations or legislative matters and there is no scope for formal engagement.

ROLES AND RESPONSIBILITIES

Council acknowledges that community engagement may be council led engagement or community led engagement.

COUNCIL LED ENGAGEMENT

Council's Executive Leadership Team will decide the matters on which community engagement will be conducted. Several factors are considered when deciding to engage the community but typically engagement will relate to matters of significant proposed changes or community planning, in line with strategic priorities, where community input can influence or enhance the decision that is to be made.

Council led engagement will be initiated by council and the community will be encouraged to get involved.

COMMUNITY LED ENGAGEMENT

From time-to-time residents and/or community groups may initiate engagement activities to address issues impacting the community and may look to council to take action. In these instances, council will consider its role in relation to the matter and may engage with the community to determine future direction.

Community led engagement can be initiated by a member of the community or a community group and will usually seek the support of other community members/groups. Council may become involved depending on the matter's relevance to council.

Council will communicate clearly with the community members/groups concerning whether council will become involved.

OUR ROLE

Council leadership can take many forms. Council can play a role as a:

Provider – Delivering services
Partner – Forming partnerships and strategic alliances with other parties in the interests of the community
Regulator – Regulating some activities through local law or policy

Funder – Funding other organisations/entities to deliver services
Facilitator – Assisting others to be involved in activities by bringing groups and interested parties together
Lobbyist – Promoting the interests of the community to other decision makers and influencers.

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INFLUENCE

In the context of local government, councils make decisions through democratic processes whereby the community is represented by elected members. The community can influence decisions made by elected representatives in several ways including community engagement. Community engagement does not replace council's responsibility to make decisions, it is however an important method for gaining input from the community to support councillors in the decision-making process.

Council Led Engagement

Council
Elected members
Mayor & Councillors

Influence

Community
Community engagement

Community Led Engagement

Council makes the final decision based on evidence and community engagement inputs

The community influences the decisions to be made by participation in engagement activities however initiated

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GUIDING PRINCIPALS

Council is committed to inclusive, transparent and value adding community engagement activities and outcomes. It is recognised that engagement activities must be focused and tailored, giving regard to specific projects and the desired outcomes. Council has selected five core principles of community engagement to guide the planning, execution and evaluation of community engagement activities. These are:

Engagement is to be:	How this may be applied;
Inclusive	Stakeholders and engagement activities are selected in an inclusive manner and consideration is given to the type of engagement activities to minimise potential barriers to participation for key stakeholders. • Identify key stakeholders that may require a different/higher level of engagement. • Advertise engagement activities via appropriate channels for the target stakeholder group(s) and seek a mix of media types where possible (EG. Print, Audio, Internet, Social media, Community notice boards, etc.) • Consider contacting community groups and not-for-profit organisations to discuss and promote engagement participation amongst their members. • Effectively remind community members of engagement opportunities in the leadup to or during engagement activities. • Identify potential barriers and address, where possible, in line with budget constraints.
Informative	Information shared is clear, honest and provides a relevant overview of the proposal or matter as well as the potential outcomes. To avoid overwhelming participants, every effort should be made to keep extraneous material to a minimum. Information provided should be aligned with the intended audience, be free of technical jargon where possible and be in 'Plain English.' • Consider presenting the information that is relevant and value adding to the engagement objectives, not simply all information available. • Consider bias that may be present in the information due to the method used to prepare it. • When preparing information, give thought to the intended target audience, the language used and their likely comprehension of the language used.
Appropriate	Engagement activities are appropriately selected in line with the identified IAP2 engagement level having regard for the resources available for engagement. Additionally, engagement is not to be undertaken where a decision has already been made and the engagement feedback can not influence or be reflected in the final outcome. • Select engagement activities appropriate to the needs of the community and aligned with the scale and complexity of the proposal/matter. • Consider the use of engagement activities that the community is familiar with and has historically engaged with, while also balancing the need for fit for purpose engagement activities. • Ensure engagement is value adding, the communities time is important.

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Engagement is to be:	How this may be applied;
Timely	Engagement activities should occur when community members and stakeholders have the best chance of influencing outcomes and not so late in the process that it simply confirms decisions already made. Sufficient time should be allocated for the community to consider all information and make an informed contribution to the decision-making process. • Ensure engagement is undertaken at the appropriate time in the project or proposals lifecycle to maximise community influence and/or gauge sentiment. • Recognise that public engagement is a dynamic, ongoing process that requires flexibility and allocated timeframes should be set accordingly.
Transparent	The final decision about the project or proposal is made in an open and transparent way and is appropriately communicated to the community and individual submitters where appropriate. Communication should include how the groups collective input contributed to the final outcome. • Ensure the community knows the collective outcomes of engagement and how their input helped shape the final decision. • Where participants have been given the chance to opt in to receive updates (usually via email and related to online surveys), ensure this is actioned. Note: personalised communications are not required, rather a bulk outbound email correspondence to those that have requested such.

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INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION (IAP2)

The International Association for Public Participation (IAP2) is the leading organisation in developing, supporting and promoting best practice community engagement around the world. Council acknowledges that the Community Engagement Model and the IAP2 Spectrum underpins this document and council commits to striving towards this internationally recognised standard.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Spectrum for Public Participation outlines five levels of community engagement, with the lowest level of engagement being 'Inform', while 'Empower' involves the greatest level of public participation in decision making processes. The table below has been adapted from the International Association for Public Participation (IAP2) Spectrum and defines the various levels of engagement.

INCREASING IMPACT ON THE DECISION →

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

While the IAP2 Spectrum for Public Participation has been adopted for this framework, within the context of Local Government, the highest level of 'Empower' will rarely be achievable or appropriate. The spectrum notes that the level of 'Empower' places the "final decision-making in the hands of the public". As elected representatives for the community, final decisions will ultimately rest with the elected Councillors.

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HOW WE ENGAGE

THE FIVE STAGES OF ENGAGEMENT AT COUNCIL

Council follows a five (5) stage process in how we engage. Generally, the stages are:

1. Consider – Decide if engagement is required, value adding and the overall level at which engagement should occur. Determine the next steps and tools that should be used when progressing to the next stages of engagement.
2. Plan – Develop a plan to ensure the engagement exercise targets the correct stakeholders, collates the correct information, and achieves the underlying objectives of the engagement.
3. Implement – Undertake the engagement activities and monitor progress.
4. Analyse – Collate and consider the feedback received, make any appropriate amendments to the underlying proposal/project and report to decision makers on the engagement outcomes. Ensure stakeholders are advised of the findings of engagement and how it contributed to the final decision.
5. Evaluate – Reflect on the engagement exercise holistically and undertake continuous improvement activities, refining tools and skills for future undertakings.

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DRILLING DOWN ON THE STEPS TO ENGAGEMENT

Each of the five (5) stages of engagement comprises of several steps to contribute to successful engagement activities. Typically, these steps will be completed in sequential order and a flowchart has been included (appendix 1) to show the relationship between the various tools of this framework and the steps detailed below.

Consider → Plan → Implement → Analyse → Evaluate

Stage 1   Consider
- 1. Understand the background and legislative context
- 2. Decide to engage and define level of engagement

Stage 2   Plan
- 3. Define the scope of the engagement
- 4. Determine the objectives of engagement
- 5. Understand who to engage with
- 6. Define stakeholders and their level of influence
- 7. Choose how to engage
- 8. Set a budget, confirm resourcing required and relevant staff duties
- 9. Seek engagement plan approval
- 10. Develop collateral and seek approval

Stage 3   Implement
- 11. Get prepared
- 12. Start the engagement
- 13. Monitor progress

Stage 4   Analyse
- 14. Collate and analyse community outcomes
- 15. Decide if further engagement is required
- 16. Consider changes to the underlying project
- 17. Report on outcomes and plan backchannel communications

Stage 5   Evaluate
- 18. Evaluate the engagement process and outcomes

THE LEVELS OF ENGAGEMENT

The International Association for Public Participation (IAP2) Spectrum outlines five (5) levels of engagement with each increment setting forth a progressively higher level of engagement and influence. These levels have been deeply embedded into this framework, enabling adaptability and scalability of both engagement methods and framework tools.

When deciding to engage, council will determine an overall level of engagement, with this overall level to guide the next steps and governance requirements for the engagement exercise. Furthermore, when identifying stakeholders, council will consider the engagement levels of individual groups and their differing needs, giving regard to the below table. Often, some stakeholders will evaluate to a higher level than others with this to be established in the planning stage of engagement.

The table below has been adapted from the IAP2 Spectrum and defines the various levels of engagement while also providing examples of tools at each level based on resource availability.

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Consultation Spectrum (IAP2)			Example Consultation Options (By Resourcing Levels)		Framework Tools
Level	Councils Goal	Councils Promise to the Community	Limited Resources Available	Medium to High Resources Available	Tools to Use
Inform*	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and or solutions	Council will keep the public informed	Social Media Posts, Media Releases, Flyers, Site Signs, Community Group Emails	Info Sessions, Website, E-Newsletters, Letterbox Drops, Public Notices, Radio Advertising, TV Advertising	Framework tools not usually required. Manage via communication plan or other channels as appropriate.
Consult	To obtain public feedback on relevant issues, alternatives and or decisions to be made.	Council will keep the public informed, listen to and acknowledge their concerns and aspirations	Feedback Sheets, Displays, Suggestions Boxes	Web Surveys, Ideas Days, Competitions, Forums, Focus Groups, Meetings, Market Stall Attendance	All framework tools optional and dependant on the complexity of engagement.
Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Council will work with the public to ensure that their concerns and aspirations / ideas are reflected in the alternatives developed.	Web Surveys, Autonomous Ideas Boards	Site Attendances, Workshops, Project Teams Committees, Festival Submissions, Random Telephone Calls (Sample)	All framework tools recommended. Engagement plan and outcomes report required as a minimum.
Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Council will look to the public for direct advice and innovation in formulating solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible.	Focus Groups, Planning Groups.	Workshops/Planning Groups, Telephone surveys, Deliberative Panels, Forums, Debates	All framework tools mandatory.
Empower**	To place final decision-making in the hands of the public.	Council will implement what the public decide.	Advisory committee, E-Voting	Taskforce Reference Group, Citizen Juries, Referendum Voting	All framework tools mandatory.

*NOTE: When a project or matter evaluates to an inform level, it may not be necessary to continue with the community engagement tool set. It may be possible to simply inform the community and manage these communications via a communication plan. Example consultation options should form part of this plan.

**NOTE: Within the context of Local Government, the highest level of 'Empower' will rarely be achievable or appropriate. The spectrum notes that the level of 'Empower' places the "final decision-making in the hands of the public". As elected representatives for the community, final decisions will ultimately rest with the elected Councillors.

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TOOLS AND TEMPLATES

In developing this framework, council has created a suite of templates for use in the engagement process. Each template provides text to guide the completion of the document with the templates being reflective of the various stages in the engagement processes.

While these templates provide a detailed structure, adaptation will be necessary to ensure engagement activities are fit for purpose.

Template	How the template is used?
Engagement Decision Matrix	Completed as part of the "Consider" stage of the engagement process and provides overall guidance on the level of engagement, engagement options for each level and the framework tools necessary for each level. • Used to consider if engagement is to occur and can be used outside of the framework to assess engagement appetite.
Engagement Plan	Developed in the "Plan" stage of the engagement process to capture matters related to scope, objectives, stakeholders and other important considerations to guide engagement activity execution.
Outcomes Report	Developed in the "Analyse" stage of the engagement process to present engagement findings to decision makers and plan backchannel communications to 'close the loop' with engagement participants. This template will require modification and consideration should be given to both the structure of the engagement feedback and the intended target audience.
Evaluation Report	Developed in the "Evaluate" stage of the engagement process to reflect on the completed engagement exercise and its activities. The focus of this document is to capture feedback and learnings to improve future engagement exercises by way of framework enhancements and staff development.

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APPENDICES

APPENDIX 1 – PROCESS FLOWCHART

North Burnett Regional Council – Community Engagement Framework

NOTE: This process flow is provided for illustrative purposes only and is subject to change without notice. Dependent on the engagement context, deviation to this process may occur on a case by case basis due to the variability and adaptability required to conduct effective community engagement exercises.

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APPENDIX 2 - THIRD PARTY RESOURCES

Council has collated several third-party resources which may be beneficial to engagement teams during engagement exercises. It is recommended that project teams familiarise themselves with this content to promote better outcomes from engagement exercises.

Resource:	Queensland Government - Community engagement toolkit for planning
Credit:	The State of Queensland, Department of Infrastructure, Local Government and Planning.
Location/Link:	Community engagement toolkit for planning
Reason:	Contains a number of useful resources focused on community engagement related to planning matters. Contains detailed stakeholder analysis and content development guidance that could be interchangeably applied to broader community engagement activities. Helpful guidance/tips on content development, engagement plan development, stakeholder analysis and engaging with different stakeholders.

Resource:	IAP2 - Resource Library
Credit:	International Association for Public Participation (IAP2) Australasia
Location/Link:	IAP2 - Resource Library
Reason:	Contains many best practice resources such as templates, toolkits and webinars that may prove useful and/or provide further context to engagement activities.

Note: Council does not warrant the accuracy or fitness for purpose of any information contained in these third-party resources and in no way claims authorship or ownership of the material. Council does not have any control over the content, maintenance or updating of these resources and extends a thanks to the authors/owners for their production and external publication of this information.

Community Engagement Outcomes Report

NORTH BURNETT REGIONAL COUNCIL

Outcomes For: Draft Community Engagement Framework and Policy
01/03/2023
NORTH BURNETT REGIONAL COUNCIL

Report Prepared By	Executive Sponsor	Portfolio/Divisional Councillor/s
Rhys Habermann (Business Analyst)	Margot Stork (Chief Executive Officer)	All

Corporate Plan Link	1. Essential Service Delivery – Getting the Basics Right 1.4 Support the delivery of essential services 1.4.1 Robust governance, processes and support to ensure the effective delivery of essential services

CONTEXT

BACKGROUND

PROJECT BACKGROUND

Council is committed to inclusive, transparent and value adding community engagement activities and outcomes. To reaffirm this commitment, Council has developed a draft community engagement framework and policy and has sought public feedback on the documents.

The developed framework details Council's aspirations to proactively engage the community, where engagement will likely be value adding, while also ensuring a level of consistency when deciding to engage and conducting engagement activities. In developing the framework, Council considered industry best practice, with much of the framework underpinned by the International Association for Public Participation (IAP2) Community Engagement Model and the IAP2 Public Participation Spectrum.

Following Council's preliminary endorsement, the draft framework document and policy were advertised for public exhibition and community feedback was invited between 4:30PM 31/01/2023 and 5PM 28/02/2023 (AEST) (the closing date).

The feedback received through engagement has informed amendments to the draft framework and policy, further enhancing this important suite of documents. Council officers will seek endorsement of the amended documents at the March 2023 General Meeting (or a subsequent meeting if necessary) and, if deemed acceptable, the documents will be brought into effect.

ENGAGEMENT BACKGROUND

The objective of engagement was to:
- Ensure that the developed framework and policy documents met community expectations while working within the parameters of engagement best practice.
- Capture qualitative feedback from community members around possible amendments that could be made to the documents.
- Provide a channel to capture any significant community objection to, or support for, the draft documents.

Given the objectives broadly target community members, and the developed drafts are quite extensive, a public exhibition period was deemed the most appropriate method of engagement. This style of engagement placed the documents in the public domain, enabling any interested parties to review the documents and provide feedback if they felt compelled to do so.

Public communications were released on Council's website on 31/01/2023 and remained available as a feature post for the duration of the engagement, being ~4:30PM 31/01/2023 - 5PM 28/02/2023 (AEST) (the engagement period). These communications provided a basic background on why the framework was developed, factors considered during development, instruction on how to provide feedback and how to seek assistance if necessary. The post contained links to both draft documents, as well as an electronic feedback form, and was the primary channel to access these elements throughout the engagement period.

During the engagement period, two social media posts were released via Council's Facebook page, directing interested parties to the website post. These posts were released on 03/02/2023 and 18/02/2023 and gave a high level overview of the website communications. Both posts included a 'call to action,' requesting the documents be viewed and any feedback is provided before the closing date.

Other various channels were used throughout the engagement period including the Mayors weekly update, which is circulated in local print media, Council's website and Council notice boards. This ensured maximum reach and covered non digital media channels.

PARTICIPATION		
Engagement Activity	**Participation/Reach**	**Evaluation**
Social Media Post 1 – 03/02/2023	Total Reach: 2497* Total Impressions: 3130* • Reach typically relates to the number of users that were presented the post. • Impressions typically relates to the number of times the post was shown on any user's screen. *Per Facebook statistics and subject to their own calculation methodology and statistical assumptions (if any).	Post's reach was good and was released at an optimal time to maximise engagement. At the time of writing, this post has 7 comments, 4 likes and 6 shares.
Social Media Post 2 – 17/02/2023	Total Reach: 308* Total Impressions: 321* • Reach typically relates to the number of users that were presented the post. • Impressions typically relates to the number of times the post was shown on any user's screen. *Per Facebook statistics and subject to their own calculation methodology and statistical assumptions (if any).	Given this post was a reminder, the reach was reasonable. As the content was similar to the first (including the image) the content may not have been as attractive to the social media algorithms. At the time of writing, this post has 3 shares.
Council Website Post	Total Website Post Views: 288 Council Website Post - Views By Day NOTE: All data is per google analytics and is subject to their own calculation methodology and statistical assumptions (if any). Data refers to views and may include multiple views by the same user.	Website post traffic was reasonable with 30% appearing to have been referred to the page through a social media post and the remaining 70% either originating via general website visits, the Mayors weekly update or residual print media.
Feedback Form	Responses by township (if provided) | Township	Total
---	---
Biggenden	1
Gayndah	0
Mundubbera	0
Eidsvold	0
Monto	0
Mt Perry	2
Other	1
I do not reside in the North Burnett Region	0
Total	4		Survey had little submissions. Given engagement was geared towards feedback by exception/objection, this can still be considered reasonably successful when considering the reach of other engagement activities.

GENERAL FINDINGS

While submission numbers were low, the quality of submissions was high with two submitters providing very specific feedback and others speaking more generally. Each submission provided a unique perspective on the draft documents with some generalised views shared between submitters.

Some key points raised through feedback included:
- Simplification of some sections of the policy to improve readability.
- Explicit reference to Council Officers conduct during engagement.
- Enhancements to the "Inclusive" principle within the framework document intended to improve the reach of communications regarding engagement.
- Adjustments to some suggested engagement activities to include more non-digital methods of communications.
- Commencement of a half yearly newsletter with council updates (out of scope but noted).
- Enhancements to councillor – community relations and informal engagement (out of scope but noted).

Furthermore, the communications released throughout the engagement exercise had a reasonably healthy reach. A lack of submissions from this pool suggests a general acceptance of the policy and framework amongst the broader community.

FEEDBACK

Q1: Do you have any thoughts or feedback to share on the Draft Community Engagement and Consultation Policy?

SUMMARY	Participants were asked to provide feedback on the draft community engagement and consultation policy, making reference to any specific sections/pages where appropriate.
SENTIMENT	**Sample of Comments**
	The Policy is clear and includes the fact that it "guides elected members". (Scope 3) Instances where community engagement is not possible is clear and understandable. p.2, point 14
	Bul****t
	I[t] will work if council actually does listen to residents concerns.
	Policy Objectives, 5 & 6. Objectives is plural noun and in this example a common noun. These sentences are not concise and could be revised for clarity to read: 5) Outline responsibilities and expectations of council and community for community engagement, including the likely activities to occur. 6) Encourage community engagement that leverages community' skills and experiences to enhance decision-making, noting that elected members have final decision-making authority in Council. An objective should be clear because as it provides direction and focus for efforts and decision-making. When an objective is clear, it's easier for individuals and teams to understand what is expected of them and to work towards a common goal. A clear objective also helps to ensure that resources are used effectively and that progress can be measured and tracked. In summary, having a clear objective helps to increase accountability. Principles 8b) This reinforces my above point, does NBRC have a communication policy should you reference here? I'd like to make sure that's inclusive? You could rewrite b) in Plain English showing your commitment to this style. I have conducted Flesch Kincaid readability test on, this statement: Information provided through engagement activities is transparent, honest and provides a relevant overview of the proposal/matter as well as potential outcomes. Every attempt should be made to avoid overwhelming participants, with extraneous material kept to a minimum. Information provided should be aligned with the intended audience, exclude technical jargon where possible and be in 'Plain English.' The score is below: Flesh-Kincaid Grade Level: 13.6 Flesch Reading Ease Score: 23.1 Reading Level: College graduate (Very difficult to read) Average Words per Sentence: 14.3 Average Syllables per Word: 2 Sentences: 4 Words: 57 This is the lowest score you can achieve on this scale. A sentence like this would be more helpful: The information shared should be clear, truthful, and give an understanding of the proposal/issue, including what could happen as a result. We shouldn't make things confusing and only include what's necessary. Question: When you talk about Plain English like this, what resources and measurements do you have to ensure this being adhered too? Roles and Responsibilities Item 19 If item 19 is included, it is imperative to also mention the conduct expectations for staff, it reads very us and them as is.

CHALLENGES/ PAIN POINTS	• Amendments could be made to enhance the readability of the policy objectives and the "Informative" principle. • Council Officer conduct should be noted in the roles and responsibilities section of the policy.
SUGGESTIONS	• Review objectives giving regard to readability while also retaining the existing context. • Review the "Informative" principle giving regard to the Flesch Kincaid readability test results while also retaining the context of the principle. • Include an explicit reference to Council Officers conduct, referring to the employee code of conduct.
CHANGES INCORPORATED BECAUSE OF ENGAGEMENT	• Objectives have been amended with improvements made to the readability while also retaining the context of the objectives. • "Informative" principle has been amended with improvements made to the Flesch Kincaid readability test results while also retaining the context of the principle. • Council Officer conduct is now noted within the roles and responsibilities, making reference to the employee code of conduct.

FEEDBACK

Q2: Do you have any thoughts or feedback to share on the Draft Community Engagement Framework document?

SUMMARY	Participants were asked to provide feedback on the draft community engagement framework document, making reference to any specific sections/pages where appropriate.
SENTIMENT	**Sample of Comments** Out of a population of 10,000 people, 1000 being in Biggenden, I would be surprised if 10 locals even know about this document and the survey, let alone have read it and would be prepared to fill out the survey. How does Council tell people about the survey and how do people find out there is a survey? p.5 Informative If you want to know what people think, DO NOT RELY on the internet. 2. What about putting the Question on our Park noticeboards and other town noticeboards, "HAVE YOU DONE THE COUNCIL SURVEY ABOUT ENGAGEMENT?" Then have hard copies at the Council or help people do it online at Council computers. 3. Repeat on Social Media this statement, "HAVE YOU DONE THE COUNCIL SURVEY ABOUT ENGAGEMENT?" and provide the link to the documents. 4. Best way to engage a few more people is to include surveys with the Rates Notice. A simple question about engagement would be easy for many people to answer. Reading a 13 page document will turn people off. 5. The face of Council is the elected member. This person is Council, speaks for Council and represents the people's voice. They have been elected and are paid to work for the people according to Council directives. Therefore, the elected councillor needs to be seen, often and at key events. The elected councillor needs to be available, to have time to listen to his/her constituents, to value their concerns, note them, and communicate a response. The Councillor does not to have to solve issues, just report them, and then get back to the constituent with a reply. This relationship is the essence of Council engagement. Over the past years since elected, our local councillor has not answered one email, returned one phone call or attended one meeting invited to, and only a few times sent an apology. This is not engagement! p. 10 Consultation options This provides lots of options to find out information, but most of it involves lots of extra administrative hours and would be costly. The 13 page document is too wordy and must have been very expensive to write up, get checked and then finalise. Simplicity is key! If the local elected paid Councillor walked the streets, made time for people and attended events that would be one easy way to engage people. That person needs to be an excellent listener and communicator, able to empathise and show understanding. To be listened to and understood is the first step of trust. p.5 Inclusive If Council is trying to communicate with a broad section of the community, the internet is not suitable. Internet communication will always exclude most of the population. The best way to get a cross section of the community is to email not for profit groups who can then discuss Council questions at their monthly meetings. Most towns should have an up to date directory of non for profits, as we do in Biggenden, with 52 clubs/organisations listed. If Council is trying to communicate with a specific group, e.g. health care, schools or business, the internet is the best form of communication. Our Biggenden community directory lists 51 businesses. If these two avenues were used, in one month you could gain 103 responses. However, as everyone is so time poor, a 13 page document will not be read, so reduce the engagement question to something simple. e.g. Council wants to speak to you and hear your ideas. What is the best way to discuss important matters? Waste of money actually do something productive in town

CHALLENGES/ PAIN POINTS	• Electronic communication methods may not always be the best method to get information across to the broader community. • Continued reminders may be necessary throughout engagement to maintain momentum and reach the greatest audience. • Greater informal Councillor - Community interaction is needed beyond the documented engagement framework and policy. • Community groups could also be contacted to share communications or engagement opportunities with their members.
SUGGESTIONS	• Include notes around diversification of engagement methods including community notice boards and the use of community groups as catalysts where possible. • Councillor – Community relations could be improved to enable simpler engagement outside of formal engagement (Out of scope). • Consider adding additional engagement methods to the developed community engagement matrix to capture additional "non-digital" engagement methods.
CHANGES INCORPORATED BECAUSE OF ENGAGEMENT	• Additional notes have been included in the "Inclusive" principle to ensure further consideration is given to "non-digital" methods of communication when planning engagement exercises and advertising engagement opportunities. • Additional notes have been added to the "Inclusive" principle to ensure consideration is given to regular reminders throughout engagement activities, maximising reach and engagement participation. • Additional "non-digital" engagement methods have been included on the developed community engagement matrix, providing further prompts when selecting engagement activities.

FEEDBACK
Q3: Do you have any other general comments you would like to add?

SUMMARY	Participants were asked if there were any other general comments they wanted to add.
SENTIMENT	**Sample of Comments** I have three good experiences of Council engagement, and the points of success were the same in each. Establishing the Emergency Service Cadets ten years ago involved regular conversations with the Councillor and emergency services, participation by the councillor in all planning meetings, attendance by the Councillor at training nights and special events, and lots of encouragement by the Councillor. 2. Biggenden Wall of Fame & Pioneer Walk ($50,000 Drought Recovery Grant Project) involved face to face conversations with Council's community development officer who answered all emails, attended all meetings, and was full of encouragement and assistance. It also involved Parks & Gardens staff who physically came to the park to discuss construction, pathways and placement of signs. 3. Foodworks COMMUNITY NOTICE BOARD In view of floods in Dallarnil area, I asked if a Council noticeboard could be put up outside every supermarket in our towns to convey emergency information. The purpose of the noticeboard would be for Council notices, emergency information, road closures, water problems, fire or health issues, evacuation centres. In Biggenden the Council is too far away from the supermarket, the cost of a noticeboard was prohibitive and staff could not be paid to walk down to put up notices up anyway. So I approached Foodworks manager, who paid for the Community Noticeboard, and now all Council notices are put in a central location. The main point of this was that emails to Council were answered and verbal approval given for erection of the noticeboard and permission to print out Council social media messages was also given. These examples are Council engagement at its best, where trust is built through personal relationships, and clear communication, all parties are satisfied and the outcomes met. Happy to discuss any of this. --- Leaving mount perry to die council isn't helpful doesn't care and the people of Mt perry have had enough --- I would like to see a council news/ information leaflet again as we used to get even if its half yearly with any major changes re works, rate increases etc. to let us know what's happening and hopefully the reason. thank you
SUGGESTIONS	• Greater consideration should be given to informal engagement activities. • Council could introduce a half yearly leaflet providing general council updates and news.
CHANGES INCORPORATED BECAUSE OF ENGAGEMENT	• Suggestions currently out of scope for the formal community engagement framework but will be taken under advisement as more general comments.

RECOMMENDATIONS	
PROPOSAL	**RECOMMENDATIONS**
Draft Community Engagement and Consultation Policy	Council: • Consider the feedback received on the Draft Community Engagement and Consultation Policy, and • Consider the amendments made to the policy in response to the community feedback, and • Either endorse the draft without further amendment or seek further amendments before final endorsement.
Draft Community Engagement Framework	Council: • Consider the feedback received on the Draft Community Engagement Framework document, and • Consider the amendments made to the document in response to the community feedback, and • Either endorse the draft without further amendment or seek further amendments before final endorsement.
Other information	• Councillors note community feedback in relation to Councillor – Community relations and informal community engagement. • Council officers note the feedback in relation to a potential half yearly community news leaflet giving regard to the potential costs of such a leaflet.

BACKCHANNEL COMMUNICATION – 'CLOSE THE LOOP'			
STAKEHOLDER/S	**COMMUNICATION METHOD**	**TIMEFRAME**	**MESSAGE**
Engagement participants that have provided an Email address.	Email	30/03/2023	How the provided feedback influenced the final framework and policy as well as the outcome.
Community members - All	Mayors Message	~30/03/2023	How the feedback received through engagement shaped the final framework and policy documents as well as the outcome.

REPORT PREPARED BY		
NAME	**POSITION**	**PROJECT INVOLVEMENT**
Rhys Habermann	Business Analyst	Engagement Coordinator

Draft 2215 Community Engagement and Consultation Policy
Governance Policy

PURPOSE

1) The purpose of this policy is to confirm council's commitment to engaging and communicating effectively with its diverse communities on matters that are likely to impact them.

2) This policy enables communities to be informed about actions of council and to participate in council planning and decision-making processes where the decision to be made includes negotiable factors or would benefit from external stakeholder input.

SCOPE

3) This policy guides elected members, employees and contractors/consultants engaged by NBRC when engaging with the community.

4) Where the community engagement process is legislated, then that legislated process will take precedence over this Policy to the extent of any inconsistency.

DEFINITIONS

Term	Definition
Council	Means North Burnett Regional Council.
NBRC	Means North Burnett Regional Council.
Community (Inc Communities)	Means the residents and/or ratepayers of the North Burnett Regional Council area and any other users of council services or assets.
IAP2	Means the International Association for Public Participation.
Community Engagement (Inc Engagement and Engage)	Means the process that involves channelling input or feedback form the community, back to council, to complement or contribute to the decision-making process, to better inform decisions and enhance outcomes.
Communication	For the purpose of this policy will mean the one way pushing of information to an intended target audience via a range of channels to get a message across. This may not facilitate the backchanneling of feedback, from the recipients to the communicator of the information.
Level	Means a level on the IAP2 Public Participation Spectrum.
Community Engagement Framework	Means this policy as well as other supporting tools or templates developed to enact this policy.
Community Engagement Framework Document	A document developed, giving regard to all elements of the community engagement framework, to provide holistic guidance and further context around the framework, its tools and community engagement at council.

POLICY

OBJECTIVES

5) To outline the respective responsibilities and expectations of council and community members in relation to community engagement and when engagement activities are likely to occur.

6) To encourage community engagement practices that draw on the skills and life experience of community members to add value to decision-making processes while emphasising that, in the context of local government, the final decision-making responsibility rests with the elected members.

[Insert Policy Title]
Approved [To insert date]

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Doc ID ######

PRINCIPLES

7) The following overarching principles provide guidance on how council will engage with the community. These principles are reflected in the community engagement framework document and associated tools.

8) As far as reasonably practicable, community engagement is to be:

a) Inclusive	Stakeholders and engagement activities are selected in an inclusive manner and consideration is given to the type of engagement activities to minimise potential barriers to participation for key stakeholders.
b) Informative	Information provided through engagement activities is transparent, honest and provides a relevant overview of the proposal/matter as well as potential outcomes. Every attempt should be made to avoid overwhelming participants, with extraneous material kept to a minimum. Information provided should be aligned with the intended audience, exclude technical jargon where possible and be in 'Plain English.'
c) Appropriate	Engagement activities are appropriately selected in line with the identified IAP2 engagement level having regard for the resources available for engagement. Additionally, engagement will not be undertaken where a decision has already been made.
d) Timely	Engagement activities should occur when community members and stakeholders have the best chance of influencing outcomes and not so late in the process that it simply confirms decisions already made. Sufficient time should be allocated for the community to consider all information and make an informed contribution to the decision-making process.
e) Transparent	The final decision about the project or proposal is made in an open and transparent way and is appropriately communicated to the community and individual submitters where appropriate. Communication should include details as to how the groups collective input contributed to the final outcome.

POLICY STATEMENT

9) Council acknowledges its requirements under the Local Government Act 2009 to uphold the principles of "democratic representation, social inclusion and meaningful community engagement" as well as other various acts and regulations applicable to local government, setting out community engagement requirements.

10) Council is committed to inclusive, transparent and value adding community engagement activities, in circumstances where it can influence a decision.

11) Council is committed to embedding community engagement into council's regular business practices.

12) Where possible, council will seek to engage the community when a decision to be made is community facing, a decision has not already been made and when the engagement exercise can value add.

13) When assessing the need for community engagement, NBRC will also consider:
   a) if there is a statutory requirement to consult.
   b) if engaging the community will provide information/feedback that has the potential to influence or enhance the decision that is to be made, and
   c) if the community will directly or indirectly benefit from being involved in the project/program. e.g. education, information.

14) In some instances, community engagement may not be possible or appropriate and, in these situations, council may inform the community of our decisions and actions without seeking community feedback into decision making. Examples include (but are not limited to) situations where:
   a) public health and safety are at risk
   b) council is responding to an emergency
   c) council must make an immediate decision or time constraints render engagement inappropriate
   d) a matter contains confidential or commercial in confidence information
   e) council makes operational decisions that do not directly impact the community

    f)   council makes decisions relating to the development of internal operational policies, procedures or strategies

    g)   there are statutory limitations relevant to the matter, or

    h)   decisions relate to everyday council business operations or legislative matters and there is no scope for formal engagement.

15) Council acknowledges that the community engagement framework is underpinned by the IAP2 Community Engagement Model and the IAP2 Spectrum for Public Participation. Council commits to striving towards this internationally recognised standard.

ROLES AND RESPONSIBILITIES

16) Council will:

    a)   offer opportunities to the community to engage on matters assessed to an "involve" level or higher, where engagement is deemed necessary and/or beneficial

    b)   advertise these engagement opportunities via available channels as appropriate

    c)   communicate the outcomes of engagement exercises and/or the final decision made via appropriate channels.

17) Where engagement is not possible or is deemed to be an "inform" level only, council will communicate public facing decisions made via appropriate channels and, as a minimum, via council's website.

18) Community members are encouraged (but not obligated) to participate in community engagement activities as they arise.

19) Council reserves the right to not engage with any individual who does not participate in engagement activities in a constructive and/or respectful manner.

APPLICABLE LEGISLATION AND REGULATION

20) Applicable legislation and regulation:

    a)   *Local Government Act 2009 (QLD)*

    b)   *Local Government Regulation 2012 (QLD)*

RELATED DOCUMENTS

21) Related documents are:

    a)   North Burnett Regional Council – Community Engagement Framework

    b)   North Burnett Regional Council – Project Decisioning Policy

    c)   North Burnett Regional Council – Project Management Framework

RESPONSIBLE OFFICER

General Manager Corporate and Community

REVIEW DATE

[To insert date] (Standard four year term)

REVISION HISTORY

Version	Meeting	Approval Date	History
1	[To specify Meeting]	[To insert date]	[To specify New Policy OR Revised Policy]

Notes

[Insert Policy Title]
Approved [To insert date]

Community Engagement Framework

NORTH BURNETT
REGIONAL COUNCIL

North Burnett Regional Council

Inform | Consult | Involve | Collaborate | Empower

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INTRODUCTION

ABOUT THE FRAMEWORK

This Community Engagement Framework has been developed to assist Council in undertaking engagement activities within its diverse community. The framework aims to develop a consistent approach to community engagement, providing guidance on when and how to undertake engagement activities and what steps and processes should be considered. Specifically, the aims of the framework are to:

- Ensure community views are understood and considered when developing Council plans, strategies, policies and service delivery.
- Ensure the community has the opportunity to participate in inclusive and equitable engagement practices.
- Strengthen community connectedness by creating opportunities for the community to get involved with, and have their say on, matters which are important to them.
- Improve the relationship and level of trust between the community and Council by ensuring the community is informed about and involved in Council activities.
- Enhance the coordination, planning and promotion of Council's community engagement activities.
- Strengthen feedback and communication from Council so the community knows when and how their input has been considered to inform decisions.

'We encourage an inclusive, involved and engaged community – Valuing and respecting the contributions of all community members, regardless of age, gender, ability, ethnicity, cultural background or length of residency'

The integrated elements of the framework

Frameworks, in this context, typically comprise of several related elements working in unison to deliver or manage a particular function within an organisation. This framework has been designed to provide consistency but also facilitate the adaptability that is often required when undertaking community engagement. The integrated elements of the framework consist of:

A community engagement policy – providing overarching guidance on engagement activities, when they are likely to occur and outlining some instances where engagement will likely not occur. This document also captures council's expectations and aspirations relating to community engagement.

An administrative directive – An internal document providing high level guidance on the steps to undertake when assessing the need for or conducting community engagement at council. This document provides basic guidance on the tools and templates available for use, how these should be applied and how some of these tools may need to be modified to suit different engagement scenarios.

Tools and templates – providing structure and guidance for use when assessing the need for or undertaking community engagement activities. These documents are structured to align to and be reflective of the overarching policy and administrative directive, facilitating consistency.

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WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is the process of bring the community into decisions that impact or interest them. It is typically a two-way conversation between council and the community however can present in different formats from time to time. These conversations help to strengthen the relationship Council has with the community, as well as state and federal government agencies.

Council have access to a variety of tools and techniques to engage stakeholders and the community as appropriate. Stakeholder feedback helps Council to understand varied points of view, gather comprehensive information, consider a range of opinions and identify common ground.

Engagement does not replace the final decision-making power of Councillors or the CEO; but is considered invaluable in the way it enhances Council's capacity to make well-informed, acceptable and sustainable decisions.

Effective community engagement will:

- ensure community needs and expectations are understood and reflected in the decisions and actions of Council
- result in better, more sustainable project and service delivery outcomes
- provide the community with relevant information around complex or difficult decisions, their possible benefits and the implications they may have
- improve the quality of policy and plan development, ensuring the community views are reflected where possible
- build a more resilient and transparent relationship with the community
- provide council with an increased understanding of community issues and local needs to better address complex and emerging issues early
- lead to better, more effective shared partnerships and networks
- provide opportunities for a diversity of voices to be heard.

COMMUNITY ENGAGEMENT IN PRACTICE

The Local Government Act 2009 requires council to uphold the principles of "democratic representation, social inclusion and meaningful community engagement". To facilitate this, council is committed to inclusive, transparent and value adding community engagement activities in circumstances where it can influence a decision.

Generally, it will be the responsibility of project managers and the executive team to determine if community engagement is essential, desirable or unnecessary and make recommendations to council when faced with decisions that will impact the community. This will also extend to the level of community engagement that is to be conducted, with consideration given to available resources and the likely impact on the final decision. In some instances, it may be determined that the community can have little or no influence over a decision and in turn, council may choose to inform the community of the outcome or decision.

Engagement will most likely occur when:

- the matter will have a significant impact on service delivery
- the matter will have a significant impact on the community or a part of the community over the medium to long term
- the issue at hand is complex or controversial
- there is a legal requirement to engage the community, or
- community input has the ability to influence, complement or enhance the decision to be made, or the plan being developed.

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MANDATORY ENGAGEMENT

As a local government, Council is governed by several pieces of legislation with some setting specific community engagement requirements. Examples include the Local Government Act, the Planning Act, the Queensland Health Act, the Commonwealth Native Title Act as well as other various pieces of legislation applicable to council.

When planning specific engagement activities, consideration will be given to the requirements of any overarching legislation. Where specific requirements apply, engagement activities may be adjusted where necessary. While council seeks to exceed the minimum standards, for the avoidance of doubt, legislative requirements will always prevail.

LIMITATIONS TO ENGAGEMENT

Council will consider a number of factors when deciding to engage. In some instances, community engagement may not be possible or appropriate. In these circumstances, council may inform the community of our decisions and actions. Examples of where this could occur include (but are not limited to):

- where public health and safety are at risk
- where council is responding to an emergency
- where council must make an immediate decision or time constraints render engagement inappropriate
- where a matter contains confidential or commercial in confidence information
- where council makes operational decisions that do not directly impact the community
- where council makes decisions relating to the development of internal operational policies, procedures or strategies
- where there are statutory limitations relevant to the matter; or
- where decisions relate to everyday council business operations or legislative matters and there is no scope for formal engagement.

ROLES AND RESPONSIBILITIES

Council acknowledges that community engagement may be council led engagement or community led engagement.

COUNCIL LED ENGAGEMENT

Council's Executive Leadership Team will decide the matters on which community engagement will be conducted. Several factors are considered when deciding to engage the community but typically engagement will relate to matters of significant proposed changes or community planning, in line with strategic priorities, where community input can influence or enhance the decision that is to be made.

Council led engagement will be initiated by council and the community will be encouraged to get involved.

COMMUNITY LED ENGAGEMENT

From time-to-time residents and/or community groups may initiate engagement activities to address issues impacting the community and may look to council to take action. In these instances, council will consider its role in relation to the matter and may engage with the community to determine future direction.

Community led engagement can be initiated by a member of the community or a community group and will usually seek the support of other community members/groups. Council may become involved depending on the matter's relevance to council.

Council will communicate clearly with the community members/groups concerning whether council will become involved.

OUR ROLE

Council leadership can take many forms. Council can play a role as a:

Provider – Delivering services
Partner – Forming partnerships and strategic alliances with other parties in the interests of the community
Regulator – Regulating some activities through local law or policy

Funder – Funding other organisations/entities to deliver services
Facilitator – Assisting others to be involved in activities by bringing groups and interested parties together
Lobbyist – Promoting the interests of the community to other decision makers and influencers.

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INFLUENCE

In the context of local government, councils make decisions through democratic processes whereby the community is represented by elected members. The community can influence decisions made by elected representatives in several ways including community engagement. Community engagement does not replace council's responsibility to make decisions, it is however an important method for gaining input from the community to support councillors in the decision-making process.

Council Led engagement

Council
Elected members
Mayor & Councillors

Influence

Community
Community engagement

Community Led Engagement

Council makes the final decision based on evidence and community engagement inputs

The community influences the decisions to be made by participation in engagement activities however initiated

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GUIDING PRINCIPALS

Council is committed to inclusive, transparent and value adding community engagement activities and outcomes. It is recognised that engagement activities must be focused and tailored, giving regard to specific projects and the desired outcomes. Council has selected five core principles of community engagement to guide the planning, execution and evaluation of community engagement activities. These are:

Engagement is to be:	How this may be applied;
Inclusive	Stakeholders and engagement activities are selected in an inclusive manner and consideration is given to the type of engagement activities to minimise potential barriers to participation for key stakeholders. • Identify key stakeholders that may require a different/higher level of engagement. • Advertise engagement activities via appropriate channels for the target stakeholder group. • Identify potential barriers and address, where possible, in line with budget constraints.
Informative	Information provided through engagement activities is transparent, honest and provides a relevant overview of the proposal/matter as well as potential outcomes. Every attempt should be made to avoid overwhelming participants, with extraneous material kept to a minimum. Information provided should be aligned with the intended audience, exclude technical jargon where possible and be in 'Plain English.' • Consider presenting the information that is relevant and value adding to the engagement objectives, not simply all information available. • Consider bias that may be present in the information due to the method used to prepare it. • When preparing information, give thought to the intended target audience, the language used and their likely comprehension of the language used.
Appropriate	Engagement activities are appropriately selected in line with the identified IAP2 engagement level having regard for the resources available for engagement. Additionally, engagement is not to be undertaken where a decision has already been made and the engagement feedback can not influence or be reflected in the final outcome. • Select engagement activities appropriate to the needs of the community and aligned with the scale and complexity of the proposal/matter. • Consider the use of engagement activities that the community is familiar with and has historically engaged with, while also balancing the need for fit for purpose engagement activities. • Ensure engagement is value adding, the communities time is important.

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Engagement is to be:	How this may be applied;
Timely	Engagement activities should occur when community members and stakeholders have the best chance of influencing outcomes and not so late in the process that it simply confirms decisions already made. Sufficient time should be allocated for the community to consider all information and make an informed contribution to the decision-making process. • Ensure engagement is undertaken at the appropriate time in the project or proposals lifecycle to maximise community influence and/or gauge sentiment. • Recognise that public engagement is a dynamic, ongoing process that requires flexibility and allocated timeframes should be set accordingly.
Transparent	The final decision about the project or proposal is made in an open and transparent way and is appropriately communicated to the community and individual submitters where appropriate. Communication should include how the groups collective input contributed to the final outcome. • Ensure the community knows the collective outcomes of engagement and how their input helped shape the final decision. • Where participants have been given the chance to opt in to receive updates (usually via email and related to online surveys), ensure this is actioned. Note: personalised communications are not required, rather a bulk outbound email correspondence to those that have requested such.

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INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION (IAP2)

The International Association for Public Participation (IAP2) is the leading organisation in developing, supporting and promoting best practice community engagement around the world. Council acknowledges that the Community Engagement Model and the IAP2 Spectrum underpins this document and council commits to striving towards this internationally recognised standard.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Spectrum for Public Participation outlines five levels of community engagement, with the lowest level of engagement being 'Inform', while 'Empower' involves the greatest level of public participation in decision making processes. The table below has been adapted from the International Association for Public Participation (IAP2) Spectrum and defines the various levels of engagement.

INCREASING IMPACT ON THE DECISION →

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

While the IAP2 Spectrum for Public Participation has been adopted for this framework, within the context of Local Government, the highest level of 'Empower' will rarely be achievable or appropriate. The spectrum notes that the level of 'Empower' places the "final decision-making in the hands of the public". As elected representatives for the community, final decisions will ultimately rest with the elected Councillors.

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HOW WE ENGAGE
THE FIVE STAGES OF ENGAGEMENT AT COUNCIL

Council follows a five (5) stage process in how we engage. Generally, the stages are:

1. Consider – Decide if engagement is required, value adding and the overall level at which engagement should occur. Determine the next steps and tools that should be used when progressing to the next stages of engagement.
2. Plan – Develop a plan to ensure the engagement exercise targets the correct stakeholders, collates the correct information, and achieves the underlying objectives of the engagement.
3. Implement – Undertake the engagement activities and monitor progress.
4. Analyse – Collate and consider the feedback received, make any appropriate amendments to the underlying proposal/project and report to decision makers on the engagement outcomes. Ensure stakeholders are advised of the findings of engagement and how it contributed to the final decision.
5. Evaluate – Reflect on the engagement exercise holistically and undertake continuous improvement activities, refining tools and skills for future undertakings.

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DRILLING DOWN ON THE STEPS TO ENGAGEMENT

Each of the five (5) stages of engagement comprises of several steps to contribute to successful engagement activities. Typically, these steps will be completed in sequential order and a flowchart has been included (appendix 1) to show the relationship between the various tools of this framework and the steps detailed below.

| Consider | Plan | Implement | Analyse | Evaluate |

Stage 1 — **Consider**
- 1. Understand the background and legislative context
- 2. Decide to engage and define level of engagement

Stage 2 — **Plan**
- 3. Define the scope of the engagement
- 4. Determine the objectives of engagement
- 5. Understand who to engage with
- 6. Define stakeholders and their level of influence
- 7. Choose how to engage
- 8. Set a budget, confirm resourcing required and relevant staff duties
- 9. Seek engagement plan approval
- 10. Develop collateral and seek approval

Stage 3 — **Implement**
- 11. Get prepared
- 12. Start the engagement
- 13. Monitor progress

Stage 4 — **Analyse**
- 14. Collate and analyse community outcomes
- 15. Decide if further engagement is required
- 16. Consider changes to the underlying project
- 17. Report on outcomes and plan backchannel communications

Stage 5 — **Evaluate**
- 18. Evaluate the engagement process and outcomes

THE LEVELS OF ENGAGEMENT

The International Association for Public Participation (IAP2) Spectrum outlines five (5) levels of engagement with each increment setting forth a progressively higher level of engagement and influence. These levels have been deeply embedded into this framework, enabling adaptability and scalability of both engagement methods and framework tools.

When deciding to engage, council will determine an overall level of engagement, with this overall level to guide the next steps and governance requirements for the engagement exercise. Furthermore, when identifying stakeholders, council will consider the engagement levels of individual groups and their differing needs, giving regard to the below table. Often, some stakeholders will evaluate to a higher level than others with this to be established in the planning stage of engagement.

The table below has been adapted from the IAP2 Spectrum and defines the various levels of engagement while also providing examples of tools at each level based on resource availability.

Inform | Consult | Involve | Collaborate | Empower

Consultation Spectrum (IAP2)			Example Consultation Options (By Resourcing Levels)		Framework Tools
Level	**Councils Goal**	**Councils Promise to the Community**	**Limited Resources Available**	**Medium to High Resources Available**	**Tools to Use**
Inform*	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and or solutions	Council will keep the public informed	Social Media Posts, Media Releases, Flyers	Info Sessions, Website, E-Newsletters, Letterbox Drops, Public Notices	Framework tools not usually required. Manage via communication plan or other channels as appropriate.
Consult	To obtain public feedback on relevant issues, alternatives and or decisions to be made.	Council will keep the public informed, listen to and acknowledge their concerns and aspirations	Feedback Sheets, Displays	Web Surveys, Ideas Days, Competitions, Forums, Focus Groups, Meetings	All framework tools optional and dependant on the complexity of engagement.
Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Council will work with the public to ensure that their concerns and aspirations / ideas are reflected in the alternatives developed.	Web Surveys	Workshops, Project Teams Committees, Festival Submissions, Random Telephone Calls (Sample)	All framework tools recommended. Engagement plan and outcomes report required as a minimum.
Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Council will look to the public for direct advice and innovation in formulating solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible.	Focus Groups, Planning Groups.	Workshops/Planning Groups, Telephone surveys, Deliberative Panels, Forums, Debates	All framework tools mandatory.
Empower**	To place final decision-making in the hands of the public.	Council will implement what the public decide.	Advisory committee, E-Voting	Taskforce Reference Group, Citizen Juries, Referendum Voting	All framework tools mandatory.

*NOTE: When a project or matter evaluates to an inform level, it may not be necessary to continue with the community engagement tool set. It may be possible to simply inform the community and manage these communications via a communication plan. Example consultation options should form part of this plan.

**NOTE: Within the context of Local Government, the highest level of 'Empower' will rarely be achievable or appropriate. The spectrum notes that the level of 'Empower' places the "final decision-making in the hands of the public". As elected representatives for the community, final decisions will ultimately rest with the elected Councillors.

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Inform | Consult | Involve | Collaborate | Empower

TOOLS AND TEMPLATES

In developing this framework, council has created a suite of templates for use in the engagement process. Each template provides text to guide the completion of the document with the templates being reflective of the various stages in the engagement processes.

While these templates provide a detailed structure, adaptation will be necessary to ensure engagement activities are fit for purpose.

Template	How the template is used?
Engagement Decision Matrix	Completed as part of the "Consider" stage of the engagement process and provides overall guidance on the level of engagement, engagement options for each level and the framework tools necessary for each level. • Used to consider if engagement is to occur and can be used outside of the framework to assess engagement appetite.
Engagement Plan	Developed in the "Plan" stage of the engagement process to capture matters related to scope, objectives, stakeholders and other important considerations to guide engagement activity execution.
Outcomes Report	Developed in the "Analyse" stage of the engagement process to present engagement findings to decision makers and plan backchannel communications to 'close the loop' with engagement participants. This template will require modification and consideration should be given to both the structure of the engagement feedback and the intended target audience.
Evaluation Report	Developed in the "Evaluate" stage of the engagement process to reflect on the completed engagement exercise and its activities. The focus of this document is to capture feedback and learnings to improve future engagement exercises by way of framework enhancements and staff development.

APPENDICES

APPENDIX 1 – PROCESS FLOWCHART

Inform | Consult | Involve | Collaborate | Empower

North Burnett Regional Council – Community Engagement Framework

NOTE: This process flow is provided for illustrative purposes only and is subject to change without notice. Dependent on the engagement context, deviation to this process may occur on a case by case basis due to the variability and adaptability required to conduct effective community engagement exercises.

Inform | Consult | Involve | Collaborate | Empower

APPENDIX 2 - THIRD PARTY RESOURCES

Council has collated several third-party resources which may be beneficial to engagement teams during engagement exercises. It is recommended that project teams familiarise themselves with this content to promote better outcomes from engagement exercises.

Resource:	Queensland Government - Community engagement toolkit for planning
Credit:	The State of Queensland, Department of Infrastructure, Local Government and Planning.
Location/Link:	Community engagement toolkit for planning
Reason:	Contains a number of useful resources focused on community engagement related to planning matters. Contains detailed stakeholder analysis and content development guidance that could be interchangeably applied to broader community engagement activities. Helpful guidance/tips on content development, engagement plan development, stakeholder analysis and engaging with different stakeholders.

Resource:	IAP2 - Resource Library
Credit:	International Association for Public Participation (IAP2) Australasia
Location/Link:	IAP2 - Resource Library
Reason:	Contains many best practice resources such as templates, toolkits and webinars that may prove useful and/or provide further context to engagement activities.

Note: Council does not warrant the accuracy or fitness for purpose of any information contained in these third-party resources and in no way claims authorship or ownership of the material. Council does not have any control over the content, maintenance or updating of these resources and extends a thanks to the authors/owners for their production and external publication of this information.

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9.2   LOCAL RECOVERY AND RESILIENCE GRANT

Doc Id: **1141462**

Author: **Vicki Callanan, Disaster Management Officer**

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

Attachments: **Nil**

EXECUTIVE SUMMARY

Council has received $1million under the Local Recovery and Resilience Grant (LRRG), administered by Queensland Reconstruction Authority (QRA). The grant will assist Council to deliver activities and projects that address the emerging relief and recovery needs within the community following an event as well as contribute to building disaster resilience and reducing the impact of future events.

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.   Endorse the presented projects to be delivered under the Local Recovery and Resilience Grant.

OR

2.   Provide alternative projects to expend the $1million Local Recovery and Resilience Grant.

REPORT

Council has received $1million under the Local Recovery and Resilience Grant (LRRG), administered by Queensland Reconstruction Authority (QRA). This grant is provided to Council under Category D of the Disaster Recovery Funding Arrangements and is jointly funded by Australian and Queensland government (50:50). The grant will assist Council to deliver activities and projects that address the emerging relief and recovery needs within the community following an event as well as contribute to building disaster resilience and reducing the impact of future events.

Eligible projects include those directly or indirectly assisting the community in recovering from the event and increasing disaster resilience to reduce the impact of future disasters. Facilitate the recovery of the community and/or address an identified immediate or emerging recovery need; or increase disaster resilience.

Council has until 30 March 2023 to provide QRA with a Project Plan outlining recovery and resilience projects to be delivered under the program. All LRRG projects are to be delivered by 30 June 2024.

The following projects have been selected based on need and funding scope. These projects fulfill outcomes identified in the 2021-22 North Burnett Rainfall and Flooding Events - Recovery and Resilience Plan, Inspector-General Emergency Management's South East Queensland Rainfall and Flooding February to March 2022 Review, 2022 Local Disaster Management Group Debrief and general community resilience.

Project	Description	Cost Estimate	Linkage
Disaster Management Project Officer	• Project Officer to support the delivery of Disaster Management Grants and Projects awarded to North Burnett Regional Council.	$300,000	
Evacuation Centre Equipment and Supplies	• Review of nominated and proposed Evacuation Centres for compliance and suitability. • Review of equipment and supplies required to operate Evacuation Centres more efficiently. • Review what can be hired vs purchased and storage arrangements. • Purchase supplies and storage required.	$80,000	Event Specific Recovery & Resilience Plan
Alternative Power Supply for Evacuation Centres & Critical Infrastructure	• Identification of primary evacuation centre locations in each township. • Identification of critical infrastructure (e.g. water and waste water supply) locations requiring alternative power supply. • Identification of power requirements and size of generator required. • Purchase and installation of generators and/or fitting with generator connections. • Generator housing.	$200,000	Event Specific Recovery & Resilience Plan
Emergency Management Dashboard Upgrades	• Upgrade to Content Management Dashboard to enable Council to customise dashboards. • Development of Template dashboards for different types of disaster risks. • Addition of a "Training" Dashboard to undertake training and educate the community outside of the live environment. • Additional locations added to River Opt-In . • Community Impact Survey through dynamic form development with link on dashboard	$20,000	IGEM Review Outcome 13 & Event Specific Recovery & Resilience Plan
Dashboard Community Education Roadshow	• Education Roadshow to promote Dashboard. • Develop how to videos for Dashboard & Opt-in. • Education material such as flyers, magnets, advertising boards to promote the Dashboard & Opt-in service.	$15,000	IGEM Review Outcome 13 & Event Specific Recovery & Resilience Plan

Project	Description	Cost Estimate	Linkage
Community Capacity & Engagement Building	• Deliver community capacity building programs as identified by the Community Resilience and Recovery Officer. • Costs associated with presenters, accommodation, catering and venue hire. • Youth Engagement (snakes and ladders).	$25,000	Event Specific Recovery & Resilience Plan
Community Information Boards	• Disaster Information Boards on wheels with white board, magnetic pins, pamphlet holders which can be placed outside evacuation centres or Council Offices. • These boards will be a central location for the community to find up to date information from the LDMG, provide brochures from agencies to support community, write key data for community.	$10,000	Debrief and previous events
Local Disaster Management Plan Rewrite and Interactive LDMP Development	• Rewrite of the Local Disaster Management Plan (LDMP) to incorporate more contemporary disaster management practices. • Development of an interactive LDMP which is user friendly, encouraging more community and individual engagement with disaster management planning. • Inclusion on Emergency Management Dashboard	100,000	Event Specific Recovery & Resilience Plan
Dallarnil Drainage	• Undertake drainage works to ensure discharged into Tawah Creek. • Clear debris causing banking effect contributing to poor drainage on properties adjoining Tawah Creek. • Engage Dept Resources to undertake community education about what can and cannot be cleared from waterways following a disaster event.	$100,000	Event Specific Recovery & Resilience Plan
Water Depth Indicator Upgrade	• Depth indicators at crossings are typically installed at 0-1m and 1-2m. Increase community safety and resilience with additional depth indictors at low level crossings which are susceptible to high levels of inundation. • Identification and installation of markers in determined locations.	$100,000	Community Resilience

Project	Description	Cost Estimate	Linkage
Water Level Sensors	• Install water level sensors at key locations to provide community and Council with water levels at low lying areas. • This will improve rural evacuation route intelligence and better improve the community's resilience and reliance on Council for intelligence.	$50,000	Community Resilience

CONSULTATION

Council's Disaster Management Officer has consulted with the Strategic Management Team as well as the Local Disaster Management Group to review and endorse the proposed projects.

RISK IMPLICATIONS

Reputation / Political

The use of LRRG funds to employ a Project Manager (Disaster Management) to deliver projects under the Local Recovery and Resilience Grant (LRRG), Flood Risk Management Program (FRMP), Emergency Response Fund (ERF) and the Queensland Resilience and Risk Reduction Fund (QRRF) may be seen as some members of the community as a diversion of resources from on ground project delivery. Council does not currently have the personnel to deliver all projects within the 30 June 2024 timeframe and should project support not be engaged Council would need to consider whether it is able to meet all requirements of project delivery including delivery by 30 June 2024. Even with a dedicated project manager, the projects identified will require substantial human resource commitment from the Disaster Management Department which could impact on business-as-usual commitments.

Occupational Health & Safety (WHS)

Not applicable.

Financial Impact

The Local Recovery and Resilience Fund provides $1million dollars to deliver recovery and resilience projects across the region. Projects are 100% cost recoverable under the grant up to the value of $1million.

Legal & Regulatory

Not applicable.

Environmental

Not applicable.

Property & Infrastructure

Not applicable.

Human Resources

Personnel costs are eligible expenditure under the LRRG. However, the projects identified will require substantial human resources from the Disaster Management Department which could impact on business-as-usual commitments.

Information Communications Technology

The Emergency Management Dashboard Upgrades are cloud based, therefore not imposing on Councils ICT network.

Service Delivery

Not applicable.

Climate

Not applicable.

KEY MESSAGE

Queensland Reconstruction Authority have granted North Burnett Regional Council $1million under the Disaster Recovery Funding Arrangements Category D program - Local Recovery and Resilience Grant. Council must approve the nominated projects in order to submit a Project Plan to the Queensland Reconstruction Authority. A media release advising community on the adopted projects will be required

10   CORPORATE AND COMMUNITY

10.1   QUARTERLY BUDGET REVIEW - DECEMBER 2022

Doc Id: **1136061**

Author: **Owen Jensen, Financial Services Manager**

Authoriser: **Andrew Knight, Interim General Manager - Corporate And Community**

Attachments: **1.   Quarterly Budget Review Statements - 31 December 2022.pdf [1140621]**

EXECUTIVE SUMMARY

This review of the 2022-2023 budget covers the first quarter of actual operations as at 31 December 2022. The quarterly budget review – December 2022 recommends budget adjustments following a review of performance to date and forecasts amended with latest available information.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

1. Essential Service Delivery – Getting the basics right

OFFICERS RECOMMENDATION

That Council

1.   Receives and notes the information within the Quarterly Budget Review – December 2022 report.

2.   That in accordance with section 170 of the *Local Government Regulation 2012 (Qld)*, Council resolves to amend the budget for the year ending 30 June 2023 to include recommended quarterly budget review amendments as presented.

REPORT

After the close of the 31 December 2022 financial period, a review of actual financial performance against the 2022-2023 Original Budget was conducted.

The review focused on a comparison of year-to-date actuals to year to date forecast position, analysis of those variances with responsible budget managers with consideration of the ongoing impacts of the regions flood event in early 2022, and the current challenges in sourcing resources.

The proposed adjustments to operational revenue and expenditure budgets result in a decrease in the forecast operational surplus to the 30 June 2023 from $15.145million to $9.491million. This is inclusive of capital grants and contributions. Excluding capital grants the proposed adjustments to operational revenue and expenditure result in no change in the forecast operational deficit to 30 June 2023 of ($7.694million).

Annual result	Jun-21A Final	Jun-22A Final	Jun-23F (Budget)	Carry - Over x 2021.2022	Revised Budget - 31.07.2022	Revised Budget - 30.09.2022	Recommended Variations (QBRS - Dec 22)	Budget 23F - (QBR Revised)
North Burnett Regional Council								
Statement of Comprehensive Income								
Income								
Revenue								
Operating revenue								
Net rates, levies and charges	18,274	18,463	20,365		20,365			20,365
Fees and charges	1,382	1,628	1,262		1,262			1,262
Rental income	291	321	364		364			364
Interest received	352	272	382		382			382
Sales revenue	3,046	7,104	2,732		2,732			2,732
Other income	1,496	1,333	1,431		1,431			1,431
Grants, subsidies, contributions and donations	10,933	16,857	12,740		12,740			12,740
Total operating revenue	**35,774**	**45,978**	**39,277**	**0**	**39,277**	**0**	**0**	**39,277**
Capital revenue								
Grants, subsidies, contributions and donations	9,348	10,229	22,839		22,839		-5,654	17,185
Total revenue	45,122	56,207	62,116	0	62,116	0	-5,654	56,462
Capital income								
Total capital income	-	-	-		-			-
Total income	**45,122**	**56,207**	**62,116**	**-**	**62,116**	**-**	**5,654**	**56,462**
Expenses								
Operating expenses								
Employee benefits	15,970	14,478	15,868		15,868			15,868
Materials and services	15,555	21,637	15,677		15,677			15,677
Finance costs	498	349	219		219			219
Depreciation and amortisation	15,126	14,952	13,765		13,765	1,442		15,207
Total operating expenses	**47,149**	**51,416**	**45,529**	**0**	**45,529**	**1,442**	**0**	**46,971**
Total expenses	**47,149**	**51,416**	**45,529**	**0**	**45,529**	**1,442**	**0**	**46,971**
Less **Capital Expenses**	6,328	1,950						
Net result	**-8,355**	**2,841**	**16,587**	**0**	**16,587**	**-1,442**	**-5,654**	**9,491**
Operating result								
Operating revenue	35,774	45,978	39,277	0	39,277	0	0	39,277
Operating expenses	47,149	51,416	45,529	0	45,529	1,442	0	46,971
Operating result	(11,375)	(5,438)	(6,252)	0	(6,252)	(1,442)	0	(7,694)

The forward schedule of capital works has also been extensively reviewed taking into account both internal and external factors, which influence the delivery of Council's capital program. While the proposed level of expenditure is within Council's financial capacity to deliver, Council's ability to physically deliver the envisaged program of works against the forecast budget considering the impact of resource availability due to the current economic forecast, will require careful monitoring.

The following is a summary of the recommended budget amendments as part of this budget review.

Account	Capital Expenditure	Capital Income	Cash at Bank
Biggenden Street Scape	($ 3,439,275)	($ 2,751,420)	**+ $ 687,855**
Disaster Recovery Betterment Projects * (Grant Dependent – Queensland Reconstruction Authority)	$ 5,900,000	$ 5,900,000	-
Biggenden Water Treatment Plant (Carry-Forward)	($ 4,250,000)	($ 4,250,000)	-
Remote Roads Upgrade Pilot (Carry- Forward)	($ 3,948,000)	($ 3,553,000)	**+ $ 395,000**
Monto Administration Building Restoration Works	$ 137,000	-	($ 137,000)
BOR Water Regional Security (Carry-Forward 50%)	($ 1,250,000)	($ 1,000,000)	+ $ 250,000
Grosvenor Bridge Refurbishments – 15t Load Limited	$ 370,000	-	($370,000)
Wuruma Dam Bridge Refurbishments – 25t Load Limited	$ 400,000	-	($400,000)
Remove Hawkwood Road (TIDS) – Shoulder Widening	($389,158)	-	-
Re-Distribute Hawkwood Road TIDS Funding to approved projects: - Abercorn Road (Road Safety Audit Items) - Hawkwood Road (Road Safety Audit Items)	$ 194,579 $ 194,579	- -	- -
Total	**($ 6,080,275)**	**($ 5,654,420)**	**+ $ 425,855**

Council's 2022-2023 Budget and Long-Term Financial Forecast 2023 to 2032 has been updated to incorporate the abovementioned budget adjustments. The impact of these budget adjustments has been analysed by Finance Officers with a particular focus on liquidity. Council's budget will continue to be monitored and reviews proposed during the financial year as required with results subsequently submitted to Council for formal endorsement.

North Burnett Regional Council Statement of Financial Position								
Annual result	**Jun-21A Final**	**Jun-22A Final**	**Jun-23F (Budget)**	**Carry - Over x 2021.2022**	**Revised Budget - 31.07.2022**	**Budget Variations 30.09.2022**	**Recommended Variations (QBRS - Dec 22)**	**Budget 23F -(QBR Revised)**
Assets								
Current assets								
Cash and cash equivalents	26,806	33,455	22,949	- 4,117	18,832	1,752	426	21,010
Trade and other receivables	3,080	3,452	5,040		2,239			2,239
Contract Assets	1,701	2,655			2,801			2,801
Other Assets	1,468	1,078			-			-
Inventories	482	454	490		490			490
Total current assets	33,537	41,094	28,479	- 4,117	24,362	1,752	426	26,540
Non-current assets								
Property, plant & equipment	1,078,731	909,550	1,100,347	4,117	1,104,464	- 179,685	- 6,080	918,699
Total non-current assets	1,078,731	909,550	1,100,347	4,117	1,104,464	- 179,685	- 6,080	918,699
Total assets	**1,112,268**	**950,644**	**1,128,826**	**-**	**1,128,826**	**- 177,933**	**- 5,654**	**945,239**
Liabilities								
Current liabilities								
Trade and other payables	2,979	4,801	2,538		2,538			2,538
Contract Liabilities	1,133	2,136	-		-	2,634		2,634
Borrowings	255	156	163		163			163
Provisions	4,295	3,781	3,095		3,095			3,095
Other current liabilities	102	685	2,700		2,700	- 2,196		504
Total current liabilities	8,764	11,559	8,496	-	8,496	438	-	8,934
Non-current liabilities								
Borrowings	1,824	1,668	1,502		1,502			1,502
Provisions	13,053	13,012	9,263		9,263			9,263
Other liabilites		1,314	-		-	1,314		1,314
Total non-current liabilities	14,877	15,994	10,765	-	10,765	1,314	-	12,079
Total liabilities	23,641	27,553	19,261	-	19,261	1,752	-	21,013
Net community assets	**1,088,627**	**923,091**	**1,109,565**	**-**	**1,109,565**	**- 179,685**	**- 5,654**	**924,226**
Community equity								
Asset revaluation surplus	345,134	176,757	345,134		345,134	- 178,243		166,891
Retained surplus	743,493	746,334	764,431		764,431	- 1,442	- 5,654	757,335
Total community equity	**1,088,627**	**923,091**	**1,109,565**	**-**	**1,109,565**	**- 179,685**	**- 5,654**	**924,226**

CONSULTATION

Report prepared with input from internal budget managers and delegation holders. Workshops have been held with Councillors in February 2023.

RISK IMPLICATIONS

Reputation / Political

Council has undertaken a service delivery review and has had extensive consultation with the community as to a sustainable delivery of services. The operational budget underpins levels of service as outlined in community forums. 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. If endorsed by Council, the amendments to the 2022-2023 Budget will decrease the operational surplus to $9.491m (Inclusive of capital grants and contributions)

Legal & Regulatory

Under Section 170 of the Regulation, Council may by resolution amend its budget for a financial year before the end of the financial year. However, in doing so, Council must comply with the requirements of Section 169 of the regulation. That is the amended budget must include statements of financial position, cash flows, income and expenditure, and changes in equity. The amended budget must also include updated relevant measures of financial sustainability.

The budget review has been undertaken in accordance with Section 169 and 170 of the Regulation.

Environmental

Not applicable

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

Not applicable.

KEY MESSAGE

This report recommends that Council's 2022-2023 Budget as adopted on 27 June 2022 be adjusted to reflect a decrease in the net operation surplus to $9.491m (inclusive of capital grants and contributions).

Income Statement

Annual result	Jun-21A Final	Jun-22A Final	Jun-23F (Budget)	Budget 23F (QBR Revised)	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
North Burnett Regional Council													
Statement of Comprehensive Income													
Income													
Revenue													
Operating revenue													
Net rates, levies and charges	18,274	18,463	20,365	20,365	21,494	22,672	23,409	24,170	24,956	25,705	26,476	27,270	28,088
Fees and charges	1,382	1,628	1,262	1,262	1,316	1,369	1,424	1,474	1,526	1,579	1,634	1,691	1,750
Rental income	291	321	364	364	379	394	406	418	431	444	457	471	485
Interest received	352	272	382	382	394	406	418	431	444	457	471	485	500
Sales revenue	3,046	7,104	2,732	2,732	2,850	2,973	3,092	3,216	3,345	3,479	3,618	3,763	3,914
Other income	1,496	1,333	1,431	1,431	1,493	1,538	1,584	1,632	1,681	1,731	1,783	1,836	1,891
Grants, subsidies, contributions and donations	10,933	16,857	12,740	12,740	12,392	12,076	12,378	12,687	13,004	13,329	13,662	14,004	14,354
Total operating revenue	**35,774**	**45,978**	**39,277**	**39,277**	**40,318**	**41,428**	**42,711**	**44,028**	**45,387**	**46,724**	**48,101**	**49,520**	**50,982**
Capital revenue													
Grants, subsidies, contributions and donations	9,348	10,229	22,839	17,185	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616
Total revenue	**45,122**	**56,207**	**62,116**	**56,462**	**44,934**	**46,044**	**47,327**	**48,644**	**50,003**	**51,340**	**52,717**	**54,136**	**55,598**
Capital income													
Total capital income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total income	**45,122**	**56,207**	**62,116**	**56,462**	**44,934**	**46,044**	**47,327**	**48,644**	**50,003**	**51,340**	**52,717**	**54,136**	**55,598**
Expenses													
Operating expenses													
Employee benefits	15,970	14,478	15,868	15,868	16,011	16,182	16,358	16,849	17,354	17,875	18,411	18,963	19,532
Materials and services	15,555	21,637	15,677	15,677	14,380	14,092	14,444	14,805	15,175	15,554	15,982	16,461	16,955
Finance costs	498	349	219	219	198	191	184	177	172	168	163	158	273
Depreciation and amortisation	15,126	14,952	13,765	15,207	15,787	16,029	16,228	16,434	16,493	16,558	16,623	16,682	16,752
Total operating expenses	**47,149**	**51,416**	**45,529**	**46,971**	**46,376**	**46,494**	**47,214**	**48,265**	**49,194**	**50,155**	**51,179**	**52,264**	**53,512**
Total expenses	**47,149**	**51,416**	**45,529**	**46,971**	**46,376**	**46,494**	**47,214**	**48,265**	**49,194**	**50,155**	**51,179**	**52,264**	**53,512**
Less Capital Expenses	6,328	1,950											
Net result	**-8,355**	**2,841**	**16,587**	**9,491**	**-1,442**	**-450**	**113**	**378**	**809**	**1,185**	**1,538**	**1,871**	**2,085**
Operating result													
Operating revenue	35,774	45,978	39,277	39,277	40,318	41,428	42,711	44,028	45,387	46,724	48,101	49,520	50,982
Operating expenses	47,149	51,416	45,529	46,971	46,376	46,494	47,214	48,265	49,194	50,155	51,179	52,264	53,512
Operating result	(11,375)	(5,438)	(6,252)	(7,694)	(6,058)	(5,065)	(4,503)	(4,237)	(3,807)	(3,431)	(3,078)	(2,744)	(2,530)

Balance Sheet

North Burnett Regional Council Statement of Financial Position Annual result	Jun-21A Final	Jun-22A Final	Jun-23F (Budget)	Budget 23F -(QBR Revised)	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Assets													
Current assets													
Cash and cash equivalents	26,806	33,455	22,949	21,010	17,060	17,541	18,230	18,414	18,807	19,435	20,788	21,715	24,060
Trade and other receivables	3,080	3,452	5,040	2,239	5,040	5,141	5,192	5,241	5,281	5,391	5,341	5,341	5,698
Contract Assets	1,701	2,655		2,801	2,855	2,805	2,605	2,705	2,905	2,805	2,705	2,755	2,905
Other Assets	1,468	1,078		-									
Inventories	482	454	490	490	515	570	550	560	550	580	490	500	500
Total current assets	33,537	41,094	28,479	26,540	25,470	26,057	26,577	26,920	27,543	28,211	29,324	30,311	33,163
Non-current assets													
Property, plant & equipment	1,078,731	909,550	1,100,347	918,699	921,044	919,943	919,190	919,234	919,530	919,962	920,017	920,827	920,567
Total non-current assets	1,078,731	909,550	1,100,347	918,699	921,044	919,943	919,190	919,234	919,530	919,962	920,017	920,827	920,567
Total assets	1,112,268	950,644	1,128,826	945,239	946,514	946,000	945,767	946,154	947,073	948,173	949,341	951,138	953,730
Liabilities													
Current liabilities													
Trade and other payables	2,979	4,801	2,538	2,538	1,603	1,723	1,544	1,703	1,942	1,881	1,831	1,993	2,143
Contract Liabilities	1,133	2,136	-	2,634	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Borrowings	255	156	163	163	170	177	90	120	125	130	135	140	356
Provisions	4,295	3,781	3,095	3,095	3,209	3,196	3,155	3,206	3,175	3,296	3,096	2,976	2,976
Other current liabilities	102	685	2,700	504	600	600	650	600	621	601	611	630	631
Total current liabilities	8,764	11,559	8,496	8,934	8,082	8,196	7,939	8,129	8,363	8,408	8,173	8,239	8,606
Non-current liabilities													
Borrowings	1,824	1,668	1,502	1,502	1,333	1,155	1,066	885	761	631	496	356	496
Provisions	13,053	13,012	9,263	9,263	9,263	9,263	9,263	9,263	9,263	9,263	9,263	9,263	9,263
Other liabilites		1,314	-	1,314	876	438	-	-	-	-	-	-	-
Total non-current liabilities	14,877	15,994	10,765	12,079	10,596	10,418	10,329	10,148	10,024	9,894	9,759	9,619	9,759
Total liabilities	23,641	27,553	19,261	21,013	18,678	18,614	18,268	18,277	18,387	18,302	17,932	17,858	18,365
Net community assets	1,088,627	923,091	1,109,565	924,226	927,836	927,386	927,499	927,877	928,686	929,871	931,409	933,280	935,365
Community equity													
Asset revaluation surplus	345,134	176,757	345,134	166,891	166,891	166,891	166,891	166,891	166,891	166,891	166,891	166,891	166,891
Retained surplus	743,493	746,334	764,431	757,335	760,945	760,495	760,608	760,986	761,795	762,980	764,518	766,389	768,474
Total community equity	1,088,627	923,091	1,109,565	924,226	927,836	927,386	927,499	927,877	928,686	929,871	931,409	933,280	935,365

Cash Flow

| North Burnett Regional Council Statement of Cash Flows | | | | | | | | | | | | |
Annual result	Jun-21A	Jun-22A	Budget -23F (QBR Revised	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Cash flows from operating activities												
Receipts from customers	23,196	29,839	26,377	27,153	28,552	29,509	30,492	31,508	32,494	33,511	34,560	35,643
Payments to suppliers and employees	- 33,831	- 34,842	- 36,642	- 30,391	- 30,274	- 30,802	- 31,654	- 32,529	- 33,429	- 34,393	- 35,424	- 36,487
Interest received	352	272	382	394	406	418	431	444	457	471	485	500
Rental income	298	321	364	379	394	406	418	431	444	457	471	485
Non-capital grants and contributions	11,358	17,117	12,740	12,392	12,076	12,378	12,687	13,004	13,329	13,662	14,004	14,354
Borrowing costs	- 127	- 106	- 219	- 198	- 191	- 184	- 177	-172	- 168	- 163	- 158	- 273
Net cash inflow from operating activities	1,246	12,601	3,001	9,729	10,963	11,725	12,197	12,686	13,127	13,545	13,938	14,222
Cash flows from investing activities												
Payments for property, plant and equipment	- 14,371	- 16,011	- 38,919	- 18,132	- 14,928	- 15,475	- 16,478	- 16,789	- 16,990	- 16,678	- 17,492	- 16,492
Proceeds from sale of property, plant and equipment	1,325	295	789	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	8,296	10,019	22,839	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616
Net cash inflow from investing activities	- 4,750	- 5,697	- 15,291	- 13,516	- 10,312	- 10,859	- 11,862	- 12,173	- 12,374	- 12,062	- 12,877	- 11,877
Cash flows from financing activities												
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	- 246	- 255	- 156	- 163	- 170	- 177	- 150	-120	- 125	- 130	- 135	-
Net cash inflow from financing activities	- 246	- 255	- 156	- 163	- 170	- 177	- 150	-120	- 125	- 130	- 135	-
Total cash flows												
Net increase in cash and cash equivalent held	- 3,750	6,649	- 12,446	- 3,950	481	689	185	392	628	1,353	927	2,345
Opening cash and cash equivalents	30,556	26,806	33,455	21,010	17,060	17,541	18,230	18,414	18,807	19,435	20,788	21,715
Closing cash and cash equivalents	26,806	33,455	21,010	17,060	17,541	18,230	18,414	18,807	19,435	20,788	21,715	24,060

Ratios

Key financial sustainability metrics	Target	Actual Jun-21A	Actual Jun-22A	Budget Jun-23F (QBR Revised)	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Forecast Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Operating surplus ratio	0% to 10%	-31.80%	-11.83%	-19.6%	-15.0%	-12.2%	-10.5%	-9.6%	-8.4%	-7.3%	-6.4%	-5.5%	-5.0%
Asset sustainability ratio	> 90%	97.34%	106.53%	160%	86%	70%	81%	90%	92%	92%	85%	82%	77%
Net financial liabilities ratio	<= 60%	-27.66%	-29.5%	-14.1%	-16.8%	-18.0%	-19.5%	-19.6%	-20.2%	-21.2%	-23.7%	-25.1%	-29.0%
Expense coverage ratio	3 to 6 months	7 months	8 months	6 months	4 months	5 months	5 months	5 months	5 months	5 months	5 months	5 months	5 months
Current ratio	> 1	3.83	3.56	3.35	3.15	3.18	3.35	3.31	3.29	3.36	3.59	3.68	3.85

Percentage Change in Levies

NORTH BURNETT REGIONAL COUNCIL
RATES AND CHARGES COMPARISON
2021-22 v's 2022-23

RESIDENTIAL (Paying Minimum General Rate)						% Increase	Discount
	Residential (Biggenden, Eidsvold, Gayndah, Monto,		Residential (Mt Perry)				
	2021/2022	2022/2023	2021/2022	2022/2023			
General Rate - Residential (Minimum Charge)	$ 817.00	$ 858.00	$ 817.00	$ 858.00	5.02%	Yes
Water Access	$ 651.00	$ 684.00	$ 651.00	$ 684.00	5.07%	Yes
First Pedestal	$ 634.00	$ 666.00	$ -	$ -	5.05%	Yes
Residential Garbage	$ 304.00	$ 319.00	$ 304.00	$ 319.00	4.93%	Yes
Water Consumption - (Estimate 250Kl - year) (21-22 - $1.95kl / 22-23- $2..05/kl)	$ 487.50	$ 512.50	$ 487.50	$ 512.50	5.13%	No
Local Disaster Management Levy	$ 6.00	$ 15.00	$ 6.00	$ 15.00	150.00%	No
Natural Resouce Management Levy	$ 58.00	$ 61.00	$ 58.00	$ 61.00	5.17%	Yes
Landfill Management Levy	$ 216.00	$ 232.00	$ 216.00	$ 232.00	7.41%	Yes
State Govt EMFR Levy	$ 112.40	$ 115.20	$ 112.40	$ 115.20	2.49%	No
TOTAL	**$ 3,285.90**	**$ 3,462.70**	**$ 2,651.90**	**$ 2,796.70**		
Discount (21-22 - 10% 22-23 - 5.0%)	$ 268.00	$ 141.00	$ 204.60	$ 107.70		
Net Payable	**$ 3,017.90**	**$ 3,321.70**	**$ 2,447.30**	**$ 2,689.00**		
Difference ($)		**$303.80**		**$241.70**		
Difference (%)		**10.07%**		**9.88%**		

RURAL GRAZING >100Ha (Valued at $600,000 21/22 Revalued to $880,000 22/23)			% Increase	Discount
	Rural Grazing >100Ha			
	2021/2022	2022/2023		
General Rate - Rural Grazing >100Ha	$ 5,361.60	$ 5,765.85	7.54%	Yes
Local Disaster Management Levy	$ 6.00	$ 15.00	150.00%	No
Natural Resouce Management Levy	$ 58.00	$ 61.00	5.17%	Yes
Landfill Management Levy	$ 216.00	$ 232.00	7.41%	Yes
State Govt EMFR Levy	$ 112.40	$ 115.20	2.49%	No
TOTAL	**$ 5,754.00**	**$ 6,189.05**		
Discount (21-22 - 10% 22-23 - 5.0%)	$ 563.56	$ 302.94		
Net Payable	**$ 5,190.44**	**$ 5,886.11**		
Difference ($)		**$695.67**		
Difference (%)		**13.40%**		

Discount amount   5.0%

10.2   FINANCE REPORT TO 28 FEBRUARY 2023

Doc Id: **1140039**

Author: **Michelle A. Burns, Senior Accountant**

                    Owen Jensen, Financial Services Manager

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

Attachments: **1.   Finance Report - February 2023.pdf [1140607]**

EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget, for the financial year to 28 February 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 28 February 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 February 2023 include:

- Rates, Levies and Charges recorded in February 2023 totalling $19.846million, are slightly lower than budget year-to-date figure of $20.071million, resulting in a $224,975 or 1 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 $214,516 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 $10.609million to $9.834 million; with a $774,855 and 7 per cent variance.

- Materials and Services – The increase in Materials & Services costs to $10.706 million from budgeted $8.859 million (variance of $1.847 million, equivalent to 21 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 $231,886, and
    2. Road Maintenance Performance Contract (RMPC) Cost – Materials & Services over the forecasted expenditure by $591,395.

    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 $10,138 million, at $10,768 million (resulting in a $629,854 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 28 February 2023 is 3.77:1.

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

Not applicable.

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 February 2023)

Areas to note

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 28 February 2023 which is currently $902,000 higher than predicted. The net difference is comprised of revenue higher than budget by $791,000 and operating expenses above budget of $1,693,000.

Operating Revenue

- Rates, levies, and charges revenue is below budget by $224,975. *Natural Resource Management Levy* is higher than budget by $34,668, *General Rates* are higher than budget by $11,059 and *Discounts* have been favourable to budget by $84,729. Whereas, *Water Consumption* has decreased to budget by $214,516, *Waste Management* has decreased to budget by $10,977, *Sewerage* has decreased by $64,716 to budget, *Water* has decreased to budget by $61,693, and *Other Levies* - including Local Disaster Management Levy is lower than budget by $3,529.

- Fees and Charges have increased to budget in February by $280,783 due to additional *Building and Development Fees* of $58,640, *Other Fees and Charges* have increased by $104,731 mainly due to aviation fuel sales and rates search fees, *Caravan Park Takings* are above budget by $132,346 mainly due to increases at Mt Perry, Eidsvold, & Paradise Dam Fees received, *Trade Waste & Recycling* revenue has increased by $68,382 which is mainly relating to the Mundubbera and includes slight increases in Eidsvold and Gayndah waste facilities, *Water and Sewer Fees* have increased by $13,723 Whereas *Licences and Registrations* have decreased to budget by $65,162. *Community Service Fees* are below budget by $31,877.

- Interest received is higher than anticipated mainly due to increased interested rates on our Queensland Treasury Corporation (QTC) cash funds, moving from an annual rate of 0.76% to 3.48%.

- Other Income is above budget by $45,216 as *Waste - Regionwide Income* being above budget by $8,062, which mainly relates to income for road litter signage and wheelie bin hire and *Lands Protection revenue* is above budget by $51,093 due to a Rubber Vine & Hymenachne Project. whereas *Bus Revenue* is below budget by $6,366, *Reginald Murray Williams Centre* is below budget by $1,944, *Stock Route Permits Revenue* is below budget by $4,027 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 $122,072, 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 $46,168, which relates to Council rental facilities being below budget by $35,025 and Council housing being below budget by $11,143. 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 $390,384 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 $1,846,652. 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 $1,000,000 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 $90,970 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 on net result
Recurrent Revenue					
Rates, levies and charges	19,846	20,071	(225)	(1%)	
Fees and charges	1,130	849	281	33%	▲
Interest Received	603	230	373	>100%	▲
Other Income	854	714	140	20%	▲
Recurrent Grants, subsidies, contributions and donations	3,085	3,207	(122)	(4%)	
Rental Income	167	214	(46)	(22%)	▼
Sales Revenue	1,887	1,496	390	26%	▲
Total Operating Revenue	**27,573**	**26,781**	**791**	**3%**	
Recurrent Expenses					
Employee Benefits	(9,834)	(10,609)	775	7%	
Materials & Services	(10,706)	(8,859)	(1,847)	(21%)	▼
Depreciation	(10,768)	(10,138)	(630)	(6%)	
Finance Costs	(59)	(67)	9	13%	▲
Total Operating Expense	**(31,367)**	**(29,674)**	**(1,693)**	**(6%)**	
Operating Profit / (Loss)	**(3,794)**	**(2,893)**	**(902)**	**(31%)**	▼
Capital Revenue and Expenses					
Capital Revenue	1,557	1,057	500	47%	▲
Capital Expenses	0	0	0	0%	
Net Capital Income Gain / (Loss)	**1,557**	**1,057**	**500**	**47%**	▲
Net Result	**(2,238)**	**(1,836)**	**(402)**	**(22%)**	▼

Legend:

- ■ favourable movement (orange)
- ■ unfavourable movement (dark blue)

FINANCIAL POSITION (as at February 2023)

	YTD FY2023	FY FY2023
	Actual	*Budget*
	$000	*$000*
Current Assets		
Cash and cash equivalents	26,230	20,584
Inventories	558	490
Trade and other receivables	11,977	2,239
Contract Assets	1,575	2,801
	40,340	26,114
Non-Current Assets		
Property, plant and equipment	910,161	924,779
	910,161	924,779
Total Assets	950,502	950,893
Current Liabilities		
Current Borrowings QTC	(242)	(163)
Contract Liabilities	(2,529)	(2,634)
Other Current Liabilities	(2,096)	(504)
Current Provisions	(2,105)	(3,095)
Trade and other payables	(3,714)	(2,538)
	(10,687)	(8,934)
Non Current Liabilities		
Borrowings Non Current	(1,505)	(1,502)
Other Non Current Liabilities	(1,314)	(1,314)
Provisions Non Current	(13,565)	(9,263)
	(16,384)	(12,079)
Total Liabilities	(27,071)	(21,013)
Net Community Assets	923,431	929,880
Community Equity		
Asset revaluation reserve	(176,757)	(166,891)
Retained surplus/(deficiency)	(746,674)	(762,989)
Total Community Equity	(923,431)	(929,880)

Areas to note

Assets

- YTD Cash and cash equivalents has decreased from 31 January 2023 to 28 February 2023 by $622,000. This has decreased as Council commences works on the larger Capital Expenditure projects i.e. Biggenden Water Treatment Plant.

- Trade and other receivables have decreased from 31 January 2023 to 28 February 2023 by $2,107,000. The decrease is due to a rates second instalment for 2022/2023 being received.

- Contract assets represents predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA) totalling $548,889.

Liabilities

- Current Liabilities have decreased 31 January 2023 to 28 February 2023 by $1,000,000 in line with recognition of revenue received and work completed for grant funded projects. Contract liabilities of $2,259,000 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 February 2023)

Areas to note

- In February 2023 the rates overdue has decreased from January 2023. This has been a decrease from January ($1,228,457) to February ($1,165,734) of $62,723.

- In February 2023 the rates overdue balance has decreased by 5.11%.

- Approximately 55.49% of rates overdue as at 28 February 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 levied 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
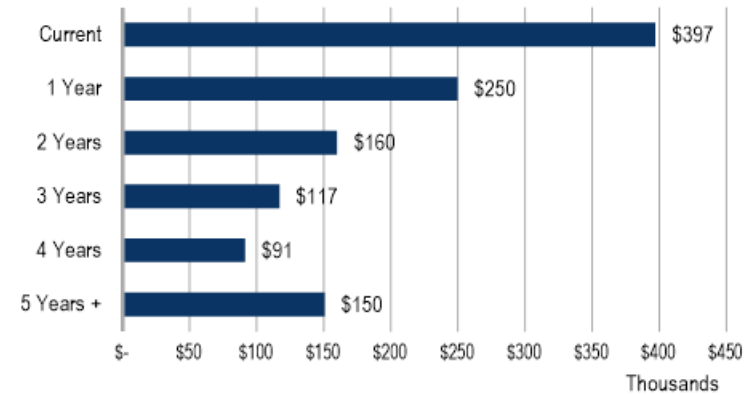
Overdue rates balance
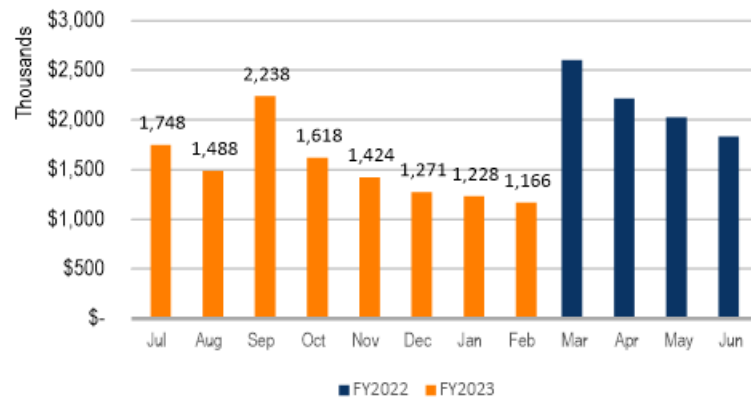
Overdue rates by location

10.3   RADF COMMUNITY GRANTS ROUND 1 2022-23

Doc Id: **1140277**

Author: **Jenny Hall, Community Development Stream Leader**

Authoriser: **Andrew Knight, Interim General Manager - Corporate And Community**

Attachments: **1.   Minutes of RADF Assessment Meeting - 23 February 2023 [1140595]**

EXECUTIVE SUMMARY

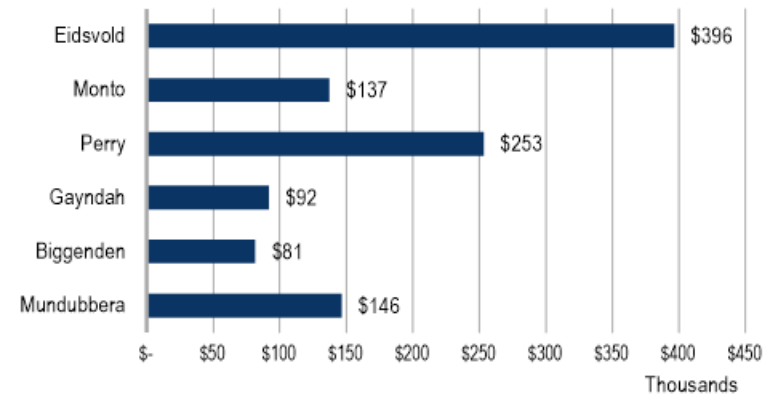The purpose of this report is to inform Council on the progress of the North Burnett Regional Council's Regional Arts Development Fund (RADF) Program; recommend 2022-23 Round 1 applications for endorsement and completed projects for successful acquittal.

The total budget for the 2022-23 RADF program is $41,664 to be allocated through two community grant funding rounds by 31 August 2023. A third funding round will be offered if funds are not exhausted by round 2.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. Sustainable Communities – to retain population and attract investment

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OFFICERS RECOMMENDATION

That Council:

1.   Endorse the following Regional Arts Development Fund (RADF) applications on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).

(a)   Noosa Film Academy Pty Ltd - auspiced by Monto Magic Tourism Action Group: Youth Acting and Screen Production - $5,476

(b)   Kaiden Ratcliffe – auspiced by Gayndah Development Association: First Nations Art Exhibition – $7,110

2.   Endorse the following Regional Arts Development Fund (RADF) Outcome Reports for successful acquittal on the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC).

(a)   Gayndah Art Gallery: This is US - $8,441.00

REPORT

The North Burnett Regional Council partners with the Queensland Government through Arts Queensland to deliver the Regional Arts Development Fund (RADF) Program in our region. For 2022-23, the RADF program has a budget of $41,664 to be allocated through two community grant rounds by 31 August 2023. A third Community grants round will be offered in the event funds are not expended in two rounds.

RADF Round 1 2022-23 was released on 23 November 2022 and applications closed on Wednesday 1 February 2023. The grant program was conducted online via SmartyGrants and assessed by the North Burnett Arts and Cultural Advisory Committee (NBACAC). Two applications were received in total for Round 1. There were two in-progress applications that were not submitted by the closing date of the round.

To assess Round 1 applications, six NBACAC members independently completed a standardised assessment checklist of each application, via SmartyGrants, prior to the RADF Assessment Panel Review meeting held on 23 February 2023 in Mundubbera. The initial assessment included:

- Declaring any conflicts of interest.
- Applying a scoring system to consider aspects of project quality, impact, reach and viability.
- Conditions of funding.
- A recommendation for funding (yes or no) and a recommended amount.
- A comment to justify decisions made.

This information was then collated and presented at the RADF Assessment Panel Review meeting for consideration.

Dr Geoff Walden chaired the Assessment Panel Review meeting, with six assessors attending in person. The Committee's recommendations were assessed in line with the NBACAC Terms of Reference and the RADF Guidelines, and members' initial assessments and comments were factored into the overall decision making of the panel.

The NBACAC is an advisory committee to the Council. The RADF guidelines state any recommendations for funding through RADF require Council endorsement at a General Meeting. It should be noted that RADF is administered separately to the 1004 Community Grants Policy and guidelines due to RADF's joint funding with Arts Queensland.

2022-23 Round 1 Application

The Committees recommendations for Round 1 are as follows

1. **Noosa Film Academy Pty Ltd – auspiced by Monto Magic Tourism Action Group: Youth Acting and Screen Production - $5,476.** This project aims to build youth acting and screen production capacity in two North Burnett Schools – Biggenden State School and Monto State High School. The workshops and screenings develop cultural capacity, innovation, community pride and connection plus deliver professional development for educators.

   Recommended up to the value of $5,476.

2. **Kaiden Ratcliffe – auspiced by Gayndah Development Association: First Nations Art Exhibition $10,610.** The project includes an art exhibition at the Gayndah Art Gallery, professional development workshops by artist Wakka Wakka Boy to discover how to create Indigenous artworks plus workshops on traditional dancing facilitated by Zane Ratcliff. This project will include Kaiden Ratcliffe showcasing his diverse range of Contemporary Visual Art from his own First Nations perspective along with sharing language and culture. The exhibition will open during NAIDOC Week and the opening event will include traditional dancing and food tasting.

   The Committee recommended that venue hire costs are not funded and Traditional Food Tasting expenses as per the RADF guidelines.

   Recommended up to the value of $7,110, of which $1,125 is conditional on further explanation being provided and accepted on expenses items: production, material, and administration costs.

Reasoning behind the recommendations of the NBACAC are detailed in the minutes, which are attached (Attachment 1).

The following RADF Outcome Reports were assessed for acquittal:

1. Gayndah Art Gallery: This is US project. Funded for $8,441 with returned funds of $3,008.27

   Recommended

Reasoning behind the acquittal recommendations are detailed in the minutes, which are attached (Attachment 1).

CONSULTATION

Six NBACAC members individually completed a full assessment of the RADF Round 1 2022-23 applications via SmartyGrants and one outcome report from a completed RADF project. This assessment was used to inform discussion at the Assessment Panel Review Meeting held on Thursday 23 February 2023 and factored into the overall decision making of the group.

All assessments and recommendations were made in accordance with the RADF Program Guidelines and the NBACAC Terms of Reference.

RISK IMPLICATIONS

Reputation / Political

LOW - Members of the NBACAC were successfully endorsed by Council as Advisory Committee members based on the skills and experience that they possess in the arts and cultural arena. The members are expected to serve the interests of the region. The risk of doing nothing and not endorsing the Committee recommendations is that the Advisory Committee Panel would feel that their recommendations are not valued; and lack of endorsement would result in delays in RADF projects commencing and increased strain on Council's ability to fulfil the requirements of the 2022-23 RADF Funding Agreement.

No declarations of conflict of interest were made at the time of the individual assessment process or during the assessment committee meeting.

The management of the RADF Program is conducted in line with the Arts Queensland funding agreement and is guided by the NBACAC Terms of Reference, RADF Guidelines and the use of approved standardised applications, assessment checklists, forms, and letters to mitigate any risk of harm to the reputation of Council and Arts Queensland.

Occupational Health & Safety (WHS)

Not applicable.

Financial Impact

LOW – The following table outlines the funding available for the 2022-23 RADF Community Grants Program:

2022-23 RADF Program funding

Funding Source	Funding
Arts Queensland – 2022-23 RADF Program Funding Agreement	$25,000
NBRC Financial Contribution to RADF	$13,000
Sub-total: Funding as per agreement	**$38,000**
2021-22 RADF projects – returned funds (underbudget)	
24/10/22 Returned project funds – Gayndah Art Gallery	$3008.27
26/10/22 Returned project funds – MEA	$655.56
Sub-total: Total funding returned	$3663.83
Total Funding for Community Grants program	**$41,663.83**

2022-23 RADF Grant funding awarded

Funding	Funds Available	Grant Applications Received	Approved / Expended	RADF Funds Remaining
Committee initiative	**$41,663.83**		$3,600	**$38,063.83**
Round 1 (if endorsed)	**$38,063.83**	$16,086	$12,586	**$25,477.83**
Total funds remaining for Round 2 2022-23				**25,477.83**

Note: Any applicable GST for approved/expended funds is not paid from RADF grant funds.

RADF Committee Initiative - Outdoor Artworks Project

The 2019/20 RADF Committee Initiative 'RADF Outdoor Artworks Project' is close to completion with 5 out of the 6 projects completed in Monto, Mt Perry, Biggenden, Eidsvold and Gayndah.

The Mundubbera Outdoor Artwork project 'Photography Bollards' have been designed, printed and installed. Remaining project funds will be used towards a revised sign in the park out the front of the Mundubbera Library, to replace the existing Mundubbera Regional Art Gallery sign that has reached its end of life. The sign will be co-designed with Gallery artists and Truth Designs with three sides in a triangle shape, with one side showcasing the Outdoor Artwork project and two sides for the Mundubbera Art Gallery. Any additional costs above the remaining funds of $1478.67, will be paid for by the Mundubbera Regional Art Gallery. The project funds should be fully expended and the project fully completed by June 2023.

Project	Budget - Arts QLD Annual Bid	Approved / Expended	Funds remaining
2019/20 Committee Initiative – Outdoor Artworks Project	**$20, 000**	$18,521.33	$1,478.67

Legal & Regulatory

LOW – The RADF Program complies with the *Local Government Act 2009*, the Local Government Regulation 2012, 3207 Arts and Culture Policy and Arts Queensland Funding Agreement.

Environmental

Not applicable.

Property & Infrastructure

LOW – Where applicable, RADF applicants are required to show Certificates of Currency in respect to public liability insurance.

Human Resources

LOW – Council employs a Community Development Officer who undertakes work as a RADF Liaison Officer to manage the RADF Program within designated timeframes. Use of the online grants system SmartyGrants assists to streamline the process.

Information Communications Technology

Not applicable.

Service Delivery

LOW – No impact on service delivery by proposed recommendations. The requirements of the RADF Program are managed in line with other service delivery responsibilities.

Climate

Not applicable.

KEY MESSAGE

The RADF Program is a partnership between North Burnett Regional Council and Arts Queensland to support access to quality arts and cultural experiences in our region and build local cultural capacity, cultural innovation, and community pride. Media releases, website posting, and Facebook posts will be undertaken following endorsement to celebrate and promote upcoming projects.

North Burnett Arts and Cultural Advisory Committee
RADF Assessment meeting

MUNDUBBERA COUNCIL CHAMBERS (BOARDROOM)
THURSDAY, 23 FEBRUARY 2023

1. MEETING ATTENDEES

Dr Geoff Walden, Gillian Nicholl, Lorraine Maskell, Judith Bohm-Parr, Marshall Langston, Cr Melinda Jones, Jenny Hall, Jenny Ward (secretary).

2. WELCOME AND HOUSEKEEPING

Dr Geoff Walden welcomed members to the meeting and shared an acknowledgement to country.

3. APOLOGIES/LEAVE OF ABSENCE

Apologies: Kerry Slack

4. MINUTES FROM PREVIOUS MEETING

The minutes from the previous meeting held on 28/07/2022 were circulated and reviewed.

Minutes of the previous meeting were confirmed with no amendment.

Moved: G Nicholl   **Seconded:** L Maskell   **Carried:** Unanimously

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1   North Burnett RADF Program Committee Initiative - CQRASN Wide Bay Touring Circuit

J Hall provided the following update:

- At the Council General Meeting on 24 August 2022, Council endorsed the recommendation of the North Burnett Arts and Cultural Advisory Committee (NBACAC) to allocate $3,600 of the 2022/23 RADF program funding, towards the 'Wide Bay Touring Circuit Committee project'.
- This initiative was included in our 2023-23 RADF program and funding application to Arts Queensland and was accepted.
- Further discussion on this project will take place in General Business.

6. CONFLICT OF INTEREST

J Hall advised no conflicts were reported during the assessment phase of grant applications via SmartyGrants.

No further conflicts were declared.

7. OUTCOME REPORTS FOR ACQUITTAL

1

The following outcome reports were assessed and recommended for successful acquittal:

7.1   RADF2122R1019 Gayndah Art Gallery – This is US - $ 8,441.00

It was generally agreed that the project had met its objectives. The workshops delivered by Truth Designs, Ross Driver and Kirralee Robinson from Museums and Galleries Queensland brought new skills to the region for teachers, students and members of the community.

It was noted that project disruptions due to COVID resulted in reduced workshops being offered, which was out of the applicant's control. Project underspend of $3008.27 would need to be returned to Council.

J Hall confirmed the unspent funds had been returned. Members discussed the returned funds and requested for the funds to be allocated to the 2022-23 RADF Community Grants funding pool.

Motion: That the committee recommend successful project acquittal with unspent funds being returned to Council and for funds to be allocated to the 2022-23 RADF Community Grants funding pool.

   Moved: M Jones   **Seconded:** J Bohm-Parr   **Carried:** Unanimously

Action: J Hall to contact Arts Queensland to request returned funds of $3663.83 be included in community grant funding pool 2022/23.

8.   **APPLICATIONS FOR ASSESSMENT**

8.1   RADF2223R1041 – Noosa Film Academy – Youth Acting and Screen Production - $5,476

Funding is sought to build youth acting and screen production capacity, the workshops and screenings proposed are to help develop cultural capacity, innovation, community pride and connection plus deliver professional development for educators.

The committee had a comprehensive discussion on the project proposal including:

- Are there any concerns with funding going out the region to a non-local organisation. This concern was alleviated as the workshops were being held in the region to the benefit of young people.
- Is there a reason for visiting similar Schools as previous years
- Is the project able to target high school students as well - target age group listed as 0-11 years?
- Is there a way to track the long-term benefit or outcomes of previous workshops?
- Is there opportunity for the artist to charge a fee to attend? Whilst there was value in charging a fee for participation, this could exclude access and inclusion for families.

Motion: That the committee recommend funding to the value of $5,476, conditional on a local North Burnett organisation auspicing the application.

   Moved: G Nicholl   **Seconded:** L Maskell   **Carried:** Unanimously

Action. J Hall to contact applicant to confirm that a local organisation will be required to auspice their application and to seek further advice on the program demographics and if there is any evidence or research on the impact of the program.

8.2   RADF2122R3033 – Kaiden Ratcliff – First Nations Art Exhibition - $10,702

Funding is sought for an Aboriginal and Torres Strait Islander Art exhibition at the Gayndah Art Gallery using different mediums by local Wakka Wakka artists and professional development workshops focusing on indigenous art and traditional dance.

Page **2** of **7**

The committee had a comprehensive discussion on the project proposal including:

- Is there opportunity for the artist to charge a fee to attend the workshops? This was discussed at length with no fee being charged for the workshops to encourage participation.
- Additional information is required on items where no quotes were supplied (e.g., materials and production costs and catering). There was limited explanation provided on these costs and information would need to be provided for funding to be recommended for these items.
- Discussion was held on food and catering expenses and how these are ineligible for funding as per RADF guidelines.
- Members discussed whether the project factored in different indigenous groups across the North Burnett and if this would potentially reduce participation of youth from across the region.

Motion: That the committee recommended funding to the value of $7,100, of which $1125 is conditional on further explanation being provided and accepted on expenses items: production, material, and administration costs.

The reduced funding amount was recommended due to the following:

- Venue hire fee of $500 would not be funded in lieu of Council's contribution towards the maintenance of the Gayndah Art Gallery building. The RADF Committee requested that this fee be donated by the applicant as in-kind.
- Catering for $3000 for NAIDOC week food tasting is unable to be funded as per RADF guidelines which excludes expenses associated with catering and cooking.

Moved: G Nicholl   **Seconded:** J Bohm-Parr   **Carried:** Unanimously

9.   GENERAL BUSINESS

9.1   Danica Nizic – Masonry Workshop – NR010RADF – Project update

The Monto Magic Tourism Action Group auspiced Danica Nizic to undertake a Masonry Workshop project, funded by RADF Round 2 2020-21. Monto Magic have reported that part of the project has been completed, however, there are concerns that the remainder of the project (sculpture) has not been completed. Attempts to contact the artist have been unsuccessful. Monto Magic are seeking advice from the Committee on options to finalise the project.

The committee discussed options on finalising this project including funds been returned immediately or for further contact with the artist to occur. There was general consensus that the artist be contacted by the RADF Liaison Officer to discuss project completion.

Motion: That the committee recommend J Hall to contact the artist to discuss project completion, with intent for funding to be returned if there is no further interest in completing the project and within a reasonable time period.

Moved: G Nicholl   **Seconded:** J Bohm-Parr   **Carried:** Unanimously

Action. J Hall to contact applicant to discuss project and progression with intent for funding to be returned if project is unable to be completed.

9.2   Daniel Patterson, Digital Design for Youth - project update

J Hall advised that project acquittal had been submitted, however, only one of the three proposed workshops have been held.

Members discussed the acquittal and agreed in its current format that the acquittal would be declined and for J Hall to contact applicant about their project and discuss a timeframe for extension to complete the remaining workshops. Applicant to be complete acquittal again, once project has been completed.

Page **3** of **7**

Action. Jenny Hall to contact applicant to seek advice on when funded workshops would be completed and, request extension of project via NBACAC and acquittal re-submitted once project has been completed.

9.3   <u>CQRASN Wide Bay Touring Circuit program update: Jenny Hall</u>

J Hall provided an update on a new proposal for the Wide Bay Touring Circuit program.

Council initially agreed to partner with CQ University through their Central Queensland Regional Arts Services Network (CQ RASN), Bundaberg, Fraser Coast and South Burnett Regional Councils, to plan and collaborate on a one year Touring Circuit project.

CQ RASN contacted Council February to seek support for a new grant application, which would see the one year program transform into a two-year program. The revised project, the 'Touring Circuit Development Program', main objective is to increase the touring opportunities for regional audiences and regional artists in the Wide Bay Burnett region, over a 24-month period commencing in June 2023. The project would also include a range of skills development workshops for community and local artists.

Members discussed the new project proposal and were supportive of the revised model and the opportunity this would provide in the region, where, touring opportunity and skills development are limited.

J Hall advised that the first touring performance artists had been selected by the participating partners as the **Ironing Maidens**. Members were asked to consider the location of the first touring performance and whilst all towns were considered, members chose the venue for the first performance as Mt Perry and second Biggenden.

Motion: That the committee recommend for the project to continue over 2 years and recommend that a letter of support be issued, with the first touring performance as Mt Perry and second Biggenden.

Moved: L Maskell   **Seconded:** G Nicholl   **Carried**: Unanimously

9.4   <u>Arts Queensland - RADF program feedback and review</u>

J Hall shared an update that Arts Queensland have commenced a review of the RADF program and are seeking input from Council's on the program, funding methodology and future direction.

J Hall advised that Cr Jones and J Hall will be attending a meeting with Arts Queensland in early March to discuss the review process, along with Interim General Manager – Corporate and Community, Andrew Knight.

Members were asked if they had any initial feedback on the RADF program and it was agreed that feedback would be sought after the initial meeting with Arts Queensland and when further information on the review is known.

Action: J Hall to provide members with an update on the Arts Queensland RADF program review when further information becomes available.

9.5   <u>'Grant Writing for the Arts' workshops</u>

J Hall sought feedback from the committee if targeted grant writing workshops for Arts and Cultural workers would be welcomed in the region.

Committee members advised that it had been sometime since workshops had been held. All members agreed that it would be ideal to have workshops in the region. If workshops can't be held in all towns the preferred locations for the workshops are Monto, Mundubbera and Biggenden.

Action: J Hall to continue to liaise with Art and Cultural workshop facilitator to discuss capacity building workshops in the region.

Page **4** of **7**

9.6   Funding Guidelines discussion

There was general discussion on the current RADF guidelines and these needs to be updated to reflect thinking on funding applications by Schools and P&C associations. There was also general discussion about inclusion of a eligibility criteria around accessibility. Further discussion to take place on guidelines including a review of other Council guidelines and processes.

9.7   Opening of RADF round 2

Committee members all agreed for J Hall to proceed with the opening of round 2 as soon as possible.

Action: J Hall to review schedule and open round 2 as soon as practicable.

10.   FUNDING OUTLOOK

Funding Source	Amount
Arts Queensland – 2022-23 RADF Program Funding Agreement	$25,000.00
NBRC Contribution	$13,000.00
Total Funds	**$38,000**

Funding Allocated		Amount
Committee Project		$3,600
Total Funds remaining for RADF Rounds		**$34,400**
24/10/22 Returned project funds – Gayndah Art Gallery	$ 3008.27	
26/10/22 Returned project funds - MEA	$ 655.56	
		$ 3663.83
Total		**$38,063.83****

**Seeking confirmation from Arts Queensland that returned funds of $3663.83 can be included in community grant funding pool 2022/23. This figure may alter with GST adjustment.

11.   NEXT MEETING

Town: Eidsvold

Venue: Eidsvold Boardroom (with tour of RM Williams) and visit EJ Garrett

Date: TBA

Time: TBA

Action: J Hall to determine next meeting date once revised Round 2 Community Grant program timeframes have been established. J Hall to communicate new date to committee members.

12.   CLOSURE OF MEETING

Meeting closed at 12noon.

Dr Geoff thanked all attendees and thanked them for their time.

Summary of Action Items from Meeting

SUMMARY OF ACTION ITEMS			
Item	Actions	Response to action items / questions	Status
8.1	**Noosa Film Academy** J Hall to contact Noosa Film Academy to clarify questions raised and to seek advice if there is any evidence or research on the impact of the program	• The applicant missed ticking the target age group of 12-21 on their RADF application. The School ages (grades) that will be part of the program range from primary to high school aged children. Biggenden State School grades range from prep to year 10 and Monto State High School grades 7 to 12. • Noosa Film academy are interested to offer workshops in all towns in our region and would consider future projects in towns they have yet to visit. • They are interested to continue to offer a School based program plus complement this by delivering community workshops and/or community screening event where students can showcase their work (or community members). They are able to cater workshops to all ages and abilities. • The applicant advised that they have been able to track progress of participants through their program and long-term outcomes/benefits. They can only track those student who reach out to them and remain in touch with them post the workshops.	Completed
8.1	**Noosa Film Academy** J Hall to liase with Noosa Film Academy to confirm auspice organisation	Monto Magic Tourism Action Group has agreed to auspice their application and the paperwork has been received. The funding condition has now been satisfied.	Completed
8.2	**Kaiden Ratcliffe Project** Jenny Hall to clarify RADF expenditure items for Kaiden Ratcliffe Project	Email sent to request additional information. Follow-up phone call - waiting for response.	In progress
9.1	**Danica Nizic – Masonry Workshop – NR010RADF – Project update** J Hall to contact applicant to discuss project and progression with intent for funding to be returned if project is unable to be completed.		In progress
9.2	**Daniel Patterson, Digital Design for Youth - project update** J Hall to contact applicant to decline acquittal in current format and seek advice on when the project will be completed to be able to process extension grant project.		In progress
9.3	**CQRASN Wide Bay Touring Circuit Program.** J Hall to progress letter of support and confirm locations for first touring circuit performance.	Letter of Support was drafted and signed by Interim General Manager – Corporate and Community. CQRASN advised of our preference for the first touring performance to be held in Mt Perry with second preference as Biggenden.	Completed
9.4.	**Arts Queensland Review** J Hall to provide committee with an update on the review when further information comes to light.		In progress
9.5	**Grant Workshops** J Hall to continue to liaise with Art and Cultural workshop facilitator to discuss capacity building workshops in the region.		In progress

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SUMMARY OF ACTION ITEMS

Item	Actions	Response to action items / questions	Status
9.7	**RADF Round 2 2022-23** J Hall to determine RADF round 2 opening and closing dates and communicate with committee		In progress
10 and 7.1	**Returned RADF funds** J Hall to submit formal request to Arts Queensland for unspent funds from grant projects be allocated to the 2022-23 RADF community grants funding pool.	• Arts Queensland confirmed 9/3/2023 that unspent funds $ 3,663.83 are approved to be allocated to the 2022-23 RADF community grants program.	Completed
11	**Next meeting date** J Hall to determine next meeting date and advise members.		In progress

11   WORKS

11.1   REVISED MOTOR VEHICLE POLICY AND PROCEDURES

Doc Id: **1139734**

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

                      Michael Cartwright, Governance Policy and Risk Advisor

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

Attachments: 1.   **2100 Motor Vehicle Policy (current).pdf [1103389]**
                      2.   **PRO-2100 Motor Vehicle Procedures (current).pdf [1115876]**
                      3.   **Draft - 2100 Motor Vehicle Policy.docx []**
                      4.   **Draft PRO-2100 Motor Vehicle Procedures.docx []**

EXECUTIVE SUMMARY

Council's 2100 Motor Vehicle Policy and associated procedure required several amendments to reflect current operational requirements. The draft - 2100 Motor Vehicle Policy is being presented to Council for review and endorsement.

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.   Endorse the Governance Policy 2100 Motor Vehicle Policy.

2.   Note the accompanying procedure PRO-2100 Motor Vehicle Procedure.

REPORT

CONSULTATION

Extensive consultation has occurred with the Senior Management Team, Work Health and Safety Coordinator, Disaster Management Officer, and Finance Officer.

RISK IMPLICATIONS

Reputation / Political

Vehicle use will attract scrutiny from the community, therefore transparency around how vehicles are allocated, utilised, and managed is an important risk mitigation strategy.

Occupational Health & Safety (WHS)

Operation of vehicles remains a high risk for Council. This policy attempts to mitigate some of the risks by clarifying how and when Council owned vehicles can be operated.

Financial Impact

Transferring the responsibility for road tolls from Council to employees will have a net positive impact to Council.

Legal & Regulatory

Nil.

Environmental

Nil.

Property & Infrastructure

Nil.

Human Resources

Nil.

Information Communications Technology

Nil.

Service Delivery

Nil.

Climate

Nil.

KEY MESSAGE

Council has reviewed and updated the Motor Vehicle Policy to provide greater clarity around allocations and usage conditions to ensure vehicle assets continue to effectively and efficiently support Council operations.

2100 Motor Vehicle Policy
Governance Policy

PURPOSE

1) North Burnett Regional Council provides vehicles to our employees to enable them to perform their duties in an efficient and cost-effective manner. This policy details the provision and use of Council owned motor vehicles and associated terms and conditions of use.

SCOPE

2) This policy applies to all employees, contracted workers and volunteers of North Burnett Regional Council using a Council owned motor vehicle.

3) The terms and conditions for the use of a motor vehicle by Councillors are contained in the Council's Statutory Policy "Reimbursement and Provision of Facilities for Mayor and Councillors" and are outside the scope of this policy.

DEFINITIONS

Term	Definition
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Council	North Burnett Regional Council
Approved use	An activity that is conducted in compliance with this policy.
Approved user	A person approved by the Responsible Officer to drive the vehicle for a particular task or reason. Contracted workers and volunteers of NBRC are approved users. Classification 1 and 2 officers may also approve another person to drive the vehicle from time to time.
Associated Procedure	Refer 'Motor Vehicle Provision and Use Procedure'
Commuter Use	The category generally relating to workforce supervisors and other employees who have current agreements for commuter use of Council vehicles as "tools of trade" requirements of their position, however is not included in salary remuneration considerations. Commuter use arrangements are not transferable across positions and may be removed with advanced notice. Vehicles must only be used for journeys to and from work, in the safest and most direct route.
Private use vehicles	Vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer Vehicle Usage Classifications in associated procedure).
Responsible Officer	A Council employee who is in charge of a Council motor vehicle.

POLICY

OBJECTIVES

Council vehicles are provided in accordance with this policy and any other relevant individual employment arrangement. Where the relevant individual employee arrangement conflicts with this policy, that employment arrangement will prevail over this policy to the extent of the conflict.

PRINCIPLES

4) Council will seek to achieve best practice standards of safety regarding the provision and use of council owned motor vehicles.

POLICY STATEMENT

5) Council will provide a suitable range of motor vehicles for the delivery of Council services throughout the region as may be required.

Motor Vehicle Policy   Page 1 of 3
Approved   Doc ID 1005203

The Chief Executive Officer ("CEO"), at their sole discretion, will determine the use type for each employee, based on their role, responsibility or employment contract.

Vehicle type is divided in to five (5) classifications: -

a) Classification 1 – Full private use without restrictions

This vehicle usage classification applies to the CEO and General Managers (GM).

b) Classification 2 – Private use with restrictions

This vehicle usage classification applies to Managers and other Council Officers as outlined in an employment contract or who have written approval from the CEO.

c) Classification 3 – Limited Private use with restrictions

The CEO on the recommendations from the GMs will determine the Positions/Council Officers to whom this vehicle usage classification applies.

d) Classification 4 – Commuter use

The granting of this vehicle usage classification is by approval of the relevant GM and would generally be allocated to Council Officers on stand-by / return to duty or on call out duties.

Classification 4 usage provides only for journeys to and from work, in the safest and most direct route. Transport of persons unless for Council purposes or contained in this policy is not permitted.

e) Classification 5 – Limited business use

This classification applies to business use only of the vehicle.

Use of Vehicles

6) Council vehicles are to be available for official purposes at all times. The vehicles are only to be used in the designated areas in accordance with their usage classification (refer associated procedure).

7) All employees and approved users are responsible to ensure that all reasonable steps are taken to protect Council vehicles from misuse, harm or damage.

8) All employees are responsible to report to the CEO or relevant General Manager any occurrences of obvious misuse, abuse or blatant disregard of Council vehicles.

9) Details regarding where and how vehicles can be used are provided in the associated procedure.

10) Council vehicles must be refuelled from designated sources (refer associated procedure) and accurate fuel accounting and reporting is a mandatory requirement.

11) Only Council employees, contracted staff, volunteers and approved users may drive a Council vehicle with a valid and appropriate drivers licence for the type of vehicle to be driven.

12) The driver of a vehicle at the time of any infringement is personally responsible for any fines or penalties resulting from the use of the vehicle, including parking infringements.

13) Compliance with FBT requirements is essential with respect to maintaining log books.

14) Smoking is not permitted in any Council vehicle.

15) Employees are required to comply with Council's Drug and Alcohol Policy when operating Council vehicles. Council has zero tolerance for non-compliance with its Drug and Alcohol Policy.

16) Where an employee who has approved use of a Council vehicle ceases employment with Council, they must return the vehicle to the appropriate depot prior to their last day of employment, or at any other time as Council may direct.

17) Council considers the provision of a motor vehicle as a significant privilege. Accordingly, Council reserves the right to withdraw use of the Council vehicle for any employee who is in breach of this Policy. Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under Code of Conduct.

ROLES AND RESPONSIBILITIES

18) All staff have an obligation to ensure that Council vehicles are driven and garaged in a legal, safe and responsive manner.

APPLICABLE LEGISLATION AND REGULATION

19) Applicable legislation and regulation:
    a) *Local Government Act 2009.*
    b) *Local Government Regulations 2012*
    c) *Work Health and Safety Act 2011*
    d) *Work Health and Safety Regulations 2011*
    e) *Managing Risks of Plant in the Work Place Code of Practice 2013*
    f) *Income Tax Assessment Act 1997*

RELATED DOCUMENTS

20) Related documents are:
    a) Motor Vehicle Provision and Use Procedure
    b) Employee Code of Conduct
    c) Administrative Directive – Operating Council Owned or Hired Plant
    d) Reimbursement and Provision of Facilities for Mayor and Councillors Policy
    e) Drug and Alcohol Policy
    f) Work Health and Safety Policy

DOCUMENT RESPONSIBLE OFFICER

Assets, Facilities and Fleet Manager

APPROVAL DATE

6 January 2022

REVIEW DATE

January 2026 (Standard four year term)

REVISION HISTORY

Version	Authorised Officer	Approval Date	History
1	General Manager Works	10 May 2021	New
2	Acting Chief Executive Officer	6 January 2022	Administrative revision

PRO-2100 Motor Vehicle Provision and Use Procedure

PURPOSE

1) This procedure details the arrangements associated with the provision of Council owned motor vehicles and associated terms and conditions of use.

SCOPE

2) This procedure applies to all employees, contracted workers and volunteers of North Burnett Regional Council using a Council owned motor vehicle.

3) The terms and conditions for the use of a motor vehicle by Councillors are contained in the Council's Statutory Policy "Reimbursement and Provision of Facilities for Mayor and Councillors" and are outside the scope of this policy.

DEFINITIONS

Term	Definition
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Council	North Burnett Regional Council
Approval by the relevant General Manager	A written approval by the particular Responsible Officer's General Manager (General Manager).
Approved use	An activity that is conducted in compliance with this policy.
Approved user	A person approved by the Responsible Officer to drive the vehicle for a particular task or reason. Contracted workers and volunteers of NBRC are approved users. Classification 1 and 2 officers may also approve another person to drive the vehicle from time to time.
Benchmark Vehicle	A vehicle with, in addition to standard manufacturer options/accessories has standard NBRC options/accessories required for the safe use of the vehicle. These NBRC options/accessories include tow bar, bull bar, two-way radio, driving lights and other relevant items deemed of benefit to Council and as approved in writing by the Chief Executive Officer (CEO) on a case by case basis.
Commuter Use	The category generally relating to workforce supervisors and other employees who have current agreements for commuter use of Council vehicles as "tools of trade" requirements of their position, however is not included in salary remuneration considerations. Commuter use arrangements are not transferable across positions and may be removed with advanced notice. Vehicles must only be used for journeys to and from work, in the safest and most direct route.
Leave	Includes all types of leave including long service, annual, sick, bereavement and personal leave.
Options/Accessories	Any items not supplied as standard.
Private use vehicles	Vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer Vehicle Usage Classifications).
Responsible Officer	A Council employee who is in charge of a Council motor vehicle.

PROCEDURE

OVERVIEW

4) This procedure details the requirements associated with the provision and use of council owned motor vehicles.

PROCEDURE DETAIL

Vehicle Usage Classifications

5) The Chief Executive Officer ("CEO"), at their sole discretion, will determine the use type for each employee, based on their roles and responsibilities and employment contract, and also based on the reason for the vehicle being purchased for the fleet.

6) Vehicle usage will be divided in to five (5) classifications as follows:-

   a) Classification 1 – Full private use without restrictions

   This vehicle usage classification applies to the CEO and General Managers (General Manager).

   b) Classification 2 – Private use with restrictions

   This vehicle usage classification applies to Managers and other Council Officers as outlined in an employment contract or who have written approval from the CEO.

   c) Classification 3 – Limited Private use with restrictions

   The CEO on the recommendations from the General Managers will determine the Positions/Council Officers to whom this vehicle usage classification applies.

   d) Classification 4 – Commuter use

   The granting of this vehicle usage classification is by approval of the relevant General Manager and would generally be allocated to Council Officers on stand-by or on call out duties.

   Classification 4 usage provides for journeys to and from work, generally in the most direct route. Transport of persons unless for Council purposes or contained in this policy is not permitted.

   e) Classification 5 – Limited business use

   This classification applies to business use only of the vehicle.

7) The terms and conditions of use for each category is contained in Appendix 1.

Use of Vehicles

8) All Council vehicles are to be available for official purposes during or outside of normal working hours. Vehicles are only to be used in the designated areas in accordance with their usage classification (see Appendix 1). Use of vehicles outside of these areas is only permitted on approval in writing by the CEO or relevant General Manager.

9) All Classification 1, 2 & 3 vehicles must have non-concessional registration. This requirement must be considered when choosing a replacement vehicle, when the vehicle normally allocated is unavailable due to repairs etc.

10) All employees and approved users are responsible to ensure that all reasonable steps are taken to protect Council vehicles from misuse, harm or damage whilst being used on Council business in the workplace or other approved uses within the scope of this policy.

11) All employees are responsible to report to the CEO or relevant General Manager any occurrences of obvious misuse, abuse or blatant disregard of Council vehicles.

12) Council vehicles may only be driven by holders of a valid driver's license. Copies of current licenses must be sighted by Supervisors and forwarded to People and Performance as official records prior to any individual being allowed to drive a Council vehicle. It is the driver's and Supervisor's responsibility to

personally inform the CEO or relevant General Manager or People and Performance of any limitations, restrictions, removal or suspension imposed on a driver's licence as soon as they are aware of any such changes. Under no circumstances are drivers allowed to drive Council vehicles in contravention of license conditions, limitations or restrictions.

13) When a Council Officer relieves in a position senior to their normal duties or is temporarily allocated a vehicle while the normal driver is on leave, the vehicle usage classification associated with the position is not automatically assigned to the temporary driver. The relevant General Manager will determine an appropriate Classification.

14) Temporary allocation of Classification 4 usage can be granted as per section 25 of this policy - "Usage out of normal allocation". Any allocation other than temporary Classification 4 is to be approved, in writing, by the CEO or relevant General Manager.

15) Except for private use vehicles (Classifications 1, 2 and 3), the use of Council vehicles outside of normal working hours is only permitted with the written authority of the CEO, General Managers or the relevant Manager.

16) For Responsible Officers with Classification 4 usage, Vehicles must only be used for journeys to and from work, in the safest and most direct route.

17) Other than for Classification 1, 2 and 3 users, prior authorisation must be obtained from the Responsible Officer's General Manager or Manager for the use of a Council vehicle to attend an official function outside of working hours, or where there is some other alteration to the usual use of the vehicle.

18) Employees are required to comply with Council's Drug and Alcohol Policy when operating Council vehicles. Council has zero tolerance for non-compliance with its Drug and Alcohol Policy.

19) Where an employee who has approved use of a Council vehicle ceases employment with Council, they must return the vehicle to the appropriate depot prior to their last day of employment, or at any other time as Council may direct.

20) Council considers the provision of a motor vehicle as a significant privilege. Accordingly, Council reserves the right to withdraw use of the Council vehicle for any employee who is in breach of this Policy. Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

Absent on Leave

21) Responsible Officers with Classification 4 usage must return their vehicles to the relevant Department Vehicle Pool while absent on any approved leave. This may also apply when the Responsible Officer is on a RDO or on sick leave, dependant on operational requirements. Conditions for Classification 1, 2 and 3 users are detailed in Appendix 1.

Fuel

22) Council vehicles must be refuelled from the following sources and accurate fuel accounting and reporting is a mandatory requirement.

   a) Bowsers located at Council depots
      i)   These bowsers are Council's preferred method of refuelling and are to be used when refuelling within the NBRC region.
      ii) In the event a vehicle operates only on unleaded petrol, and this is not available from the Depot bowsers, commercial service stations will need to be used.
      iii) Each bowser will have a fuel sheet and each column must be completed each time a Council vehicle is refuelled. Filling out this fuel sheet accurately, completely and legibly is mandatory.

   b) Commercial fuel suppliers (does not apply if using fuel cards)

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Approved   Doc ID 1043127

  i) Gayndah BP Roadhouse - Each transaction will require the Responsible Officer to provide the counter attendant with employment no, plant no. and ODO reading.

  ii) Mundubbera Tyre Service - Each transaction will require the Responsible Officer to provide the counter attendant with employment no, plant no. and ODO reading.

  iii) Biggenden Dowling H and Sons - The Service station will have a Fuel Sheet similar to that at the depot bowsers and Responsible Officers are to complete the required detail at each refuel.

  iv) Mt Perry McKay's Fuel and Rural Supplies - Each transaction will require the Responsible Officer to provide the counter attendant with employment no, plant no. and ODO reading.

 c) Wright Express fuel cards.

  i) Each transaction will require the Responsible Officer to provide the counter attendant the ODO reading.

 d) Council corporate cards.

  i) Fuel dockets are to contain plant no. and ODO reading. This will need to be handwritten on the back of the docket.

Authorised Drivers

23) It is not permissible for any person other than Council employees, contracted staff, volunteers or approved users to drive a Council vehicle.

Smoking

24) Smoking is prohibited in all Council vehicles.

Vehicle Care

25) Responsible Officers have a responsibility and duty to care for the vehicles provided. Administrative Directive "Operator and Supervisor Responsibilities when using Council Owned or Hired Plant" is to be read in conjunction with this Policy. In addition to the prescriptions in that Directive, Responsible Officers must:

 a) Complete a Weekly 'Pre-Start Report' and forward the report every 4 weeks to Fleet.

 b) Ensure that the vehicles are kept clean (inside and out) and presentable.

 c) Ensure no inappropriate items are placed on the vehicles at any time e.g. mascots, advertising or bumper stickers.

 d) Ensure that vehicles are not used beyond the capacity of the vehicle, therefore protecting the vehicle from wilful or negligent damage.

 e) Ensure suspected or obvious faults or damage are reported through a Defect Report to the relevant Supervisor and the Workshop immediately, or through email to NBRC Fleet for action.

Liability of Driver

26) The driver of a vehicle at the time of an infringement is personally responsible for any fines or penalties resulting from the use of the vehicle, including parking infringements.

Motor Vehicle Provision and Use Procedure   Page 4 of 9
Approved   Doc ID 1043127

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Vehicle Usage Administration

27) The administration of approvals and maintaining a register in relation to usage classifications of Responsible Officers (other than temporary Classification 4 users) is the responsibility of People and Performance. All classifications issued must be forwarded to the Fleet Stream Leader for the updating of fleet management records.

28) Usage outside of the normal allocations detailed in this policy may be given by written approval of the CEO or relevant General Manager in consideration for special circumstances. When exercised, it is specific to the Responsible Officer only and not a position in the organisation structure.

Vehicle Type

29) A vehicle appropriate to the role of the Responsible Officer will be made available.

Optional Extras

30) If a Responsible Officer with Classification 1 or 2 usage desires options/accessories in addition to those supplied in a benchmark vehicle, a request for approval must be submitted in writing to the Fleet Stream Leader for approval by the CEO or relevant General Manager.

31) If the total cost of the vehicle including the extra options/accessories exceeds the recommended retail price of the benchmark vehicle, and the extras are not deemed necessary for Council's use, the Responsible Officer must pay for the cost of supply and fitting of the options prior to them being fitted.

32) The cost of the options will not be recoverable by the Responsible Officer when the vehicle is sold. However, the cost of similar options fitted to subsequent replacement vehicles issued to that Responsible Officer will be borne by Council subject to an assessment of cost escalation of the options and effects on resale value.

33) Responsible Officers with Classification 3 and 4 usage may request additional accessories not found in the benchmark vehicles for work related operational reasons. Requests are to be forwarded to the Fleet Stream Leader for assessment and recommendation for the relevant General Manager's approval.

Vehicle Identification

34) Vehicles, except for those with Classification 1 and 2 usage, are to be identified by the attachment of "stick on" Council corporate logos. These will be placed on both sides of the vehicle and will be in accordance with the corporate image standards.

Vehicle Insurance and Accidents

35) All Council vehicles are comprehensively insured and strictly limited to 'approved usage'. The insurance becomes null and void if the driver does not have a current driver's licence for the vehicle being driven or is under the influence of drugs or alcohol and/or usage is outside of the boundaries of 'approved usage'. In such cases, the driver will become liable for damages including third party vehicles, injury and property damage. If a driver is involved in an accident, the driver must follow the post-accident procedures detailed in Appendix 2. Under no circumstances is a driver to accept liability on behalf of NBRC in the event of an accident.

Road Toll

36) Council maintains an account with Linkt the toll payment provider. Linkt passes are valid in all states. Classifications 1 and 2 vehicles and other nominated vehicles will be registered on Council's Linkt account and as these vehicles accrue toll charges, Council is periodically invoiced. Drivers of Council vehicles that are on Council's Linkt register are not required to take any action. However, before undertaking travel that will acquire toll charges the driver is to ensure that the vehicle is registered with Linkt by checking this with Fleet.

Vehicle Breakdown

37) Where the circumstances surrounding the breakdown could cause a serious hazard to the safety of the public or property the Responsible Officer is to take immediate action as he or she considers necessary at the time.

38) If the breakdown is during Council's business hours the breakdown is to be reported to the Officer's immediate supervisor. The supervisor is to inform Fleet for further advice and direction.

39) If the breakdown occurs outside Council's business hours, for Classification 1, 2 and 3 vehicles, the Responsible Officer is to call the nearest RACQ Office for assistance. Minor repairs can be undertaken on the Responsible Officer's authority however major repairs must obtain the Fleet Stream Leaders approval.

40) Depending on the circumstances, where Classification 1 and 2 Responsible Officers require to continue their journey they are authorised to acquire a like rental car from a rental agency. Council has corporate accounts with Avis and Budget and where possible it is preferred that these rental companies are used. All receipts are to be submitted to Fleet at the earliest opportunity.

Fringe Benefit Tax (FBT) Vehicle Logbooks

41) Compliance with FBT requirements is essential, as non-compliance to any part will result in an increased FBT liability for Council, noting that FBT increases are significant and can result in many thousands per vehicle per year.

42) For Classification 1, 2 and 3 vehicles FBT is reported by Council as a "Statutory" or "Operational" declaration. The Manager Finance will determine the type of declaration for each of these vehicles based on historical usage profiles. Where the Manager Finance deems a Classification 1 and 2 vehicle would be reported under a "Statutory" declaration, a logbook will not be required to be maintained. Unless this exemption is granted a logbook is to be maintained at all times. Details to be recorded for each journey in the logbook must include:
    a) The date on which the journey began and ended.
    b) The odometer readings at the start and end of each journey.
    c) The kilometres travelled and the nature of the journey.

Non-FBT Vehicle Logbooks

43) Non-FBT vehicles are Classifications 4 and 5. These vehicles are still required to maintain a logbook and drivers are required to record the following for each journey:
    a) The date on which the journey began and ended.
    b) The odometer readings at the start and end of each journey.
    c) The kilometres travelled and the purpose of the journey.

ROLES AND RESPONSIBILITIES

44) Roles and Responsibilities are as detailed in this Procedure.

APPLICABLE LEGISLATION AND REGULATION

45) Applicable legislation and regulation:
    a) *Local Government Act 2009.*
    b) *Local Government Regulations 2012*
    c) *Work Health and Safety Act 2011*
    d) *Work Health and Safety Regulations 2011*
    e) *Income Tax Assessment Act 1997*
    f) *Managing Risks of Plant in the Work Place Code of Practice 2013*

RELATED DOCUMENTS

46) Related documents are:
   a) Employee Code of Conduct
   b) Administrative Directive – Operating Council Owned or Hired Plant
   c) Reimbursement and Provision of Facilities for Mayor and Councillors Policy
   d) Drug and Alcohol Policy
   e) Performance and Misconduct Policy

DOCUMENT RESPONSIBLE OFFICER

Assets, Facilities and Fleet Manager

APPROVAL DATE

6 January 2022

REVIEW DATE

January 2026 (Standard four year term)

REVISION HISTORY

Version	Approving Officer	Approval Date	History
1	General Manager Works	10 May 2021	New
2	A/CEO	6 January 2022	Administrative Revision

APPENDIX 1: USAGE CLASSIFICATIONS

Allowance	Classification				
	1	2	3	4	5
Private use	Yes	Yes	Yes	No Take home only. This includes a regular residence outside Council's region.	No
Private use permitted area	No restriction	1000 Km radius from base or as outlined in an employment contract	Within NBRC Boundary or as outlined in an employment contract	Nil	Nil
Approved user	Yes Any other person as approved by the Responsible Person	Yes Any other person as approved by the Responsible Person	No	No	No
Private Use available during leave	Up to 3 months	Up to 5 weeks or as outlined in an employment contract	RDOs and Weekends only or as outlined in an employment contract	No	No
RACQ membership	Yes	Yes	Yes	No	No
Optional extras for private reasons	Available at Responsible Officer's expense (Refer to 4.11 Optional Extras	Available at Responsible Officer's expense (Refer to 4.11 Optional Extras	No	No	No
Optional extras for operational reasons	Yes	Yes	Yes	Yes	Yes

APPENDIX 2: POST ACCIDENT ACTION

1) Responsible Officers in the event of an accident are to take appropriate action to protect persons from harm and property from damage. The safety of persons whether they are Council employees or members of the public is paramount in any situation. The conditions and situation at each event will vary and this action plan will not cover each unique situation. Notwithstanding this, the following is a general guide for Responsible Officer's to follow if the conditions and the situations permits.

2) At the Scene of the accident-

    a) Ensure the safety of all persons.
    b) Ensure that property is prevented from further damage.
    c) If other parties and vehicles are involved obtain the following information:

> **Name of the Other Driver:**
> Residential Address   Suburb/Town   Postcode
> Phone number   Email
> Date of Birth: Drivers Licence No: Expiry Date:
> Type of Licence: Full ☐ Probationary ☐   Class:
> Learners ☐ International ☐
> Registration No.   Name of Insurer
> Type (e.g. Ute/Truck/Hatch/Sedan)   Colour
> Make (e.g. Holden)   Model (e.g. Commodore)

3) If a device with a camera is available take photographs of the scene and vehicles.
4) Write down the weather and road conditions, the speed of your vehicle before the collision and any other relevant details to help these to be remembered at a later stage.

Recovery of vehicles

5) Classification 1, and 2 vehicles are to contact the nearest RACQ agency for assistance. If the vehicle is damaged to the extent it cannot be driven and the incident has occurred outside Council's region the vehicle is to be taken to the nearest smash repair service or the nearest Council depot whichever is the closer, pending a decision on the future of the vehicle.
6) Classification 3, 4 and 5 vehicles are to call the closest RACQ for recovery to the closest Council Depot.

Reporting

7) At the earliest opportunity the accident is to be reported to the Responsible Officers Supervisor who is to then report the incidence to the relevant Manager, General Manager, Workplace Health and Safety and the Fleet Stream Leader.

Replacement vehicle

8) In the event Classification 1 and 2 vehicles are unsafe to continue driving and have been recovered, Responsible Officers will be entitled to a replacement vehicle. The time and date of acquiring the replacement vehicle will vary according to the different circumstances of the event. As a general procedure where practical Classification 1 and 2 Responsible Officers are authorised to acquire a like hire vehicle from a vehicle rental company. Council has corporate accounts with Avis and Budget and where possible it is preferred that these rental companies are used. All receipts are to be submitted to Fleet at the earliest opportunity.
9) For Classification 3, 4 and 5 vehicles the replacement vehicle according to the operational needs will be arranged by the Fleet Stream Leader.

Draft 2100 - Motor Vehicle Policy
Governance Policy

PURPOSE

1) North Burnett Regional Council provides vehicles to our Councillors and employees to enable them to perform their duties in an efficient and cost-effective manner. This policy details the provision and use of Council owned motor vehicles and associated terms and conditions of use.

SCOPE

2) This policy applies to all Councillors and employees of North Burnett Regional Council, and paid employees and volunteers of a Volunteer Organisation using a Council owned motor vehicle.

3) This Policy must be read by Councillors in conjunction with Council's Procedure 1003 Reimbursement and Provision of Facilities for Mayor and Councillors.

DEFINITIONS

Term	Definition
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Council	North Burnett Regional Council
Approved use	An activity that is conducted in compliance with this policy.
Approved user	A person approved by the Responsible Officer allocated Classification 1 or 2 vehicles only to drive the vehicle for a particular task or reason. Volunteers and paid employees of Volunteer Organisations that have been notified to Council in writing as approved users.
Associated Procedure	Refer '*Motor Vehicle Provision and Use Procedure*'
Commuter Use	The category generally relating to workforce supervisors and other employees who have current agreements for commuter use of Council vehicles as "tools of trade" requirements of their position, however is not included in salary remuneration considerations. Commuter use arrangements are not transferable across positions and may be rescinded with advanced notice.
Councillors	Means elected members of the North Burnett Regional Council.
Employees	All employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers of Council, contractors and their employees.
GM	General Manager
Private use vehicles	Vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer Vehicle Usage Classifications in associated procedure).
Responsible Officer	A Council employee who is custodian a Council motor vehicle. For clarity a Responsible Officer may include a Councillor, contracted workers and volunteers of NBRC.
Volunteer Organisation	This refers to not for profit organisations or State Government managed entities that Council may provide Council owned vehicles to. For clarity this includes the State Emergency Services (SES) and Queensland Fire and Emergency Services (QFES).

POLICY

OBJECTIVES

Due to the diverse nature of Council's operations, and to meet standards of safety and effectiveness, Council will provide and maintains a fleet of vehicles appropriate to the work activities undertaken by our employees.

PRINCIPLES

4) Council will seek to achieve best practice standards of safety regarding the provision and use of council owned motor vehicles.

POLICY STATEMENT

5) Council will provide a diverse range of Council owned motor vehicles to enable employees to undertake their work effectively and efficiently. The Chief Executive Officer ("CEO"), at their sole discretion, will determine the use type for each employee, based on their roles and responsibilities and employment contract, and also based on the reason for the vehicle being purchased for the fleet, with the type being divided in to six (6) classifications: -

a) Classification 1 – Full private use without restrictions

This vehicle usage classification applies to the CEO and General Managers (GM).

b) Classification 2 – Private use with restrictions

This vehicle usage classification applies to Managers and other Council Officers who have written approval from the CEO. Unless otherwise approved in writing by the CEO, Classification 2 provides for private journeys within Queensland. Written approval is to be sought from the relevant GM for travel outside of the state. For clarity this classification includes out of region travel.

c) Classification 3 – Limited private use within the NBRC Region

The CEO on the recommendation of the relevant GM will determine the Positions/Council Officers to whom this vehicle usage classification applies. Classification 3 provides for private journeys within the NBRC local government boundaries. Consideration by the relevant GM will be given to Employees with a nominated primary residence outside of the region.

d) Classification 4 – Commuter use

The granting of this vehicle usage classification is by approval of the relevant GM and would generally be allocated to Council Officers on stand-by or on call out duties.

Classification 4 usage provides for journeys to and from work, generally in the most direct route. Transport of other persons unless for Council purposes or for reasons not contained within this Policy is not permitted. For clarity this includes travel to a nominated primary residence and consideration by the relevant GM will be given to nominated primary residences outside of the region.

e) Classification 5 – Limited business use

This classification applies to business use only of the vehicle.

f) Classification 6 – Volunteer use

Council may, under certain circumstances, provide Council owned vehicles to volunteer organisations, such as the State Emergency Service (SES). Classification 6 vehicles will only be used for official business of the volunteer organisation and private use of vehicles is strictly prohibited. On accepting a Council owned vehicle, the volunteer organisations and their members are agreeing to operate the vehicles in accordance with this policy and associated procedure.

g) Classification 7 – Councillor use – As per procedure PRO-1003 Reimbursement and Provision of Facilities for Mayor and Councillors.

Use of Vehicles

6) All Council vehicles are to be available for official purposes during or outside of normal working hours. The vehicles are only to be used in the designated areas in accordance with their usage classification (refer associated procedure).

7) Details regarding where and how vehicles can be used are provided in the associated procedure).

8) Only Council employees and approved users may drive a Council vehicle.

9) Users acknowledge that usage of vehicles may be electronically tracked.

10) Council reserves the right to withdraw use of the Council vehicle for any employee who is in breach of this Policy or associated Procedure. Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the NBRC Code of Conduct.

ROLES AND RESPONSIBILITIES

11) Responsibility of Responsible Officers are detailed in this Policy and associated procedure.

12) Council is responsible for the adoption, amendment and repeal of the policy and the CEO is responsible for the development and amendment of any associated procedures relevant to the policy

APPLICABLE LEGISLATION AND REGULATION

13) Applicable legislation and regulation:
    a) *Local Government Act 2009.*
    b) *Local Government Regulations 2012*
    c) *Work Health and Safety Act 2011*
    d) *Work Health and Safety Regulations 2011*
    e) *Managing Risks of Plant in the Work Place Code of Practice 2013*
    f) *Income Tax Assessment Act 1997*

RELATED DOCUMENTS

14) Related documents are:
    a) PRO-2100 Motor Vehicle Provision and Use Procedure
    b) NBRC Code of Conduct
    c) Administrative Directive – Operating Council Owned or Hired Plant
    d) PRO1003 - *Reimbursement and Provision of Facilities for Mayor and Councillors Procedure*
    e) 2020 - Drug and Alcohol Policy

RESPONSIBLE OFFICER

General Manager Works

APPROVAL DATE

[To insert date]

REVIEW DATE

[To insert date]   (Standard four year term)
The Office of the CEO will monitor the adequacy of this policy and implement and approve appropriate administrative changes. This policy will be formally considered by Council every four (4) years or as required at law.

REVISION HISTORY

Version	Meeting	Approval Date	History
1	[To specify Meeting]	[To insert date]	Revised Policy

Draft PRO-2100 Motor Vehicle Provision and Use
Procedure

PURPOSE

1) Due to the diverse nature of Council's operations, and to meet standards of safety and effectiveness, Council provides and maintains a fleet of vehicles appropriate to the work activities undertaken by our employees.

2) This procedure establishes the conditions for provision, maintenance, and use of Council vehicles.

SCOPE

3) These procedures apply to all employees of North Burnett Regional Council using a Council owned motor vehicle.
4) These procedures also apply to volunteers and paid employees of Volunteer Organisations that Council may at times provide Council owned vehicles to for operational purposes.
5) These procedures also apply to Councillors and this document must be read in conjunction with Council procedure PRO-1003 Reimbursement and Provision of Facilities for Mayor and Councillors.

DEFINITIONS

Term	Definition
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Council	North Burnett Regional Council
Approval by the relevant General Manager	A written approval by the particular Responsible Officer's General Manager (General Manager).
Approved use	An activity that is conducted in compliance with this policy.
Approved user	A person approved by the Responsible Officer allocated Classification 1 or 2 vehicles only to drive the vehicle for a particular task or reason. Volunteers and paid employees of Volunteer Organisations that have been notified to Council in writing as approved users.
Benchmark Vehicle for Council Use	A vehicle with, in addition to standard manufacturer options/accessories has standard NBRC options/accessories required for the safe use of the vehicle. These NBRC options/accessories include tow bar, bull bar, two-way radio, driving lights and other relevant items deemed of benefit to Council and as approved in writing by the Chief Executive Officer (CEO) on a case by case basis.
Benchmark Vehicle for Volunteer Organisations	A vehicle with, in addition to standard manufacturer options/accessories will be installed with tow bar, bull bar, driving lights, winch, full fibreglass canopy, towing mirrors and roof rack.,
Commuter Use	The category generally relating to workforce supervisors and other employees who have current agreements for commuter use of Council vehicles as "tools of trade" requirements of their position, however is not included in salary remuneration considerations. Commuter use arrangements are not transferable across positions and may be removed with advanced notice. Vehicles must only be used for journeys to and from work, in the safest and most direct route.
Councillors	Means elected members of the North Burnett Regional Council.
Custodian	An employee or other person who is allocated a vehicle to operate.
Employees	All employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers of Council, contractors and their employees. Also refers to a Council.
Leave	Includes all types of leave including long service, annual, sick, bereavement, personal leave, TOIL and RDOs.
Options/Accessories	Any items not supplied in accordance with a Benchmark Vehicle

Term	Definition
Private use vehicles	Vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer Vehicle Usage Classifications).
Responsible Officer	A Council employee who is custodian a Council motor vehicle. For clarity a Responsible Officer may include Councillors, contracted workers and volunteers of NBRC.
Volunteer Organisation	This refers to not for profit organisations or State Government managed entities that Council may provide Council owned vehicles to. For clarity this includes the State Emergency Services (SES) and Queensland Fire and Emergency Services (QFES).

PROCEDURE

OVERVIEW

6) This procedure details the requirements associated with the provision and use of council owned motor vehicles

PROCEDURE DETAIL

Vehicle Usage Classifications

7) The terms for each Vehicle Usage Classification are defined in the Policy.

8) The conditions of use for each category are defined below and summarised in Appendix 1.

9) When a Council employee relieves in a position senior to their normal duties the relevant General Manager will determine an appropriate Classification. For clarity employees on higher duties or seconded into higher roles are not automatically assigned the same vehicle usage classification as the incumbent.

Selection and Provision of Vehicles

10) Where possible, a vehicle appropriate to the role of the Responsible Officer will be made available. The choice of vehicle may be limited at times due to availability of suitable stock, however consideration will be given to health and safety of approved users.

11) The replacement of vehicles will be primarily determined by Fleet in accordance with approved asset management plans.

12) When vehicles are scheduled for replacement, Fleet will consult with the Responsible Officer, and/or Approved Users, their manager and representative from Workplace Health and Safety to understand current and future vehicle needs and safety requirements are met. These needs will be accommodated where possible and on approval from the Asset, Facilities and Fleet Manager and the Manager of the Responsible Officer or Approved Users.

13) Approved users are to participate in a vehicle induction provided by Fleet when provided with an initial or replacement vehicle. Where vehicles are allocated to new Responsible Officers, the inductions are to be carried out by Fleet employees. Where pool vehicles are being accessed, the Approved User's supervisor or manager can complete the induction. Vehicle induction forms can be accessed via Magiq doc id 344965..All vehicle induction forms are to be forwarded to the People and Performance team for inclusion in personnel files.

14) All Classification 1, 2 and 3 vehicles must have non-concessional registration. This requirement must be considered when choosing a replacement vehicle, when the vehicle normally allocated is unavailable due to repairs etc.

15) For Classification 6 vehicles, Council will endeavour to supply vehicles appropriate for the agreed functions of the Volunteer Organisation (refer to Doc # 882687).

Use of Vehicles

16) All Council vehicles are to be made available for official purposes during or outside of normal working hours. For clarity this includes all Classification 1, 2, 3, 4 and 5 vehicles.

17) All Council vehicles are deemed a 'workplace' under Queensland Work Health and Safety legislation.

18) Vehicles are only to be used in accordance with their usage classification (see Appendix 1). Use of vehicles outside of this procedure is only permitted on approval in writing by the CEO or relevant General Manager.

19) Vehicles are only to be driven on road conditions compatible with the vehicle type, to the prevailing road conditions and in compliance with all legal requirements.

20) Responsible Officers and Approved Users are to ensure that all reasonable steps are taken to protect Council vehicles from misuse, harm or damage whilst being used on Council business in the workplace or other approved uses within the scope of this policy.

21) All vehicles are to be left secured (ie locked and keys removed) when unattended for any periods of time.

22) All employees are responsible to report to the CEO or relevant General Manager any occurrences of theft, obvious misuse, abuse or blatant disregard of Council vehicles.

23) Council vehicles may only be driven by holders of a valid driver's license for the type of vehicle being operated. Copies of current licenses must be sighted by Supervisors and forwarded to People and Performance as official records prior to any individual being allowed to drive a Council vehicle.

24) It is the Responsible Officer's and Approved User's responsibility to notify their Supervisor and People and Performance of any limitations, restrictions, removal or suspension imposed on a driver's licence as soon as they are aware of any such changes. Under no circumstances are drivers allowed to drive Council vehicles in contravention of license conditions, limitations or restrictions.

25) For Responsible Officers with Classification 4 usage, vehicles must only be used for journeys to and from work, in the safest and most direct route. For clarity these journeys will be outside of normal working hours.

26) Classification 6 vehicles are to only be used for operational responses, attending official training and meetings of the Volunteer Organisation.

27) Employees are required to comply with Council's Drug and Alcohol Policy when operating Council vehicles. Council has zero tolerance for non-compliance with its Drug and Alcohol Policy.

Garaging of Vehicles

28) Responsible operators with Classification 1, 2, 3 and 4 vehicles are to provide People and Performance with details of where and how vehicles will be typically garaged overnight.

29) Classification 5 vehicles are to be garaged overnight in designated spaces within Council controlled facilities. The only exception to this will be when Classification 5 vehicles are required for operational reasons to be garaged out of the region (for example an officer attending a multi-day conference).

30) Unless otherwise agreed in writing by the CEO, Classification 6 vehicles are to be garaged at the Volunteer Organisation's controlled facility.

Absent on Leave

31) Responsible Officers with Classification 4 usage must return their vehicle to the relevant Department Vehicle Pool while absent on leave for periods greater than 2 working days. Conditions for Classification 1, 2 and 3 users are detailed in Appendix 1.

Fuel

32) Fuel consumption details are to be recorded each time a Council vehicle is refuelled.

33) Classification 5 users are responsible for refuelling vehicles when the fuel indicator is below 50% full.

34) Classification 1, 2, 3, 4, and 5 vehicles must be refuelled from the following sources (in order of preference):

    a) For diesel fuelled vehicles, bowsers located at Council depots
        i) Diesel fuel bowsers are located at the following depots –
            (1) Gayndah
            (2) Mundubbera
            (3) Eidsvold
            (4) Monto; and
            (5) Mt Perry

        ii) Each bowser will have a fuel sheet and each column must be completed each time a Council vehicle is refuelled. Filling out this fuel sheet accurately, completely and legibly is mandatory.

    b) For petrol vehicles or after hours, the following commercial fuel suppliers:
        i) Gayndah BP Roadhouse.

        ii) Mundubbera Tyre Service.

        iii) Biggenden Dowling H and Sons or BP Roadhouse.

        iv) Mt Perry McKay's Fuel and Rural Supplies.

        v) Each transaction will require the Responsible Officer to provide the counter attendant with employment payroll number (use 999 if you are a contractor), plant number. and odometer reading

    c) For vehicles used outside of the region, Puma fuel cards. Can be utilised at any fuel provider that accepts a motorpass card.

        i) Each transaction will require the Responsible Officer to provide the counter attendant the odometer reading.

    d) Council corporate cards.

        i) Fuel dockets are to contain plant number and odometer reading. This will need to be handwritten on the back of the docket.

35) Classification 6 vehicles are to be refuelled in accordance agreements between the Volunteer Organisation and Council. If there is no written agreement the Volunteer Organisation is responsible for all fuel costs.

Cessation of Employment

36) Where a Responsible Officer ceases employment with Council, they must return the vehicle to a location nominated by their Supervisor prior to their last day of employment, or at any other time as Council may direct. Where practical the nominated location will be in close proximity to the Responsible Officer's nominated working location.

37) Prior to returning a Class 1, 2 or 3 vehicle, the Approved User is required to have the vehicle professionally cleaned inside and out and provide a copy of their receipt to Fleet.

Authorised Drivers

38) It is not permissible for any person other than Council employees, contracted staff, volunteers or Approved Users to drive a Council vehicle subject to relevant classification level agreed terms

39) Volunteer Organisations provided with Classification 6 vehicles must provide Council's Disaster Management Officer, by 15 January each year a list of volunteers authorised by the Organisation to operate the vehicle, along with copies of their driver's licences. And at any other time should the Volunteer Organisation need to modify the Approved Driver Register/Record.

Smoking

40) Smoking is prohibited in all vehicles.

Animals

41) With the exception of Service Animals, animals are not permitted within Class 4, 5 and 6 vehicles.

42) With the exception of approved users required to transport animals as part of their role, animals are not permitted in trays of vehicles.

Vehicle Care

43) Responsible Officers and Approved Users have a responsibility and duty to care for the vehicle provided. Administrative Directive "Operator and Supervisor Responsibilities when using Council Owned or Hired Plant" is to be read in conjunction with this Procedure. In addition to the prescriptions in that Directive, Responsible Officers and Approved Users must:

a) Complete a Weekly 'Pre-Start Report' and forward the report at the end of each month to Fleet. For Class 5 vehicles, this responsibility falls to the first employee to use the vehicle each week and month
b) Ensure that the vehicles are kept clean (inside and out) and presentable.
c) Ensure no inappropriate items are placed on the vehicles at any time e.g. mascots, advertising or bumper stickers.
d) Ensure that vehicles are not used beyond the capacity of the vehicle, therefore protecting the vehicle from wilful or negligent damage.
e) Ensure suspected or obvious faults or damage are reported through a Defect Report to the relevant Supervisor and the Workshop immediately, or through email to AskFleet for action.
f) Responsible Officers and Approved users of Classification 1, 2, 3, and 4 vehicles are responsible for the costs associated with cleaning vehicles. For clarity Council will not reimburse users for using commercial car wash facilities or detailers.

44) Vehicles that are unclean and represent a safety risk to workshop employees will be reported as a safety hazard through Skytrust and/or will increase the time to service or repair will be reported to the Responsible Officer's or Approved User's supervisor.

45) Responsible Officers and Approved Users that continually fail to maintain an acceptable standard of vehicle care may have their vehicle use privileges revoked.

Liability of Driver

46) The driver of a vehicle at the time of an infringement is personally responsible for any fines or penalties resulting from the use of the vehicle, including parking infringements.

Vehicle Usage Administration

47) The administration of approvals and maintaining a register in relation to usage classifications of Responsible Officers (other than temporary Classification 4 users) is the responsibility of People and

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Performance.

48) Vehicle User Agreements are to be completed by all Approved Users prior to taking possession of a Vehicle.

49) All classifications issued will be forwarded to the Fleet team for the updating of fleet management records.

50) Usage outside of the normal allocations detailed in this procedure may be given by written approval of the CEO or relevant General Manager in consideration for special circumstances. When exercised, it is specific to the Responsible Officer only and not a position in the organisation structure.

Optional Extras

51) If a Responsible Officer with Classification 1 or 2 usage desires options/accessories in addition to those supplied in a benchmark vehicle, a request for approval must be submitted in writing to the Fleet team for approval by the Responsible Officers supervisor (In the case of the CEO, this will be the Mayor). The Fleet team will assess the request to ensure that the safety and integrity of the vehicle is not compromised and advise the approving authority accordingly. A copy of the approval will be placed in the relevant plant folder and also forwarded to P & P for filing in the employee's personal file.

52) If the total cost of the vehicle including the extra options/accessories exceeds the recommended retail price of the benchmark vehicle, and the extras are not deemed necessary for Council's use, the Responsible Officer must pay for the cost of supply and fitting of the options prior to them being fitted.

53) The cost of the options will not be recoverable by the Responsible Officer when the vehicle is sold.

54) Where the options can not be transferred to any replacement vehicle, the Responsible Officer will be responsible for the cost of similar options to be fitted to subsequent replacement vehicles issued to that Responsible Officer.

55) Responsible Officers with Classification 3 and 4 usage may request additional accessories not found in the benchmark vehicles for work related operational reasons. Requests are to be forwarded to the Fleet team for assessment and recommendation for the relevant General Manager's approval.

56) Classification 6 vehicles may be fitted out with the Volunteer Organisation's approved operational equipment. The cost of installing, removing and making good any damage of equipment is to be at the Volunteer Organisation's expense.

Vehicle Identification

57) Vehicles, except for those with Classification 1, 2 and 6 usage, are to be identified by the attachment of "stick on" Council corporate logos. These will be placed on both sides of the vehicle and will be in accordance with the corporate image standards.

58) Classification 6 vehicles are to be permanently badged with the Volunteer organisation's approved badging. Badging to be provided to Council for installation prior to the vehicle being handed over to the Volunteer Organisation. Council will arrange for removal of any badging.

Vehicle Insurance and Accidents

59) Classification 1, 2, 3, 4 and 5 Council vehicles are comprehensively insured and strictly limited to 'approved usage'.

60) The insurance becomes null and void if the driver does not have a current driver's licence for the vehicle being driven or is under the influence of drugs or alcohol and/or usage is outside of the boundaries of 'approved usage'. In such cases, the driver will become liable for damages including third party vehicles, injury and property damage. If a driver is involved in an accident, the driver must follow the post-accident procedures detailed in Appendix 2. Under no circumstances is a driver to accept liability on behalf of NBRC in the event of an accident.

61) Classification 6 vehicles are to be insured by the Volunteer Organisation. All insurance matters should be directed to the Volunteer Organisation.

62) For clarity, private trailers, caravans and other items towed by or secured to Council owned vehicles are not covered by Council's insurance policies. Approved users are to seek their own insurance for these items.

Road Toll

63) Responsible Officers of Classification 1, 2, 3 and 4 vehicles are responsible for the payment of toll fees incurred when operating a Council owned vehicle. For clarity Council will no longer hold accounts with the toll providers and it will be the responsibility of Responsible Officers to establish their own accounts.

64) Responsible Officers who may be required to pass through toll points for work related journeys are to either arrange pre-payment of tolls through the Fleet team, pay for tolls post journey using a Council credit card to seek reimbursement.

Vehicle Breakdown

65) Where the circumstances surrounding the breakdown could cause a serious hazard to the safety of the public or property the Responsible Officer or Approved User is to take immediate action as he or she considers necessary at the time.

66) If the breakdown is during Council's business hours the breakdown is to be reported to the Officer's immediate supervisor. The supervisor is to inform the Technical Officer (Fleet) for further advice and direction. Where radio coverage is available this could be by contacting the base radio station at the Mundubbera Depot or by telecommunication.

67) If the breakdown occurs outside Council's boundary and outside business hours, for all Classification types the Responsible Officer is to call RACQ (13 19 05) for assistance. If the breakdown occurs within Council's boundary and outside business hours, for all Classification types the Responsible Officer is to call Council's after hours contact officer for assistance. Minor repairs can be undertaken on the Responsible Officer's authority however major repairs must obtain the Fleet Coordinator's approval.

68) Depending on the circumstances, where Classification 1 and 2 Responsible Officers, or other Officers with after hours or out of region approval, are required to continue their journey they are authorised to acquire a like rental car from a rental agency. Council has corporate accounts with Avis and Budget and where possible it is preferred that these rental companies are used. All receipts are to be submitted to Fleet at the earliest opportunity.

69) With the exception of breakdowns occurring outside of the region, all vehicle repairs and maintenance activities on Class 1, 2 and 3 vehicles are to managed by the fleet team. For clarity, repairs or maintenance activities undertaken by a Responsible Officer without prior approval from the Fleet Coordinator, may be at the Responsible Officer's expense.

Vehicle Logbooks for Fringe Benefit Tax (FBT) Purposes

70) Compliance with FBT requirements is essential, as non-compliance to any part will result in an increased FBT liability for Council, noting that FBT increases are significant and can result in many thousands per vehicle per year.

71) For Classification 1, 2 and 3 vehicles FBT is reported by Council as a "Statutory" or "Operational" declaration. The Manager Financial Services will determine the type of declaration for each of these vehicles based on historical usage profiles. Where the Manager Financial Services deems a Classification 1 and 2 vehicle would be reported under a "Statutory" declaration, a logbook will not be required to be maintained. Unless this exemption is granted a logbook is to be maintained at all times.

72) Details to be recorded for each journey in the logbook must include:

   a) The date on which the journey began and ended.
   b) The odometer readings at the start and end of each journey.
   c) The kilometres travelled and the nature of the journey.

Vehicle Logbooks for All Vehicles

73) Non-FBT vehicles are Classifications 4 and 5. These vehicles are still required to maintain a logbook and drivers are required to record the following for each journey:

   a) The date and time on which the journey began and ended.
   b) Name of the Responsible Officer driving the vehicle
   c) The odometer readings at the start and end of each journey.
   d) The kilometres travelled and the purpose of the journey.

Vehicle Logbook for Vehicles used by Volunteer Organisations

74) For Classification 6 vehicles logbooks must be kept and provided to Council on request.

ROLES AND RESPONSIBILITIES

75) Roles and Responsibilities are as detailed in this Procedure

APPLICABLE LEGISLATION AND REGULATION

76) Applicable legislation and regulation:

   a) Local Government Act 2009.
   b) Local Government Regulations 2012
   c) Work Health and Safety Act 2011
   d) Work Health and Safety Regulations 2011
   e) Income Tax Assessment Act 1997
   f) Managing Risks of Plant in the Work Place Code of Practice 2021
   g) Transport Operations (Road Use Management – Road Rules) Regulation 2009

RELATED DOCUMENTS

77) Related documents are:

   a) NBRC Code of Conduct
   b) Administrative Directive – Operating Council Owned or Hired Plant
   c) Reimbursement and Provision of Facilities for Mayor and Councillors Policy
   d) Drug and Alcohol Policy
   e) Performance and Misconduct Policy

RESPONSIBLE OFFICER

Assets, Facilities and Fleet Manager

REVIEW DATE

[To insert date] (Standard four year term OR inline with Policy review) The Office of the CEO may approve an administrative change to ensure operational efficiencies continue to be met.

REVISION HISTORY

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

APPENDIX 1: USAGE CLASSIFICATION SUMMARY

Usage Type	Classification					
	1	2	3	4	5	6
Private use	Yes with no restrictions	Yes with within Queensland unless approved by relevant GM	Yes with restriction – Within NBRC local government boundary unless otherwise approved in writing by GM	No – commuter use only unless otherwise approved in writing by the GM	No	No
Approved users	Council staff and any other person approved by the Responsible Person	Council staff and any other person approved by the Responsible Person	Council staff only. The Responsible Officer may approve other persons others to be passengers	Council staff only	Council staff only	Nominated users specified by the Volunteer Organisation on an annual basis
Private use available during leave	Up to 3 months	Up to 4 weeks or otherwise approved by the CEO	For periods of leave up to 2 working days	No	No	No
Overnight garaging	No restrictions	No restrictions	At nominated residential addresses	At nominated residential addresses	Council controlled depot or facility unless for operational requirements	Volunteer organisation controlled depot or facility unless for operational requirements
Animals permitted in vehicles	Yes	Yes	No	No – unless required for operational purposes	No – unless required for operational purposes	No – unless required for operational purposes

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APPENDIX 2: POST ACCIDENT ACTION

1) Responsible Officers in the event of an accident are to take appropriate action to protect persons from harm and property from damage. The safety of persons whether they are Council employees or members of the public is paramount in any situation. The conditions and situation at each event will vary and this action plan will not cover each unique situation. Notwithstanding this, the following is a general guide for Responsible Officer's to follow if the conditions and the situations permits.

2) At the Scene of the accident:

   a) Ensure the safety of all persons.
   b) Ensure that property is prevented from further damage.
   c) If other parties and vehicles are involved obtain the following information:
      i) Name of the Other Driver
      ii) Residential Address Suburb/Town Postcode
      iii) Phone number
      iv) Email
      v) Date of Birth
      vi) Drivers Licence No & Expiry Date
      vii) Type of Licence:
      viii) Registration No.
      ix) Name of Insurer
      x) Type (e.g. Ute/Truck/Hatch/Sedan)
      xi) Colour Make (e.g. Holden) Model (e.g. Commodore)

3) If a device with a camera is available take photographs of the scene and vehicles.

4) Write down the weather and road conditions, the speed of your vehicle before the collision and any other relevant details to help these to be remembered at a later stage.

Recovery of Vehicles

5) Classification 1, and 2 vehicles are to contact the nearest RACQ agency for assistance. If the vehicle is damaged to the extent it cannot be driven and the incident has occurred outside Council's region the vehicle is to be taken to the nearest smash repair service or the nearest Council depot whichever is the closer, pending a decision on the future of the vehicle.

6) Classification 3, 4 and 5 vehicles are to call the closest RACQ for recovery to the closest Council Depot.

7) Classification 6 vehicles are to follow the procedures of their Volunteer Organisation.

Reporting

8) At the earliest opportunity the accident is to be reported to the Responsible Officers Supervisor who is to then report the incidence to the relevant Manager, General Manager, Workplace Health and Safety and the Fleet Co-ordinator.

Classification 6 vehicles are insured by the Volunteer Organisation and as such should be reported through the procedures set by these organisations. In addition the Volunteer Organisation is to report the incident immediately and in writing to Council's Disaster Management Officer.

Replacement Vehicle

9) In the event Classification 1 and 2 vehicles are unsafe to continue driving and have been recovered, Responsible Officers will be entitled to a replacement vehicle. The time and date of acquiring the replacement vehicle will vary according to the different circumstances of the event. As a general procedure where practical Classification 1 and 2 Responsible Officers are authorised to acquire a like hire vehicle from a vehicle rental company. Council has corporate accounts with Avis and Budget and

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where possible it is preferred that these rental companies are used. All receipts are to be submitted to Fleet at the earliest opportunity.

10) For Classification 3, 4 and 5 vehicles, a replacement vehicle may be provided subject to availability and overall operational needs. Replacement vehicles will be arranged by the Fleet Co-Ordinator in consultation with relevant Managers and General Managers.

11) For Classification 6 vehicles, unless otherwise agreed in writing, the Volunteer Organisation will be responsible, including costs, for procuring a replacement vehicle until such time as repairs can be finalised, or in the event of a write-off a replacement vehicle can be sourced.

12   COUNCILLOR REPORTS

12.1   MAYOR AND COUNCILLORS REPORTS

Doc Id: **1138778**

Author: **Tegan Bauer, Executive Assistant to the Mayor**

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

Attachments: **1.   Cr Dingle - Councillor Report for February 2023.pdf []**
                     2.   Cr Giddins - Councillor Report for February 2023.pdf []
                     3.   Cr Jones - Councillor Report for February 2023.pdf []
                     4.   Cr Mesner - Councillor Report for January 2023.pdf []
                     5.   Cr Mesner - Councillor Report for February 2023.pdf []
                     6.   Mayor Hotz - Councillor Report for February 2023.pdf [1141295]

INTRODUCTION/BACKGROUND

This report is a summary of the Mayor and Councillor's attendance at meetings and functions representing Council for the period 1 February 2023 to 28 February 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 1 February 2023 in Gayndah

- Wednesday 15 February 2023 in Mundubbera

In addition to the 2023 Meeting Schedule, a Special Council Meeting was held on Monday 6 February 2023 in Gayndah.

As per the 2023 Meeting Schedule, the Council General Meeting was held on Wednesday 22 February 2023 in Monto.

OFFICER COMMENTS/CONCLUSION

Nil

OFFICERS RECOMMENDATION

That the Councillor Reports be received for the period of 1 February 2023 to 28 February 2023.

COUNCILLOR MICHAEL DINGLE   **FEBRUARY, 2023**

Date	Meeting/Function	Location	Comments
22/02/2023	Inspection of Coppin Road	Monto	Customer Request Lodged
22/02/2023	Councillor Information Session	Monto	
23/02/2023	RRTG Meeting	Biggenden	NBRC TIDS Funding passed to be put on Mount Perry / Gayndah Road towards bitumen sealing over next four years pending Council resolution. Relaxing Legislation on Gravel pit use age to be investigated. Reef catchment survey still in progress.

COUNCILLOR DAEL GIDDINS **FEBRUARY 2023**

Date	Meeting/Function	Location	Comments
02/02/2023	Principal of Burnett State College & Gayndah State Primary School	Burnett State College, Gayndah	Discussion regarding setting up an Advisory Group to look at School participation numbers etc
04/02/2023	Central Coast Region Little Athletics	Gayndah	Opening of the Regional Championships in Gayndah
06/02/2023	Staff Member's Funeral	Gayndah	
06/02/2023	Connectivity Round Table	Gayndah	Mtg with BIEDO and various internet/telco providers in the Region
06/02/2023	Council Special Mtg	Gayndah	As per agenda
08/02/2023	North Burnett LDMG Mtg	Gayndah	As per Agenda
14/02/2023	Gayndah CRG Mtg	Gayndah	Update on various Qld Health matters
16/02/2023	Gayndah Development Association	Gayndah	Concerns regarding unwanted activities in the Main Street areas
17/02/2023	Gayndah State Primary School	Gayndah	Presentation of Leadership Badges to Students
19/02/2023	Gayndah Art Gallery	Gayndah	Opening of Art Exhibition
21/02/2023	ABC Widebay	Gayndah	Opportunities of promotion of our Region

23/02/2023	Gayndah Red Cross	Gayndah	Invitation to attend
23/02/2023	Katherine Reid (CEO) Bundaberg Tourism	Gayndah	Cr Jones, CEO Margot and myself met with Katherine to discuss further the boundary re alignment for North Burnett
23/02/2023	Gayndah RSL Sub Branch	Gayndah	Invited to Chair their AGM
23/02/2023	Gayndah & District Historical Museum	Gayndah	Assist with request for letter of support for grant application & discussion with President
24/02/2023	Gayndah School House Pottery Group	Gayndah	Assist with request for letter of support for grant application.

COUNCILLOR MELINDA JONES FEBRUARY, 2023

Date	Meeting/Function	Location	Comments
06.02.2023	Connectivity Round table	Gayndah	NBN Co and telecommunication presentation
07.02.2023	ADRA Monto Local Management Committee meeting	Monto – online	Attendance at meeting regarding the local management and allocation of localised funding within the North Burnett
06.02.2023	Connectivity Roadshow	Monto	Attendance at the Monto public sessions host by BIEDO and NBN Co.
08.02.2023	North Burnet Local Disaster Management Committee Meeting	Gayndah	Chairing of the LDMG
09.02.2023	LDMG – Human Social Sub-Committee meeting	Online	Catch up regarding priorities identified by the sub-committee members
09.02.2023	North Burnett Stakeholders Network meeting	Online	Meeting with regional and local service providers in the human, health &b social sectors
16.02.2023	Wide Bay Burnett Future Forum	Bundaberg	Attendance at the WBBFF and update from Regional Australian Institute on population transition into the Wide Bay region in the top 5 growth locations in Aus.
20.02.2023	Department of State Development Industry Local Government and Planning – Regional Director and Manager	Gayndah	Update on the WBB Energy plan, regional plan and discussion on the impact to the North Burnett with the closure of the Callide Power plant and mine by 2028
23.02.2023	Regional Arts Development Fund (RADF) Meeting	Mundubbera	Round 1 assessment panel meeting with advisory committee

COUNCILLOR KINGSLEY MESNER JANUARY, 2023

Date	Meeting/Function	Location	Comments
15/01/2023	Meeting with Shaun Johnson and Interim General Manager Works	Mundubbera	
19/01/2023	Media Opening	Eidsvold	
25/01/2023	Australia Day Ambassador Dinner	Monto	
26/01/2023	Regional Australia Day Event	Eidsvold	
29/01/2023	Monto Rate Payers Meeting	Monto	

COUNCILLOR KINGSLEY MESNER

FEBRUARY, 2023

Date	Meeting/Function	Location	Comments
07/02/2023	Eidsvold Community Meeting	Eidsvold	
08/02/2023	Local Disaster Management Group (LDMG) Meeting	Gayndah	
09/02/2023	Eidsvold Hospital Auxiliary Meeting	Eidsvold	
11/02/2023	Eidsvold Show Meeting	Eidsvold	
13/02/2023	Roads Portfolio Meeting	Mundubbera	
16/02/2023	Wuruma Bridge inspection	Wuruma Dam	
21/02/2023	Meeting with Committee member	Eidsvold	
23/02/2023	Regional Roads Transport Group (RRTG)	Biggenden	
28/02/2023	Eidsvold Show Meeting	Eidsvold	
28/02/2023	Eidsvold Sports Ground	Eidsvold	

MAYOR LES HOTZ FEBRUARY, 2023

Date	Meeting/Function	Location	Comments
3 February 2023	Meeting with Bundaberg and Burnett Regional Water Assessment (BBRWA) Stakeholder Advisory Group (SAG)	Teams	The meeting was provided with an update of the advisory groups progress of priority listed projects. • Claude Wharton Weir raising • Barlil Weir • Jones Weir raising • Cooranga Weir • Paradise Dam to Coalstoun Lakes pipeline • Blackbutt Irrigation Scheme • Bundaberg Irrigation Network Capacity Upgrade (Stage 2) • Burnett River to Fred Haigh Dam transfer • Wet Barambah Weir • Gordonbrook Dam Irrigation Scheme • Supply of Lower St Agnes, SA1 and Bingera scheme from Burnett River
4 February 2023	Gayndah Little Athletics Opening Ceremony	Gayndah	Carnival had around about 200 athletes from all over the region (Monto, Hervey Bay, Childers, Bundaberg, Maryborough and Gladstone).
6 February 2023	Charlie Merrett's Funeral	Gayndah	An employee of North Burnett Regional Council. Well attended by community.
6 February 2023	Connectivity Round Table Meeting with Burnett Inland Economic Development Organisation (BIEDO)	Gayndah	Update of proposed projects provided by BIEDO
7 February 2023	BEIDO Connectivity Roadshow	Monto	Poorly attended by community.
8 February 2023	Meeting with Community member	Gayndah	Airport maintenance and voluntary contribution discussed.

8 February 2023	Meeting with North Burnett Local Disaster Management Group (LDMG)	Gayndah	As per Agenda.
9 February 2023	Monto Community Reference Group (CRG) Meeting	Monto	Lack of doctors in Regional Queensland, main topic of discussion.
10 February 2023	Two (2) separate meetings with Community members	Mundubbera	Property entrance, meeting with landholder.
10 February 2023	Meeting with Community member	Eidsvold	Met with Eidsvold advocate for continuation of television retransmission.
10 February 2023	Lunch Anniversary for Employee	Monto	Celebration of 20 years with Council.
13 February 2023	Discussion regarding Gayndah Airport with General Manager Works	Mundubbera	Discussion regarding the mowing of Gayndah Airport.
13 February 2023	Councillor Portfolio Civil Works update	Mundubbera	Meeting with General Manager and Civil Works Manager
15 February 2023	Meeting with Community member	Gayndah	Discussion regarding rating and sewage and water connection
18 February 2023	Meeting with Rotary Club	Monto	Invitation to speak at Monto Rotary on Wednesday 1 March 2023
20 February 2023	Meeting with Three Moon Creek Irrigation Advisory Committee (TMC IAC)	Teams	Based on recent rain events the IAC decided against commencing a release at this time and agreed to meet via teams to reassess the situation on Monday the 20th of March at 10.00am.
20 February 2023	Meeting with Department State Development, Infrastructure, Local Government and Planning (DSDILGP)	Gayndah	Discussion regarding the effects on the North Burnett economy and workforce when the Government proposes to cease the operation of Callide Power Station.
20 February 2023	Meeting with Community member	Gayndah	Meeting two (2) ratepayers regarding volunteer mowing of Gayndah Airport.

21 February 2023	Mundubbera State College Investiture of Student Leaders	Mundubbera	Observer of this event.
22 February 2023	Councillor Information Session	Monto	Two (2) attendees. Community member and ABC reporter attended this meeting.
22 February 2023	Road inspection for community member	Monto	A request has been lodged for Coppin Road, Moonford
23 February 2023	Paradise Dam Reference Group Meeting No.3	Bundaberg	Provided with an update of the restoration of the height of the wall at Paradise Dam. Report provided by officer.

13   URGENT BUSINESS

14   CONFIDENTIAL REPORTS

OFFICERS RECOMMENDATION

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

14.1   Sale of Land for Overdue Rates and Charges

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

15 CLOSURE OF MEETING