



AGENDA

General Meeting

24 January 2024

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 Eidsvold Boardroom on Wednesday, 24 January 2024 commencing at 9.00am.

An agenda is attached for your information.



Margot Stork

Chief Executive Officer

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

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

<i>Bruce Downie</i>	<i>Biggenden</i>
<i>Harold Griffin</i>	<i>Biggenden</i>
<i>Rosie Dodd</i>	<i>Eidsvold</i>
<i>Gladys Colch</i>	<i>Gayndah</i>
<i>John Ahern</i>	<i>Gayndah</i>
<i>Ray Willis</i>	<i>Gayndah</i>
<i>Audrey Goschnick</i>	<i>Monto</i>
<i>Colin Tranter</i>	<i>Monto</i>
<i>Gwendoline Hampson</i>	<i>Monto</i>
<i>Raymond Radel</i>	<i>Monto</i>

6 DEPUTATIONS/PETITIONS

There are nil deputations for this meeting.

Council will make time available at each General Meeting for public questions. 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. 15 minutes).

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 governments.

7 DECLARATIONS OF INTEREST

The Mayor to call for declarations of interests.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 13 DECEMBER 2023

Doc Id: 1186305

Author: Kat Bright, Senior Executive Assistant to the CEO

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 13 December 2023

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 13 December 2023 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING HELD AT THE MUNDUBBERA BOARDROOM
ON WEDNESDAY, 13 DECEMBER 2023 AT 9.00AM**

1 WELCOME/HOUSEKEEPING

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

2 ATTENDEES

COUNCILLORS: Cr Leslie Hotz (Mayor)
Cr Robert Radel (Deputy Mayor)
Cr Dael Giddins
Cr Kingsley Mesner
Cr Melinda Jones
Cr Michael Dingle

OFFICERS: Margot Stork (CEO)
Anna Scott (General Manager Works)
Kim Mahoney (General Manager Corporate and Community)
Allan Hull (Civil Works Manager)*
Jenny Hall (Community Development Stream Leader)*^
Kath Hamilton (Executive Assistant to the General Manager - Corporate and Community)
Maggie O'Shannessy (Administration Officer (Executive Services))
Marlene Carstens (Executive Assistant to the General Manager - Works)
Michael Cartwright (Governance, Policy and Risk Advisor)
Owen Jensen (Financial Services Manager)*^
John Fraser (Development & Building Services Stream Leader)*^
Rhys Habermann (Acting Strategic Relationships Manager)
Tegan Bauer (Executive Assistant to the Mayor)

^ 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.

<i>Carla Ulcoq</i>	<i>Gayndah</i>
<i>George Dent</i>	<i>Gayndah</i>
<i>Norma Burns</i>	<i>Gayndah</i>
<i>Leonard Ogle</i>	<i>Monto</i>
<i>Patricia Bowles</i>	<i>Monto</i>
<i>Harvey Dingle</i>	<i>Mount Perry</i>

6 DEPUTATIONS/PETITIONS

At 9:04am Council was presented with a delegation specifically addressing a community sentiment survey, with an allotted time of 20 minutes.

A summary of the deputation is as follows:

As a representative of the Mount Perry community, the speaker, acknowledged the feeling of dissatisfaction within their community. Without specifying issues, the speaker advocated for introspection, open listening, and a commitment to an inclusive community.

The speaker noted that there is a disconnect between Mount Perry community needs and decision-makers responsiveness. The speaker proposed a community sentiment survey aligned with shared values and emphasised the survey's objectives: assessing community satisfaction, identifying areas for improvement, promoting inclusivity, fostering transparency and trust, and guiding future policies.

The speaker noted that the survey was aimed at open dialogue, not blame, and urged the incoming Council to prioritise it for the next term. The speaker noted that the information that may come out of the survey could be invaluable for shaping future policies and ensuring the representation of all residents' needs and aspirations.

The presentation concluded by 9.14am.

7 DECLARATIONS OF INTEREST

There were nil declarations at this time.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 22 NOVEMBER 2023

OFFICERS RECOMMENDATION

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

RESOLUTION 2023/214

Moved: Cr Kingsley Mesner

Seconded: Cr Michael Dingle

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

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

Against: Nil

CARRIED 7/0

NOTE: An administrative error was noted in the minutes of the previous meeting regarding 202311_2 Item 9.3 QON – Community Engagement (LHAP), specifically referencing Cr Payne requesting an update at a Councillor Workshop which was incorrect. Additionally, Cr Radel highlighted that there were potential spelling errors throughout the minutes. Through the Chair, Margot Stork (CEO), noted that the minutes would be reviewed for spelling errors and Cr Payne's request would be amended prior to publishing.

8.2 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 29 NOVEMBER 2023

OFFICERS RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 29 November 2023 be noted.

RESOLUTION 2023/215

Moved: Cr Dael Giddins

Seconded: Cr Robert Radel

That the Minutes of the Audit and Risk Committee Meeting held on 29 November 2023 be noted.

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

Against: Nil

CARRIED 7/0

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE 2023 ADDITIONAL REPORT

OFFICERS RECOMMENDATION

That Council note the additional report following attendance at the 2023 Local Government Association of Queensland (LGAQ) Annual Conference.

RESOLUTION 2023/216

Moved: Cr Dael Giddins

Seconded: Cr Robert Radel

That Council note the additional report following attendance at the 2023 Local Government Association of Queensland (LGAQ) Annual Conference.

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 REVIEW OF AUDIT AND RISK COMMITTEE POLICY AND CHARTER

OFFICERS RECOMMENDATION

That Council note the proposed changes to the Audit and Risk Committee Policy and Charter.

NOTE: Mayor Hotz offered a point of clarification to confirm that a Councillor can not be appointed as the Chair of the Audit and Risk Committee as this role must be an external independent member.

RESOLUTION 2023/217

Moved: Cr Robert Radel

Seconded: Cr Michael Dingle

That Council note the proposed changes to the Audit and Risk Committee Policy and Charter.

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

Against: Nil

CARRIED 7/0

9.3 AUDIT AND RISK COMMITTEE ANNUAL WORK PLAN 2023-2024

OFFICERS RECOMMENDATION

That Council note the Audit and Risk Committee 2023-2024 Annual Work Plan, as recommended by the Audit and Risk Committee.

RESOLUTION 2023/218

Moved: Cr Susan Payne

Seconded: Cr Michael Dingle

That Council note the Audit and Risk Committee 2023-2024 Annual Work Plan, as recommended by the Audit and Risk Committee.

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

Against: Nil

CARRIED 7/0

9.4 AUDIT AND RISK COMMITTEE SCHEDULE OF MEETINGS FOR 2024

OFFICERS RECOMMENDATION

The Audit and Risk Committee schedule of meetings for 2024 is for noting by Council as recommended by the Committee.

RESOLUTION 2023/219

Moved: Cr Michael Dingle

Seconded: Cr Dael Giddins

The Audit and Risk Committee schedule of meetings for 2024 is for noting by Council as recommended by the Committee.

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 DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE - SERVICE STATION AND OPERATIONAL WORK - ADVERTISING DEVICE AT CAROLINE STREET / ISIS HIGHWAY (BETWEEN FREDERICK AND JOHN STREETS) BIGGENDEN

OFFICERS RECOMMENDATION

That Council:

1. Approve a Material Change of Use for a Service Station and Operational Work for Advertising Devices on land situated at John Street, Caroline Street, and Frederick Street, Biggenden, (described as Lot 11 on B4469 and Lot 21 on B4469) subject to relevant or reasonably required conditions.
2. Provide the decision notice to the applicant as required by section 63 Notice of decision, of the *Planning Act 2016*.

NOTE: The below information was provided to Councillors via email on 12 December 2023 to further clarify the proposed position of Council, specifically in relation to operating hours and the installation of 24/7 self-serve bowsters. This information was discussed and referred to during the meeting.

It is noted that the potential impacts of vehicle movements associated with the proposed use were proposed to be mitigated by limiting the hours of operation. The application stated that the service station would operate between the hours of 5:00 am and 8:00 pm. The applicant's Noise Impact Assessment prepared by ATP Consulting Engineers concluded that "...noise emissions would comply with relevant noise criteria at the nearest noise sensitive receptors, provided noise mitigation measures are employed." The noise impact assessment report based its modelling and, therefore, its recommendations on the stated operating hours of 5:00 am to 8:00 pm. The application was silent on the question of whether there would be any self-serve bowsters. Clearly, the installation of self-serve bowsters would introduce traffic and general activity outside the assumed trading hours and therefore create the potential for adverse impacts on residential amenity.

The recommended conditions included condition 5 (Attachment 9, page 279 of the agenda), restricting the trading hours to those stated in the application and noise impact assessment. Upon further consideration, the recommended condition should be improved to clarify that the installation of 24/7 self-serve dispensers is not permitted by the approval. The proposed update to condition 5 of the Decision Notice is as follows:

*5. Limit the hours of use of the Service Station, **including any self-service fuel dispensing**, unless otherwise approved by the Assessment Manager, to between the hours of:*

- (a) 5:00am to 8:00pm, on any day.*

RESOLUTION 2023/220

Moved: Cr Kingsley Mesner

Seconded: Cr Robert Radel

That Council:

1. Approve a Material Change of Use for a Service Station and Operational Work for Advertising Devices on land situated at John Street, Caroline Street, and Frederick Street, Biggenden, (described as Lot 11 on B4469 and Lot 21 on B4469) subject to relevant or reasonably required conditions.
2. Provide the decision notice to the applicant as required by section 63 Notice of decision, of the *Planning Act 2016*.

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

Against: Nil

CARRIED 7/0

10.2 FINANCE REPORT TO 30 NOVEMBER 2023**OFFICERS RECOMMENDATION**

That Council, in accordance with section 204 *Local Government Regulation 2012 (Qld)*, receives the Finance Report for the period ended 30 November 2023.

RESOLUTION 2023/221

Moved: Cr Kingsley Mesner

Seconded: Cr Dael Giddins

That Council, in accordance with section 204 *Local Government Regulation 2012 (Qld)*, receives the Finance Report for the period ended 30 November 2023.

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

Against: Nil

CARRIED 7/0

11 WORKS

11.1 GRANT OPPORTUNITY - REMOTE AIRSTRIP UPGRADE PROGRAM

OFFICERS RECOMMENDATION

That Council endorse:

1. An application under the Remote Airstrip Upgrade (RAU) Program to construct a hardstand parking area for light aircraft at the Gayndah Airstrip; and
2. That Council accept responsibility to complete the project and meet the costs of the project not covered by grant funding.
3. A budget amendment to increase the capital budget by \$250,000, noting that \$125,000 would be external funding and \$125,000 from Council funding.

RESOLUTION 2023/222

Moved: Cr Robert Radel

Seconded: Cr Susan Payne

That Council endorse:

1. An application under the Remote Airstrip Upgrade (RAU) Program to construct a hardstand parking area for light aircraft at the Gayndah Airstrip; and
2. That Council accept responsibility to complete the project and meet the costs of the project not covered by grant funding.
3. A budget amendment to increase the capital budget by \$250,000, noting that \$125,000 would be external funding and \$125,000 from Council funding.

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

Against: Cr Michael Dingle

CARRIED 6/1

12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

OFFICERS RECOMMENDATION

That Council receives the Councillor Reports for the period 1 November 2023 to 30 November 2023.

RESOLUTION 2023/223

Moved: Cr Melinda Jones

Seconded: Cr Dael Giddins

That Council receives the Councillor Reports for the period 1 November 2023 to 30 November 2023.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2023/224

Moved: Cr Susan Payne

Seconded: Cr Melinda Jones

That Council send a letter to the Minister of Transport, expressing gratitude for the official opening of the John Peterson Bridge in Mundubbera. However, convey disappointment regarding the invitation being offered in short notice, which regrettably hindered the attendance of many individuals who could have otherwise celebrated this momentous occasion.

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

Against: Nil

CARRIED 7/0

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 REVIEW OF COUNCIL CONTROLLED CARAVAN PARKS

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 EMERGENT OPPORTUNITY - STAFF HOUSING

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.

14.3 2022-2023 FINANCIAL AUDIT - FINAL MANAGEMENT LETTER

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.4 PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.5 INTERNAL AUDIT PROGRAM

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.6 PROCUREMENT EXCEPTION - SPECIALISED DATA CONVERSION SERVICES

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.

14.7 PROCUREMENT EXCEPTION - PROVISION OF QUARRIED GRAVEL MATERIALS

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.

14.8 PROCUREMENT EXCEPTION - PROVISION OF ASIST WORKSHOPS TO NORTH BURNETT COMMUNITY

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.

UNCONFIRMED

RESOLUTION 2023/225

Moved: Cr Kingsley Mesner

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 REVIEW OF COUNCIL CONTROLLED CARAVAN PARKS

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 EMERGENT OPPORTUNITY - STAFF HOUSING

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.

14.3 2022-2023 FINANCIAL AUDIT - FINAL MANAGEMENT LETTER

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.4 PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.5 INTERNAL AUDIT PROGRAM

This matter is considered to be confidential under 254J - 254J(3)(i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

14.6 PROCUREMENT EXCEPTION - SPECIALISED DATA CONVERSION SERVICES

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.

14.7 PROCUREMENT EXCEPTION - PROVISION OF QUARRIED GRAVEL MATERIALS

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.

14.8 PROCUREMENT EXCEPTION - PROVISION OF ASIST WORKSHOPS TO NORTH BURNETT COMMUNITY

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.

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

Against: Nil

CARRIED 7/0**THE MEETING MOVED INTO A CLOSED SESSION AT 10.08AM.**

NOTE: During the confidential closed session, the Chair requested a brief discussion regarding the confidential attachments in the 2024 Australia Day Award Recipients Report that were provided to Councillors under separate cover. Prior to the discussion commencing, Cr Jones declared a perceived conflict of interest in relation to item 10.3 as follows:

I, Cr Melinda Jones, inform the meeting that pursuant to Section 150EQ of the *Local Government Act 2009*, that I have a perceived conflict of interest with regards to Item 10.3 due to a close association with a panel member.

DECLARATION OF INTEREST - CR MELINDA JONES**RESOLUTION 2023/226**

Moved: Cr Dael Giddins

Seconded: Cr Kingsley Mesner

That Cr Jones remain in the room to be part of the discussion for Item 10.3 and leave the room whilst the matter is voted on.

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

Against: Nil

CARRIED 7/0

NOTE: Councillors continued to discuss the content in the confidential reports listed in section 14 above.

RESOLUTION 2023/227

Moved: Cr Dael Giddins

Seconded: Cr Robert Radel

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 11.17AM.**

At 11:17am, Cr Melinda Jones left the meeting.

10.3 2024 AUSTRALIA DAY AWARD RECIPIENTS

OFFICERS RECOMMENDATION

That Council endorse:

1. The Regional Australia Day Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1.
2. The Local Legend Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1.

RESOLUTION 2023/228

Moved: Cr Dael Giddins

Seconded: Cr Michael Dingle

That Council endorse:

1. The Regional Australia Day Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1.
2. The Local Legend Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1.

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

Against: Nil

Abstained: Cr Melinda Jones

CARRIED 6/0

At 11:20 am, Cr Melinda Jones returned to the meeting.

NOTE: Through the Chair, Margot Stork (CEO) noted that the 2024 Australia Day Awards Selection Panel met at the Eidsvold Council Chambers on Monday 11 December 2023. The minutes of this meeting noted a recommendation for Council to consider (below).

2024 AUSTRALIA DAY AWARDS SELECTION PANEL RECOMMENDATION

That:

1. The Regional Australia Day Awards continue to be offered.
2. Council provides an online and paper-based nomination process.

Community is aware of both online and paper-based nomination process via Council media channels.

RESOLUTION 2023/229

Moved: Cr Robert Radel

Seconded: Cr Susan Payne

That:

1. The Regional Australia Day Awards continue to be offered.
2. Council provides an online and paper-based nomination process.
3. Community is aware of both online and paper-based nomination process via Council media channels.

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

Against: Nil

CARRIED 7/0

14.1 REVIEW OF COUNCIL CONTROLLED CARAVAN PARKS**OFFICERS RECOMMENDATION**

That Council receive and note the report prepared by Sustainable Park Solutions, entitled North Burnett Regional Council (NBRC) Caravan Parks – Future Operation, prepared in response to Council's request for a review to be undertaken of Council controlled caravan parks.

RESOLUTION 2023/230

Moved: Cr Michael Dingle

Seconded: Cr Kingsley Mesner

That Council receive and note the report prepared by Sustainable Park Solutions, entitled North Burnett Regional Council (NBRC) Caravan Parks – Future Operation, prepared in response to Council's request for a review to be undertaken of Council controlled caravan parks.\

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

Against: Nil

CARRIED 7/0

14.2 EMERGENT OPPORTUNITY - STAFF HOUSING

OFFICERS RECOMMENDATION

That Council take no further action regarding the employee housing opportunity presented in October 2023.

RESOLUTION 2023/231

Moved: Cr Kingsley Mesner

Seconded: Cr Robert Radel

That Council take no further action regarding the employee housing opportunity presented in October 2023.

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

Against: Nil

CARRIED 7/0

14.3 2022-2023 FINANCIAL AUDIT - FINAL MANAGEMENT LETTER

OFFICERS RECOMMENDATION

That Council notes the final audit management letter for the General Purpose Financial Statement for the year ended 30 June 2023, as recommended by the Audit and Risk Committee.

RESOLUTION 2023/232

Moved: Cr Kingsley Mesner

Seconded: Cr Dael Giddins

That Council:

1. Notes the final audit management letter for the General Purpose Financial Statement for the year ended 30 June 2023, as recommended by the Audit and Risk Committee.
2. Commends and thanks staff for the completion of the Audit within the statutory timeframe.

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

Against: Nil

CARRIED 7/0

14.4 PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

OFFICERS RECOMMENDATION

That Council notes the information in the Internal and External Recommendations Status Registers as at November 2023, as recommended by the Audit and Risk Committee.

RESOLUTION 2023/233

Moved: Cr Susan Payne

Seconded: Cr Melinda Jones

That Council notes:

1. The information in the Internal and External Recommendations Status Registers as at November 2023, as recommended by the Audit and Risk Committee.
2. That this is the first progress report provided to Council and extends appreciation to staff.

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

Against: Nil

CARRIED 7/0

14.5 INTERNAL AUDIT PROGRAM

OFFICERS RECOMMENDATION

That Council endorses the Internal Audit Plan 2023-2024, as recommended by the Audit and Risk Committee.

RESOLUTION 2023/234

Moved: Cr Dael Giddins

Seconded: Cr Susan Payne

That Council:

1. Endorses the Internal Audit Plan 2023-2024, as recommended by the Audit and Risk Committee.
2. Acknowledges the work of the recently established Audit and Risk Committee and commends them for their work.

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

Against: Nil

CARRIED 7/0

14.6 PROCUREMENT EXCEPTION - SPECIALISED DATA CONVERSION SERVICES**OFFICERS RECOMMENDATION**

That Council resolves:

1. That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that due to the specialised nature of services being sought, there is only one (1) supplier who is reasonably available to perform the data conversion service.
2. To authorise the CEO to enter contractual arrangements for data conversion.

RESOLUTION 2023/235

Moved: Cr Melinda Jones

Seconded: Cr Dael Giddins

That Council resolves:

1. That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that due to the specialised nature of services being sought, there is only one (1) supplier who is reasonably available to perform the data conversion service.
2. To authorise the CEO to enter contractual arrangements for data conversion.

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

Against: Nil

CARRIED 7/0

14.7 PROCUREMENT EXCEPTION - PROVISION OF QUARRIED GRAVEL MATERIALS**OFFICERS RECOMMENDATION**

That Council resolves that:

1. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide quarried gravel materials to the Gayndah area, with the upper limit of the exception being \$5,000,000; and
2. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide quarried gravel materials to the Monto area, with the upper limit of the exception being \$5,000,000.

RESOLUTION 2023/236

Moved: Cr Dael Giddins

Seconded: Cr Kingsley Mesner

That Council resolves that:

1. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide quarried gravel materials to the Gayndah area, with the exception being up to \$5,000,000;
2. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide quarried gravel materials to the Monto area, with the exception being up to \$5,000,000; and
3. The exception decisions be brought back to Council for review at the end of the 2023-2024 financial year.

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

Against: Cr Michael Dingle

CARRIED 6/1

At 11:32 am, Cr Payne left the meeting.

At 11:33 am, Cr Payne returned to the meeting.

14.8 PROCUREMENT EXCEPTION - PROVISION OF ASIST WORKSHOPS TO NORTH BURNETT COMMUNITY

OFFICERS RECOMMENDATION

1. That Council resolves that in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide;
 - Suicide Intervention Training
 - Creative Recovery Workshops
 - Childrens Mentorship ProgramTo the North Burnett Region.
2. That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council:
 - a) Authorise the CEO to enter a contractual arrangement for Suicide Intervention Training with Applied Suicide Intervention Skills Training to the value of \$20,000;
 - b) Authorise the CEO to enter a contractual arrangement for Creative Recovery Workshops with Queensland Health's Regional Adversity Clinician to the value of \$18,000; and
 - c) Authorise the CEO to enter a contractual arrangement for Childrens Mentorship Program with Blue Gum Farm TV to the value of \$33,000.

RESOLUTION 2023/237

Moved: Cr Robert Radel

Seconded: Cr Dael Giddins

1. That Council resolves that in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide;
 - Suicide Intervention Training
 - Creative Recovery Workshops
 - Childrens Mentorship ProgramTo the North Burnett Region.
2. That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council:
 - a) Authorise the CEO to enter a contractual arrangement for Suicide Intervention Training with Applied Suicide Intervention Skills Training up to the value of \$20,000;
 - b) Authorise the CEO to enter a contractual arrangement for Creative Recovery Workshops with Queensland Health's Regional Adversity Clinician up to the value of \$18,000; and
 - c) Authorise the CEO to enter a contractual arrangement for Childrens Mentorship Program with Blue Gum Farm TV up to the value of \$33,000.

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

Against: Nil

CARRIED 7/0

15 CLOSURE OF MEETING

The Meeting closed at 11.40am.

The minutes of this meeting were confirmed at the General Meeting held on 24 January 2024.

.....
CHAIRPERSON

UNCONFIRMED

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1 OUTSTANDING COUNCIL RESOLUTIONS REPORT

Doc Id: 1186307

Author: Kat Bright, Senior Executive Assistant to the CEO and Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Outstanding Resolutions Report as at 09012024.docx [1189146]

INTRODUCTION/BACKGROUND

This report offers a concise overview of the outstanding resolutions of Council, covering the period from 30 June 2021 to 9 January 2024. The timeframe for this report is determined by the date of its compilation and the oldest pending resolution.


OFFICER COMMENTS/CONCLUSION

As at 9 January 2024, there are a total of thirty-two (32) outstanding resolutions. Notably, within the reporting period, ten (10) resolution was successfully completed, resulting in a reduced count of twenty-two (22) outstanding resolutions. A comprehensive breakdown of the progress and current status of each resolution is provided in the attached table.

This report will be presented monthly at the General Meeting of Council, ensuring that all stakeholders are informed and engaged in the resolution tracking process. Regular reporting demonstrates our commitment to transparency, accountability, and the effective management of the resolutions of Council.

OFFICERS RECOMMENDATION

That Council receive the Outstanding Council Resolutions Report from 30 June 2021 to 9 January 2024.



Division:

Committee:

Officer:

All

General Meeting

All

Date From:

Date To:

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1189146

Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
1	30/06/2021	Service Delivery Review - Swimming Pools	RESOLUTION 2021/60 That Council: 1. Continue to maintain and operate existing pools in Biggenden, Eidsvold, Gayndah, Monto and Mundubbera. 2. Further investigation and condition assessment of the region's pools is undertaken. 3. A fit for purpose asset management strategy is developed and funding sort to replace existing pools over 10 years. 4. Review the operating agreements to ensure the most effective delivery of the service to the community and report to Council on the outcomes.	Works	<div>●</div> <div>●</div> <div>●</div> <div>●</div>	Completed. A business-as-usual activity that has been captured into the workflow. Completed. No significant structural defects were found. Monitoring program to be implemented to monitor water levels for leaks. This remains a work in progress, with effort planned for 2023/24 financial year to commence the activity. The successful recruitment of a senior technical officer in February 2024 will allow work to commence on this activity in Q3 of 2023/24. Completed with new leases issued in 2022.
2	30/06/2021	Service Delivery Review - Showgrounds	RESOLUTION 2021/64 That Council: Work with Show Societies and the Queensland Department of Resources to remove itself as trustee for the Gayndah, Eidsvold, Monto and Mt Perry Showgrounds and negotiate a model similar to that of the Biggenden and Mundubbera Showgrounds.	Corporate & Community	<div>●</div>	Meetings held with show societies from Monto, Mount Perry and Gayndah to explain the Council Resolution to resign as Trustee. Meeting with Eidsvold is planned for mid-February 2024. An update was provided to Councillors at the Councillor Workshop held on 10 January 2024.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

Officer:

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General Meeting

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Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
3	27/01/2022	Tender for Lease of Gayndah Airport Refuelling Facility	RESOLUTION 2022/19 That Council: 1. Resolve to conduct a Tender for the lease of Gayndah Airport Refuelling Facility located at 2 John Taylors Road, Gayndah; being part of Lot 2 RP201121. 2. Authorise the Chief Executive Officer to enter an agreement for the Gayndah Airport Refuelling Facility Depot (proposed Lease Area "A" 2 within RP201121), on terms to be negotiated by the Chief Executive Officer for period not exceeding ten years.	Works	 	Development of the tender documents has been outsourced to a suitably qualified company with experience in airport facility tenders. On hold pending outcome of item 1 above.
4	24/08/2022	Mount Perry Caravan Park	RESOLUTION 2022/132 That Council: 1. Resolves to terminate by mutual consent the lease for the period 01 September 2022 to 30 June 2028 with Maclean Parks Pty Ltd, over Lease A SP255553 within Lot 1 on SP117730, located at Heusman Street, Mount Perry, and alternate operating arrangements are explored to maintain this service. 2. Resolves to undertake a review of all Council caravan park operations within the North Burnett region.	Works	 	Completed. Completed. Review was presented to Council on 13 December 2023.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

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Officer:

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Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
5	26/10/2022	Rural Fire Levy Expenditure	RESOLUTION 2022/163 That Council: 1. Endorse Biggenden Rural Fire Brigade's request to utilise Rural Fire Levy funds to the value of \$35,813.15 towards construction of a suitably approved shed at Saleyards Road, Biggenden; and 2. Endorse Mount Perry Rural Fire Brigade's request to utilise Rural Fire Levy Funds to the value of \$900.00 to install a Wireless Access Point at 11 Elliot Street, Mount Perry.	Office of the CEO	<div></div> <div></div>	No further progress this month. Completion date remains unknown. Work is progressing to have a purpose-built facility for the brigades to support the Biggenden area ASAP. Completed.
6	14/12/2022	Mount Perry Community Development Board Incorporated - Request for exemption from hall hire fees	RESOLUTION 2022/181 That Council: 1. Council decline to grant Mount Perry Community Development Board Incorporated a fee waiver for use of the community hall. 2. Formal correspondence be sent to Mount Perry Community Development Board Incorporated advising them of Council's decision and that 2022/23 Fees and Charges will be upheld. 3. A review of policies relating to fees and charges for community groups hiring Council facilities be undertaken.	Corporate & Community	<div></div> <div></div> <div></div>	Completed. Completed. Completed. A review of related policies has been completed with a report tabled at this Council at this General Meeting 24 January 2024.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

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1189146

Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
7	25/01/2023	Road Register Classification Review	RESOLUTION 2023/8 That Council: 1. Engages Shepherd Services to undertake a full review of the Road Register to identify assets potentially being overserved, off alignment or incorrectly classified in the adopted road hierarchy set out in Council's Road asset management plan. 2. The findings are to be returned to Council for review before any service level change.	Works	 	Completed. Council officers have undertaken a review of the roads to determine the suitability of the proposed classifications. An update was provided at Councillor Information Workshop on 6 December 2023. Officers continue with their review.
8	22/02/2023	Monto Administration Building - Future Plan	RESOLUTION 2023/22 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.	Works	 	The recommended investigations have been completed and recommendations on how to address the building faults have been reviewed by Council officers. A report has been prepared for this General Meeting 24 January 2024 seeking an amendment to the previous Council resolution as an alternate repair methodology has been identified. \$250,000 carried over from the FY22/23 budget.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

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Officer:

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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments																																																																	
9	26/04/2023	Review of Public Washdown Facilities' Compliance and Operations	RESOLUTION 2023/51 That Council: 1. Resolve to put an immediate temporary closure on the Mundubbera Washdown facility due to compliance concerns while investigations commence into a potential and compliant alternative for future use. 2. That notice be provided onsite that the facility has closed and that investigations will commence into a potential and compliant alternative for future use; and locations of alternative services be provided via site signage, social media, and newspaper advertisement. 3. That this matter be tabled at a future General Meeting of Council with outcomes of the investigation.	Corporate & Community	<div>●</div> <div>●</div> <div>●</div>	Completed. Completed. Investigations are underway with an update to be tabled at a Councillor Information Workshop in February 2024.																																																																	
10	28/06/2023	Sale of Land for Overdue Rates and Charges	RESOLUTION 2023/102 That Council: 1. Receives & notes the information within the report. 2. Pursuant to section 140(2) of the Local Government Regulation 2012: a) sell the land described in the table for overdue rates and charges: <table border="1"> <thead> <tr> <th>Assessment ID</th> <th>2016 and After Arrears</th> <th>2017 Arrears</th> <th>2018 Arrears</th> <th>2019 Arrears</th> <th>2020 Arrears</th> <th>2021 Arrears</th> <th>2022 Arrears</th> <th>Arrears for Current Year</th> <th>Balance in Current Statement</th> <th>Penalty</th> <th>Costs</th> <th>Total Balance Owed</th> </tr> </thead> <tbody> <tr> <td>162200000000</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>790.95</td> <td>1,198.54</td> <td>1,307.84</td> <td>635.87</td> <td>635.87</td> <td>338.91</td> <td>751.00</td> <td>5,707.36</td> </tr> <tr> <td>403870000000</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>3,534.82</td> <td>3,291.99</td> <td>3,588.05</td> <td>1,529.75</td> <td>1,529.35</td> <td>974.63</td> <td>1,748.75</td> <td>15,674.87</td> <td></td> </tr> <tr> <td>400000000000</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2,987.15</td> <td>4,138.12</td> <td>3,148.88</td> <td>1,575.00</td> <td>1,587.20</td> <td>993.62</td> <td>1,726.15</td> <td>15,562.81</td> <td></td> </tr> <tr> <td>Grand Total</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>5,502.92</td> <td>8,626.81</td> <td>8,774.95</td> <td>3,775.42</td> <td>3,792.62</td> <td>2,607.50</td> <td>4,224.94</td> <td>37,394.74</td> <td></td> </tr> </tbody> </table> b) Delegate to the Chief Executive Officer power to take all further steps under Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 to effect sale of	Assessment ID	2016 and After Arrears	2017 Arrears	2018 Arrears	2019 Arrears	2020 Arrears	2021 Arrears	2022 Arrears	Arrears for Current Year	Balance in Current Statement	Penalty	Costs	Total Balance Owed	162200000000	0.00	0.00	0.00	0.00	790.95	1,198.54	1,307.84	635.87	635.87	338.91	751.00	5,707.36	403870000000	0.00	0.00	0.00	3,534.82	3,291.99	3,588.05	1,529.75	1,529.35	974.63	1,748.75	15,674.87		400000000000	0.00	0.00	0.00	2,987.15	4,138.12	3,148.88	1,575.00	1,587.20	993.62	1,726.15	15,562.81		Grand Total	0.00	0.00	0.00	5,502.92	8,626.81	8,774.95	3,775.42	3,792.62	2,607.50	4,224.94	37,394.74		Corporate & Community	<div>●</div> <div>●</div>	Completed. A public auction on 14 November 2023, for the last remaining property concluded with no successful bid. The property was not sold and negotiations for the sale continue.
Assessment ID	2016 and After Arrears	2017 Arrears	2018 Arrears	2019 Arrears	2020 Arrears	2021 Arrears	2022 Arrears	Arrears for Current Year	Balance in Current Statement	Penalty	Costs	Total Balance Owed																																																											
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Division:

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1189146

Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
17	25/10/2023	Property Disposal - Eidsvold	RESOLUTION 2023/198 That Council: 1. Resolve to dispose of Lot 2 MPH2128 (34 Moreton Street, Eidsvold); pursuant to Local Government Regulation 2012. 2. Resolve to conduct a public Tender for the sale of Lot 2 MPH2128 (34 Moreton Street, Eidsvold) pursuant to Section 228 of Local Government Regulation 2012; and authorise the Chief Executive Officer to enter into a sale contract, at a contract price and on terms to be negotiated by the Chief Executive Officer. 3. Resolve that, in the event that Lot 2 MPH2128 (34 Moreton Street, Eidsvold) is not sold as a result of public Tender, authorise the Chief Executive Officer to procure agents and list the property for sale; and further authorise the Chief Executive Officer to enter into a sale contract, at a contract price and on terms, to be negotiated by the Chief Executive Officer.	Contracts & Leasing	<div>●</div> <div>●</div> <div>●</div>	Completed. Notice of Council's resolution provided to Tenant on 2 November 2023. Tender has concluded and is now subject to an unconditional contract. Awaiting settlement. On hold pending outcome of item 2.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

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Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
18	25/10/2023	Lease renewals - Telstra and Optus over part 1 M5825	RESOLUTION 2023/199 That Council: 1. Renew the Trustee Lease within Lot 1 M5825 to Telstra Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years, within Lot 1 M5825, to Telstra Limited. 3. Renew the Trustee Lease within Lot 1 M5825 to Optus Mobile Pty Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 4. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years within Lot 1 M5825, to Optus Mobile Limited.	Contracts & Leasing	<div></div> <div></div> <div></div> <div></div>	Lease negotiations are in progress and near completion.
19	25/10/2023	Lease renewal over part 113 BON1559	RESOLUTION 2023/200 That Council: 1. Renew the Trustee Lease over part of Lot 113 BON1559 to Visy Board Proprietary Limited; pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of the Trustee Lease over part of Lot 113 BON1559, with Visy Board Proprietary Limited.	Contracts & Leasing	<div></div> <div></div>	Completed. Visy Board Proprietary Limited informed of Council's decision to renew lease on 20 October 2023. Officers are progressing finalising lease terms.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

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Infocouncil Action Sheets Report

Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
20	25/10/2023	Lease Renewal - McIndoes Road, Mundubbera	RESOLUTION 2023/201 That Council: 1. Renew the lease over part of Lot 35 YL819 to Bonick Pty Ltd; pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of the lease, over part of Lot 35 YL819, with Bonick Pty Ltd.	Contracts & Leasing	<div></div> <div></div>	Completed. Notice of Council's resolution provided to Bonick Pty Ltd on 25 October 2023. Compliance report undertaken by applicant; minor upgrades required. Matter progressing.
21	25/10/2023	Emergent Opportunity - Staff Housing	RESOLUTION 2023/202 That the Emergent Opportunity - Staff Housing report lay on the table until a subsequent report, containing further information, is presented to Council for consideration.	Office of the CEO	<div></div>	Additional report presented to Council on 13 December 2023.
22	22/11/2023	Drainage Easement - Fielding Street, Gayndah	RESOLUTION 2023/211 That Council resolve to grant an Easement for Drainage purposes over part of Lot 2 RP194226, in favour of the Indigenous Wellbeing Centre Ltd; pursuant to Sections 224 (6), 236 1(b)(ii), 236 (2) of Local Government Regulation 2012.	Office of the CEO	<div></div>	Work in progress. Documentation reviewed by Solicitors.
23	22/11/2023	Mount Perry Stairs	RESOLUTION 2023/212 Council resolves to reinstate the stairs and retaining wall in front of the Mount Perry Customer Service and Library Centre to reflect their original state. The tendered cost and estimated total project costs to be presented to Council before starting works.	Works	<div></div>	On hold until April 2024 when the Senior Project Manager has commenced.
24	22/11/2023	Draft Local Housing Action Plan (LHAP)	RESOLUTION 2023/206 That Council endorses the draft North Burnett Local Housing Action Plan (LHAP) for community consultation purposes.	Office of the CEO	<div></div>	Completed. Community consultation opened on 28 November 2023 and closed on 13 December 2023. An update was provided at the Councillor Information Workshop held on 10 January 2024. Report tabled at this General Meeting 24 January 2024.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

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All

General Meeting

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Printed: Tuesday, 9 January 2024 2:44:40 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
25	13/12/2023	Development Application - Material Change of Use - Service Station and Operational Work - Advertising Device at Caroline Street / Isis Highway (between Frederick and John Streets) Biggenden	RESOLUTION 2023/220 That Council: 1. Approve a Material Change of Use for a Service Station and Operational Work for Advertising Devices on land situated at John Street, Caroline Street, and Frederick Street, Biggenden, (described as Lot 11 on B4469 and Lot 21 on B4469) subject to relevant or reasonably required conditions. 2. Provide the decision notice to the applicant as required by section 63 Notice of decision, of the Planning Act 2016.	Corporate & Community	<div>●</div> <div>●</div>	Completed. Completed. Email sent to applicant notifying of Council's decision. NBRC Decision Notice, SARA Decision Documents and Approved plans where attached.
26	13/12/2023	2024 Australia Day Award Recipients (2 Resolutions)	RESOLUTION 2023/228 That Council endorse: 1. The Regional Australia Day Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1. 2. The Local Legend Award recipients on the recommendation of the 2024 Australia Day Awards Selection Panel as per Attachment 1.	Corporate & Community	<div>●</div> <div>●</div>	Completed. Completed.
27	13/12/2023	2024 Australia Day Award Recipients (2 Resolutions)	RESOLUTION 2023/229 That: 1. The Regional Australia Day Awards continue to be offered. 2. Council provides an online and paper-based nomination process. 3. Community is aware of both online and paper-based nomination process via Council media channels.	Corporate & Community	<div>●</div> <div>●</div> <div>●</div>	Noted. Australia Day Award nominations process review (including promotion) to commence in February 2024. Australia Day Award nominations process review (including promotion) to commence in February 2024.

 Completed
  Work In Progress
  On Hold
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● Completed
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Infocouncil Action Sheets Report

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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			c) Authorise the CEO to enter a contractual arrangement for Childrens Mentorship Program with Blue Gum Farm TV to the value of \$33,000.			

9.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Doc Id: 1188969

Author: Kat Bright, Senior Executive Assistant to the CEO and Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Ms Margot Stork, Chief Executive Officer (CEO), will commence a period of approved Annual Leave commencing mid-February 2024 for a period of five (5) days. This report seeks to endorse the appointment of an Acting CEO during this time.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council, in accordance with Section 195 of the *Local Government Act 2009*, appoints Council's General Manager Corporate and Community Ms Mahoney, as Acting Chief Executive Officer effective from 5.00pm Friday 16 February 2024 until 8.00am Thursday 22 February 2024 when Ms Stork (CEO) will resume normal duties.

REPORT

Ms Stork (CEO) will commence a period of approved Annual Leave from 5.00 pm Friday 16 February 2024 returning 8.00am Thursday 22 February 2024. Section 195 of *Local Government Act 2009* states:

195 Appointing an acting chief executive officer

A local government may appoint a qualified person to act as the chief executive officer during—

(a) any vacancy, or all vacancies, in the position; or

(b) any period, or all periods, when the chief executive officer is absent from duty or can not, for another reason, perform the chief executive officer's responsibilities.

This report seeks to endorse the appointment of an Acting CEO during this time.

CONSULTATION

Consultation occurred with Ms Mahoney, General Manager Corporate and Community.

RISK IMPLICATIONS

Reputation / Political

Not Applicable.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Not Applicable.

Legal & Regulatory

Not Applicable.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Not Applicable.

Climate

Not Applicable.

KEY MESSAGE

The appointment of an Acting CEO during Ms Stork's (CEO) period of approved annual leave is in accordance with Section 195 of *Local Government Act 2009*.

9.3 2024 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

Doc Id: 1187230

Author: Kat Bright, Senior Executive Assistant to the CEO and Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. 2024 ALGA NGA Motions Discussion Paper [1187229]

EXECUTIVE SUMMARY

The Australian Local Government Association (the 'ALGA') is hosting the 2024 National General Assembly (the 'NGA') in Canberra 2 - 4 July 2024. The theme of the 2024 NGA will be "Building Community Trust".

This report seeks Council endorsement of delegates to attend the ALGA 2024 NGA and any Council motions to be endorsed prior to formal submission.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

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

1. Appoint the Mayor or Deputy Mayor, and the CEO or delegate, as representatives to attend the 2024 Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') in Canberra 2 – 4 July 2024.

That Council:

2. Move the following motions for inclusion in the motions to be debated at the 2024 Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') in Canberra 2 – 4 July 2024:
 - a. This National General Assembly calls on the Australian Government to increase funding for local government Financial Assistance Grants to a level of at least 1% of Commonwealth taxation revenue.
 - b. This National General Assembly calls on the Australian Government to reassess the methodology used to calculate and distribute Financial Assistance Grants to ensure greater equity for all local governments.

REPORT

The Australian Local Government Association (the 'ALGA') is hosting the 2024 National General Assembly (the 'NGA') in Canberra 2 - 4 July 2024. The NGA is the peak annual event for Local Government, providing a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of Councils and their communities.

The 2024 NGA provides elected representatives of Australia's local councils and communities with the opportunity to engage with the Federal Government and key Ministers. Further, it is an opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

Delegates

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

As we approach the upcoming Local Government Election, it is important to note that individuals are nominated by their titles, such as the Mayor or Deputy Mayor, rather than specific names. This ensures continuity and consistency in representation, regardless of any changes in elected officials.

Setting the Scene

The theme of the 2024 NGA will be "Building Community Trust" and aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

Submitting Motions

ALGA is seeking motions that align with this theme and identify opportunities for new federal programs and policies that will support councils to build trust, both in our communities and as a local delivery partner for the Australian Government.

Motions must be lodged electronically using the online form available on the NGA website at: www.alga.com.au and received no later than **11:59pm AEST on Friday 29 March 2024**.

Motions for the 2024 NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

This year's call for motion focusses on twelve priority areas listed below. Further information on each priority area can be found in the discussion paper attached.

1. Intergovernmental relations;
2. Financial sustainability;
3. Roads and infrastructure;
4. Emergency management;
5. Housing and homelessness;
6. Jobs and skills;
7. Community services;
8. Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
9. Data, digital technology and cyber security;
10. Climate change and renewable energy;
11. Environment; and
12. Circular economy.

Criteria for Motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

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

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

The motions recommended were workshopped with Councillors on 10 January 2024. Any motion/s submitted will need to be championed by Council representatives at the NGA.

Previously Submitted Motions

Council submitted the following motions at the 2023 ALGA NGA. These motions were passed during the NGA and are of continuing relevance to local government in general and regional and rural Councils in particular.

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.

CONSULTATION

Consultation occurred with the Executive Leadership Team and Councillors at the Councillor Information Workshop held in Gayndah on Wednesday 10 January 2024.

RISK IMPLICATIONS

Reputation / Political

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

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Attendance at the ALGA NGA is included in the budget.

Legal & Regulatory

Not Applicable.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Not Applicable.

Climate

Not Applicable.

KEY MESSAGE

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

**2024
NGA**

Building
Community
Trust

National Convention Centre
Canberra

**AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION**

**2 - 4
JULY
2024**

**DISCUSSION
PAPER**

KEY DATES

29 March 2024 | Acceptance of Motions

2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

TO SUBMIT YOUR MOTION

VISIT: [ALGA.COM.AU](https://alga.com.au)





The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.

SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

The theme of the 2024 NGA is – Building Community Trust.

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.



Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: www.alga.com.au and received no later than 11:59pm AEST on Friday 29 March 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

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

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...

Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.

OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

Motions should be lodged electronically using the online form available at www.alga.asn.au.

Motions should be received no later than 11:59pm AEST on Friday 29 March 2024.

SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.



The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.



1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?

Are there ways of maintaining and enhancing the community's trust in local government?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately \$43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at \$539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided \$2.6 billion in Financial Assistance Grants funding to councils. This included \$1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?

Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?

3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important “first and last-mile access” for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?

4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately \$3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the country.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new \$500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?

6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was \$43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?

8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?

10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?

11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated \$3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?

CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 29 March 2024.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued.
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- » Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.





9.4 2023-2024 (FY24) - QUARTERLY PROGRESS REPORT (Q2)**Doc Id:** 1188526**Author:** Rhys Habermann, Acting Strategic Relationships Manager**Authoriser:** Margot Stork, Chief Executive Officer**Attachments:** 1. North Burnett Regional Council - Quarterly Report - FY24 Q2.pdf [1193304]**EXECUTIVE SUMMARY**

The purpose of this report is to provide updates for Council and the community regarding progress of projects and business as usual (BAU) activities currently underway, as well as those activities outlined in the 2023-2024 (FY24) Operational Plan, for the period 1 October 2023 – 31 December 2023 (Q2). This report satisfies the Chief Executive Officer's obligation under Section 174(3) of the *Local Government Regulation 2012 (Qld)*.

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 receive the 2023-24 (FY24) Q2 Progress Report for the period 1 October 2023 – 31 December 2023.

REPORT

The quarterly progress report is developed shortly after the conclusion of each quarter to provide an update on Council's progress, performance and operational outcomes. While it covers many aspects of operations, in a legislative context, it also provides updates on Council's progress towards implementing the annual Operational Plan.

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

As part of its strategic planning, during early 2021, Councillors and staff worked together to create the North Burnett Regional Council Corporate Plan 2021-2026, "A plan for generations". In developing the FY24 Operational Plan, attention has been given to ensuring projects, programs of work and BAU activities align with strategic objectives detailed in the overarching Corporate Plan.

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

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

The Chief Executive Officer, in consultation with the executive and senior management teams, has assessed the organisations progress towards implementing the annual Operational Plan and in turn, the strategies set out in the 2021-2026 Corporate Plan. Of the collective 67 activities detailed

in Council's FY24 Operational Plan, 84% (56) were deemed on track in line with their expected timelines. Most items currently deemed "In Progress – On Track" within the attached relate to continuing BAU activities or multi-year ongoing programs that will continue into future quarters.

During the quarter, economic headwinds coupled with human resourcing challenges continued to place pressure on several deliverables however the organisation managed these challenges well and minimal items were impacted.

Considering all information available, Officers believe the organisation is advancing the Corporate Plan strategies well, with work to continue into future quarters in accordance with the FY24 Operational Plan.

CONSULTATION

Council's Senior Management Team, in conjunction with the broader organisation, is involved in delivery of each Operational Plan project or activity and has provided input into periodic reporting.

For the period 1 October 2023 – 31 December 2023, Councillors have been kept up to date regarding Operational Plan progression, via information workshops. Topics of discussion are published in the Workshop Agendas on [Council's website](#).

RISK IMPLICATIONS

Reputation / Political

Most projects for Q2 are within budget allocations and anticipated timeframes. Key resourcing challenges have been identified against some projects which has impacted timelines. Details of any impacted items can be found within the attached report.

Occupational Health & Safety (WHS)

There have been no significant WHS issues that presented a risk to delivering projects for Q2.

Financial Impact

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

Legal & Regulatory

This report satisfies the Operational Plan legislative reporting obligations, as required by Section 174(3) of the *Local Government Regulation 2012 (Qld)*.

Environmental

There have been no significant environmental issues that presented a risk to delivering projects for Q2.

Property & Infrastructure

There are no significant identified property or infrastructure challenges associated with delivery of projects for Q2.

Human Resources

Notable human resourcing constraints are placing pressure on some areas of the organisation. While every effort will be made to alleviate these constraints in a timely manner, it is possible that some timelines may be impacted.

Information Communications Technology

No significant ICT challenges have presented a risk to the delivery of projects for Q2.

Service Delivery

The level of service delivery for projects during Q2 has been consistent with service levels set as a part of the 2023-2024 budget.

Climate

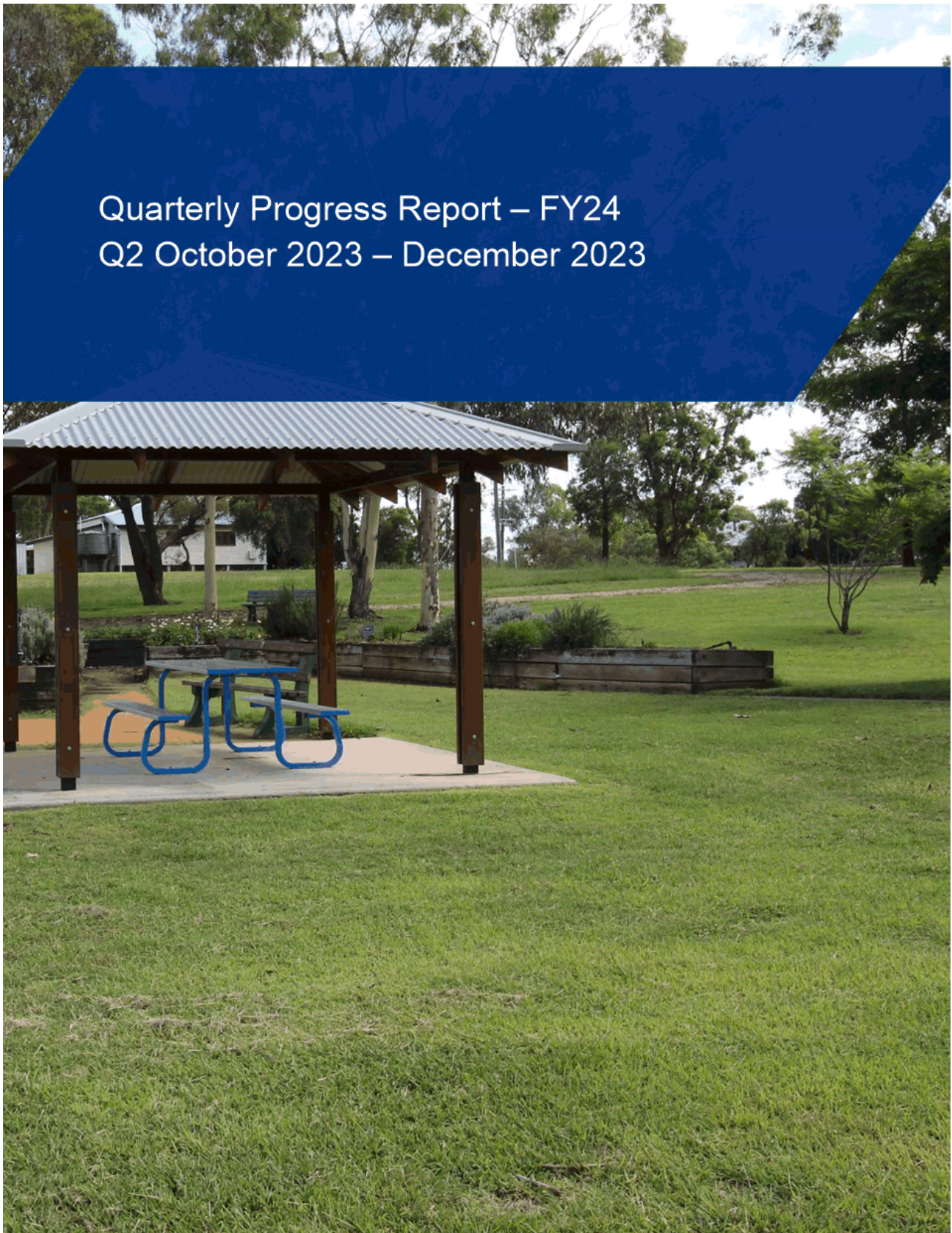
The North Burnett experienced significant bushfires in October 2023. In order to respond to this (and other) emergency event(s), Council rapidly reallocated resources from BAU activities to various disaster response and/or recovery efforts. Consequently, some timelines have been impacted, particularly those in the Disaster Management and Civil Works departments.

With unfavourable climatic conditions likely to continue into future quarters, heightened disaster response demands could divert resources from planned project and BAU work. These risks will be closely monitored.

KEY MESSAGE

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

Quarterly Progress Report – FY24 Q2 October 2023 – December 2023



Margot Stork
Chief Executive Officer



COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

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COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

DISCLAIMERS

UNAUDITED FINANCIAL RESULTS: The financial statements contained within this document are unaudited and, while prepared with due care, may ultimately differ to the final audited financial statements within Council's annual report. Any figures included in this report are indicative only, are subject to revision and are not to be taken as a definitive representation of council's financial performance. Audited financial results will not be retrospectively updated into this report and all figures contained within are static at the time of the reports preparation.

FORWARD LOOKING STATEMENTS: This document and any related attachments could contain forward looking statements or future oriented financial information. Where applicable, these statements are provided to allow the public to understand management and staff beliefs and/or opinions on future events or possible outcomes.

These statements are not guarantees or promises of future performance and undue reliance should not be placed on them. Forward looking statements involve unknown risks and other uncertainties, which may cause actual performance and financial results to differ materially from those expressed or implied in such forward-looking statements.

While these statements are based on what management and staff believe to be reasonable assumptions, there can be no assurances that forward looking statements will prove to be accurate as future events could differ materially from those anticipated. The reader is cautioned not to place undue reliance on any such forward looking statements contained within this document.

DATA SNAPSHOT: All data points contained within this report have been prepared with due care, are accurate to the best of the preparing party's knowledge and are to be considered a snapshot at the time of preparation. Due to the changing nature of the underlying data, for some points, future calculations applying the same parameters could yield different results to that portrayed in this snapshot. Where a difference is identified, the most recent figure should prevail. From time to time, council may restate data when parameters change.

All data should be read in conjunction with accompanying notes. Additionally, the reader is cautioned that the content is snapshotted at the time of preparation and is subject to change without notice.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

1 EXECUTIVE SUMMARY

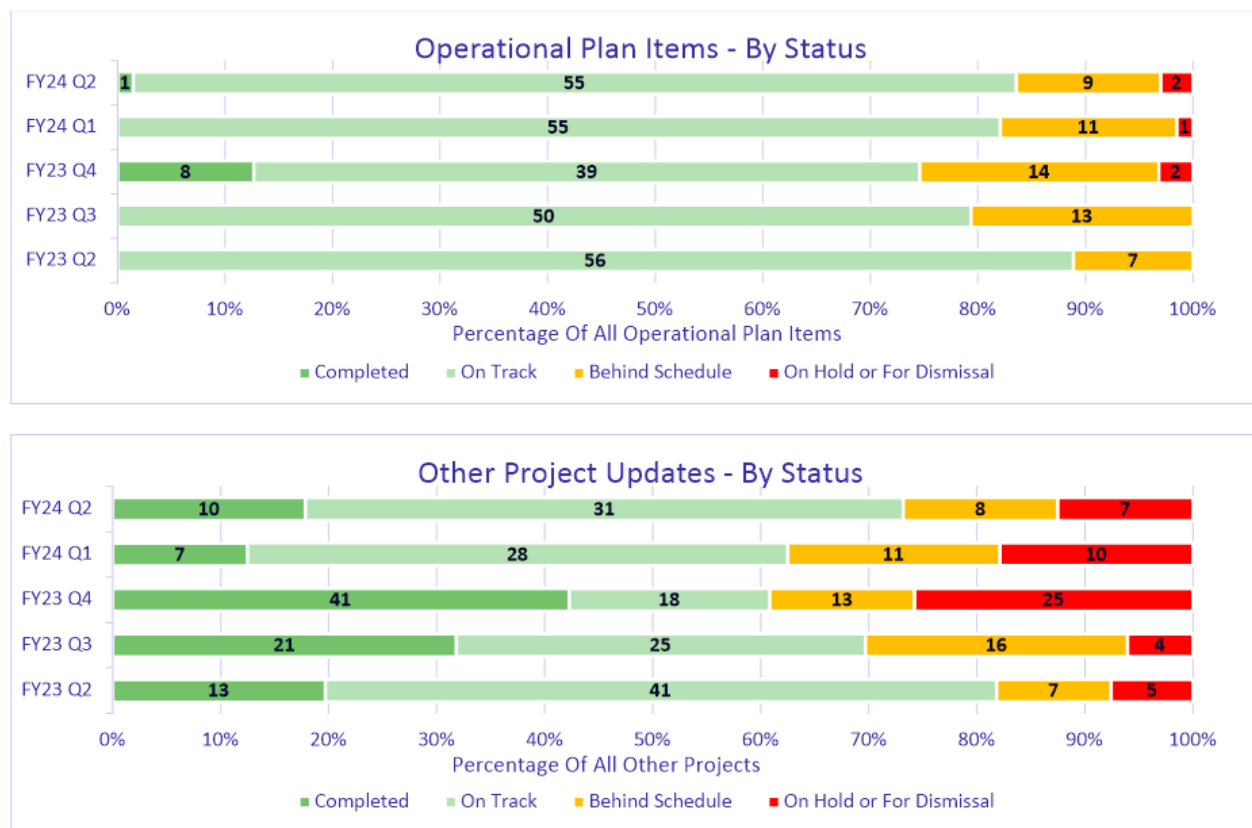
This report is developed shortly after the conclusion of each quarter to provide an update on Council's progress, performance and operational outcomes. It comprises of several service measures, project status updates and financial measures. The report is broken down by business unit and each manager, in conjunction with their teams, have provided commentary on highlights, notable events, project progress and financial performance (Unaudited).

Of the collective 67 activities detailed in Council's Operational Plan for this financial year, 84% (56) of the activities are considered complete or on track in line with their expected timelines, an improvement of 2% on Q1. Council's target is to have 80% of all operational plan activities on track or completed and, with 84% of our current listing falling within these parameters, Council is currently above target.

Notably, human resourcing constraints and supply chain delays are continuing to place pressure on some areas of the organisation, and in turn, several timelines continue to be impacted. While the organisation continues to undertake recruitment activities and progress has been made during the period, it is anticipated that human resourcing challenges will likely persist into the coming quarters. The competitive job market coupled with tight housing supply in the region pose ongoing obstacles to attracting and retaining skilled candidates.

Despite the challenges outlined above, significant progress has been made during the quarter, providing essential services and delivering several projects for the benefit of the community.

An organisational summary has been included below with high level analysis of the organisation's overall results completed by the executive management team.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****1.1 PROJECT MEASURES****1.1.1 CHARTS****1.1.2 OBSERVATIONS**

- 84% (56) of Operational Plan activities are considered completed or on track for continuation in the following quarters.
 - Compared to the previous corresponding period (Q2 FY23), while the number of on track or completed items remains the same (56), the percentage of on track items is unfavourable by 5%, with Q2 FY23 being 89% compared to Q2 FY24 at 84%.
 - 1 Operational Plan item progressed to completed during the period.
 - The majority of the items considered on track relate to ongoing service delivery.
 - 2 items that were previously behind schedule or on hold have now progressed to on track representing an improvement Quarter on Quarter (QoQ).
 - Of the 9 items considered behind schedule, 67% (6) fall within the Community Engagement or Planning and Environment areas, with these areas experiencing intermediate and/or prolonged key staff vacancies.
- Of the 56 "other" projects, 34% (19) fell within the Office of the CEO, with most relating to disaster management initiatives.
 - QoQ, 5 matters in this area progressed from being behind schedule to on track, with a further 1 progressing from on hold to behind schedule, representing progress from previous periods.
- 3 "other" projects progressed to completed during the period, bringing the total to 10 (18%) completed of the overall 56.
 - Of those "other" projects completed within the period, 66% (2) fell within the Information Management area, representing 86% of this area's total "other" projects (7).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

2 OFFICE OF THE CEO

2.1 OFFICE OF THE CEO

2.1.1 STRATEGIC RELATIONSHIPS

2.1.1.1 Highlights

During the period, Strategic Relationships progressed an existing pipeline of activities. A key highlight included the endorsement and publishing of Council's FY23 Annual Report in November. While many officers contribute to the document during its development, the Media Team plays a large role in collating and presenting the information in a cohesive way. Endorsement of the annual report symbolises the closing of a period, but for Council's Media and Finance teams, it also reflects the completion of a significant body of coordinated efforts.

Strategic Relationships also developed a Draft Local Housing Action Plan (LHAP) with the support of the Local Government Association of Queensland. The draft received Council's preliminary endorsement for the purpose of consultation and was opened for public feedback from late November to mid December. It is anticipated the draft will return to Council for further endorsement in January 2024. If successful, officers will begin planning for the implementation of the draft actions in Q3 & Q4 FY24.

2.1.1.2 Challenges

With several competing and emerging priorities, forward momentum has been a challenge. The team has managed to progress some key initiatives whilst maintaining business as usual activities. In some areas, progress is not as advanced as initially hoped. As the pipeline begins to return to a more manageable level, the team will seek to expedite any initiatives that have been impacted, with a view to regain ground in the coming quarter.

2.1.2 GOVERNANCE, POLICY & RISK

2.1.2.1 Highlights

The Audit and Risk Committee met twice this quarter and made the following key achievements -

- Resolved an annual work plan. This plan will help the Audit and Risk Committee stay focused on their strategic priorities and reporting requirements throughout the year ahead.
- Reviewed and endorsed the Community Financial Report 2022-2023
- Reviewed and endorsed Annual Financial Statements 2022-2023
- Considered recommendations of the 2022-2023 Financial Audit Management Report
- Reviewed and endorsed 2022-2023 Annual Report
- Reviewed and endorsed a revised Audit and Risk Committee Policy and Charter
- Reviewed and endorsed the Statutory Compliance and Reporting Register

This quarter also saw the successful completion of the State Interest Checks for the making of Council's new Local Laws. This accomplishment allows Council to now proceed to the public consultation phase of the Local Law making process.

2.1.2.2 Challenges

The proposed amendments to Council's Local Laws are intended to reflect the needs and expectations of the community on a range of issues from fines for wandering dogs, noise nuisance to regulating home business. Community consultation will be a key component of the Local Laws review process, to ensure regulations are keeping pace with wider community expectations.

This is the first major review of Council's Local Laws since 2010.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****2.1.3 RESEARCH & ANALYSIS****2.1.3.1 Highlights**

The team liaised with subject matter experts (SME's) to progress the development of Council's initial draft service catalogue. This involved considerable contribution from the wider organisation and was a significant team effort from all involved.

While still quite preliminary, with some catalogues more advanced than others due to the complexity of Council service delivery, the initial draft provides a reasonable foundation for ongoing refinement and continuous improvement. It is expected that the service catalogue will become a pivotal element in Council's annual and long-term planning activities.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

2.1.4 MEASURES

2.1.4.1 Workflow Measures

Workflow Measures - Office of the CEO – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of policies and/or administration directives formally approved and consequently brought into effect ¹	4	5	11	3	2
Number of documented procedures formally approved and consequently brought into effect ¹	1	8	4	1	1
Number of councillor requests actioned or otherwise closed requiring no further action	88	44	72	29	46
Number of internal Media support tickets actioned	313	213	213	282	348
Number of Local Disaster Management Group (LDMG) meetings	3	1	2	1	7
Number of District Disaster Management Group (DDMG) meetings	1	0	1	1	3
Number of Local Disaster Management Group (LDMG) stand-ups	1	0	0	0	1

Notes on results:

- Council maintains 15 Statutory Polices i.e a mandatory requirement under a Local Government Act to adopt by resolution – Currency is maintained at 100%
- The activation of the LDMG and DDMG for the response to the 2023 North Burnett fires increased the number of meetings during Q2 FY24.

2.1.5 OPERATIONAL PLAN UPDATES

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



In collaboration with relevant stakeholders, develop an initial portfolio of service catalogues encompassing most of Council's services.

Corporate Plan Link [Essential Service Delivery – Getting the Basics Right](#)

During the quarter, officers worked collaboratively to develop an initial portfolio of service catalogues, providing a sound foundation for ongoing development and refinement. In accordance with item 12 under the FY24 Operational Plan, the initial draft will continue to evolve over time to reflect the diversity of council service delivery.



Refine the organisation's continuous improvement program and support the implementation of underlying initiatives, while also seeking out additional opportunities for efficiencies and controls.

Corporate Plan Link [Essential Service Delivery – Getting the Basics Right](#)

Work continues to refine the tools necessary to effectively manage the organisations continuous improvement program however, progress is not as advanced as first hoped. Items remain prioritised and further progress is anticipated over the coming quarters.



Following initial draft development, continue ongoing refinement of Council's service catalogue, defining sustainable, consistent and measurable levels of service across the region.

Corporate Plan Link [Essential Service Delivery – Getting the Basics Right](#)

With the initial draft developed as set out in item 7 of the Operational Plan, ongoing refinement is set to commence in FY24 Q3.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Implement and further embed the developed Community Engagement Framework, with a focus on staff training and undertaking engagement activities in accordance with the framework.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Multiple consultation exercises were successfully undertaken during the quarter, applying the tools and taking the necessary steps as set out in the engagement framework. Most exercises evaluated to a Consult level and were undertaken in an efficient manner, having regard to available resources.

Work will continue in the coming quarters to ensure the framework is embedded into the operations of the organisation and the value of the framework is maximised.

**Maintain the enterprise risk register to support Councillors and the organisation to discharge duties, report as appropriate, and address key strategic organisational risks.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Further work has continued in Q2 FY24 to manage risk and embed a culture of robust risk management.

During the quarter, council officers continued to add risks identified across the wider organisation into SkyTrust, a software platform to support the management and monitoring of both strategic and operational risks.

**Consult with relevant parties on Indigenous Land Use Agreements as required.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

There are a number of Native Title claims over land within the North Burnett Council region that have recently been determined, whilst others remain before the Courts for determination. Further work will be undertaken with regard to Indigenous Land Use Agreements (ILUA) in future quarters, where required.

**Ensure continued quality assurance and oversight of external funding applications and projects is provided.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Council continued to monitor government and commercial grant opportunities and undertake proactive grant management to complement essential services as well as bespoke and value-added Council activities.

**Support the SES, pursuant to Council's mandate, and facilitate the transition to Queensland Police Services (QPS) as required.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Ongoing liaison and support occur for SES personnel, plant, equipment, activity program, review and improvement.

Council continues to liaise with Queensland Fire and Emergency Services (QFES) as well as Queensland Police Service (QPS) regarding the transition of SES to Queensland Police Services (QPS) and will continue to monitor information around the transition.

**Prepare for and enact disaster management plans, when and as required.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Local Disaster Management Plan (LDMP) enacted during the response to the North Burnett Bushfires in October 2023. A debrief from the bushfire activation will occur during Q3, with lessons learned incorporated into the plan in the future.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Complete community resilience projects in line with available funding and within the necessary completion timelines.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Disaster-Proof Your Business resource complete and promoted at community events. This resource is also available on Councils Website. Additional supporting material continues to be developed.

Teams continue to work closely with community groups and organisations to deliver community resilience projects across the region.

**Support Councillors with a well-documented, targeted advocacy strategy.**Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

Advocacy was discussed with Councillors at the Councillor Information Workshop held on December 6, 2023. The information received will inform the strategy document that is currently under development.

This item will be a priority for Q3 FY24 however, final endorsement is not anticipated until subsequent quarters due to caretaker period restrictions.

**In partnership with relevant agencies, provide economic development support for the community, including supporting small businesses and local contractors to upskill.**Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

Predominantly delivered via Council's partnership with Burnett Inland Economic Development Organisation (BIEDO). The terms of this arrangement are currently under negotiation.

**Leverage promotional opportunities for #VisitNorthBurnett and promote the region's tourism product through appropriate channels.**Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

Ongoing publicity maintained during the quarter with around 1 post per week via all available Visit North Burnett social media pages.

2.1.6 OTHER PROJECT UPDATES

Key: Completed In Progress – On Track In Progress – Behind Schedule On Hold or For Dismissal

**Disaster Management - Bushfire Hazard Management Strategy**

Funding secured under the Queensland Resilience and Risk Reduction Fund for delivery by June 30, 2024.

This strategy will identify bushfire risk to Council owned and managed properties, assets and the natural environment to protect our decentralised small communities. This project will include establishing effective operational procedures and implementation plans, risk assessment tools to identify key risk factors and prioritise mitigation activities, GIS mapping, and a 10-year bushfire hazard management schedule.

A consultant has been engaged, and a project inception meeting was held in early December 2023. Data and information requests from the consultant are being actioned.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Disaster Management - Evacuation Centre Equipment and Supplies**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

An evacuation centre is defined as a building located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative temporary emergency accommodation.

An assessment has been undertaken of facilities nominated within Council's Local Disaster Management Plan as potential evacuation centres, as well as existing equipment and supplies available within those facilities. These assessments are to be further analysed to determine the necessary equipment and supplies required for the operation of an evacuation centre, taking into account relevant guidance materials from Red Cross Queensland.

**Disaster Management - Alternative Power Supply for Evacuation Centres & Critical Infrastructure**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

Assessment has been undertaken of facilities nominated within Council's Local Disaster Management Plan as potential evacuation centres to determine the suitability and benefit of providing alternative power supply capacity, as well as consultation internally to itemise critical water and sewage infrastructure that should be considered.

Further analysis is required to prioritise sites, taking into account funding limitations.

**Disaster Management - Emergency Management Dashboard Upgrades**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project will upgrade to the Content Management Dashboard which enables council officers to customise dashboards to the disaster event. It includes the development of template dashboards for different types of disaster risks and a training dashboard to test layouts and undertake training and education with the community outside of the live environment. It will also include additional locations for River Opt-Ins and development of a Community Impact Survey to collect impact area data during events.

The project has been awarded, with delivery of upgrades expected during Q3, FY24.

**Disaster Management - Dashboard Community Education Roadshow**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project will include the development of videos on how to use the Disaster Dashboard and opt-in services, as well as material such as flyers, magnets and advertising boards.

This project will commence after the Emergency Management Dashboard Upgrades project is completed, with expected completion in Q3, FY24.

**Disaster Management - Community Capacity & Engagement Building**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project will see the delivery of community capacity building programs as identified by the Community Resilience and Recovery Officer. It will cover the costs associated with presenters, accommodation, catering and venue hire.

Project yet to commence.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Disaster Management - Community Information Boards**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project has direct links to other projects relating to nominated evacuation centres. Assessments of facilities have progressed with further analysis to be undertaken to determine the level of relevant equipment required.

**Disaster Management - Local Disaster Management Plan Rewrite and Interactive LDMP Development**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project will see a new Local Disaster Management Plan (LDMP) to incorporate more contemporary disaster management practices. It will include the development of an interactive LDMP which is user friendly and will encourage more community and individual engagement with disaster management planning.

The project was awarded, and an inception meeting was completed during Q2.

**Disaster Management - Water Level Sensors**

Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.

This project will include installing water level sensors at key locations to provide the community and Council with water levels at low-lying areas. This will improve rural evacuation route intelligence and the community's resilience.

Locations for water level sensors have been determined. Solutions for water level sensors are currently being investigated.

**Disaster Management – Get Ready Queensland**

Funding secured under the Get Ready Queensland Fund for delivery by June 30, 2024.

FY24 projects identified include:

- Television advertisement promoting the Emergency Management Dashboard (joint project with Wide Bay Burnett Councils) currently airing.
- Working with Volunteering Queensland and GIVIT to embed services within community groups and develop a volunteering plan for the Local Disaster Management Plan

Expected completion during Q4, FY24.

**Disaster Management – Stakeholder Only – Burnett Catchment LiDAR and Floor Level Datasets**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project is for the capture of LiDAR and floor level database within the Burnett River and major tributaries. This project will be delivered by the Department of Resources with North Burnett Regional Council as a key stakeholder.

Data capture has occurred. Analysis and delivery of datasets expected during Q4, FY24.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Disaster Management - Stakeholder Only - Burnett River Catchment Flood Study**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

The project will see a whole of catchment Burnett River Flood Study be developed in consultation with the Bundaberg, North Burnett, South Burnett, Cherbourg and Gympie Councils. Bundaberg Regional Council will project manage this project with North Burnett Regional Council being a key stakeholder.

A tender was issued during Q2.

**Disaster Management - Burnett River Weir Survey**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will see the surveying of significant weirs across the region. This information will improve the quality and accuracy of data within the Burnett River Catchment Flood Study.

This project will commence once all survey requirements are identified during the data collection phase of the Burnett River Catchment Flood Study.

**Disaster Management - Flood Warning Intelligence System**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will develop a system that analyses flood forecasting and warning system intelligence to provide timely, useful, and actionable information to end users, including both the community and Local Disaster Management Group (LDMG) agencies.

Delivery of the system is scheduled for Q3.

**Disaster Management - Stakeholder Only - Local IFD Data**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will generate design rainfall frequency analyses to establish updated rainfall estimates, for rare to extreme events. This information will be used in the development of the Burnett River Catchment Flood Study. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder.

The project has been awarded and is scheduled to be completed in Q4, FY24.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Disaster Management - Stakeholder Only - Targeted Bathymetric and Survey Data**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will collect targeted bathymetric and survey data for significant bridges and/or weirs where required to support the Burnett River Catchment Flood Study. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder.

This project will commence once all survey requirements are identified during the data collection phase of the Burnett River Catchment Flood Study.

**Disaster Management - Flood Action Plans**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will develop community-based flood action plans to improve community preparedness and resilience by developing a trigger-based action plan that the community can use before, during and after a flood event.

Initial project scoping commenced.

**Disaster Management - Total Flood Warning Review**

Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).

This project will review the monitoring and prediction, interpretation, message construction, communication and community response to flood warnings within the Burnett Catchment.

Initial project scoping commenced.

**Disaster Management - Stakeholder Only - Property Level Flood Information Portal**

Funding secured under the Resilient Homes Fund for delivery by June 30, 2025 (extension granted).

This project will assist impacted residents to understand, be better informed, and be better prepared for flood-related disasters by having access to up-to-date flood risk information. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder.

The project has been awarded. Stakeholder engagement and project concept scoping have commenced.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

2.1.7 FINANCIALS

2.1.7.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	68	53	15	51	51	1
Fees and charges	-	-	-	-	-	-
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	30	42	(12)	65	40	25
Total recurrent revenue	98	95	3	116	91	26
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-
Interest received	-	-	-	-	-	-
Other income	-	-	-	-	-	-
Total Income	98	95	3	116	91	26
Expenses						
Recurrent expenses						
Employee benefits	883	1,001	118	748	800	52
Materials and services	306	597	291	409	434	25
Finance costs	-	-	-	-	-	-
Depreciation expense	131	100	(31)	124	75	(49)
Total	1,320	1,698	378	1,281	1,309	28
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	1,320	1,698	378	1,281	1,309	28
Net result	(1,222)	(1,603)	381	(1,165)	(1,218)	54

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

2.1.7.2 Financial Commentary

The Office of the CEO indicative net result for the six months ended 31 December 2023 was (\$1,222,000) as compared to the budget of (\$1,603,000). This represents a favourable variance of \$381,000 or 23.77%.

This is represented by a favourable variance for total income of \$3,000, employee benefits of \$118,000, and materials and services of \$291,000, offset by an unfavourable variance for depreciation of (\$31,000), as compared to forecasts.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3 CORPORATE & COMMUNITY

3.1 INFORMATION MANAGEMENT

3.1.1 INFORMATION, COMMUNICATIONS & TECHNOLOGY

3.1.1.1 Highlights

Cyber Security Enhancements

Constant steps are being taken to improve Council's cyber security position and that is especially evident this quarter. The organisation's Microsoft Security Score has surpassed 75% with further increases expected in early 2024. Additional security tools provided by the Queensland Cyber Security Unit have also been implemented.

Wireless Wide Area Network (WWAN) Upgrades

Upgrades across Council's WWAN continued this quarter with links between Gayndah/Mundubbera and Mt Perry/Monto receiving their high-speed upgrades. These upgrades mean the WWAN backbone between each town's primary transmission tower is now fully licensed, free from interference.

3.1.2 RECORDS

3.1.2.1 Highlights

The focus of the quarter has remained on routine records management processes. Additional activities include facilitating the roll out of compliant shredders, undertaking an audit of each towns records and relocating records from Eidsvold.

Procedures

Records Management Procedures have continued to be written to capture routine internal Records Management processes.

Roll out of compliant Shredders.

Compliant shredders have been rolled out across identified NBRC office sites and copy stamps placed with printers. This encourages staff to stamp copies of records and shred them to minimise duplicates.

Office Audits

An audit of all office sites across council was undertaken to determine the volume of records in each office, and the types of records located at each site.

Relocation of records from Eidsvold

158 boxes of records were re-boxed and relocated to Council's archive rooms for processing.

Destructions and Removals Offsite

Processing boxes for destructions continued, however no destructions were done this quarter. Eight vertical filing cabinets were donated to Lifeline Bundaberg to create additional space for archive shelving.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.1.3 MEASURES

3.1.3.1 Workflow Measures

Workflow Measures – Information Management – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of internal ICT support tickets actioned	419	476	510	495	538
Number of internal Records support tickets actioned	391	460	349	489	479
Number of new records added to council's Electronic Document and Records Management System (EDRMS)	761	5261*	4432	5079	5835
Number of records destroyed in line with (and as required by) retention and disposal schedules	0	0	33602	32334	0

* Review of calculation process identified documents of certain types were excluded previously.

Notes on results:

- There is a progressive upward trend in the number of ICT Tickets actioned.
- No records were destroyed this quarter due to insufficient quantity being ready.

3.1.4 OPERATIONAL PLAN UPDATES

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



Undertake routine hardware replacement where ICT infrastructure has reached or surpassed the end of its useful life, giving regard to available budget and resources.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A business as usual (BAU) activity. Council's Computer Replacement Strategy and similar documents provide guidance as to what equipment is to be periodically replaced.

The current focus has been on upgrading Windows Server to the latest version.



Ensure best practice records management through continuous improvement and change, as appropriate.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A business as usual (BAU) activity. Opportunities identified following a strategic review are currently in the process of being implemented.

NBRC ED (eLearning) is used to provide targeted, topical training to staff on processes or functionality within records management.

Internal records procedures continue to be developed and refined.



Continue to support the organisation with effective first point of contact support and back of house ICT operations, proactively minimising potential downtime, maintaining ICT infrastructure and taking steps to protect against information or infrastructure threats.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A business as usual (BAU) activity. A reduction of long-term tickets has been achieved alongside prompt actioning of incoming support tickets.

Regular maintenance and patching is performed to workstations, software, servers, networking and other supporting infrastructure and services.

Participation with groups such as the Australian Cyber Security Centre are assisting in increasing Council's cyber security.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

**Continue to manage CCTV operations in key Council areas for community safety and asset security.**Corporate Plan Link *Sustainable Communities – To retain Population and Attract Investment*

A business as usual (BAU) function. Policies and procedures are being developed to include upgrading of aging systems, identifying and prioritising installation locations, and developing an appropriate maintenance program.

3.1.5 OTHER PROJECT UPDATES

Key:



Completed

In Progress –
On TrackIn Progress –
Behind ScheduleOn Hold or For
Dismissal**Online Payments**

Technical issue have been resolved and internal testing has been successful. A penetration test is to be completed before system is ready to be release to the public.

**Computer Replacement Program – Eidsvold & Monto**

Computer replacements have been completed.

**SAN Storage**

New SAN has been installed, and workload migrated.

**Disaster Recovery Server**

The disaster recovery server was replaced with an appropriate new server.

**Wireless WAN (Cania – Monto) (Archers – Mt. Gayndah)**

Installation of links has been completed at the network sites. The links have been tested and are now operational.

**Wireless WAN (Mt. Gayndah – AC Rock) (AC Rock - Mundubbera)**

The equipment has been installed and configured. The upgraded links are now active.

**Records Management - Shredding Machines**

Compliant shredders have been purchased and installed at each office location.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.1.6 FINANCIALS

3.1.6.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	-	-	-	-	-	-
Fees and charges	-	-	-	-	-	-
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total recurrent revenue	-	-	-	-	-	-
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-
Interest received	-	-	-	-	-	-
Other income	-	-	-	-	-	-
Total Income	-	-	-	-	-	-
Expenses						
Recurrent expenses						
Employee benefits	336	329	(7)	284	320	36
Materials and services	332	332	-	447	894	447
Finance costs	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	-
Total	668	661	(7)	731	1,214	483
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	668	661	(7)	731	1,214	483
Net result	(668)	(661)	(7)	(731)	(1,214)	(483)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.1.6.2 Financial Commentary

Information Management indicative net result for the six months ended 31 December 2023 was (\$668,000) as compared to the budget of (\$661,000). This represents an unfavourable variance of \$7,000 or 1.06%.

This is represented by an unfavourable variance for employee benefits of \$7,000, as compared to forecasts.

In comparison, the Information Management net results for the six months ended 31 December 2022 was (\$731,000). The current indicative period to date figure represents a favourable variance of \$63,000 or 8.62% as compared to the previous corresponding period (PCP).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.2 FINANCIAL SERVICES

3.2.1 FINANCE

3.2.1.1 Highlights

This quarter:

- Rates, Levies and Charges recorded in December 2023 totalling \$10.003m, are lower than the budget year-to-date figure of \$10.008m, resulting in a \$5,000 or 0.05% variance.
- Rates overdue has decreased from November 2023 of \$1,088,669 to December 2023 of \$996,182 resulting in \$92,487 being repaid, this is due to the focused internal collection period prior to external debt collection. The rates overdue balance has decreased by 8.5%.
- Approximately 70.39% of rates overdue as at 31 December 2023 are less than one year overdue.
- Discount take up for FY24 year to date is 86.53% compared to discount take up in FY23 of 89.44%.

Interest received on investments for Council of \$788,000 is higher than the budget as of 31 December 2023 of \$347,000, representing a favourable variance of \$441,000. This is due to the improved level of average investments, and a higher-than-expected interest rate environment.

Annual general insurance cost for FY24 was \$1,211,530 which represents a 22.6% increase on FY23. This is predominantly due to increases in building costs associated with property protection (ISR), due to a revaluation of buildings (including contents). This revaluation has been completed to ensure insurance coverage is reflective of replacement market value. Similarly, costs of motor vehicle insurance have increased by 14.6%. Council has reviewed and evaluated alternative arrangements such as increases to excess, and values of insurance levels.

Council held a public auction on Saturday 29th July 2023 for the sale of the allotments at the Mundubbera subdivision. Whilst all property allotments were passed-in on the day, Council has subsequently entered into contracts to sell a further five properties in quarter ended 31 December 2023, which is a total of seven properties sold year-to-date. The remaining properties are available for sale through local real estate agents.

Council has recruited an accountant to the financial services team, which will be of assistance in managing existing workloads.

3.2.1.2 Challenges

Additional staff training has been identified as a need across the unit. This will be provided with a program of professional development and aligned with a matrix of training needs.

3.2.2 PROCUREMENT

3.2.2.1 Highlights

The procurement team has supported the finalisation of four main tenders during the period, being: kerbside collection, Mount Perry Caravan Park Caretaker, facilities maintenance panel and plant supply (heavy and light fleet). Further, Council completed the tender process for the resealing program for FY24. This tender has been evaluated and works awarded to the successful tenderer.

Council is also working towards completing a tender for construction design associated with the capping of discontinued landfill sites across the region.

3.2.2.2 Challenges

Given the substantial volume of ongoing projects, management aims to expedite the implementation of additional pre-qualified supplier panels. This initiative aims to facilitate simpler access to contracting resources necessary for completing these works.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.2.3 MEASURES

3.2.3.1 Workflow Measures

Workflow Measures – Financial Services – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of internal Finance support tickets actioned	458	453	458	530	462
Number of creditor accounts having received at least one payment in the period	466	434	450	466	436
Number of all purchase orders raised (created) within the period ²	2043	1933	2013	2286	2063
Number of purchase orders raised (created) with local suppliers within the period ^{2 3}	961	959	942	1101	1093
Number of purchase orders raised (created) by the finance or procurement teams within the period ²	257	321	295	313	299

Notes on results:

- There were 462 finance support tickets actioned in Q2 with 84% being actioned within five (5) business days.

3.2.4 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



Identify and assess continuous improvement opportunities as well as any potential additional controls to enhance council's financial system practises.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

The Audit and Risk Committee held two meetings prior to the end of 2023, reviewing a wide breadth of information. Several enhancements were noted and made to Council's FY23 community financial report, leading to readability enhancements prior to endorsement. The Audit and Risk Committee is expected to complement an existing focus on continuous improvement, particularly with regard to financial systems and controls.



Ensure effective and efficient procurement, stores and purchasing practices, pursuing continuous improvement opportunities, efficiencies and/ or additional controls, where appropriate.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

An implementation program to improve stores and purchasing practices is continuing. This includes analysis of providing a centre-led procurement model and further scoping surrounding potential stores enhancements.



Further develop the suite of procurement guidance material, including procedures, guidelines and electronic training modules, and ensure relevant information is available to staff via a central repository.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

An implementation program to improve stores and purchasing practices is continuing. With the implementation of the procurement software Nex Gen including Vendor Panel and Arc Blue, a training program can begin to be implemented across council.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

Continue leases and contracts implementation, maintenance and review, to efficiently provide Council owned facilities and land for community groups and commercial entities and meet public sector governance standards, legal and regulatory requirements.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Review and updating of leases have continued, for Council owned facilities and land, with community groups and/or commercial entity tenants. Council held a public auction for the sale of land in the Mundubbera sub-division. All lots were passed in on the day. Council has subsequently sold seven allotments. Council has also tendered for the sale of 34 Moreton Street, Eidsvold.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.2.5 FINANCIALS

3.2.5.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	5,691	5,675	16	5,371	5,148	223
Fees and charges	39	31	8	47	24	23
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	180	179	1	714	2,067	(1,353)
Total recurrent revenue	5,910	5,885	25	6,132	7,239	(1,107)
Capital revenue						
Grants, subsidies, contributions and donations	127	127	-	-	-	-
Total Capital Income	127	127	-	-	-	-
Interest received	753	297	456	406	157	249
Other income	85	83	2	7	128	(122)
Total Income	6,875	6,392	483	6,545	7,524	(980)
Expenses						
Recurrent expenses						
Employee benefits	804	879	75	812	868	55
Materials and services	1,421	1,299	(122)	1,497	906	(591)
Finance costs	22	19	(3)	21	22	1
Depreciation expense	2	75	73	14	75	61
Total	2,249	2,272	23	2,344	1,871	(474)
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	2,249	2,272	23	2,344	1,871	(474)
Net result	4,626	4,120	506	4,201	5,653	(1,454)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****3.2.5.2 Financial Commentary**

Financials services indicative net result for the six months ended 31 December 2023 was \$4,626,000 as compared to the budget of \$4,120,000. This represents a favourable variance of \$506,000 or 12.28%.

This is represented by a favourable variance respectively for total income of \$483,000, employee benefits of \$75,000, and depreciation of \$73,000 offset by an unfavourable variance in finance costs of (\$3,000), and materials and services of \$ (\$122,000) as compared to forecasts.

Total income has increased due to an increase in interest received which is \$456,000 above forecasts. Interest received is higher than anticipated mainly due to higher levels of average investments to date, and an economic environment with increasing interest rates.

In comparison, the Financial Services net results for the period ended 31 December 2022 was \$4,201,000. The current indicative period to date figure represents a favourable variance of 10.12% as compared to the previous corresponding period (PCP).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.3 COMMUNITY ENGAGEMENT

3.3.1 CUSTOMER SERVICE & LIBRARIES

3.3.1.1 Highlights

The Customer Service and Libraries (CSL) team continues to work towards streamlining our service delivery, focusing on Council's core business functions. Our Contact Centre is meeting targets and will focus on continuous improvement opportunities to increase first point resolution.

Our priority for the 2023/2024 financial year is continuing the development of a knowledge base system. This system will provide valuable information on Council processes to allow frontline customer services staff to deliver professional and efficient responses to customer enquiries.

3.3.1.2 Challenges

The ongoing development of a comprehensive knowledge base system for Council's Customer Service and Libraries (CSL) Team to support first point of contact enquiry resolution. This project will assist the CSL Team, other staff and the community.

3.3.2 COMMUNITY DEVELOPMENT

3.3.2.1 Highlights

The Communities team have partnered with various organisations and individuals to deliver workshops or programs in the region. This included:

- Partnered with experienced grant facilitator, Olivia Everett, to deliver an online Grant writing workshop for not-for-profit organisations in October 2023.
- In October, Fiona McArthur author talks were well attended in six towns across the region.
- Author Talk with Fleur McDonald, was highly successful in Monto with 41 community members attending the 'Library after Dark' event.
- The team continued to focus on the delivery of the First 5 Forever program by facilitating Storytime and outreach programs in all six communities.
- Partnered with Bundaberg Fruit and Vegetable Growers (BFVG) to support the delivery of the first careers day event in the region in Gayndah. Planning is underway to hold a Monto Careers Day in 2024.

A major highlight during this quarter was the re-introduction of Book Week across our library branches. In particular, a special book week storytime session was held at the Mt Perry Library attended by 45 Mt Perry State School students.

3.3.2.2 Challenges

The Communities team is a small but dedicated team covering a broad range of functions. Some activities continue to be impacted including the delayed release of the Community event/project and Major Event grant program.

On the evening of Thursday, 26 October 2023, the North Burnett region was met with fast moving dry lightning storms which started multiple fires across region. Overall, there were 11 fires across the region which burnt a significant amount of rural farming land. The LDMG Recovery sub-group was activated to support our agricultural community as they recover from bushfires. The Stream Leader coordinated and chaired the Human, Social and Economic Disaster Recovery support group meetings and assisted with

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

the development of the draft recovery plan. This unplanned activity had an impact on business-as-usual functions.

3.3.3 REGINALD MURRAY WILLIAMS CENTRE

3.3.3.1 Highlights

The Reginald Murray Williams Australian Bush Learning Centre (RMWABLC) was built to honour this great Australian and pay tribute to the bush skills and culture the bush was founded upon. At the Centre visitors can learn about Reginald Murray Williams' story, bush skills, Indigenous artifacts, be inspired with bush poetry, and appreciate the skills shared in a leathercraft workshop or demonstration. The Centre also has a modern gallery space and exhibits many talented local and travelling artists.

The Son et Lumiere is an outdoor light and sound show held every night at the Centre. This must-see show shares the story of Reginald Murray Williams, with local story tellers, poets, and drovers sharing interesting stories of life in the bush. The show is projected onto a customised steel sculpture called the 'Language of the Land'.

During the Q2 period, the centre hosted two exhibits:

- Monto Art Group "Our Artistic Journey" from 31/08/2023 to 31/10/2023.
- Susan Cook & Wendy McNeil "The Iman Tribe Twin Sisters" from 11/11/2023 to 31/03/2024.

3.3.3.2 Challenges

The long-term future of the Centre is yet to be determined and this uncertainty creates challenges for long term planning, staff arrangements and promotion of the centre. A significant reduction in patronage has occurred, which can be mostly attributed to reduced social media presence and online activity. A clear direction and adequate staffing of the centre is required to improve performance of this site.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****3.3.4 MEASURES****3.3.4.1 Workflow Measures**

Workflow Measures – Community Engagement – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of phone interactions via customer contact centre	3202	3733	3152	3497	3028
Number of calls received by afterhours service	157	58	43	46	84
Number of customers visiting Biggenden Customer Service & Library (CSL) centre ⁴	814	998	797	1163	623
Number of customers visiting Gayndah Customer Service & Library (CSL) centre ⁴	2220	2500	2070	2292	1448
Number of customers visiting Mundubbera Customer Service & Library (CSL) centre ⁴	2181	1802	1484	2069	1645
Number of customers visiting Eidsvold Customer Service & Library (CSL) centre ⁴	939	878	980	1026	844
Number of customers visiting Monto Customer Service & Library (CSL) centre ⁴	3075	3059	2525	3210	2497
Number of customers visiting Mt Perry Customer Service & Library (CSL) centre ⁵	374	484	551	778	537
Number of customer interactions via Biggenden Customer Service & Library (CSL) centre	475	395	406	466	393
Number of customer interactions via Gayndah Customer Service & Library (CSL) centre	1072	1596	783	1803	1180
Number of customer interactions via Mundubbera Customer Service & Library (CSL) centre	484	732	499	860	590
Number of customer interactions via Eidsvold Customer Service & Library (CSL) centre	426	401	471	536	369
Number of customer interactions via Monto Customer Service & Library (CSL) centre	1597	1949	1487	2048	1590
Number of customer interactions via Mt Perry Customer Service & Library (CSL) centre	287	376	350	460	250
Number of visitors to the Reginald Murray Williams Centre	616	467	1209	1541	568
Number of campers staying at the Reginald Murray Williams Campgrounds	42	20	162	294	42
Number of total library borrowings (physical items) ⁶	6890	6639	6493	7116	6104
Number of total eResource borrowings (electronic items) ⁷	1488	1229	1340	1263	TBA
Number of First 5 Forever (F5F) sessions conducted (Library sessions only)	38	72	76	77	72
Number of attendees at First 5 Forever (F5F) sessions (Library sessions only)	140	203	260	314	250
Number of Library Program sessions conducted (excluding F5F Library sessions)	8	2	12	8	25
Number of attendees at Library Programs (excluding F5F Library sessions)	87	4	95	121	289

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Notes on results:**

- Number of customers visiting Mundubbera Customer Service & Library (CSL) centre includes Council and Library customers as well as customers visiting the Mundubbera Art Gallery on weekdays. Art Gallery visitation statistics are unable to be separated.
- Increase in after hours call for Q2, noting that this period included Council's Christmas Closure from 5:00pm 22/12/2023 to 8:30am on 02/01/2024.
- Borrowing of physical library items are down from Q2 FY23 and Q2 FY24. Borrowing trends will continue to be monitored in FY24.
- EResource data for Q1 FY24 excludes statistics on Ancestry usage as data was not available at the time of drafting the report.
- eResource Data for Q2 FY24 is not available at the time of drafting the report.
- First 5 Forever (F5F) Storytime recommenced in all Libraries from 31 October 2022. F5F data only includes children attending sessions and excludes caregivers/adults.
- Programming figures in Q2 FY24 are higher than previous quarters due to an increase in library programming offerings for both adults and youth. Programming in Q2 FY24 continued to focus on the Storytime program, Kindergarten visits, author talks and Christmas craft workshops.

3.3.5 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal

**Continue development of a Libraries Strategy.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Libraries strategy research has commenced. The strategy is a priority project for completion in FY24.

**Implement a revised customer experience charter.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A review of the customer experience charter has commenced with a draft under development. Progress is not as advanced as was initially targeted and this matter remains a priority for the coming quarter.

**Deliver the North Burnett Transport Service as per TransLink contract.**

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

A business as usual (BAU) function. The Transport service is being delivered in keeping with contractual requirements.

Our contracts require the North Burnett Transport Service (NBTS) to hold one community forum every twelve months with key stakeholders. Mutual agreement was reached with Translink to exempt Council from conducting a forum in November 2023.

The North Burnett Transport Service (NBTS) had an Operator Accreditation Audit with the Department of Transport and Main Road on Wednesday, 29 November 2023. The outcome of the audit is expected in Q3, FY24.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Deliver library services as per State Library of Queensland Service Agreement, including First Five Forever Programming, consistently across the region.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

A business as usual (BAU) function. Library programming has continued with a range of events and outreach programs including:

- First 5 Forever Storytime sessions continued at each library.
- The Library Programming Officer and Customer Service and Library Officer were invited to read stories at Mt Perry State School.
- All six Libraries participated in Christmas Craft workshops for children above 6 years of age, facilitated by Communities and Customer Service and Library Officers.
- First 5 Forever Christmas Storytime and craft sessions were held at each library.
- The Mt Perry State School visited the library for Storytime during Book Week with the whole school attending.
- Mundubbera and Biggenden kindergarten visits to the library for Storytime.
- The Communities, Customer Service and Library Officers visited the Mundubbera Kindergarten for Storytime activities.
- Fiona McArthur author talks were well attended in six towns across the region in October.
- Author Talk with Fleur McDonald, was highly successful in Monto with 41 community members attending the 'Library after Dark' event.
- The team continued to focus on the delivery of the First 5 Forever program by facilitating Storytime and outreach programs in all six communities.

**Deliver key regional community events effectively across the region ensuring same are promoted and successful. Events include Australia Day, Youth Week and other community events in line with Council policy, budget and available resources.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

A business as usual (BAU) function.

The following are key outcomes during Q2 FY24:

- 2024 Australia Day event planning continued in Q2 FY24. Australia Day Award nominations were released on October 9, 2023, and November 22, 2023. The Australia Day Awards Selection Panel meeting was held on December 11, 2023.
- Australia Day Award letters were signed prior to the Christmas closure and mailed to nominees. Citizenship ceremony invitations were sent to candidates, as well as the Federal Member for Flynn and the State Member for Callide.
- Partnered with Bundaberg Fruit and Vegetable Growers (BFVG) to support the delivery of the first careers day event in the region in Gayndah. Planning is underway to hold a Monto Careers Day in 2024.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Continue capacity building exercises with local community groups to ensure best practice project management, access to external funding, collaborations with other groups and projects that align with endorsed Council strategies.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

An online introduction to grant writing workshop was facilitated by Oliva Everitt on Wednesday, October 18, 2023, at 5.30pm. 25 community members from a range of not-for-profit (NFP) community groups registered for the event, of which 13 attended the workshop. This workshop focused on sharing best practice in grant writing, including how to plan, budget and include research in proposals, as well as how to identify what an assessor might be looking for in a grant application. Attendees were also provided with useful templates and resources.

The Communities team are continuing to explore partnership opportunities and, through this, are seeking to deliver capacity-building workshops specific to arts, cultural, and sporting grants. In-person workshops are tentatively scheduled for February 2024, subject to funding.

A range of community groups have requested letters of support from Council to apply for grants for varied projects, including infrastructure improvements. The Communities team worked with groups to understand their project scope and coordinated letters of support prior to funding rounds closing.

**Continue to work with the community to maintain and deliver museum and art gallery facility programs across the region.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

A business as usual (BAU) function.

During the period, ongoing meetings and support were provided to various groups across the region, including the Mt. Perry Art Gallery, the Monto 3 Moon Historical and Cultural Complex, Biggenden Museum and Mundubbera Regional Art Gallery.

**Deliver responsible and effective community grants that support sustainable community events and projects across the region.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

In-kind support applications continue to be assessed on a regular basis.

Community grants (major events, small events and projects) release has been delayed but will be released in Q3 FY24.

Applications for Individual Development Grants continue to be assessed and School Bursary's have been processed for FY24.

**Deliver Mundubbera and Eidsvold community gym services whilst investigating longer term, sustainable delivery options.**

Corporate Plan Link Sustainable Communities – To Retain Population and Attract Investment

Both Gyms are operating and with stable membership base between FY22 and FY23.

A review of gym viability (e.g., financial) has continued with an aim to complete the review in Q3 FY24.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Deliver streetscape funding program in keeping with endorsed policy.**

Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

The Communities team continue to support the Streetscape funding program, targeted at local businesses, in lieu of an economic development team. A small volume of applications were submitted during Q2 FY24.

**Continue to operate the Reginald Murray Williams Australian Bush Learning Centre whilst investigating long term sustainable delivery options.**

Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

Reginald Murray Williams Australian Bush Learning Centre has been staffed and continues to trade. Centre services are currently delivered with fixed term / casual staff while the long-term future of the centre remains undetermined.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.3.6 FINANCIALS

3.3.6.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	-	-	-	-	-	-
Fees and charges	12	11	1	11	13	(2)
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	66	54	12	75	41	34
Total recurrent revenue	78	65	13	86	54	32
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-
Interest received	-	-	-	-	-	-
Other income	285	249	36	232	283	(52)
Total Income	363	314	49	318	337	(20)
Expenses						
Recurrent expenses						
Employee benefits	896	1,016	120	918	941	24
Materials and services	351	499	148	413	389	(24)
Finance costs	-	-	-	-	-	-
Depreciation expense	113	99	(14)	108	100	(8)
Total	1,360	1,614	254	1,439	1,430	(8)
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	1,360	1,614	254	1,439	1,430	(8)
Net result	(997)	(1,300)	303	(1,121)	(1,093)	(28)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.3.6.2 Financial Commentary

Community Engagement indicative net result for the six months ended 31 December 2023 was (\$997,000) as compared to the budget of (\$1,300,000). This represents a favourable variance of \$303,000 or 23.31%.

This is represented by a favourable variance respectively for total income of \$49,000, employee benefits of \$120,000, and materials and services of \$148,000 offset by a minor unfavourable variance for depreciation of (\$14,000).

The Community Engagement indicative net results for the period ended 31 December 2022 was (\$1,121,000). The current indicative period to date figure represents a favourable variance of \$124,000 or 11.06% as compared to the previous corresponding period (PCP).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.4 PEOPLE & PERFORMANCE

3.4.1 HUMAN RESOURCES

3.4.1.1 Highlights

During Q2 FY24, a total of ten (10) new employees have been welcomed into the organisation. In relation to the development and progression of the existing workforce, three (3) existing employees have been successfully promoted into new roles following participation in the comprehensive, merit based, recruitment process. A total of twenty-one (21) existing employees worked under higher duties or secondment arrangements throughout Q2, extending their skill sets and experience.

Council's new Enterprise Bargaining Agreement was successfully certified by the Queensland Industrial Relations Commission in Q2 FY24. The *North Burnett Regional Council Certified Agreement 2023* operative date was from 20 November 2023.

During Q2 FY24, Council reported to the Department of Youth Justice, Employment, Small Business and Training, the successful completion of a Trainee's two (2) year training contract and acquirement of their relevant Certificate III in their respective field of study.

Council was successful in receiving \$60,000 under the *Skilling Queenslanders for Work First Start Program*, which will go towards wages for 4 trainee positions to commence in Q3 FY24.

3.4.1.2 Challenges

Skilled candidate and housing shortages: The candidate market continues to remain very competitive, adding an extra pressure to attracting skilled candidates to the organisation. The real-estate market (both rentals and sales) has continued to remain very tight across the region, posing not only an additional degree of complexity to the already challenging recruitment process, but has also resulted in an unprecedented increase in housing insecurity concerns raised from within the existing workforce.

3.4.2 PAYROLL

3.4.2.1 Highlights

All scheduled payroll payments were transacted within the required timeframes.

Payroll successfully implemented relevant changes from the *North Burnett Regional Council Certified Agreement 2023*.

3.4.3 WORKPLACE HEALTH & SAFETY

3.4.3.1 Highlights

The WHS Team continued to undertake worksite inspections to assess compliance with Council's Work Health and Safety requirements.

Council continues to review, modify and implement revised WHS system documents, with the release of new WHS procedures, and revised Safe Operating Procedures for the wider organisation. These documents ensure workers are compliant with legislative requirements and are inducted to the changes using Council's online Learning Management System 'NBRC ED' or via Toolbox Talks.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

During Q2 FY24 Council's Health and Safety Committee was updated with several new Health and Safety Representatives and Council met its legislated requirement to hold a minimum of 4 committee meetings for the calendar year.

3.4.4 TRAINING & DEVELOPMENT**3.4.4.1 Highlights**

Council continues to provide professional development opportunities for workers to address compliance with legislative requirements and enabling continued service delivery to the community.

During Q2 FY24, Council enrolled selected staff in various training courses such as, but not limited to:

- First Aid and CPR
- Health and Safety Representative Training
- Verification of Competency training and assessment (plant and equipment)
- Chemical Safety Accreditation
- Aerodrome Reporting and Works Safety Officer Course

The Team continued to consult with internal stakeholders to identify and revise training and professional development opportunities for workers and support training initiatives sought via training and development applications and employee performance and development reviews.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.4.5 MEASURES

3.4.5.1 Workflow Measures

Workflow Measures – People & Performance – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of internal HR support tickets actioned	875	743	707	663	854
Number of WHS inspections completed	98	121	53	43	107
Worker initiated hazard reports assessed	56	11	116	6	5
Number of job applications received	110	156	296	310	192
Number of advertised staff vacancies as at the end of the period	24	14	22	13	29

Notes on results:

- The People and Performance Team actioned 663 tickets for the quarter, with 73% being completed within 10 business days.

3.4.6 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



Implement continuous improvement workplace health and safety opportunities as they arise and adhere to legislative requirements.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Ongoing reviews and updates of key WHS management system documentation (in consultation with workers and management) remained on track.



Deliver a supervisor development program to up-skill staff in supervisory positions and facilitate career progression pathways.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Staff have attended various conferences, seminars and workshops to network and extend their LG knowledge. There have been opportunities for employees to act in higher level positions when there are vacancies and/ or additional project work has been identified, providing employees with on-the-job training and experience. Training and pathway opportunities are an ongoing priority as a part of the People and Performance strategy.



Support the organisation with professional recruitment, training and development and payroll functions while also providing advice on industrial relations and workforce planning as required.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

During Q2 FY24, People and Performance have continued to deliver recruitment services across the organisation. A total of ten (10) new employees were welcomed into the organisation during the quarter. Council's new Enterprise Bargaining Agreement was certified by the Queensland Industrial Relations Commission on 20 November 2023.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.4.7 FINANCIALS

3.4.7.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	-	-	-	-	-	-
Fees and charges	-	-	-	-	-	-
Sales Revenue	-	-	-	-	-	-
+99	60	36	24	64	90	(26)
Total recurrent revenue	60	36	24	64	90	(26)
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-
Interest received	-	-	-	-	-	-
Other income	-	-	-	-	-	-
Total Income	60	36	24	64	90	(26)
Expenses						
Recurrent expenses						
Employee benefits	395	436	41	9	387	377
Materials and services	446	230	(216)	193	623	431
Finance costs	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	-
Total	841	666	(175)	202	1,010	808
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	841	666	(175)	202	1,010	808
Net result	(781)	(630)	(151)	(138)	(920)	782

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.4.7.2 Financial Commentary

People and Performance indicative net result for the six months ended 31 December 2023 was (\$781,000) as compared to the budget of (\$630,000). This represents an unfavourable variance of \$151,000 or 23.97% when compared to forecast.

This is represented by a favourable variance respectively for total income of \$24,000, employee benefits of \$41,000, offset by an unfavourable variance for and materials and services of (\$216,000).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.5 PLANNING & ENVIRONMENT

3.5.1 ENVIRONMENT

3.5.1.1 Highlights

During the quarter, Council's Environment Team achieved the following highlights:

- Staff attended an online Recycle Mate Demonstration for Queensland Councils.
- Investigated and assisted the Department of Transport and Main Roads (TMR) with a significant asbestos remediation project at Gleichs School Bus Road.
- A representative from the Environment Team participated in an online quarterly Environmental Health networking opportunity with other local governments and Queensland Health.
- Finalised detailed designs for the Landfill Rehabilitation Project, which will see the capping of existing closed landfill sites in the future.
- Staff completed online training sessions on rabies detection and foot and mouth disease identification and prevention.
- Attended the Local Government Illegal Dumping Partnerships Program, Wide Bay Regional Working Group Meeting.
- Staff participated in the Community and Careers Expo at the Gayndah Town Hall.
- Attended and participated in the North Burnett Recovery Group meeting following the Bushfires in the North Burnett Region.
- Provided support to the Disaster Management Officer and Red Cross to undertake evacuation assessments in Gayndah and Mundubbera.
- Conducted an internal review of public washdown bay facilities, activated the AvData systems, installed new signage, and engaged with key stakeholders regarding facility usage and legislative requirements.
- Initiated the formation of the Disaster Management Environment Recovery Group.
- Attended the Environmental Health Regional Forum for 2023 in Childers.
- Participated in the Regional Waste and Resource Recovery Plan Working Group Meeting.
- Implemented a streamlined waste reporting process to ensure ongoing compliance with statutory requirements.

3.5.1.2 Challenges

Our challenges included:

- Reprioritising the team's activities to backfill the Eidsvold Waste Facility during recruitment.
- Difficulty in filling technical roles within the Environment Team, impacting service delivery.
- Encountering challenges in promoting behavioural change regarding sustainability, waste reduction, and addressing illegal dumping offences.
- Working towards a circular economy in the waste area, due to geographical location and cost of transport/processing.
- The introduction of multiple recycling opportunities at Council Waste Management Facilities due to financial constraints.
- The existing landfill cell at Mundubbera is nearing capacity. Council is finalising an extension to the existing cell to allow additional time for the delivery of the Mundubbera Landfill Expansion Project.

3.5.2 COMPLIANCE/LOCAL LAWS

3.5.2.1 Highlights

During the quarter, Council's Compliance and Land Protection teams experienced the following highlights:

- Reviewed and updated the dog registration database for the registration year starting 01/10/23.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

- Increased team capacity in the north, improving response times across the region.
- Notable improvement in dog registration uptake, processing 748 animal registrations for FY24, with a consistent increase throughout this quarter.
- Plans are under way for further recruitment in early 2024 to strengthen the team's capabilities. This will facilitate enhanced project management and greater focus on the Biosecurity Plan review.
- Conducted trials with GPS/mapping devices and programs to support Land Protection Officers in mapping target areas and tracking actions taken regarding infestations.
- Achieved considerable success in resolving wandering stock complaints. The team effectively managed increased stock activity on roadsides caused by unseasonably dry conditions over the last three months. Through efficient negotiation and conflict de-escalation, the team resolved some long-standing issues.

3.5.2.2 Challenges

- The Lands Protection Team is currently facing capacity constraints, impacting their ability to carry out core functions and limiting proactive initiatives. Recruitment efforts are underway to address this in early 2024.
- Community education is a primary focus for the team in 2024. The team are continuing to participate in numerous shows and events to engage with the community on multiple levels.
- The Compliance Team is handling several matters involving the extended impoundment of dogs. This situation is straining Council's ageing pound facility, necessitating the accommodation of these animals in neighbouring council's pound facilities better suited for long-term tenure.

3.5.3 DEVELOPMENT SERVICES**3.5.3.1 Highlights**

During the quarter:

- The *Business Resilience Major Planning Scheme Amendment* was lodged with Department of State Development, Infrastructure, Local Government and Planning on 13 September 2023 for the state interest review. A request for further information has since been received and Council intends to lodge a response by the end of January 2024 for further assessment.
- The amended Local Laws were submitted to the State Government for state interest review and advice was received on 23 November 2023 that all relevant State departments have consented or have no comment to Council's proposed amended Local Laws. Council intends to proceed to the next step of public notification in 2024.
- The Wide Bay Regional Plan was released on Friday 15 December 2023 by the Department of State Development, Infrastructure, Local Government and Planning.

3.5.3.2 Challenges

Our challenges include:

- The process of amending the Planning Scheme could be affected by the 2024 Local Government elections and the period required for the State to issue the approval to proceed to public notification. Early indications are the amendments are not likely to commence public notification until after the 2024 Local Government elections.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****3.5.4 MEASURES****3.5.4.1 Workflow Measures**

Workflow Measures – Planning & Environment – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of licenced food businesses as at the end of the period	86	88	86	85	89
Number of Higher Risk Licence businesses as at the end of the period (personal appearance)	1	1	1	0	0
Number of food business inspections completed	6	59	49	18	31
Number of community food event notices received	30	34	40	27	28
Number of staff attending external sustainability education events	0	5	3	10	2
Tonnes of waste discarded into landfill site	1140	1061	1056	980	999
Number of environmental authority (EA) compliance inspections completed by council	22	15	15	18	6
Number of community event bins emptied (not fixed services) ⁸	167	157	447	192	184
Number of applications received for new kerbside bin collection services	27	27	11	17	10
Number of Illegal dumping investigations initiated	13	30	34	37	16
Number of Illegal dumping compliance notices issued	0	0	1	4	0
Number of Illegal dumping clean ups completed by Council	7	14	25	26	10
Number of mosquito investigations commenced	3	1	1	0	0
Number of mosquito traps serviced	60	100	120	0	0
Number of mosquito treatments undertaken (public land and council facilities only)	0	0	0	0	0
Number of environmental nuisance complaints received	16	11	8	12	8
Number of swimming pool public health assessments completed (council pools only)	0	3	0	4	15
Number of approval to burn applications received	11	0	1	4	0
Number of active flying fox roosts as at the end of the period ⁹	1	3	0	1	2
Number of noncompliance notices issued (local laws)	79	28	43	29	59
Number of animals impounded	17	29	13	25	21
Number of animals seized	4	0	0	2	0
Number of local law permits assessed	1	17	3	4	5
Number of infringement notices issued (Local Laws)	6	6	1	14	58
Number of show cause and enforcement notices issued (building, planning and plumbing)	6	1	9	4	2
Number of building applications received for assessment (EX Private certifier lodgements)	30	23	14	9	5
Number of private certifier building approval lodgements received	20	22	39	22	26

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

Number of planning applications received for assessment	21	18	14	18	11
Number of plumbing applications received for assessment	12	13	10	13	13
Number of pre lodgement meetings held – In person & online	5	8	5	10	7
Number of pre lodgement advice(s) given regarding potential planning applications	38	17	25	110	16

Notes on results:

Figures are relatively in line with those of previous quarters, without major outliers.

3.5.5 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



[Mundubbera Landfill Expansion] Conduct tender process and award construction contract by 31 October 2023 with a view to deliver the required infrastructure by 30 June 2024.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A delay has been experienced due to the partial redesign of the landfill cell to allow for better management of leachate. Due to this delay, Council have had preliminary discussions with the funding body to explore extension options. A consultant has been engaged to manage the landfill expansion.

Council is reviewing options and is in initial discussions with the Department of Environment and Science (DES) to expand the useful life of the existing landfill.



Undertake building and plumbing approval, inspection and compliance services, as required.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Council's Building and Development team assess and make recommendations in regard to applications or seek assistance from a specialist planning consultant as required. Plumbing inspections and compliance are undertaken by an external consultant on an as needed basis.



Fit for purpose local laws are maintained and enforced as appropriate.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A review of all Local Laws to ensure they are operationally suitable has been completed by an external legal team with current State legislation updates inserted, obsolete legislation removed and minor amendments such as signatures included as an update.

The Local Laws are enforced as required.



Operate waste collection and resource recovery operations in accordance with adopted strategies, policies and legislation.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Kerbside waste collection is provided by an external service provider that is also contracted to service waste transfer station bulk waste movement to the centralised landfill. Contractors are engaged to manage the operation and legislative compliance of Council's regional landfill being the Mundubbera Waste Facility.

Council has recently tendered for the Kerbside and Bulk Waste Collection services. The evaluation stage has been completed with next steps expected to continue into future quarters.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

Provide natural resource management advice and education including regional weeds management, land protection and washdown bay operations, in keeping with budget allocations and available resources.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Council has completed the activation of the AvData systems to commence data collection from November 2023. Officers have installed additional instructional and safety signage at facilities and are in the process of engaging an environmental consultant to undertake a review of the facilities in relation to biosecurity and environmental protection.



Ensure safe communities through environmental health monitoring, inspections, permit provision and education.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Council's Environment Team maintains vigilance in monitoring communicable diseases throughout the region. The team conducts regular inspections of licenced premises, engages in environmental monitoring, and actively educates the community where appropriate.



Investigate remedial works at the Mt Perry waste transfer station to ensure personnel and visitor safety.

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Council has allocated funds to address access to the site and improve waste disposal practices for users. Minor safety improvements continue to be undertaken at the site. Council plans to undertake further assessment over the coming months.

This project is on hold due to resource constraints; however, it is targeted to commence in Q3.



Continue to work with Wide Bay Region of Councils to develop a regional waste management plan, investigating options for waste diversion, reuse and recycling programs.

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

The Wide Bay Burnett Regional Waste and Resource Recovery Plan has been finalised. Council will be involved in next steps including the formation of a Working Group and Steering Committee to implement the plan, with this expected to occur over the coming months.



Continue the development of amendments to the planning scheme following the release of the Wide Bay Burnett Regional Plan.

Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

Elected Members considered proposed Planning Scheme amendments. Approval provided to make the major amendment and give the amended planning scheme to the Minister for a State interest review. The major amendment was lodged with the State on 13 September 2023. Consultation on the major amendment will occur following the State interest review.



Effectively assess planning and development applications in accordance with state and local instruments and agreed/ legislated timeframes.

Corporate Plan Link *Prosperous Future – To Ensure Economic Growth for Future Generations*

A business as usual (BAU) function. Applications are assessed in keeping with the legislative and time requirements.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.5.6 OTHER PROJECT UPDATES

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal

**Washdown Rectification Project (Stage 1 & 2)**

Council commenced data collection on November 27, 2023. Council is in the process of engaging an environmental consultant to undertake a review of the facilities with the aim of providing recommendations to Council for future planning and budgeting requirements.

Council continues to review operations at the Mundubbera Washdown Bay Facility.

**Gayndah Waste Management Facility Fencing**

Gayndah Waste Facility fencing is 90% complete, with plans for 100% completion in Q3.

**Monto Waste Management Facility Fencing**

Works completed in September 2023.

**Mundubbera Landfill, Regional Expansion**

A delay has been experienced due to the partial redesign of the landfill cell to allow for better management of leachate. Due to this delay, Council have had preliminary discussions with the funding body to explore extension options. A consultant has been engaged to manage the landfill expansion.

Council is reviewing options and is in initial discussions with the Department of Environment and Science (DES) to expand the useful life of the existing landfill.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

3.5.7 FINANCIALS

3.5.7.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	1,804	1,763	41	1,669	1,697	(28)
Fees and charges	267	217	50	282	179	103
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total recurrent revenue	2,071	1,980	91	1,951	1,876	75
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total Capital Income	-	-	-	-	-	-
Interest received	18	11	7	16	9	7
Other income	18	47	(29)	71	211	(140)
Total Income	2,107	2,038	69	2,038	2,096	(58)
Expenses						
Recurrent expenses						
Employee benefits	676	1,053	377	851	934	84
Materials and services	1,610	1,897	287	1,346	754	(592)
Finance costs	-	-	-	-	-	-
Depreciation expense	216	36	(180)	133	114	(19)
Total	2,502	2,986	484	2,330	1,802	(527)
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	17	-	(17)
Total	-	-	-	17	-	(17)
Total expenses	2,502	2,986	484	2,347	1,802	(544)
Net result	(395)	(948)	553	(309)	294	(602)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

3.5.7.2 Financial Commentary

Planning and Environment indicative net result for the six months ended 31 December 2023 was (\$395,000) as compared to the budget of (\$948,000). This represents a favourable variance of \$553,000 when compared to forecast.

This is represented by a favourable variance respectively for total income of \$ 69,000. employee benefits of \$377,000, materials and services of \$287,000, offset by unfavourable variance depreciation of (\$180,000).

The Planning and Environment net results for the period ended 31 December 2023 is unfavourable to the previous corresponding period by (\$86,000).

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

4 WORKS

4.1 WATER & WASTEWATER

4.1.1 WATER & WASTEWATER

4.1.1.1 Highlights

The Drinking Water Quality Management Plan has seen a major inhouse revision, the first under the new State Government Guideline. Annual reporting to all levels of government has been completed for Water and Wastewater leveraging SWIMLocal features.

Construction is almost complete on the Biggenden Water Treatment Plant Replacement and New Raw Water Reservoir Project, with planning well advanced for staff training in it's operation and commissioning. Council recently received advice of provisional approval of an extension of time under the funding round, which will allow additional float to be put back into the program to offset delays around network upgrades by Ergon.

The remaining four projects of the Drinking Water Safety and Reliability Program, funded under the Building Our Regions grant program, have been let, along with the replacement of the asbestos roof on the Monto Water Treatment Plant Raw Water Reservoir #1.

An approved supplier arrangement for chemicals to meet water, and wastewater and swimming pool requirements has been established.

Continued progress was also made this quarter on the other WHS based programs including switchboard upgrades, pumpstation lifting upgrades and well lid upgrades.

A total of seven Water and Wastewater staff continued their Certificate IIIs in either treatment or networks through the Water Industry Worker Pilot Program (through QWRAP).

4.1.1.2 Challenges

Council is facing an ongoing issue meeting licence conditions for Total Dissolved Salts (TDS) in effluent releases from the Biggenden Sewage Treatment Plant and temporary issues at Eidsvold, Mundubbera, and Gayndah. The high TDS levels can be attributed to the specific characteristics of the soils in the region, particularly in the Biggenden catchment area, and the levels of evaporation experienced in the treatment plants using ponds during long periods of dry weather. The regulator has requested that Council take action to address these non-conformances at the Biggenden facility and renegotiate licence levels across its plants to reflect the realities of the operating environment. Council has been provided with a prescribed process to follow in order to advance this matter. Council staff are currently working on providing answers to a set of questions and conducting the necessary research as part of this process.

Council is trialling an innovative New Zealand product to control algal growth in sewerage treatment plant ponds at Eidsvold. If the trial proves effective, it will be extended to other sites. The primary objective is to maintain dissolved oxygen, pH and TDS levels within the permissible limits defined in the licence conditions by using an innovative aerator made out of recycled plastic. The investigations being carried out also involve considering potential replacement, modification, or rejuvenation of the final rock filters at these plants, as these filters have been identified as the source of the algal build-up, and the introduction of floating shades on some ponds to starve algae of sunlight to grow.

Teams have desludged pond #1 at Biggenden STP. The pond was taken offline and allowed to dry out naturally, after which it was mechanically desludged before being returned to service. Officers plan to move onto Pond 3 in the New Year.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.1.2 MEASURES

4.1.2.1 Workflow Measures

Workflow Measures – Water & Wastewater – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of Water & Wastewater related service requests determined and responded to, with any identified work either scheduled or completed	145	203	158	181	188
Number of water main breaks repaired	17	13	12	11	14
Number of sewer main breaks and chokes repaired	1	3	7	4	2
Number of afterhours callouts	16	9	8	10	9

Notes on results:

This quarter saw a normal business as usual result with the section meeting its overarching goals of providing safe and reliable potable water and sewerage services. Extra reactive works were required due to severe drying and resultant shrinkage of reactive soils contributing to increased service leaks and sewage compliance issues also due to lack of rainfall.

4.1.3 OPERATIONAL PLAN UPDATES

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



Complete construction and commissioning of the new Biggenden water treatment plant and raw water reservoir.

Corporate Plan Link [Essential Service Delivery – Getting the Basics Right](#)

Construction is almost completed on the Biggenden Water Treatment Plant Replacement and New Raw Water Reservoir Project, with planning well advanced for staff training in its operation and commissioning. Council recently received advice of provisional approval of an extension of time under the funding round, which will allow additional float to be put back into the program to offset delays around network upgrades by Ergon.

FY23 budget revised during December 2022 quarterly budget review – 20% of FY23 project funds carried over to FY24 (was to be split 60/40, now 40/60).



Complete funded projects to ensure the continued safety and reliability of the region's potable water network and ensure supplies meet the updated Australian Drinking Water Guidelines health parameters.

Corporate Plan Link [Essential Service Delivery – Getting the Basics Right](#)

An extension of time is likely to allow completion of the Biggenden WTP Upgrade and New Raw Water Storage project within funding requirements after the advice from Ergon that the upgraded connection for the Biggenden WTP will not be completed until March/April 2024. This will still see this project completed in the 2024 Financial Year (BBR RV).

The four remaining projects under the Building Our Regions funded North Burnett Regional Water Safety and Reliability Program are let and site works planned to commence in the New Year, with all parts currently on-course for completion in the 2024 Financial Year (BoR R6).

The Works for Queensland funded Monto WTP Reservoir Roof Replacement has been let to a local supplier and is set for completion in the 2024 Financial Year.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Meet regulated drinking water standards in keeping with budget allocation and available resources.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A business as usual (BAU) function for the operational team. The THMs issues continue to be problematic at Mundubbera. Investigations into the needed infrastructure upgrades to assist in managing these sorts of changes in raw water in the future are complete and capital funding will be sought to implement dosing of potassium permanganate at the weir offtake this Financial Year and reservoir mixing in the 2025 Financial Year.

The operational budget is under some pressure due to the removal of capital budget to fund renewals required from unplanned breakages and breakdowns.

**Meet environmental regulations in keeping with budget allocation and available resources while continuing longer term programs to action identified WHS, asbestos and asset management improvements.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A business as usual (BAU) function for the operational team. Maintaining ongoing compliance in relation to environmentally contributed salts is compromising efforts to meet effluent licence levels as discussed elsewhere. Ongoing investigations are being carried out to address Regulator questions in relation to Council's request for a licence variation.

The operational budget is under some pressure due to the removal of capital budget to fund renewals required from unplanned breakages and breakdowns.

4.1.4 OTHER PROJECT UPDATES

Key: Completed In Progress – On Track In Progress – Behind Schedule On Hold or For Dismissal

**Regional Drinking Water Safety and Reliability Project (BOR Funding Application)**

Most of the value of this project has been moved into the 2024 Financial Year (previously 50/50) after funding approval was not signed off until April 2023 (was due to commence July 2022). All four remaining projects have been let with site works to commence in the New Year. On-course for completion in the 2024 Financial Year.

**Water Treatment Plant - Reservoir Roof Replacement Program**

Tender has been let to a local provider to replace this roof with site works commencing in the new year.

**Pump Station Well Lid Upgrade Program**

Funding allowance for WHS upgrades to Water and Wastewater sites with traditional well lids to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Biggenden Sewerage Treatment Plant (STP) - Capacity Restoration Works (Stage 1)**

Staff are collecting data across the catchment and working towards a report on salinity and a licence variation application. An agronomist has provided a soil condition report, and a consultant is being briefed on providing a Medli model to determine if site irrigation is a viable alternative to release to the environment, to meet Department of Environment and Science (DES) requirements. Pond 1 has been desludged.

**Investigate, Design & Install Macerator - Monto Sewerage Treatment Plant (STP)**

Operational staff have settled on a solution after discussions with various suppliers. No Consultants required and budget will remain unspent.

**Sewage Pump Station – Lifting Compliance Program**

Funding allowance for WHS upgrades to Water and Wastewater sites with lifting equipment to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.

**Switchboard Upgrade Program**

Funding allowance for WHS upgrades to Water and Wastewater switchboards to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.

**Biggenden Water Treatment Plant (WTP) Upgrade**

Construction is almost completed on the Biggenden Water Treatment Plant Replacement and New Raw Water Reservoir Project, with planning well advanced for staff training in its operation and commissioning. Council recently received advice of provisional approval of an extension of time under the funding round, which will allow additional float to be put back into the program to offset delays around network upgrades by Ergon.
FY23 budget revised during December 2022 quarterly budget review – 20% of FY23 project funds carried over to FY24 (was to be split 60/40, now 40/60).

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.1.5 FINANCIALS

4.1.5.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	2,440	2,518	(78)	2,342	2,293	49
Fees and charges	61	48	13	28	27	1
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	-	-	-	-	-	-
Total recurrent revenue	2,501	2,566	(65)	2,370	2,320	50
Capital revenue						
Grants, subsidies, contributions and donations	2,308	2,308	-	-	-	-
Total Capital Income	2,308	2,308	-	-	-	-
Interest received	17	40	(23)	22	39	(17)
Other income	5	-	5	-	2	(2)
Total Income	4,831	4,914	(83)	2,392	2,361	31
Expenses						
Recurrent expenses						
Employee benefits	911	964	53	830	909	80
Materials and services	1,222	1,291	69	1,174	1,293	118
Finance costs	16	21	5	18	21	3
Depreciation expense	1,197	1,037	(160)	1,107	1,062	(45)
Total	3,346	3,313	(33)	3,129	3,285	156
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	3,346	3,313	(33)	3,129	3,285	156
Net result	1,485	1,601	(116)	(737)	(924)	187

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****4.1.5.2 Financial Commentary**

Water and Wastewater indicative net result for the six months ended 31 December 2023 was \$1,485,000 as compared to the budget of \$1,601,000. This represents an unfavourable variance of (\$116,000) or (7.25%) when compared to forecast.

This is represented by an unfavourable variance respectively for total income of (\$83,000), and depreciation of (\$160,000) offset by a favourable variance for employee benefits of \$53,000, materials and services of \$69,000 and finance costs of \$5,000.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

4.2 CIVIL WORKS

4.2.1 CIVIL CONSTRUCTION & MAINTENANCE

4.2.1.1 Highlights

Council's civil crews have focused on routine maintenance and delivering flood damage repairs to roads across the region. Repair works include completing gravel resheets on Brandt Road, Thomas Road, Mount Woowoonga Road, Giles Road, Blackers Road, Bluebell Road, Bluegum Road and Old Coach Road. Gravel for these roads was sourced from Port Wine Pit and Daisys Pit.

The team has delivered all of the Road Maintenance Performance Contract (RMPC) projects this quarter, with these being delivered within budget. The projects included the Department of Transport and Main Roads (TMR) reseal rehabilitation work in the North, gravel re-sheeting on Gayndah Mt. Perry Road, and maintenance grading on all TMR gravel roads.

Contractors are continuing to work on the replacement of the Bon Accord Bridge.

Council staff assisted in the response to the October 2023 fires, with several staff operating water carts and a grader in response to official Queensland Fire and Emergency Services requests.

4.2.1.2 Challenges

In completing flood damage work, Council has experienced challenges in sourcing the necessary water. Water has been sourced from a local dam for these works.

The remaining gravel section of Monto Mt. Perry Road also posed a challenge, with a lack of gravel on the road surface. This, coupled with the amount of rain it received just after a maintenance grade, made the road difficult to drive on. Discussions with TMR resulted in the provision of gravel to improve the road surface.

The October 2023 fires also impacted staff and contractor availability, as Council and its contractors provided plant and resources to assist in the fire response. It is estimated that Council lost the equivalent of 140 days of productivity due to the fire response.

4.2.2 PARKS & OPEN SPACES

4.2.2.1 Highlights

During the quarter, a CASA audit was completed on the Gayndah Aerodrome, which represented a new learning experience for our Parks and Open Spaces staff as they had never been through an audit before. Council has addressed the findings of the audit.

Five Parks and Open Spaces staff undertook airport reporting officer and fuel testing courses, expanding their knowledge and providing increased capability within the organisation. This was an action item arising from the aerodrome audit.

The team carried out several maintenance activities to improve community safety, including improving visibility out of Bamboo Street and removal or selective pruning of street trees.

A number of staff also obtained training and qualifications to undertake playground equipment safety inspections.

4.2.2.2 Challenges

Vandalism continues to be an issue, with playground equipment, fences and toilets damaged. In some instances, this has resulted in the closure of facilities to the wider public as contractors are sourced to undertake the necessary repairs.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****4.2.3 MEASURES****4.2.3.1 Workflow Measures**

Workflow Measures – Civil Works – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of Civil Works related service requests determined and responded to, with any identified work either scheduled or completed	624	593	344	258	275
Number of Parks & Open Spaces related service requests determined and responded to, with any identified work either scheduled or completed	94	91	64	158	160
KM of gravel resheeting completed ¹⁰	0	21.5	9.57	5.12	5.34
KM of sealed roads resealed (Spray seal only)	1	32	0	0	0
KM of unsealed roads graded – Zone 1 ¹⁰	25	0	93	128	96
KM of unsealed roads graded – Zone 2 ¹⁰	83	15	100	125	110
KM of unsealed roads graded – Zone 3 ¹⁰	27	0	97	77	75
KM of unsealed roads graded – Zone 4 ¹⁰	20	50	86	49	51
KM of unsealed roads graded – Zone 5 ¹⁰	86	118	84	63	7
KM of unsealed roads graded – Zone 6 ¹⁰	52	0	0	15	0
KM of unsealed roads graded – Zone 7 ¹⁰	180	291	282	149	74
KM of unsealed roads graded – Zone 8 ¹⁰	147	112	85	74	0
KM of unsealed roads graded – Region Total ¹⁰	620	586	827	680	413
Hours spent grading unsealed roads (Machine hours) – Zone 1	57	0	211	268	168
Hours spent grading unsealed roads (Machine hours) – Zone 2	128	23	266	154	154
Hours spent grading unsealed roads (Machine hours) – Zone 3	76	0	228	216	131
Hours spent grading unsealed roads (Machine hours) – Zone 4	63	147	237	171	178
Hours spent grading unsealed roads (Machine hours) – Zone 5	117	329	207	255	26
Hours spent grading unsealed roads (Machine hours) – Zone 6	50	0	0	42	0
Hours spent grading unsealed roads (Machine hours) – Zone 7	286	175	281	149	50
Hours spent grading unsealed roads (Machine hours) – Zone 8	259	216	103	74	0
Hours spent grading unsealed roads (Machine hours) – Region Total	1036	890	1533	1329	707

Notes on results:

- Our current systems do not allow data to be collected for works outside of our operational programs.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.2.4 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal

**Deliver the approved capital works program in accordance with the approved scopes, programs and budgets.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Several flood damage resheets were completed during the quarter, including those to Brandt Road, Thomas Road, Mount Woowoonga Road, Giles Road, Blackers Road, Bluebell Road, Bluegum Road and Old Coach Road.

**Continue Council's asset management progress with a focus on updating the Transport Services Asset Management Plan and commencing an update to the Fleet Services Asset Management Plan.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

A second workshop has been held with Councillors on the Road Network Review. Officers will continue working on confirming existing road network forms and structure.

**Cemeteries scheduled maintenance is undertaken in keeping with budget allocations and available resources.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Ongoing maintenance is a business as usual (BAU) function for the Works team. Work is undertaken according to a planned schedule.

**Undertake urban street maintenance in keeping with budget allocations and available resources.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Ongoing maintenance is a business as usual (BAU) function for the Works team. Work is undertaken according to a planned schedule.

**Undertake rural roads maintenance in keeping with budget and available resources addressing network needs in a timely manner, whilst also maintaining roadside vegetation and drainage.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Maintenance grading completed in alignment with Council's adopted procedures, given available resources and flood damage works.

**Undertake rural addressing consistently pursuant to the policy.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Ongoing business as usual (BAU) activity. Bourke Road has been added to the road register and addresses have been issued to the property owners along the demained stretch of road.

**Undertake bridge maintenance and renewal programs in keeping with budget allocations and available resources.**

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

Quotes were received for termite control on Council's timber bridges, work will likely occur in the next quarter.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Review Council's urban street lighting position, giving consideration to community expectations and affordability.**Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

No activities in this quarter.

**Continue to deliver aerodrome and airstrip services in accordance with regulations and within agreed budgets.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

CASA undertook a Level 1 Systems Audit of the Gayndah Aerodrome. The audit identified five Safety Findings which have all been addressed to CASAs satisfaction.

**Investigate the potential transfer of trusteeship of remaining showgrounds to relevant community groups, including an agreed funding model related to operating and/ or maintenance responsibilities.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Mt Perry Showgrounds is reverting from Council to the Show Society as the Trustee. Next quarter Council will arrange the transfer of Trusteeship to the Mt Perry Show Society.

**Maintain parks, recreation areas and public conveniences, having regard to safety, community preferences, policies, budget allocations and available resources.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Ongoing business as usual (BAU) activity. Vandalism and damage to assets continues to be an issue that takes officers away from planned works.

**Quarried materials are sourced from compliant quarries and gravel pits, having regard to costs and the impact on Council's local road network. Where materials are sourced from Council operated pits, the pits are operated in accordance with regulatory requirements and are progressively rehabilitated.**Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Operational teams are using selected Council pits to conduct flood damage repairs, these pits are operated in accordance with regulatory requirements.

4.2.5 OTHER PROJECT UPDATES

Key: Completed In Progress – On Track In Progress – Behind Schedule On Hold or For Dismissal

**Bridge Refurbishment Program**

No works undertaken this quarter.

**SafeStreets - Coalstoun Lakes State School**

This project has been completed.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Engineering Design for Future Capital Projects**

No designs completed this quarter.

**Gravel Re-sheets – 2023-2024**

Several flood damage resheets were completed during the quarter, including those to Brandt Road, Thomas Road, Mount Woowoonga Road, Giles Road, Blackers Road, Bluebell Road, Bluegum Road and Old Coach Road.

**Reseal Program – 2022-2023**

This project is completed.

**Reseal Program – 2023-2024**

The program for this year has been developed and the successful tenderer has been appointed this quarter.

**TIDS - Gayndah – Mount Perry Road – 2023-2024 (Year 1 of 4)**

Transport and Main Roads (TMR) are close to finalising the design of this project.

**Disaster Recovery Betterment Rain Event Feb 2022 - Bon Accord Bridge**

This project has commenced and is on track for completion in 2024.

**Disaster Recovery REPA Rain Event Feb 2022**

Works on the resheeting is underway. The tenderer for the Gospel Hall Road floodway has been selected and will commence work early in the New Year.

**Disaster Management - Water Depth Indicator Upgrade**

Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024.

This project will increase community safety and resilience by installing additional water depth indicators at flood prone crossings.

Initial identification of indicator locations has commenced.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****Disaster Management - Dallarnil Drainage (LRRG)**

Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024.

This project will improve drainage in the Dallarnil township to ensure water discharges into Tawah Creek and not adjoining properties in minor flood events.

Consultation currently underway with TMR. Initial investigation into the most appropriate solution have commenced.

**Disaster Management - Dallarnil Drainage (ERF)**

Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024.

This project will improve drainage in the Dallarnil township to ensure water discharges into Tawah Creek and not adjoining properties in minor flood events.

Consultation currently underway with TMR. Initial investigation into the most appropriate solution have commenced.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.2.6 FINANCIALS

4.2.6.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	-	-	-	-	-	-
Fees and charges	185	125	60	140	109	31
Sales Revenue	1,096	1,064	32	1,013	835	178
Grants, subsidies, contributions and donations	1,278	1,228	50	503	642	(140)
Total recurrent revenue	2,559	2,417	142	1,656	1,586	69
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	209	-	209
Total Capital Income	-	-	-	209	-	209
Interest received	-	-	-	-	-	-
Other income	-	-	-	-	-	-
Total Income	2,559	2,417	142	1,865	1,586	278
Expenses						
Recurrent expenses						
Employee benefits	2,251	2,535	284	2,268	2,291	23
Materials and services	3,005	2,883	(122)	3,893	1,161	(2,733)
Finance costs	14	17	3	15	17	2
Depreciation expense	6,200	6,788	588	5,526	4,899	(628)
Total	11,470	12,223	753	11,702	8,368	(3,336)
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	1,821	-	(1,821)
Provision for landfill and quarry restoration	-	-	-	112	-	(112)
Total	-	-	-	1,933	-	(1,933)
Total expenses	11,470	12,223	753	13,635	8,368	(5,269)
Net result	(8,911)	(9,806)	895	(11,770)	(6,782)	(4,991)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****4.2.6.2 Financial Commentary**

Civil Works indicative net result for the period ended 31 December 2023 was (\$8,911,000) as compared to the budget of (\$9,806,000). This represents a favourable variance of \$895,000 or 9.13% when compared to forecast.

This is represented by a favourable variance for total income of \$142,000, employee benefits of \$ 284,000, finance costs of \$3,000 and depreciation \$588,000, offset by an unfavourable variance for materials and services of \$122,000.

The increase in total income offsetting additional expenses within materials and services is primarily associated with the Roadworks Performance Contract (RPC) and Road Maintenance Performance Contract (RMPC) works received being higher than budget forecasts, due to recoverable works.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

4.3 ASSETS, FACILITIES & FLEET

4.3.1 ASSET MANAGEMENT

4.3.1.1 Highlights

Council is committed to upskilling staff and providing training opportunities. It was great to see our Senior Technical Officer - Assets successfully complete the Asset Management Fundamentals Course, which will set them up well for further asset management training in 2024.

Additionally, the reconciliation of road revaluation with the road register has been completed, providing the Assets team with a true indication of data accuracy within the asset register.

Efforts were made to enhance operational efficiency by highlighting a new electronic segmentation form during the Civil Works team leaders meeting. This transition from a paper-based form to a more user-friendly electronic form using Reflect has significantly improved data capture and transfer from field operators to My Data.

Moreover, in collaboration with LDCC, efforts were made to record flood indicator signage locations and conditions. An electronic form within Reflect has been developed to aid in identifying high-risk areas lacking proper flood indicator signage.

4.3.1.2 Challenges

The assets team has been actively addressing various challenges, such as aligning the POZI road infrastructure module with the asset register and staying current with work in progress (WIP) to ensure timely completion of all capitalisation, including flood recovery projects, by the end of the financial year.

The capitalisation process for the extensive works carried out at the Biggenden water treatment plant will require significant resources due to the scope of works undertaken.

4.3.2 FLEET MANAGEMENT

4.3.2.1 Highlights

Additional training opportunities were provided to the Fleet Administration Officer, who successfully completed the IPWEA Fleet Management certificate. Completion of this certificate will allow the officer to progress into more challenging technical officer roles into the future.

The replacement Councillor vehicles were delivered, approximately 10 months after orders were placed.

The FY24 heavy and light fleet procurement program is well underway, with tenders released to the market in Q2, and orders expected to be placed in January 2024.

The fleet auction list has been completed and the auction date set for February 2024. The auction will be held in-region to ensure residents have the opportunity to inspect and participate in the auction.

4.3.2.2 Challenges

Work has commenced on developing a new 10-year fleet replacement plan that aligns with fleet best practice principles and meets the needs of internal stakeholders.

Work has also continued on data validation within Council asset management system to ensure it is accurate and relevant for decision making. Despite the challenges, internal stakeholders are starting to see efficiencies, through improved service scheduling.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT****4.3.3 FACILITIES****4.3.3.1 Highlights**

After an extensive recruitment process, the Facilities team will welcome a permanent Senior Technical Officer and Technical Officer early in 2024. With these appointments, the Facilities team is now at full capacity allowing the team to continue to build on the improvements in previous quarters.

New caretakers have been appointed to look after the Mt Perry and Mingo Crossing caravan parks.

4.3.3.2 Challenges

The team have been working to develop a 10-year facilities rationalisation and renewal plan that allows for the provision of fit for purpose, compliant, and safe buildings and facilities.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.3.4 MEASURES

4.3.4.1 Workflow Measures

Workflow Measures - Assets, Facilities & Fleet – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of internal Facilities support tickets actioned	196	157	279	312	409
Number of Internal Fleet support tickets actioned	415	316	376	388	345
Number of Facilities related community requests determined and responded to with any identified work either scheduled or completed.	107	189	151	85	86
Total number of fleet items as at end of the period ¹¹	487	506	473	488	483

Notes on results:

The number of facilities tickets have increased reflecting an increased confidence in the new facilities team to track and close out issues.

4.3.5 OPERATIONAL PLAN UPDATE

Key:  Completed  In Progress – On Track  In Progress – Behind Schedule  On Hold or For Dismissal



Utilise functionalities within the asset management fleet module to inform operational decisions and drive operational efficiency, ensuring safe, affordable, reliable and fit for purpose fleet is maintained.

Corporate Plan Link *Essential Service Delivery – Getting the Basics Right*

The cost to maintain and operate, utilisation and age data of fleet are being used to develop a 10-year replacement plan for fleet. This has been enabled through the review and refinement of fleet data in the asset management fleet module.



Repair community hall roofs where necessary to prevent water ingress and develop a plan to repair water damage within the Monto Hall.

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

Repairs have been completed for all community halls roofs where required. Implementation of the plan to repair water damage within the Monto Hall is expected to be completed in Q3.



Maintain Council owned community facilities and sporting fields to a safe standard for the use and enjoyment of the community, having regard to policies, user agreements, budget allocations and available resources.

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

This has become a business-as-usual activity, with strong systems in place to understand and respond to issues.



Finalise the review into caravan park services and develop strategies to return park operations to a cost neutral position.

Corporate Plan Link *Sustainable Communities – To Retain Population and Attract Investment*

The review into the caravan park services has been finalised. Strategies to address funding shortfalls are targeted for development in Q4.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

**Continue investigating options for the provision of affordable, fit-for-purpose housing for critical staff, where required.**Corporate Plan Link [Sustainable Communities – To Retain Population and Attract Investment](#)

With Council's Local Housing Action Plan (LHAP) currently under development, this item has been placed on hold. The Draft LHAP explores the challenges currently being experienced in the local housing market and acknowledges the pressures that government employee housing places on the open market. Draft actions have been developed which will further explore options in this regard.

**Manage swimming pool leases and operations in accordance with lease agreements, legislation and regulations.**Corporate Plan Link [Sustainable Communities – To Retain Population and Attract Investment](#)

Monthly meetings are held with pool operators to ensure compliance with lease agreements, legislation, and guidelines.

4.3.6 OTHER PROJECT UPDATES

Key: Completed In Progress – On Track In Progress – Behind Schedule On Hold or For Dismissal

**Plant Replacement Program – 2021-2022**

The plant replacement program for 2021-22 has been reviewed and any unspent funds have been transferred into a consolidated 2023-24 program.

**Plant Replacement Program – 2022-2023**

The plant replacement program for 2022-23 has been reviewed and any unspent funds have been transferred into a consolidated 2023-24 program.

**Plant Replacement Program – 2023-2024**

Procurement of replacement plant for 2023-2024 is underway, with the tender closing December 21, 2023.

**Monto Administration Building**

Geotechnical investigations and x-raying of the front and back walls have been completed. The consultants have provided a report outlining how the structural issues can be addressed. Scoping for the repairs will commence in Q3.

**Community Hall Roof Restoration**

Repairs have been completed for all community halls roofs where required.

**Community Pool Maintenance Program**

Repairs have been completed for the Mundubbera wading pool. Repair work for the Mundubbera 50 metre pool is expected to commence in April 2024 once the pool season is over.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

4.3.7 FINANCIALS

4.3.7.1 Divisional statement (Unaudited)

Note	Financial Year To Date					
	Current FYTD			Previous FYTD (PCP)		
	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue						
Recurrent revenue						
Rates, levies and charges	-	-	-	-	-	-
Fees and charges	396	298	98	335	258	77
Sales Revenue	-	-	-	-	-	-
Grants, subsidies, contributions and donations	37	53	(16)	33	131	(98)
Total recurrent revenue	433	351	82	368	389	(21)
Capital revenue						
Grants, subsidies, contributions and donations	-	-	-	118	-	118
Total Capital Income	-	-	-	118	-	118
Interest received	-	-	-	-	-	-
Other income	60	102	(42)	72	83	(11)
Total Income	493	453	40	558	472	86
Expenses						
Recurrent expenses						
Employee benefits	624	850	226	764	768	3
Materials and services	477	(784)	(1,261)	455	(1,132)	(1,588)
Finance costs	-	-	-	-	2	2
Depreciation expense	1,650	1,334	(316)	1,544	1,407	(136)
Total	2,751	1,400	(1,351)	2,763	1,045	(1,719)
Capital Expenses						
Loss on disposal of non-current assets	-	-	-	-	-	-
Provision for landfill and quarry restoration	-	-	-	-	-	-
Total	-	-	-	-	-	-
Total expenses	2,751	1,400	(1,351)	2,763	1,045	(1,719)
Net result	(2,258)	(947)	(1,311)	(2,205)	(573)	(1,633)

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COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

4.3.7.2 Financial Commentary

Assets, Facilities and Fleet indicative net result for the period ended 31 December 2023 was (\$2,258,000) as compared to the budget of (\$947,000). This represents an unfavourable variance of (\$1,311,000) or 138.44% when compared to forecast.

This is represented by an unfavourable variance respectively for material and services of (\$1,261,000) and depreciation of (\$316,000), offset by a favourable variance of total income of \$40,000, and employee benefits of \$226,000.

The Assets, Facilities and Fleet net results for the period ended 31 December 2023 is less favourable when compared to the previous corresponding period by (\$53,000) or (2.40%).

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

5 APPENDICES

5.1 APPENDIX 1 – AMALGAMATED OPERATIONAL PLAN UPDATE

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
1	Workplace Health and Safety	Improve Council's safety culture and provide effective, modern workplace health and safety systems to ensure that staff safety and wellbeing.	Implement continuous improvement workplace health and safety opportunities as they arise and adhere to legislative requirements.	Ongoing	Ongoing reviews and updates of key WHS management system documentation (in consultation with workers and management) remained on track.
2	Financial Services	Ongoing professional financial services for Council, including timely financial reporting adhering to QTC requirements and Australian accounting standards.	Identify and assess continuous improvement opportunities as well as any potential additional controls to enhance council's financial system practises.	Ongoing	The Audit and Risk Committee held two meetings prior to the end of 2023, reviewing a wide breadth of information. Several enhancements were noted and made to Council's FY23 community financial report, leading to readability enhancements prior to endorsement. The Audit and Risk Committee is expected to complement an existing focus on continuous improvement, particularly with regard to financial systems and controls.
3	Waste Management	A new landfill cell and supporting infrastructure at Mundubbera waste management facility.	Conduct tender process and award construction contract by 31 October 2023 with a view to deliver the required infrastructure by 30 June 2024.	30/06/2024	A delay has been experienced due to the partial redesign of the landfill cell to allow for better management of leachate. Due to this delay, Council have had preliminary discussions with the funding body to explore extension options. A consultant has been engaged to manage the landfill expansion. Council is reviewing options and is in initial discussions with the Department of Environment and Science (DES) to expand the useful life of the existing landfill.
4	Information and Communications Technology	Provide fit for purpose Information and Communication Technology (ICT) Council services including hardware, software and telecommunications, for efficient and effective services provision.	Undertake routine hardware replacement where ICT infrastructure has reached or surpassed the end of its useful life, giving regard to available budget and resources.	30/06/2024	A business as usual (BAU) activity. Council's Computer Replacement Strategy and similar documents provide guidance as to what equipment is to be periodically replaced. The current focus has been on upgrading Windows Server to the latest version.
5	Libraries	The vision for Council Libraries considers State Library of Queensland contract obligations including literacy for all.	Continue development of a Libraries Strategy.	30/06/2024	Libraries strategy research has commenced. The strategy is a priority project for completion in FY24.
6	Human Resources Management	Internal capacity is progressively developed, providing skilled staff with appropriate career progression paths.	Deliver a supervisor development program to up-skill staff in supervisory positions and facilitate career progression pathways.	Ongoing	Staff have attended various conferences, seminars and workshops to network and extend their LG knowledge. There have been opportunities for employees to act in higher level positions when there are vacancies and/ or additional project work has been identified, providing employees with on-the-job training and experience. Training and pathway opportunities are an ongoing priority as a part of the People and Performance strategy.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
7	Continuous Improvement	A foundation is created for continuous service catalogue refinement and service planning, supporting sustainable levels of service and informing future budget deliberations.	In collaboration with relevant stakeholders, develop an initial portfolio of service catalogues encompassing most of Council's services.	31/12/2023	During the quarter, officers worked collaboratively to develop an initial portfolio of service catalogues, providing a sound foundation for ongoing development and refinement. In accordance with item 12 under the FY24 Operational Plan, the initial draft will continue to evolve over time to reflect the diversity of council service delivery.
8	Continuous Improvement	The organisation pursues continuous improvements and incremental change where appropriate, enhancing efficiency and supporting essential service delivery.	Refine the organisation's continuous improvement program and support the implementation of underlying initiatives, while also seeking out additional opportunities for efficiencies and controls.	Ongoing	Work continues to refine the tools necessary to effectively manage the organisations continuous improvement program however, progress is not as advanced as first hoped. Items remain prioritised and further progress is anticipated over the coming quarters.
9	Capital Projects	Council controlled essential infrastructure is maintained and/or replaced in keeping with available budgets and asset management plans, particularly roads, urban water, wastewater and waste infrastructure.	Deliver the approved capital works program in accordance with the approved scopes, programs and budgets.	30/06/2024	Several flood damage resheets were completed during the quarter, including those to Brandt Road, Thomas Road, Mount Woowoonga Road, Giles Road, Blackers Road, Bluebell Road, Bluegum Road and Old Coach Road.
10	Urban Water Delivery	A continuous supply of water is provided for the community, in serviced areas, which meets Australian Drinking Water Guidelines Health Standards.	Complete construction and commissioning of the new Biggenden water treatment plant and raw water reservoir.	30/06/2024	Construction is almost completed on the Biggenden Water Treatment Plant Replacement and New Raw Water Reservoir Project, with planning well advanced for staff training in its operation and commissioning. Council recently received advice of provisional approval of an extension of time under the funding round, which will allow additional float to be put back into the program to offset delays around network upgrades by Ergon. FY23 budget revised during December 2022 quarterly budget review – 20% of FY23 project funds carried over to FY24 (was to be split 60/40, now 40/60).
11	Asset Management	Council maintains an effective approach to the delivery of asset management plans, activities and priorities, consistent with community expectations and available financial resources.	Continue Council's asset management progress with a focus on updating the Transport Services Asset Management Plan and commencing an update to the Fleet Services Asset Management Plan.	30/06/2024	A second workshop has been held with Councillors on the Road Network Review. Officers will continue working on confirming existing road network forms and structure.
12	Continuous Improvement	Sustainable service levels are endorsed by Council which are clearly understood by staff and the community to ensure a consistent level of service and appropriate customer service standards.	Following initial draft development, continue ongoing refinement of Council's service catalogue, defining sustainable, consistent and measurable levels of service across the region.	Ongoing	With the initial draft developed as set out in item 7 of the Operational Plan, ongoing refinement is set to commence in FY24 Q3.
13	Media, Communications and Engagement	A connected community that is involved in transparent decision making activities.	Implement and further embed the developed Community Engagement Framework, with a focus on staff training and undertaking engagement activities in accordance with the framework.	Ongoing	Multiple consultation exercises were successfully undertaken during the quarter, applying the tools and taking the necessary steps as set out in the engagement framework. Most exercises evaluated to a Consult level and were undertaken in an efficient manner, having regard to available resources. Work will continue in the coming quarters to ensure the framework is embedded into the operations of the organisation and the value of the framework is maximised.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
14	Governance	Council's risks are managed and evidence-based decision making is supported by best practice governance.	Maintain the enterprise risk register to support Councillors and the organisation to discharge duties, report as appropriate, and address key strategic organisational risks.	Ongoing	Further work has continued in Q2 FY24 to manage risk and embed a culture of robust risk management. During the quarter, council officers continued to add risks identified across the wider organisation into SkyTrust, a software platform to support the management and monitoring of both strategic and operational risks.
15	Indigenous Land Use Agreements	Indigenous Land Use Agreement determinations are correctly enacted in the region.	Consult with relevant parties on Indigenous Land Use Agreements as required.	Ongoing	There are a number of Native Title claims over land within the North Burnett Council region that have recently been determined, whilst others remain before the Courts for determination. Further work will be undertaken with regard to Indigenous Land Use Agreements (ILUA) in future quarters, where required.
16	Governance	Council utilises external funding for maximum benefit on projects which align to corporate plan priorities.	Ensure continued quality assurance and oversight of external funding applications and projects is provided.	Ongoing	Council continued to monitor government and commercial grant opportunities and undertake proactive grant management to complement essential services as well as bespoke and value-added Council activities.
17	Human Resources Management	The organisation is supported with professional human resource services.	Support the organisation with professional recruitment, training and development and payroll functions while also providing advice on industrial relations and workforce planning as required.	Ongoing	During Q2 FY24, People and Performance have continued to deliver recruitment services across the organisation. A total of ten (10) new employees were welcomed into the organisation during the quarter. Council's new Enterprise Bargaining Agreement was certified by the Queensland Industrial Relations Commission on 20 November 2023.
18	Records Management	Council records are managed in keeping with best practice, as well as the Public Records Act and other legislative and compliance requirements.	Ensure best practice records management through continuous improvement and change, as appropriate.	Ongoing	A business as usual (BAU) activity. Opportunities identified following a strategic review are currently in the process of being implemented. NBRC ED (eLearning) is used to provide targeted, topical training to staff on processes or functionality within records management. Internal records procedures continue to be developed and refined.
19	Procurement, Stores and Purchasing	Procurement is undertaken in keeping with endorsed policy, supporting local business where possible.	Ensure effective and efficient procurement, stores and purchasing practices, pursuing continuous improvement opportunities and/or additional controls, where appropriate.	Ongoing	An implementation program to improve stores and purchasing practices is continuing. This includes analysis of providing a centred procurement model and further scoping surrounding potential stores enhancements.
20	Strategic Procurement	Staff have access to guidance and support to confidently and efficiently procure necessary goods and/or services as required.	Further develop the suite of procurement guidance material, including procedures, guidelines and electronic training modules, and ensure relevant information is available to staff via a central repository.	30/06/2024	An implementation program to improve stores and purchasing practices is continuing. With the implementation of the procurement software Nex Gen including Vendor Panel and Arc Blue, a training program can begin to be implemented across council.
21	Information and Communications Technology	Council has access to and maintains technical ICT support, enabling end users to continue day to day activities with minimal interruptions or downtime.	Continue to support the organisation with effective first point of contact support and back of house ICT operations, proactively minimising potential downtime, maintaining ICT infrastructure and taking steps to protect against information or infrastructure threats.	Ongoing	A business as usual (BAU) activity. A reduction of long-term tickets has been achieved alongside prompt actioning of incoming support tickets. Regular maintenance and patching is performed to workstations, software, servers, networking and other supporting infrastructure and services. Participation with groups such as the Australian Cyber Security Centre are assisting in increasing Council's cyber security.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
22	Building and Plumbing Inspection Services	Building and plumbing inspections services are offered as required and ensure compliance with all regulations and guidelines.	Undertake building and plumbing approval, inspection and compliance services, as required.	Ongoing	Council's Building and Development team assess and make recommendations in regard to applications or seek assistance from a specialist planning consultant as required. Plumbing inspections and compliance are undertaken by an external consultant on an as needed basis.
23	Local Laws Education and Compliance	Local laws are provided for the benefit of community.	Fit for purpose local laws are maintained and enforced as appropriate.	Ongoing	A review of all Local Laws to ensure they are operationally suitable has been completed by an external legal team with current State legislation updates inserted, obsolete legislation removed and minor amendments such as signatures included as an update. The Local Laws are enforced as required.
24	Waste Collection	Waste and Resource Recovery Services and Facilities are appropriately delivered.	Operate waste collection and resource recovery operations in accordance with adopted strategies, policies and legislation.	Ongoing	Kerbside waste collection is provided by an external service provider that is also contracted to service waste transfer station bulk waste movement to the centralised landfill. Contractors are engaged to manage the operation and legislative compliance of Council's regional landfill being the Mundubbera Waste Facility. Council has recently tendered for the Kerbside and Bulk Waste Collection services. The evaluation stage has been completed with next steps expected to continue into future quarters.
25	Urban Water Delivery	Water is provided for the community, in serviced areas, which meets Australian Drinking Water Guidelines Health Standards.	Complete funded projects to ensure the continued safety and reliability of the region's potable water network and ensure supplies meet the updated Australian Drinking Water Guidelines health parameters.	30/06/2024	An extension of time is likely to allow completion of the Biggenden WTP Upgrade and New Raw Water Storage project within funding requirements after the advice from Ergon that the upgraded connection for the Biggenden WTP will not be completed until March/April 2024. This will still see this project completed in the 2024 Financial Year (BBR RV). The four remaining projects under the Building Our Regions funded North Burnett Regional Water Safety and Reliability Program are let and site works planned to commence in the New Year, with all parts currently on-course for completion in the 2024 Financial Year (BoR R6). The Works for Queensland funded Monto WTP Reservoir Roof Replacement has been let to a local supplier and is set for completion in the 2024 Financial Year.
26	Emergency Management	Local SES services can effectively support the region in times of need.	Support the SES, pursuant to Council's mandate, and facilitate the transition to Queensland Police Services (QPS) as required.	Ongoing	Ongoing liaison and support occur for SES personnel, plant, equipment, activity program, review and improvement. Council continues to liaise with Queensland Fire and Emergency Services (QFES) as well as Queensland Police Service (QPS) regarding the transition of SES to Queensland Police Services (QPS) and will continue to monitor information around the transition.
27	Cemeteries	Provide well maintained and compliant cemeteries.	Cemeteries scheduled maintenance is undertaken in keeping with budget allocations and available resources.	Ongoing	Ongoing maintenance is a business as usual (BAU) function for the Works team. Work is undertaken according to a planned schedule.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
28	Urban Street Maintenance	Maintain a fit for purpose urban street network.	Undertake urban street maintenance in keeping with budget allocations and available resources.	Ongoing	Ongoing maintenance is a business as usual (BAU) function for the Works team. Work is undertaken according to a planned schedule.
29	Rural Roads Maintenance	Rural roads provide connection across the region.	Undertake rural roads maintenance in keeping with budget and available resources addressing network needs in a timely manner, whilst also maintaining roadside vegetation and drainage.	Ongoing	Maintenance grading completed in alignment with Council's adopted procedures, given available resources and flood damage works.
30	Rural Addressing	Rural addressing is undertaken.	Undertake rural addressing consistently pursuant to the policy.	30/06/2024	Ongoing business as usual (BAU) activity. Bourke Road has been added to the road register and addresses have been issued to the property owners along the demarcated stretch of road.
31	Bridges Maintenance	Bridges are safe and appropriate to road requirements.	Undertake bridge maintenance and renewal programs in keeping with budget allocations and available resources.	Ongoing	Quotes were received for termite control on Council's timber bridges, work will likely occur in the next quarter.
32	Fleet	Fleet required by the organisation is maintained.	Utilise functionalities within the asset management fleet module to inform operational decisions and drive operational efficiency, ensuring safe, affordable, reliable and fit for purpose fleet is maintained.	30/06/2024	The cost to maintain and operate, utilisation and age data of fleet are being used to develop a 10-year replacement plan for fleet. This has been enabled through the review and refinement of fleet data in the asset management fleet module.
33	Urban Water Delivery	A continuous supply of water is provided to the community, in serviced areas, which meets Australian Drinking Water Guidelines Health Standards.	Meet regulated drinking water standards in keeping with budget allocation and available resources.	Ongoing	<p>A business as usual (BAU) function for the operational team. The THMs issues continue to be problematic at Mundubbera. Investigations into the needed infrastructure upgrades to assist in managing these sorts of changes in raw water in the future are complete and capital funding will be sought to implement dosing of potassium permanganate at the weir offtake this Financial Year and reservoir mixing in the 2025 Financial Year.</p> <p>The operational budget is under some pressure due to the removal of capital budget to fund renewals required from unplanned breakages and breakdowns.</p>
34	Essential Service Delivery	Wastewater is collected, treated and disposed of in accordance with environmental regulations.	Meet environmental regulations in keeping with budget allocation and available resources while continuing longer term programs to action identified WHS, asbestos and asset management improvements.	Ongoing	<p>A business as usual (BAU) function for the operational team. Maintaining ongoing compliance in relation to environmentally contributed salts is compromising efforts to meet effluent licence levels as discussed elsewhere. Ongoing investigations are being carried out to address Regulator questions in relation to Council's request for a licence variation.</p> <p>The operational budget is under some pressure due to the removal of capital budget to fund renewals required from unplanned breakages and breakdowns.</p>

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CONTINUOUS IMPROVEMENT

ESSENTIAL SERVICE DELIVERY - GETTING THE BASICS RIGHT

ID#	Service	Outcome	Action	End Date	Comments
35	Leasing and Contracts Management	Agreements to be in place with consistent or exclusive users of Council owned land or facilities, ensuring best operation of those facilities.	Continue leases and contracts implementation, maintenance and review, to efficiently provide Council owned facilities and land for community groups and commercial entities and meet public sector governance standards, legal and regulatory requirements.	Ongoing	Review and updating of leases have continued, for Council owned facilities and land, with community groups and/or commercial entity tenants. Council held a public auction for the sale of land in the Mundubbera sub-division. All lots were passed in on the day. Council has subsequently sold seven allotments. Council has also tendered for the sale of 34 Moreton Street, Eidsvold.
36	Natural Resources Management	The region's natural resources are managed for future generations.	Provide natural resource management advice and education including regional weeds management, land protection and washdown bay operations, in keeping with budget allocations and available resources.	Ongoing	Council has completed the activation of the AvData systems to commence data collection from November 2023. Officers have installed additional instructional and safety signage at facilities and are in the process of engaging an environmental consultant to undertake a review of the facilities in relation to biosecurity and environmental protection.
37	Environmental Health	Community and businesses are monitored and supported to ensure safe public environments.	Ensure safe communities through environmental health monitoring, inspections, permit provision and education.	Ongoing	Council's Environment Team maintains vigilance in monitoring communicable diseases throughout the region. The team conducts regular inspections of licenced premises, engages in environmental monitoring, and actively educates the community where appropriate.
38	Public Lighting	Council's urban street lighting network policy is affordable and considers community requirements.	Review Council's urban street lighting position, giving consideration to community expectations and affordability.	30/06/2024	No activities in this quarter.
39	Customer Service	Customer service standards are clearly defined for Council staff, setting targets to strive toward when interacting with the public, and are available to the public via our website.	Implement a revised customer experience charter.	30/06/2023	A review of the customer experience charter has commenced with a draft under development. Progress is not as advanced as was initially targeted and this matter remains a priority for the coming quarter.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
40	North Burnett Transport Service	North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers.	Deliver the North Burnett Transport Service as per TransLink contract.	Ongoing	<p>A business as usual (BAU) function. The Transport service is being delivered in keeping with contractual requirements.</p> <p>Our contracts require the North Burnett Transport Service (NBTS) to hold one community forum every twelve months with key stakeholders. Mutual agreement was reached with Translink to exempt Council from conducting a forum in November 2023.</p> <p>The North Burnett Transport Service (NBTS) had an Operator Accreditation Audit with the Department of Transport and Main Road on Wednesday, 29 November 2023. The outcome of the audit is expected in Q3, FY24.</p>
41	Libraries	Library services and programming are delivered.	Deliver library services as per State Library of Queensland Service Agreement, including First Five Forever Programming, consistently across the region.	Ongoing	<p>A business as usual (BAU) function. Library programming has continued with a range of events and outreach programs including:</p> <ul style="list-style-type: none"> • First 5 Forever Storytime sessions continued at each library. • The Library Programming Officer and Customer Service and Library Officer were invited to read stories at Mt Perry State School. • All six Libraries participated in Christmas Craft workshops for children above 6 years of age, facilitated by Communities and Customer Service and Library Officers. • First 5 Forever Christmas Storytime and craft sessions were held at each library. • The Mt Perry State School visited the library for Storytime during Book Week with the whole school attending. • Mundubbera and Biggenden kindergarten visits to the library for Storytime. • The Communities, Customer Service and Library Officers visited the Mundubbera Kindergarten for Storytime activities. • Fiona McArthur author talks were well attended in six towns across the region in October. • Author Talk with Fleur McDonald, was highly successful in Monto with 41 community members attending the 'Library after Dark' event. • The team continued to focus on the delivery of the First 5 Forever program by facilitating Storytime and outreach programs in all six communities.

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SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
42	Community Events	Key Council events are delivered.	Deliver key regional community events effectively across the region ensuring same are promoted and successful. Events include Australia Day, Youth Week and other community events in line with Council policy, budget and available resources.	Ongoing	<p>A business as usual (BAU) function. The following are key outcomes during Q2 FY24:</p> <ul style="list-style-type: none"> 2024 Australia Day event planning continued in Q2 FY24. Australia Day Award nominations were released on October 9, 2023, and November 22, 2023. The Australia Day Awards Selection Panel meeting was held on December 11, 2023. Australia Day Award letters were signed prior to the Christmas closure and mailed to nominees. Citizenship ceremony invitations were sent to candidates, as well as the Federal Member for Flynn and the State Member for Callide. Partnered with Bundaberg Fruit and Vegetable Growers (BFVG) to support the delivery of the first careers day event in the region in Gayndah. Planning is underway to hold a Monto Careers Day in 2024.
43	Community Development	Local community groups can effectively operate, completing key projects and programs for the community's benefit.	Continue capacity building exercises with local community groups to ensure best practice project management, access to external funding, collaborations with other groups and projects that align with endorsed Council strategies.	Ongoing	<p>An online introduction to grant writing workshop was facilitated by Oliva Everitt on Wednesday, October 18, 2023, at 5.30pm. 25 community members from a range of not-for-profit (NFP) community groups registered for the event, of which 13 attended the workshop. This workshop focused on sharing best practice in grant writing, including how to plan, budget and include research in proposals, as well as how to identify what an assessor might be looking for in a grant application. Attendees were also provided with useful templates and resources.</p> <p>The Communities team are continuing to explore partnership opportunities and, through this, are seeking to deliver capacity-building workshops specific to arts, cultural, and sporting grants. In-person workshops are tentatively scheduled for February 2024, subject to funding.</p> <p>A range of community groups have requested letters of support from Council to apply for grants for varied projects, including infrastructure improvements. The Communities team worked with groups to understand their project scope and coordinated letters of support prior to funding rounds closing.</p>
44	Museums, Historical Societies and Art Galleries	Museums, historical societies and art galleries are supported to ensure rich cultural precincts.	Continue to work with the community to maintain and deliver museum and art gallery facility programs across the region.	Ongoing	<p>A business as usual (BAU) function.</p> <p>During the period, ongoing meetings and support were provided to various groups across the region, including the Mt. Perry Art Gallery, the Monto 3 Moon Historical and Cultural Complex, Biggenden Museum and Mundubbera Regional Art Gallery.</p>
45	Community Grants	The community grants program is effectively delivered in line with the endorsed policy to enrich community events and projects.	Deliver responsible and effective community grants that support sustainable community events and projects across the region.	Ongoing	<p>In-kind support applications continue to be assessed on a regular basis.</p> <p>Community grants (major events, small events and projects) release has been delayed but will be released in Q3 FY24.</p> <p>Applications for Individual Development Grants continue to be assessed and School Bursary's have been processed for FY24.</p>

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COMMUNITY EMPOWERMENT

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SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
46	Community Gyms	Council operated community gyms deliver service for the community.	Deliver Mundubbera and Eidsvold community gym services whilst investigating longer term, sustainable delivery options.	Ongoing	Both Gyms are operating and with stable membership base between FY22 and FY23. A review of gym viability (e.g., financial) has continued with an aim to complete the review in Q3 FY24.
47	Community Buildings and Facilities	Community facilities are maintained and available for their intended use.	Repair community hall roofs where necessary to prevent water ingress and develop a plan to repair water damage within the Monto Hall.	30/06/2024	Repairs have been completed for all community halls rooves where required. Implementation of the plan to repair water damage within the Monto Hall is expected to be completed in Q3.
48	Public Security - CCTV	CCTV services are provided in vulnerable, council-controlled areas.	Continue to manage CCTV operations in key Council areas for community safety and asset security.	Ongoing	A business as usual (BAU) function. Policies and procedures are being developed to include upgrading of aging systems, identifying and prioritising installation locations, and developing an appropriate maintenance program.
49	Disaster Management	The region is prepared for disaster.	Prepare for and enact disaster management plans, when and as required.	Ongoing	Local Disaster Management Plan (LDMP) enacted during the response to the North Burnett Bushfires in October 2023. A debrief from the bushfire activation will occur during Q3, with lessons learned incorporated into the plan in the future.
50	Disaster Management	The community is resilient both when faced with and recovering from natural disasters.	Complete community resilience projects in line with available funding and within the necessary completion timelines.	Ongoing	Disaster-Proof Your Business resource complete and promoted at community events. This resource is also available on Councils Website. Additional supporting material continues to be developed. Teams continue to work closely with community groups and organisations to deliver community resilience projects across the region.
51	Community Buildings and Facilities	Community facilities are maintained and available for their intended use.	Maintain Council owned community facilities and sporting fields to a safe standard for the use and enjoyment of the community, having regard to policies, user agreements, budget allocations and available resources.	Ongoing	This has become a business-as-usual activity, with strong systems in place to understand and respond to issues.
52	Waste Management	Waste transfer stations are maintained to a safe and compliant standard.	Investigate remedial works at the Mt Perry waste transfer station to ensure personnel and visitor safety.	30/06/2024	Council has allocated funds to address access to the site and improve waste disposal practices for users. Minor safety improvements continue to be undertaken at the site. Council plans to undertake further assessment over the coming months. This project is on hold due to resource constraints; however, it is targeted to commence in Q3.
53	Waste Management	Better waste management practices are explored, in conjunction with other councils, where beneficial.	Continue to work with Wide Bay Region of Councils to develop a regional waste management plan, investigating options for waste diversion, reuse and recycling programs.	31/12/2023	The Wide Bay Burnett Regional Waste and Resource Recovery Plan has been finalised. Council will be involved in next steps including the formation of a Working Group and Steering Committee to implement the plan, with this expected to occur over the coming months.
54	Caravans and Recreation Parks	Council owned Caravan Parks are maintained and operate within an agreed funding model.	Finalise the review into caravan park services and develop strategies to return park operations to a cost neutral position.	31/12/2023	The review into the caravan park services has been finalised. Strategies to address funding shortfalls are targeted for development in Q4.

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SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

ID#	Service	Outcome	Action	End Date	Comments
55	Council Housing	Developed staff housing solutions are appropriate for NBRC operations.	Continue investigating options for the provision of affordable, fit-for-purpose housing for critical staff, where required.	Ongoing	With Council's Local Housing Action Plan (LHAP) currently under development, this item has been placed on hold. The Draft LHAP explores the challenges currently being experienced in the local housing market and acknowledges the pressures that government employee housing places on the open market. Draft actions have been developed which will further explore options in this regard.
56	Aerodromes	Aerodromes and airstrips are maintained to support emergency services.	Continue to deliver aerodrome and airstrip services in accordance with regulations and within agreed budgets.	Ongoing	CASA undertook a Level 1 Systems Audit of the Gayndah Aerodrome. The audit identified five Safety Findings which have all been addressed to CASAs satisfaction.
57	Showgrounds	Opportunities are explored for the efficient, cost effective management of Showgrounds.	Investigate the potential transfer of trusteeship of remaining showgrounds to relevant community groups, including an agreed funding model related to operating and/ or maintenance responsibilities.	Ongoing	Mt Perry Showgrounds is reverting from Council to the Show Society as the Trustee. Next quarter Council will arrange the transfer of Trusteeship to the Mt Perry Show Society.
58	Public Amenities	Safe parks, recreation areas and public conveniences are provided in key urban areas.	Maintain parks, recreation areas and public conveniences, having regard to safety, community preferences, policies, budget allocations and available resources.	Ongoing	Ongoing business as usual (BAU) activity. Vandalism and damage to assets continues to be an issue that takes officers away from planned works.
59	Quarries and Gravel Pits	Quarry material is sourced without harm to the community or the environment.	Quarried materials are sourced from compliant quarries and gravel pits, having regard to costs and the impact on Council's local road network. Where materials are sourced from Council operated pits, the pits are operated in accordance with regulatory requirements and are progressively rehabilitated.	Ongoing	Operational teams are using selected Council pits to conduct flood damage repairs, these pits are operated in accordance with regulatory requirements.
60	Community Pools	Community swimming pools are provided for the community and support the core skill development of learning to swim.	Manage swimming pool leases and operations in accordance with lease agreements, legislation and regulations.	Ongoing	Monthly meetings are held with pool operators to ensure compliance with lease agreements, legislation, and guidelines.

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PROSPEROUS FUTURE - TO ENSURE ECONOMIC GROWTH FOR FUTURE GENERATIONS

ID#	Service	Outcome	Action	End Date	Comments
61	Planning and Development Services	Develop and align planning instruments with state legislation and strategies to promote region wide development.	Continue the development of amendments to the planning scheme following the release of the Wide Bay Burnett Regional Plan.	Ongoing	Elected Members considered proposed Planning Scheme amendments. Approval provided to make the major amendment and give the amended planning scheme to the Minister for a State interest review. The major amendment was lodged with the State on 13 September 2023. Consultation on the major amendment will occur following the State interest review.
62	Elected Members	Advocacy campaigns are planned and effectively delivered for maximum impact.	Support Councillors with a well-documented, targeted advocacy strategy.	Ongoing	Advocacy was discussed with Councillors at the Councillor Information Workshop held on December 6, 2023. The information received will inform the strategy document that is currently under development. This item will be a priority for Q3 FY24 however, final endorsement is not anticipated until subsequent quarters due to caretaker period restrictions.
63	Planning and Development Services	Planning and development applications are assessed.	Effectively assess planning and development applications in accordance with state and local instruments and agreed/ legislated timeframes.	Ongoing	A business as usual (BAU) function. Applications are assessed in keeping with the legislative and time requirements.
64	Economic Development	Small business and local contractors are supported.	In partnership with relevant agencies, provide economic development support for the community, including supporting small businesses and local contractors to upskill.	Ongoing	Predominantly delivered via Council's partnership with Burnett Inland Economic Development Organisation (BIEDO). The terms of this arrangement are currently under negotiation.
65	Economic Development	Incentives are provided to businesses willing to ensure attractive appearances for their shop fronts.	Deliver streetscape funding program in keeping with endorsed policy.	Ongoing	The Communities team continue to support the Streetscape funding program, targeted at local businesses, in lieu of an economic development team. A small volume of applications were submitted during Q2 FY24.
66	Media, Communications and Engagement	The naturally beautiful North Burnett is promoted for visitors and potential visitors.	Leverage promotional opportunities for #VisitNorthBurnett and promote the region's tourism product through appropriate channels.	Ongoing	Ongoing publicity maintained during the quarter with around 1 post per week via all available Visit North Burnett social media pages.
67	Reginald Murray Williams Australian Bush Learning Centre	The Reginald Murray Williams Australian Bush Learning Centre is operated in the most effective manner.	Continue to operate the Reginald Murray Williams Australian Bush Learning Centre whilst investigating long term sustainable delivery options.	Ongoing	Reginald Murray Williams Australian Bush Learning Centre has been staffed and continues to trade. Centre services are currently delivered with fixed term / casual staff while the long-term future of the centre remains undetermined.

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5.2 APPENDIX 2 – AMALGAMATED OTHER PROJECT UPDATES

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
Office of the CEO					
✓	Disaster Management - Bushfire Hazard Management Strategy	\$94,000	\$0	\$94,000	<p>Funding secured under the Queensland Resilience and Risk Reduction Fund for delivery by June 30, 2024.</p> <p>This strategy will identify bushfire risk to Council owned and managed properties, assets and the natural environment to protect our decentralised small communities. This project will include establishing effective operational procedures and implementation plans, risk assessment tools to identify key risk factors and prioritise mitigation activities, GIS mapping, and a 10-year bushfire hazard management schedule.</p> <p>A consultant has been engaged, and a project inception meeting was held in early December 2023. Data and information requests from the consultant are being actioned.</p>
✓	Disaster Management - Evacuation Centre Equipment and Supplies	\$80,000	\$0	\$80,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>An evacuation centre is defined as a building located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative temporary emergency accommodation.</p> <p>An assessment has been undertaken of facilities nominated within Council's Local Disaster Management Plan as potential evacuation centres, as well as existing equipment and supplies available within those facilities. These assessments are to be further analysed to determine the necessary equipment and supplies required for the operation of an evacuation centre, taking into account relevant guidance materials from Red Cross Queensland.</p>
⚠	Disaster Management - Alternative Power Supply for Evacuation Centres & Critical Infrastructure	\$200,000	\$0	\$200,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>Assessment has been undertaken of facilities nominated within Council's Local Disaster Management Plan as potential evacuation centres to determine the suitability and benefit of providing alternative power supply capacity, as well as consultation internally to itemise critical water and sewage infrastructure that should be considered.</p> <p>Further analysis is required to prioritise sites, taking into account funding limitations.</p>

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CONTINUOUS IMPROVEMENT

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
✓	Disaster Management - Emergency Management Dashboard Upgrades	\$20,000	\$20,600	(\$600)	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project will upgrade to the Content Management Dashboard which enables council officers to customise dashboards to the disaster event. It includes the development of template dashboards for different types of disaster risks and a training dashboard to test layouts and undertake training and education with the community outside of the live environment. It will also include additional locations for River Opt-Ins and development of a Community Impact Survey to collect impact area data during events.</p> <p>The project has been awarded, with delivery of upgrades expected during Q3, FY24.</p>
✗	Disaster Management - Dashboard Community Education Roadshow	\$15,000	\$0	\$15,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project will include the development of videos on how to use the Disaster Dashboard and opt-in services, as well as material such as flyers, magnets and advertising boards.</p> <p>This project will commence after the Emergency Management Dashboard Upgrades project is completed, with expected completion in Q3, FY24.</p>
✗	Disaster Management - Community Capacity & Engagement Building	\$25,000	\$0	\$25,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project will see the delivery of community capacity building programs as identified by the Community Resilience and Recovery Officer. It will cover the costs associated with presenters, accommodation, catering and venue hire.</p> <p>Project yet to commence.</p>
✗	Disaster Management - Community Information Boards	\$10,000	\$0	\$10,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project has direct links to other projects relating to nominated evacuation centres. Assessments of facilities have progressed with further analysis to be undertaken to determine the level of relevant equipment required.</p>
✓	Disaster Management - Local Disaster Management Plan Rewrite and Interactive LDMP Development	\$100,000	\$0	\$100,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project will see a new Local Disaster Management Plan (LDMP) to incorporate more contemporary disaster management practices. It will include the development of an interactive LDMP which is user friendly and will encourage more community and individual engagement with disaster management planning.</p> <p>The project was awarded, and an inception meeting was completed during Q2.</p>

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	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
✓	Disaster Management - Water Level Sensors	\$50,000	\$0	\$50,000	<p>Funding secured under the Local Recovery and Resilience Grant for delivery by June 30, 2024.</p> <p>This project will include installing water level sensors at key locations to provide the community and Council with water levels at low-lying areas. This will improve rural evacuation route intelligence and the community's resilience.</p> <p>Locations for water level sensors have been determined. Solutions for water level sensors are currently being investigated.</p>
✓	Disaster Management - Get Ready Queensland	\$11,640	\$0	\$11,640	<p>Funding secured under the Get Ready Queensland Fund for delivery by June 30, 2024.</p> <p>FY24 projects identified include:</p> <ul style="list-style-type: none"> Television advertisement promoting the Emergency Management Dashboard (joint project with Wide Bay Burnett Councils) currently airing. Working with Volunteering Queensland and GIVIT to embed services within community groups and develop a volunteering plan for the Local Disaster Management Plan <p>Expected completion during Q4, FY24.</p>
✓	Disaster Management - Stakeholder Only - Burnett Catchment LiDAR and Floor Level Datasets	-	-	-	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project is for the capture of LiDAR and floor level database within the Burnett River and major tributaries. This project will be delivered by the Department of Resources with North Burnett Regional Council as a key stakeholder.</p> <p>Data capture has occurred. Analysis and delivery of datasets expected during Q4, FY24.</p>
✓	Disaster Management - Stakeholder Only - Burnett River Catchment Flood Study	-	-	-	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>The project will see a whole of catchment Burnett River Flood Study be developed in consultation with the Bundaberg, North Burnett, South Burnett, Cherbourg and Gympie Councils. Bundaberg Regional Council will project manage this project with North Burnett Regional Council being a key stakeholder.</p> <p>A tender was issued during Q2.</p>
✗	Disaster Management - Burnett River Weir Survey	\$11,500	\$0	\$11,500	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will see the surveying of significant weirs across the region. This information will improve the quality and accuracy of data within the Burnett River Catchment Flood Study.</p> <p>This project will commence once all survey requirements are identified during the data collection phase of the Burnett River Catchment Flood Study.</p>

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	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
✓	Disaster Management - Flood Warning Intelligence System	\$80,500	\$82,000	(\$1,500)	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will develop a system that analyses flood forecasting and warning system intelligence to provide timely, useful, and actionable information to end users, including both the community and Local Disaster Management Group (LDMG) agencies.</p> <p>Delivery of the system is scheduled for Q3.</p>
✓	Disaster Management - Stakeholder Only - Local IFD Data	-	-	-	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will generate design rainfall frequency analyses to establish updated rainfall estimates, for rare to extreme events. This information will be used in the development of the Burnett River Catchment Flood Study. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder.</p> <p>The project has been awarded and is scheduled to be completed in Q4, FY24.</p>
✗	Disaster Management - Stakeholder Only - Targeted Bathymetric and Survey Data	-	-	-	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will collect targeted bathymetric and survey data for significant bridges and/or weirs where required to support the Burnett River Catchment Flood Study. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder.</p> <p>This project will commence once all survey requirements are identified during the data collection phase of the Burnett River Catchment Flood Study.</p>
✓	Disaster Management - Flood Action Plans	\$57,000	\$0	\$57,000	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will develop community-based flood action plans to improve community preparedness and resilience by developing a trigger-based action plan that the community can use before, during and after a flood event.</p> <p>Initial project scoping commenced.</p>
✓	Disaster Management - Total Flood Warning Review	\$115,000	\$0	\$115,000	<p>Funding secured under the Flood Risk Management Program for delivery by June 30, 2026 (extension granted).</p> <p>This project will review the monitoring and prediction, interpretation, message construction, communication and community response to flood warnings within the Burnett Catchment.</p> <p>Initial project scoping commenced.</p>

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COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
✓	Disaster Management - Stakeholder Only - Property Level Flood Information Portal	-	-	-	Funding secured under the Resilient Homes Fund for delivery by June 30, 2025 (extension granted). This project will assist impacted residents to understand, be better informed, and be better prepared for flood-related disasters by having access to up-to-date flood risk information. This project will be delivered by the Queensland Reconstruction Authority, with North Burnett Regional Council as a key stakeholder. The project has been awarded. Stakeholder engagement and project concept scoping have commenced.
Information Management					
⚠	Online Payments	-	-	-	Technical issue have been resolved and internal testing has been successful. A penetration test is to be completed before system is ready to be release to the public.
✓	Computer Replacement Program – Server, PC, WAN & SAN	\$80,000	\$80,994	(\$994)	Computer replacements have been completed.
✓	SAN Storage	-	-	-	New SAN has been installed, and workload migrated.
✓	Disaster Recovery Server	\$60,000	\$62,253	(\$2,253)	The disaster recovery server was replaced with an appropriate new server.
✓	Wireless WAN (Cania – Monto) (Archers – Mt. Gayndah)	-	-	-	Installation of links has been completed at the network sites. The links have been tested and are now operational.
✓	Wireless WAN (Mt. Gayndah – AC Rock) (AC Rock - Mundubbera)	\$44,000	\$42,110	\$1,890	The equipment has been installed and configured. The upgraded links are now active.
✓	Records Management - Shredding Machines	\$11,000	\$6,900	\$4,100	Compliant shredders have been purchased and installed at each office location.
Planning & Environment					
✓	Washdown Rectification Project (Stage 1 & 2)	\$380,000	\$0	\$380,000	Council commenced data collection on November 27, 2023. Council is in the process of engaging an environmental consultant to undertake a review of the facilities with the aim of providing recommendations to Council for future planning and budgeting requirements. Council continues to review operations at the Mundubbera Washdown Bay Facility.
⚠	Gayndah Waste Management Facility Fencing	\$30,196	\$0	\$30,196	Gayndah Waste Facility fencing is 90% complete, with plans for 100% completion in Q3.
✓	Monto Waste Management Facility Fencing	\$23,369	\$30,089	(\$6,720)	Works completed in September 2023.
⚠	Mundubbera Landfill, Regional Expansion	\$3,718,945	\$104,441	\$3,614,504	A delay has been experienced due to the partial redesign of the landfill cell to allow for better management of leachate. Due to this delay, Council have had preliminary discussions with the funding body to explore extension options. A consultant has been engaged to manage the landfill expansion. Council is reviewing options and is in initial discussions with the Department of Environment and Science (DES) to expand the useful life of the existing landfill.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
Water & Wastewater					
✓	Regional Drinking Water Safety and Reliability Project (BOR Funding Application)	\$1,250,000	\$1,475,650	(\$225,650)	Most of the value of this project has been moved into the 2024 Financial Year (previously 50/50) after funding approval was not signed off until April 2023 (was due to commence July 2022). All four remaining projects have been let with site works to commence in the New Year. On-course for completion in the 2024 Financial Year.
✓	Water Treatment Plant - Reservoir Roof Replacement Program	\$250,000	\$168,214	\$81,786	Tender has been let to a local provider to replace this roof with site works commencing in the new year.
✓	Pump Station Well Lid Upgrade Program	\$30,000	\$17,635	\$12,365	Funding allowance for WHS upgrades to Water and Wastewater sites with traditional well lids to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.
✓	Biggenden Sewerage Treatment Plant (STP) - Capacity Restoration Works (Stage 1)	\$200,000	\$3,204	\$196,796	Staff are collecting data across the catchment and working towards a report on salinity and a licence variation application. An agronomist has provided a soil condition report, and a consultant is being briefed on providing a Medli model to determine if site irrigation is a viable alternative to release to the environment, to meet Department of Environment and Science (DES) requirements. Pond 1 has been desludged.
✓	Investigate, Design & Install Macerator - Monto Sewerage Treatment Plant (STP)	\$20,000	\$0	\$20,000	Operational staff have settled on a solution after discussions with various suppliers. No Consultants required and budget will remain unspent.
✓	Sewage Pump Station – Lifting Compliance Program	\$60,000	\$30,778	\$29,222	Funding allowance for WHS upgrades to Water and Wastewater sites with lifting equipment to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.
✓	Switchboard Upgrade Program	\$50,000	\$64,731	(\$14,731)	Funding allowance for WHS upgrades to Water and Wastewater switchboards to progressively bring them into compliance. Program proceeding on from last year. No anomalies to report.
✓	Biggenden Water Treatment Plant (WTP) Upgrade	\$4,250,000	\$4,178,611	\$71,389	Construction is almost completed on the Biggenden Water Treatment Plant Replacement and New Raw Water Reservoir Project, with planning well advanced for staff training in its operation and commissioning. Council recently received advice of provisional approval of an extension of time under the funding round, which will allow additional float to be put back into the program to offset delays around network upgrades by Ergon. FY23 budget revised during December 2022 quarterly budget review – 20% of FY23 project funds carried over to FY24 (was to be split 60/40, now 40/60).

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
Civil Works					
✓	Bridge Refurbishment Program	\$851,438	\$0	\$851,438	No works undertaken this quarter.
✓	SafeStreets - Coalstoun Lakes State School	\$35,000	\$51,228	(\$16,228)	This project has been completed.
✓	Engineering Design for Future Capital Projects	\$250,000	\$16,369	\$233,631	No designs completed this quarter.
✓	Gravel Re-sheets 2023-2024	\$1,344,067	\$228,674	\$1,115,393	Several flood damage resheets were completed during the quarter, including those to Brandt Road, Thomas Road, Mount Woowoonga Road, Giles Road, Blackers Road, Bluebell Road, Bluegum Road and Old Coach Road.
✓	Reseal Program – 2022-2023	\$962,584	\$0	\$962,584	This project is completed.
✓	Reseal Program – 2023-2024	\$1,587,280	\$45,197	\$1,542,083	The program for this year has been developed and the successful tenderer has been appointed this quarter.
✓	TIDS - Gayndah – Mount Perry Road – 2023-2024 (Year 1 of 4)	\$983,708	\$0	\$983,708	Transport and Main Roads (TMR) are close to finalising the design of this project.
✓	Disaster Recovery Betterment Rain Event Feb 2022 - Bon Accord Bridge	\$2,794,923	\$4,863,391	(\$2,068,468)	This project has commenced and is on track for completion in 2024.
✓	Disaster Recovery REPA Rain Event Feb 2022	\$3,065,515	\$5,672,704	(\$2,607,189)	Works on the resheeting is underway. The tenderer for the Gospel Hall Road floodway has been selected and will commence work early in the New Year.
⚠	Disaster Management - Water Depth Indicator Upgrade	\$100,000	\$0	\$100,000	Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024. This project will increase community safety and resilience by installing additional water depth indicators at flood prone crossings. Initial identification of indicator locations has commenced.
⚠	Disaster Management - Dallarnil Drainage (LRRG)	\$100,000	\$0	\$100,000	Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024. This project will improve drainage in the Dallarnil township to ensure water discharges into Tawah Creek and not adjoining properties in minor flood events. Consultation currently underway with TMR. Initial investigation into the most appropriate solution have commenced.
⚠	Disaster Management - Dallarnil Drainage (ERF)	\$43,800	\$0	\$43,800	Funding secured under the Local Recovery and Resilience Grant for delivery by 30 June 2024. This project will improve drainage in the Dallarnil township to ensure water discharges into Tawah Creek and not adjoining properties in minor flood events. Consultation currently underway with TMR. Initial investigation into the most appropriate solution have commenced.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

	Project Title	FY24 Budget*	FY24 YTD + Commitments	Remaining Budget**	Latest Update
Assets, Facilities & Fleet					
⊖	Plant Replacement Program – 2021-2022	\$885,464	\$857,166	\$28,298	The plant replacement program for 2021-22 has been reviewed and any unspent funds have been transferred into a consolidated 2023-24 program.
⊖	Plant Replacement Program – 2022-2023	\$630,953	\$632,268	(\$1,315)	The plant replacement program for 2022-23 has been reviewed and any unspent funds have been transferred into a consolidated 2023-24 program.
✓	Plant Replacement Program – 2023-2024	\$2,666,155	\$8,491	\$2,657,664	Procurement of replacement plant for 2023-2024 is underway, with the tender closing December 21, 2023.
✓	Monto Administration Building	\$250,000	\$48,830	\$201,170	Geotechnical investigations and x-raying of the front and back walls have been completed. The consultants have provided a report outlining how the structural issues can be addressed. Scoping for the repairs will commence in Q3.
✓	Community Hall Roof Restoration	\$300,000	\$13,056	\$286,944	Repairs have been completed for all community halls rooves where required.
⚠	Community Pool Maintenance Program	\$150,000	\$73,310	\$76,690	Repairs have been completed for the Mundubbera wading pool. Repair work for the Mundubbera 50 metre pool is expected to commence in April 2024 once the pool season is over.

* Budgets may vary from period to period due to quarterly budget reviews or approved project variations.

** Remaining budget is based on allocated budget less incurred expenses and provisioned commitments. Some commitments may not proceed and could subsequently be cancelled, as such, the remaining budget may both increase and decrease over time. This considered, any negative figures within the remaining budget column could be reflective of commitments pending cancelation and may not necessarily indicate an overspend.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

5.3 APPENDIX 4 – AMALGAMATED WORKFLOW MEASURES

Workflow Measures – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Office of the CEO					
Number of policies and/or administration directives formally approved and consequently brought into effect ¹	4	5	11	3	2
Number of documented procedures formally approved and consequently brought into effect ¹	1	8	4	1	1
Number of councillor requests actioned or otherwise closed requiring no further action	88	44	72	29	46
Number of internal Media support tickets actioned	313	213	213	282	348
Number of Local Disaster Management Group (LDMG) meetings	3	1	2	1	7
Number of District Disaster Management Group (DDMG) meetings	1	0	1	1	3
Number of Local Disaster Management Group (LDMG) stand-ups	1	0	0	0	1
Information Management					
Number of internal ICT support tickets actioned	419	476	510	495	538
Number of internal Records support tickets actioned	391	460	349	489	479
Number of new records added to council's Electronic Document and Records Management System (EDRMS)	761	5261	4432	5079	5835
Number of records destroyed in line with (and as required by) retention and disposal schedules	0	0	33602	32334	0
Financial Services					
Number of internal Finance support tickets actioned	458	453	458	530	462
Number of creditor accounts having received at least one payment in the period	466	434	450	466	436
Number of all purchase orders raised (created) within the period ²	2043	1933	2013	2286	2063
Number of purchase orders raised (created) with local suppliers within the period ^{2 3}	961	959	942	1101	1093
Number of purchase orders raised (created) by the finance or procurement teams within the period ²	257	321	295	313	299
Community Engagement					
Number of phone interactions via customer contact centre	3202	3733	3152	3497	3028
Number of calls received by afterhours service	157	58	43	46	84
Number of customers visiting Biggenden Customer Service & Library (CSL) centre ⁴	814	998	797	1163	623
Number of customers visiting Gayndah Customer Service & Library (CSL) centre ⁴	2220	2500	2070	2292	1448
Number of customers visiting Mundubbera Customer Service & Library (CSL) centre ⁴	2181	1802	1484	2069	1645
Number of customers visiting Eidsvold Customer Service & Library (CSL) centre ⁴	939	878	980	1026	844
Number of customers visiting Monto Customer Service & Library (CSL) centre ⁴	3075	3059	2525	3210	2497
Number of customers visiting Mt Perry Customer Service & Library (CSL) centre ⁵	374	484	551	778	537
Number of customer interactions via Biggenden Customer Service & Library (CSL) centre	475	395	406	466	393

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

Workflow Measures – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of customer interactions via Gayndah Customer Service & Library (CSL) centre	1072	1596	783	1803	1180
Number of customer interactions via Mundubbera Customer Service & Library (CSL) centre	484	732	499	860	590
Number of customer interactions via Eidsvold Customer Service & Library (CSL) centre	426	401	471	536	369
Number of customer interactions via Monto Customer Service & Library (CSL) centre	1597	1949	1487	2048	1590
Number of customer interactions via Mt Perry Customer Service & Library (CSL) centre	287	376	350	460	250
Number of visitors to the Reginald Murray Williams Centre	616	467	1209	1541	568
Number of campers staying at the Reginald Murray Williams Campgrounds	42	20	162	294	42
Number of total library borrowings (physical items) ⁶	6890	6639	6493	7116	6104
Number of total eResource borrowings (electronic items) ⁷	1488	1229	1340	1263	TBA
Number of First 5 Forever (F5F) sessions conducted (Library sessions only)	38	72	76	77	71
Number of attendees at First 5 Forever (F5F) sessions (Library sessions only)	140	203	260	314	250
Number of Library Program sessions conducted (excluding F5F Library sessions)	8	2	12	8	25
Number of attendees at Library Programs (excluding F5F Library sessions)	87	4	95	121	277
People & Performance					
Number of internal HR support tickets actioned	875	743	707	663	854
Number of WHS inspections completed	98	121	53	43	107
Worker initiated hazard reports assessed	56	11	116	6	5
Number of job applications received	110	156	296	310	192
Number of advertised staff vacancies as at the end of the period	24	14	22	13	29
Planning & Environment					
Number of licenced food businesses as at the end of the period	86	88	86	85	89
Number of Higher Risk Licence businesses as at the end of the period (personal appearance)	1	1	1	0	0
Number of food business inspections completed	6	59	49	18	31
Number of community food event notices received	30	34	40	27	28
Number of staff attending external sustainability education events	0	5	3	10	2
Tonnes of waste discarded into landfill site	1140	1061	1056	980	999
Number of environmental authority (EA) compliance inspections completed by council	22	15	15	18	6
Number of community event bins emptied (not fixed services) ⁸	167	157	447	192	184
Number of applications received for new kerbside bin collection services	27	27	11	17	10

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

Workflow Measures – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Number of Illegal dumping investigations initiated	13	30	34	37	16
Number of Illegal dumping compliance notices issued	0	0	1	4	0
Number of Illegal dumping clean ups completed by Council	7	14	25	26	10
Number of mosquito investigations commenced	3	1	1	0	0
Number of mosquito traps serviced	60	100	120	0	0
Number of mosquito treatments undertaken (public land and council facilities only)	0	0	0	0	0
Number of environmental nuisance complaints received	16	11	8	12	8
Number of swimming pool public health assessments completed (council pools only)	0	3	0	4	15
Number of approval to burn applications received	11	0	1	4	0
Number of active flying fox roosts as at the end of the period ⁹	1	3	0	1	2
Number of noncompliance notices issued (local laws)	79	28	43	29	59
Number of animals impounded	17	29	13	25	21
Number of animals seized	4	0	0	2	0
Number of local law permits assessed	1	17	3	4	5
Number of infringement notices issued (Local Laws)	6	6	1	14	58
Number of show cause and enforcement notices issued (building, planning and plumbing)	6	1	9	4	2
Number of building applications received for assessment (EX Private certifier lodgements)	30	23	14	9	5
Number of private certifier building approval lodgements received	20	22	39	22	26
Number of planning applications received for assessment	21	18	14	18	11
Number of plumbing applications received for assessment	12	13	10	13	13
Number of pre lodgement meetings held – In person & online	5	8	5	10	7
Number of pre lodgement advice(s) given regarding potential planning applications (Written advice)	38	17	25	110	16
Water & Wastewater					
Number of Water & Wastewater related service requests determined and responded to, with any identified work either scheduled or completed	145	203	158	181	188
Number of afterhours callouts	17	13	12	11	14
Number of water main brakes repaired	1	3	7	4	2
Number of sewer main breaks and chokes repaired	16	9	8	10	9

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

Workflow Measures – QOQ to End of Reporting Quarter					
Measure	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2
Civil Works					
Number of Civil Works related service requests determined and responded to, with any identified work either scheduled or completed	624	593	344	258	275
Number of Parks & Open Spaces related service requests determined and responded to, with any identified work either scheduled or completed	94	91	64	158	160
KM of gravel resheeting completed ¹⁰	0	21.5	9.57	5.12	5.34
KM of sealed roads resealed (Spray seal only)	1	32	0	0	0
KM of unsealed roads graded – Zone 1 ¹⁰	25	0	93	128	96
KM of unsealed roads graded – Zone 2 ¹⁰	83	15	100	125	110
KM of unsealed roads graded – Zone 3 ¹⁰	27	0	97	77	75
KM of unsealed roads graded – Zone 4 ¹⁰	20	50	86	49	51
KM of unsealed roads graded – Zone 5 ¹⁰	86	118	84	63	7
KM of unsealed roads graded – Zone 6 ¹⁰	52	0	0	15	0
KM of unsealed roads graded – Zone 7 ¹⁰	180	291	282	149	74
KM of unsealed roads graded – Zone 8 ¹⁰	147	112	85	74	0
KM of unsealed roads graded – Region Total ¹⁰	620	586	827	680	413
Hours spent grading unsealed roads (Machine hours) – Zone 1	57	0	211	268	168
Hours spent grading unsealed roads (Machine hours) – Zone 2	128	23	266	154	154
Hours spent grading unsealed roads (Machine hours) – Zone 3	76	0	228	216	131
Hours spent grading unsealed roads (Machine hours) – Zone 4	63	147	237	171	178
Hours spent grading unsealed roads (Machine hours) – Zone 5	117	329	207	255	26
Hours spent grading unsealed roads (Machine hours) – Zone 6	50	0	0	42	0
Hours spent grading unsealed roads (Machine hours) – Zone 7	286	175	281	149	50
Hours spent grading unsealed roads (Machine hours) – Zone 8	259	216	103	74	0
Hours spent grading unsealed roads (Machine hours) – Region Total	1036	890	1533	1329	707
Assets, Facilities & Fleet					
Number of internal Facilities support tickets actioned	196	157	279	312	409
Number of internal Fleet support tickets actioned	415	316	276	388	345
Number of Facilities related community requests determined and responded to with any identified work either scheduled or completed.	107	189	151	85	86
Total number of fleet items as at end of the period ¹¹	489	506	473	488	483

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

5.4 APPENDIX 5 – AMALGAMATED SECTIONAL FINANCIAL DOCUMENTS

		OFFICE OF THE CEO	CORPORATE & COMMUNITY					WORKS			NORTH BURNETT REGIONAL COUNCIL (UNAUDITED)					
		Office of the CEO	ICT & Records	Financial Services	Community Engagement	People & Performance	Planning & Environment	Water & Wastewater	Civil Works	Assets, Facilities & Fleet	Current FYTD			Previous FYTD (PCP)		
Note	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000	FYTD Actual \$'000	FYTD Budget \$'000	FYTD Variance \$'000
Revenue																
Recurrent revenue																
	68	-	5,691	-	-	1,804	2,440	-	-	10,003	10,008	(5)	9,433	9,440	(7)	
	-	-	39	12	-	267	61	185	396	960	730	230	842	611	231	
	-	-	-	-	-	-	-	1,096	-	1,096	1,064	32	1,670	835	835	
	30	-	180	66	60	-	-	1,278	37	1,651	1,592	59	2,206	2,094	112	
Total recurrent revenue	98	-	5,910	78	60	2,071	2,501	2,559	433	13,710	13,394	316	14,151	12,980	1,171	
Capital revenue																
	-	-	127	-	-	-	2,308	-	-	2,435	2,435	-	1,393	893	500	
Total Capital Income	-	-	127	-	-	-	2,308	-	-	2,435	2,435	-	1,393	893	500	
Interest received																
	-	-	753	-	-	18	17	-	-	788	347	441	444	206	238	
Other income																
	-	-	85	285	-	18	5	-	60	453	481	(28)	467	503	-36	
Total Income	98	-	6,875	363	60	2,107	4,831	2,559	493	17,386	16,657	729	16,455	14,582	1,873	
Expenses																
Recurrent expenses																
	883	336	804	896	395	676	911	2,251	624	7,776	9,062	(1,286)	7,473	8,218	(745)	
	306	332	1,421	351	446	1,610	1,222	3,005	477	9,170	8,245	925	8,404	7,211	1,193	
	-	-	22	-	-	-	16	14	-	52	57	(5)	54	62	(8)	
	131	-	2	113	-	216	1,197	6,200	1,650	9,509	9,469	40	8,181	7,725	456	
Total	1,320	668	2,249	1,360	841	2,502	3,346	11,470	2,751	26,507	26,833	(326)	24,112	23,216	896	
Capital Expenses																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total expenses																
	1,320	668	2,249	1,360	841	2,502	3,346	11,470	2,751	26,507	26,833	(326)	24,112	23,216	896	
Net result																
	(1,222)	(668)	4,626	(997)	(781)	(395)	1,485	(8,911)	(2,258)	(9,121)	(10,176)	1,055	(7,657)	(8,634)	977	

DISCLAIMER: The financial statements contained within this document are unaudited and, while prepared with due care, may ultimately differ to the final audited financial statements within council's annual report. Any figures included in this report are indicative only, are subject to revision and are not to be taken as a definitive representation of council's financial performance. Audited financial results will not be retrospectively updated into this report and all figures contained within are static at the time of the reports preparation.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

5.5 APPENDIX 6 – NOTES TO THE FINANCIAL STATEMENTS

- Rates, levies, and charges revenue is below budget by \$4,514, Water Consumption has decreased to budget by \$12,521, Discounts have decreased to budget by \$17,572 and Waste Management is above budget by \$3,341. Whereas General Rates are lower than budget by \$10,267, Natural Resource Management Levy is lower than budget by \$52, Water has decreased to budget by \$2,119 and Sewerage has decreased by \$290 to budget and Other Levies - including Local Disaster Management Levy is lower than budget by \$290.
- Fees and Charges have increased to budget in December by \$230,494 due to additional Caravan Park Takings that are above budget by \$96,152 mainly due to increases in Mt Perry and Mingo Crossing, Building and Development Fees have increase by \$14,120, Community Service Fees are above budget by \$26,066, Trade Waste & Recycling revenue has increased by \$27,409 mainly relating to Biggenden, Monto and Mt Perry waste management facilities, Other Fees and Charges have increased by \$43,285 mainly due to rates search fees, show grounds Fees & charges and aviation fuel sales and Licences and Registrations have increased to budget by \$10,582 and Water and Sewer Fees have increased by \$12,880 to budget.
- Interest received is favourable to budget due to higher levels of average investments to date.
- Other Income is above budget by \$13,786 mainly due to an insurance recovery of \$15,055 for an older vehicle, that was damaged, being written off, Bus revenue is above budget by \$28,526. Whereas *Washdown Bays* in Gayndah, Eidsvold, and Monto are below budget by \$20,052 and Reginal Murray Williams Centre is below budget by \$1,816, other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions are above budget by \$58,703 due to timing of early receipt of Road to Recovery income as compared to forecast.
- Rental Income has decreased from budget by \$41,793, which relates to Council housing and a minor timing difference in invoicing.
- Sales revenue is slightly above budget by \$32,249, which is due to Road Maintenance Performance Contract (RMPC) income being above budget by \$42,148 and Roadworks Performance Contract (RPC) income above budget by 8,108 whereas *Contract and Recoverable works* is below budget by \$19,164 other varying small amounts make up the difference.
- Materials & Services is above budget by \$925,005 which relates to maintenance of transport infrastructure of \$189,739, and insurance costs of \$165,890. In addition, RPC and RMPC received are higher than budget forecasts.
- Depreciation is slightly above budget by \$40,335 as at 31st December 2023, this will even out as the year progresses.
- Capital Revenue is on par with budget. Associated with the funding of the Biggenden Water Treatment Plant upgrade project, revenue has been recognised of \$2,308,123 from the Commonwealth Governments Building Better Regions Fund.
- YTD Cash and cash equivalents has decreased from 30 November 2023 to 31 December 2023 by \$955,000. This is due to additional costs incurred relating to major works including flood damage repairs, and the Biggenden Water Treatment Plant.

COURAGEOUS LEADERSHIP**COMMUNITY EMPOWERMENT****CONTINUOUS IMPROVEMENT**

- Trade and other receivables have increased from 30 November 2023 to 31 December 2023 by \$174,000 due to recoverable contract works being invoiced.
- Contract assets represent predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA).
- Current Liabilities have increased from 30 November 2023 to 31 December 2023 by \$509,000 in line with recognition of revenue received and work completed for grant funded projects. Contract liabilities of \$5,950,000 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 \$891,535 relate to the prepayment of the state government waste levy charges for the years 2024-2025 to 2025-2026. These payments will be brought to account in their respective future years.
- In December 2023 the rates overdue has decreased from November 2023. This has been a decrease from November (1,088,669) to December (996,182) of \$92,487.
- In December 2023 the rates overdue balance has decreased by 8.5%.
- Approximately 70.39% of rates overdue as at 31 December 2023 are less than one year overdue.
- Discount take up for 23/24 year to date is 86.53% compared to discount take up in the 22/23 year of 89.44%.
- The expense coverage ratio has been included as recommended by the Queensland Audit Office as an indicator of 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 need to increase to maintain the ratio at acceptable levels. The ratio currently is at a cash management level of three (3) months, which is within the target range, calculated allowing for restricted funds as follows:
 - Internally restricted for building infrastructure of \$7,920
 - Externally Restricted funds including:
 - unspent capital government grants and subsidies of \$5,950,155
 - landfill management levy of \$8,287,087
 - state government prepaid waste management levy of \$1,738,004.
- 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 one (1) is considered a minimum. It is anticipated 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 December 2023 is 3.27:1. After consideration of funds held for external and internal restrictions (as above), Council's current ratio at December 2023 is 2.06:1.
- Cash and investments as at 31 December 2023 totals \$28,885,000. After consideration of funds held for external and internal restrictions (as above), the total unrestricted cash balance available for operational purposes is currently \$12,902,000.

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

5.6 APPENDIX 7 – PERFORMANCE AND VOLUME MEASURE NOTES

5.6.1 GENERAL NOTES

- Unless otherwise specified, all references to business days are calculated assuming a standard Monday to Friday work week and **do not** cater for public holidays.

5.6.2 ITEM NOTES

1. This extends to initial development, amendments or currency reviews that effectively set (new documents) or extend (existing documents) the currency period of the document. The specified documentation is considered approved when it receives final approval from the required approving authority and is subsequently brought into effect.
2. Figure includes Purchase Orders (PO's) created in councils purchase order system within the quarter and may include orders not yet submitted for approval and orders that were subsequently cancelled. Resubmission for subsequent approval/s are not included in this figure.
3. Local suppliers are those that have nominated a primary address with a postcode equal to 4621, 4625, 4626, 4627, 4630 or 4671 as of the end of the quarter. As some of these postcodes overlap with other regions, there is a chance that some suppliers included in this figure are outside of the North Burnett Regional Council area.
4. This data is provided as an indication only, is based on door counter information and is intended to portray customer traffic through a centre. Figure assumes two door opens equates to the entry and exit of one customer with the provided figures reflective of this assumption. Figures could be over or understated due to customer behaviour (E.G. repeated entries and exits by one customer and/or children in a single visit, multiple customers entering or exiting in the same door open, False opens, etc.) as well as staff entries or exits.
5. Mt Perry statistics are not subject to door count assumptions. Due to low customer traffic volumes in Mt Perry, Customer Service & Libraries staff record traffic manually.
6. Library loan data includes all physical items borrowed as well as renewals. Loan data reflects the total number of individual items loaned during the period, not customer transactions. It is recommended that this data is read in-conjunction with Customer Service and Library interaction statistics.
7. eResource data is provided by State Library of Queensland and includes the following transactions: eBook loans, eAudiobook loans and electronic service download, Ancestry access, and electronic magazines. Data is not available immediately following the quarters end and, as such, the measure will always be one quarter behind. This is outside of council's control.
8. This extends to bins provided by council, in a temporary capacity, to support community events. Where a bin is emptied multiple times during its dispatched period, this will be counted as multiple bin empties.
9. This extends only to those roosts that fall within the urban flying fox management area and are known to council.
10. As this figure is drawn from live accomplishment data, results may not reconcile to data seeming to cover the same time period due to ongoing amendments, additions and removals in the underlying data. As such, this measure is considered a snapshot as at the time of preparation, may not be repeatable and, while it should be relatively close, ultimately may not reconcile with other similar data points.
11. Figure does not include small plant items below the capitalisation threshold.

9.5 DRAFT LOCAL HOUSING ACTION PLAN (LHAP)

Doc Id: 1187224

Author: Rhys Habermann, Acting Strategic Relationships Manager

Authoriser: Margot Stork, Chief Executive Officer

Attachments:

1. FINAL DRAFT - North Burnett Regional Council - Local Housing Action Plan (LHAP).pdf [1193047]
2. DRAFT - North Burnett Regional Council - Local Housing Action Plan (LHAP) - Changes Markup.pdf [1193044]

EXECUTIVE SUMMARY

Council, with the support of the Local Government Association of Queensland (LGAQ) and the State Government, have developed a draft Local Housing Action Plan (LHAP) to support housing outcomes at a local level. The draft has been developed using both qualitative and quantitative information along with input from a number of stakeholders. Community consultation has also been undertaken and minor changes have been incorporated as a result. Officers now seek Council's endorsement of the draft LHAP (as attached).

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. *Sustainable Communities – to retain population and attract investment*

OFFICERS RECOMMENDATION

That Council endorses the draft North Burnett Local Housing Action Plan (LHAP).

REPORT

The North Burnett Region, along with much of Queensland and Australia, is experiencing a housing affordability and availability crisis. In response to the State Governments Housing and Homelessness Action Plan 2021-2025, and with the support of the Local Government Association of Queensland (LGAQ) and the State Government, Council has developed a draft Local Housing Action Plan (LHAP) to support housing outcomes at a local level.

The North Burnett Local Housing Action Plan ('the plan') is a non-statutory document and is considered a 'living document', meaning it can be varied in the future should a need arise. The plan is not the same as a housing strategy under the State Planning Policy, or a housing study, but it may inform statutory documents like a planning scheme. The plan seeks to communicate local housing needs and encourage collaboration across the various levels of government, and is informed by data and input from a range of stakeholders.

The draft plan identifies several focus areas, including short-term worker accommodation, historical lot restrictions, rental property availability, and infrastructure limitations that may limit development in some areas. While Council must work within its financial limitations, the draft actions centre around:

- Supporting affordable land availability for dwelling construction,
- Encouraging investment from government, not-for-profit and private sector entities to provide a greater supply of affordable housing and accommodation,
- Undertaking planning activities to ensure future developments are sustainable and well thought-out, and that barriers to development are minimised where possible, and
- Considering options to increase rental property supply in an incredibly tight rental market.

At Council's November General meeting, per resolution 2023/206 (below), the draft LHAP was endorsed for the purpose of community consultation. Following this, the draft was placed on public exhibition, and community feedback was invited between 8:30am on 28 November 2023 and midnight 13 December 2023 (AEST) (the engagement period).

RESOLUTION 2023/206	
Moved:	Cr Dael Giddins
Seconded:	Cr Michael Dingle
That Council endorses the draft North Burnett Local Housing Action Plan (LHAP) for community consultation purposes.	
<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	

During the engagement period, officers released several communications through various channels, encouraging participation and providing basic information on the draft LHAP. The primary source of information throughout engagement was a feature post on Council's website, with this page having links to the draft plan and the feedback form for completion. Additional communications were released via the local newspaper, the Mayor's weekly message and a radio discussion. All Council released communications included a 'call to action,' requesting the document be viewed and any feedback provided before the closing date.

To encourage participation amongst those working within the property industry, a generic email invite was also sent to most local real estate agents (where an email address was available on their website) and community housing providers that are known to operate within the region.

A total of eight (8) submissions were received during the engagement period. Some key points raised through feedback included:

- Demand for housing currently exceeds supply, particularly in terms of rental availability.
- Underutilisation of existing properties and land presents an opportunity within the region – EG. One (1) person living in four-bedroom house, low-density housing on existing land supplies, etc.
- While the region's property is currently considered expensive, it remains attractive compared to other regions.
- Housing to support essential service providers, such as teachers, nurses, general practitioners (GP's) and aged care workers, is critical.
- Consideration needs to be given to 'live local, buy local' style initiatives.
- In order to attract essential workers consideration should be given to promoting the region as an attractive and affordable place to live (affordable when compared to other regions).
- Concerns were expressed around Council's financial capacity to make a meaningful impact on housing availability and affordability.

In addition to community feedback, the LGAQ has provided further input, having regard for the wider voices of other local government areas. Consequently, three (3) additional action items have also been added, primarily seeking additional State and Federal level support.

Following consultation and additional stakeholder feedback, amendments have been made to the draft LHAP, incorporating suggestions where possible. Amendments are highlighted in the attached for consideration, with all other elements of the documents remaining unchanged.

CONSULTATION

The draft plan has undergone considerable internal consultation to date, with feedback and input sought from Council's Executive Leadership Team, Senior Management Team, and Development Services Team, as well as other subject matter experts such as asset managers familiar with infrastructure limitations that may inhibit development. Feedback has also been obtained from project partners such as the LGAQ and, through this, relevant state government agencies.

Councillors have provided input into the plan's development, receiving information and providing feedback on draft actions at a councillor information workshop held on October 4, 2023, and receiving a further update following consultation on January 10, 2024.

Following Council's preliminary endorsement in November, community consultation was undertaken in accordance with Council's community consultation framework and policy, with the engagement evaluating to a 'Consult' level. Following consultation, additional action items have been added to the draft plan for Council's consideration, leading to a better-informed plan.

RISK IMPLICATIONS**Reputation / Political**

Developing a Local Housing Action Plan is not mandatory but relevant given the current housing crisis. The current draft has been developed considering a mix of qualitative and quantitative data, including community consultation. Proceeding with endorsement presents minimal reputational and/or political risks.

Occupational Health & Safety (WHS)

None anticipated.

Financial Impact

Endorsing the draft LHAP presents minimal financial impact at this time. The progression of action items will have a financial impact however this is currently unascertainable, with several items subject to external funding availability. Consideration has been given to Council's financial limitations in developing the draft action items.

Legal & Regulatory

The LHAP is not a statutory document, and no legal or regulatory impacts are anticipated.

Environmental

None anticipated.

Property & Infrastructure

Endorsing the draft LHAP presents no property or infrastructure risks at this time. The draft includes a number of actions that will impact property and/or infrastructure when undertaken. Preliminary consideration has been given to these implications in developing the draft and Officers expect to give more extensive consideration to these matters on an item-by-item basis as each is considered or progressed following final endorsement.

Human Resources

There are no human resourcing risks directly attributed to the endorsement of the draft LHAP. Human resourcing requirements will be monitored throughout the lifecycle of the plan and as individual activities are progressed on an item-by-item basis.

Information Communications Technology

There are no Information and Communication Technology (ICT) risks directly attributed to the endorsement of the draft LHAP.

Service Delivery

The endorsement of the draft LHAP presents minimal service delivery risks. In actioning the items set out under the plan, some resources may be temporally diverted from other service delivery tasks. It is not anticipated that this will materially impact service delivery however the impacts will be monitored throughout the lifecycle of the plan.

Climate

None anticipated.

KEY MESSAGE

Council, in collaboration with the LGAQ and with the support of the State Government, has developed a draft Local Housing Action Plan to encourage housing outcomes at a local level. The draft plan is informed by evidence and input from relevant stakeholders, including the wider community, and details the actions Council can take to support and encourage housing availability and affordability in the North Burnett. Endorsing the draft plan enables the organisation to begin progressing the actions set out in the plan for the benefit of the community.



Queensland
Government



North Burnett Regional Council **LOCAL HOUSING ACTION PLAN**

An initiative under the Queensland Housing Strategy 2017-2027

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Partnership Acknowledgement

The North Burnett Local Housing Action Plan was developed with the support of the Queensland Government in association with the Local Government Association of Queensland.

Disclaimer

The North Burnett Local Housing Action Plan is a non-statutory plan and 'living document' prepared under the Queensland Housing & Homelessness Action Plan 2021-2025 (Action 5) to support local housing outcomes. This Local Housing Action Plan is not the same as a Housing Strategy under the State Planning Policy, or a housing study, but may inform statutory documents like a planning scheme.

DRAFT

1 INTRODUCTION

This Local Housing Action Plan (the Plan) is developed through a joint initiative involving the Queensland Government, North Burnett Regional Council and the Local Government Association of Queensland (LGAQ) to respond to a range of immediate, emerging, and longer-term housing challenges in the North Burnett Region.

This is an iterative process that does not intend to duplicate existing actions of Council or the actions under the Queensland Housing Strategy 2017-2027 or the Housing and Homelessness Action Plan 2021-2025. It seeks to identify opportunities, consider an agreed response, develop targeted actions on key priorities and enable ongoing review of effort to adapt and respond to changing need.

The Plan aims to:

1. **develop agreed priority actions** to respond to housing need in the local government area.
2. **establish strong foundations for longer-term housing responses** to assist housing and homelessness outcomes in the local government area into the future
3. **incorporate existing information and plans** that assist with developing responses to housing need and acknowledge work already completed by the Council, state agencies, private and not-for-profit organisations
4. **facilitate targeted interaction between all parties through agreed actions** to ensure a focus on deliverables and projects that can improve housing responses in the short and longer-term



2 APPROACH AND METHODOLOGY

The plan provides an overview of key community and housing characteristics, emerging issues related to housing in the community and identifies a targeted initial set of priority actions to respond to housing needs. It has been developed through a review of a range of supporting documentation including:

- Council's planning scheme
- Relevant Council strategies, reports and plans
- Statistical data from the Queensland Government Statisticians Office, including Census and other data sets such as building approvals, rental market data and housing approvals
- Housing needs data from the Department of Housing and other state agencies as required
- The Queensland Housing Strategy 2017-2027 and the Housing and Homelessness Action Plan 2021-2025
- Other anecdotal data and information such as general community or industry sentiment as expressed to relevant officers from time to time.

Emerging issues and opportunities, key challenges and potential responses have been developed from the review of a range of data sets, anecdotal feedback, and preceding engagement opportunities with Council and other stakeholders.

3 KEY FACTS

3.1 ABOUT THE REGION

The North Burnett Regional Council (NBRC) area is located approximately 4 hours north, north west of Brisbane, is immediately inland from the Bundaberg Region, and is part of the Wide Bay – Burnett Region. The area comprises of six main townships, being Biggenden, Eidsvold, Gayndah, Monto, Mount Perry, Mundubbera, and an additional 25+ villages and farming catchments.

The region has a total land area of approximately 19,700km² and, as at the 2021 census, had a population of 10,068¹ persons, representing a population density of 0.51¹ persons per square kilometre. While there is no predominant population centre, when grouping state suburbs falling within 20 km of the region's six townships, Gayndah has the greatest population with 2,466 (24.49%) persons, being 337 (3.35%) persons more than Monto (Table 1).

Table 1: Population distribution of the North Burnett Region as at the 2021 Census, within a 20 km radius of each of the region's six main towns

Town	Population (#)	Population (%)
Gayndah	2,466	24.49%
Monto	2,129	21.15%
Mundubbera	1,929	19.16%
Biggenden	1,746	17.34%
Eidsvold	691	6.86%
Mount Perry	525	5.21%
Regional	582	5.78%
Total	10,068	100%

NOTE: Grouped on Australian Bureau of Statistics (ABS) State Suburbs and Localities (SAL) geographical areas within the North Burnett Local Government Area (LGA) where approximately 20% or more of the SAL falls within a 20 km radius of the towns CBD. Where an area falls within multiple radiuses, the population within the SAL is divided evenly based on the number of radiuses it falls within.

Source: North Burnett Regional Council, Based on ABS data, Census of Population and Housing 2021.

As at June 30, 2022, the Queensland Government Statisticians Office estimates the North Burnett population to have grown to 10,220² persons since the 2021 Census figure, representing a 1.51% increase. The region has a total of 5,451¹ private dwellings.

3.1.1 The economic drivers

Within the North Burnett Region, 52.8% (4,475)¹ of individuals aged 15 years or older are active participants in the workforce. Among these, 59.2% (2,650)¹ are engaged in full-time employment.

The key economic strength of the North Burnett Region is agriculture and farming, particularly in the sectors of beef cattle and citrus farming, which employ 21.7% (923)¹ of the region's workforce. For the Gayndah and Mundubbera areas, which together account for 43.6% (4,395) of the region's total population (Table 1), citrus and small crops emerge as the predominant industries. These sectors experiences notable demand for temporary workforces, particularly during peak picking seasons.

The region is also seeing a surge of interest in renewable energy initiatives. Several prospective projects, such as wind farms, solar farms, and a pumped hydro facility, are currently understood to be in the pipeline for the region. If these projects come to fruition, they are expected to generate substantial workforce requirements, spanning a minimum of two years and potentially extending well beyond, although the need for ongoing labour is less clear.

Additionally, other projects such as the rectification of Paradise Dam and general mining exploration within the region are anticipated to make significant contributions to the local economy in the coming years.

Ensuring the region can adequately accommodate the housing needs of its industries is a top priority. In some cases, this may require innovative, sustainable solutions. Council's aim is to foster growth where possible to ensure a prosperous future for generations.

¹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023.

² Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Estimated resident population. Based on ABS data, Regional population, Various editions.

4 LOCAL AREA CHARACTERISTICS

4.1 DEMOGRAPHIC CHARACTERISTICS

Demographic data for the North Burnett Local Government Area is based on Australian Bureau of Statistics (ABS), Australian Statistical Geography Standard (ASGS), July 2021, and is primarily sourced from the Queensland Government Statistician's Office (QGSO) Queensland Regional Profiles for North Burnett Local Government Area (LGA) (ASGS 2021). Where relevant, data comparisons are made to Queensland (State) data sets. Statistics provided are based on available statistical data, where information from the 2021 Census is available, these figures have been included in this social baseline.

4.1.1 Population

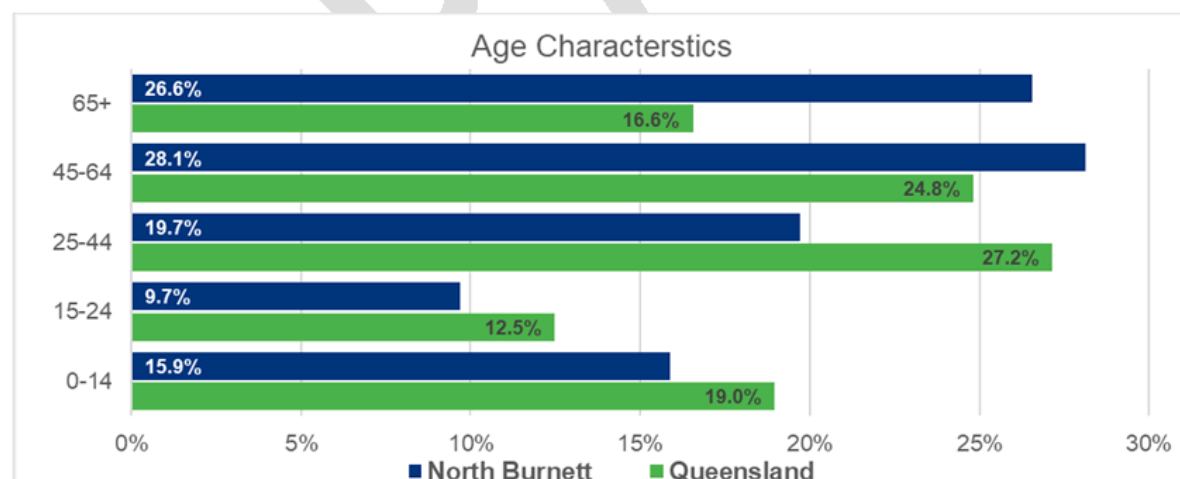
The region's population, as recorded through regular censuses, has been in a steady decline for several years, with historical data from the previous Shire Councils, which now make up the NBRC, indicating that between 1981 and 2021, the region's population has decreased by approximately 1,500 persons, to 10,068 in 2021. The Queensland Government Statistician's Office projects this trend to continue, forecasting a median annual decline of 0.3% per year over the next 25 years, reaching a forecast population in 2046 of around 9,360³ persons. When considering the upper and lower confidence bounds of this forecast, the range spans from an increase to 10,568 persons, to a decrease to 8,246 persons by 2046³. It is understood that these projections do not currently take recent Queensland population growth into account, from which the region appears to have already benefited, albeit modestly.

While the forecast decline is of concern, when looking to neighbouring Local Government Areas, most are forecast to grow over the same period. The overall Queensland population is also forecast to grow by 1.4% per year over the next 25 years, amounting to approximately 2,082,281³ additional persons by 2046. With demand for affordable housing at its current levels and the economic drivers in the region, Council remains optimistic around the region's population growth prospects, and hopes to meet or exceed the upper population forecast of 10,568³ by 2046.

4.1.2 Age

As at June 30, 2021, the median age of the population in the North Burnett Region was 49.1 years⁴, older than the Queensland median age of 38.4 years⁴. The proportion of individuals aged 65 years and older is higher in the North Burnett (26.6%) than in Queensland (16.6%), while the representation of people aged 25-44 years is lower in the North Burnett Region at 19.7% in contrast to Queensland's 27.2% (Figure 1). Overall, the data reflects an ageing population base in the region.

Figure 1: Age characteristics of the North Burnett Region as at 30 June 2021



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Population by age and sex. Based on ABS data, Census of Population and Housing, 2021, Regional population by age and sex, 2021

³ Source: Queensland Government Population Projections, 2023 edition.

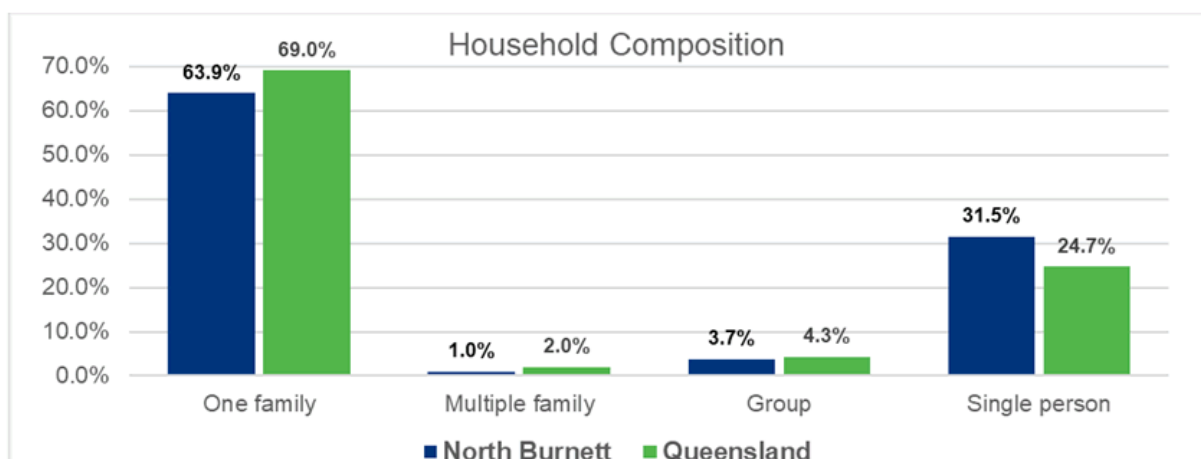
⁴ Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Population by age and sex. Based on ABS data, Census of Population and Housing, 2021, Regional population by age and sex, 2021.

4.1.3 Household composition

A household comprises one or more individuals aged 15 years or older residing in a private dwelling⁵. Household composition refers to the types of relationships within that household, including whether it consists of a single family or multiple family units or if it is composed of unrelated household members.

In the North Burnett Region, it is most likely a household will be made up of a sole family (63.9%), slightly lower than the proportion of such households across Queensland (69.0%). Group households and multiple family households make up only 1.0% and 3.7%, respectively. Single person households represent 31.5% of identified households, exceeding that of Queensland at 24.7% (Figure 2).

Figure 2: Household composition of the North Burnett Region as at 30 June 2021

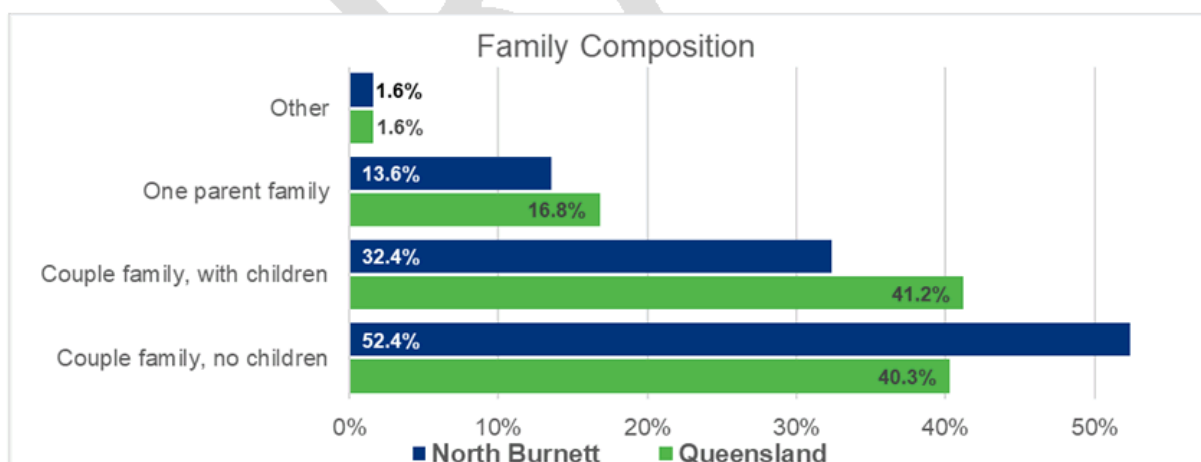


Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Household Composition. Based on ABS data, Census of Population and Housing, 2021, unpublished data (occupied private dwellings)

4.1.4 Family composition

Family composition distinguishes various family types based on their typical place of residence. In the North Burnett Region, 52.4% of families are likely to be couples without children, while couples with children and one parent families make up 32.4% and 13.6% of families, respectively. There is a lower percentage of couples with children in the North Burnett Region (32.4%) compared to Queensland (41.2%), while the percentage of couple families without children (52.4%) significantly surpasses that of Queensland (40.3%) (Figure 3).

Figure 3: Family composition as at 30 June 2021, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Family Composition. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G29

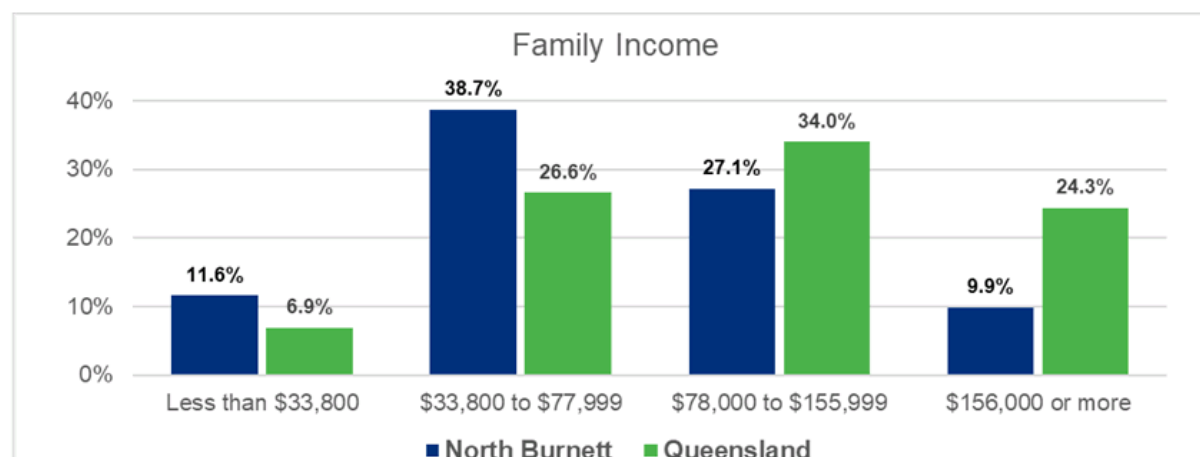
⁵ Source: As per the definition used in the 2021 Census - Australian Bureau of Statistics [ABS] 2021, *H*, ABS, viewed 24 October 2023, <<https://www.abs.gov.au/census/guide-census-data/census-dictionary/2021/glossary/h>>

4.1.5 Family incomes

Total family income comprises the combined personal income of all family members residing in a household during the 2021 Census. Low-income families are those earning less than \$650 per week or \$33,800 annually. In the North Burnett, there is a higher proportion of low-income families compared to Queensland, with 11.6% of families earning less than \$33,800, compared to 6.9% of Queensland families. Additionally, a larger proportion of North Burnett families fall within the income range of \$33,800 to \$77,999, accounting for 38.7%, in contrast to 26.6% across Queensland (Figure 4).

The median income of families in the North Burnett has seen an increase over time, however this has been disproportionate to Queensland. In 2016, the median family income in the region was \$60,268⁶, while in Queensland, it was \$86,372⁶. This figure has risen to \$68,484⁷ (up 13.6%) per year in the North Burnett, as at the 2021 Census, compared to \$105,248⁷ (up 21.9%) per year in Queensland.

Figure 4: Family income as at the 2021 Census, North Burnett Region and Queensland



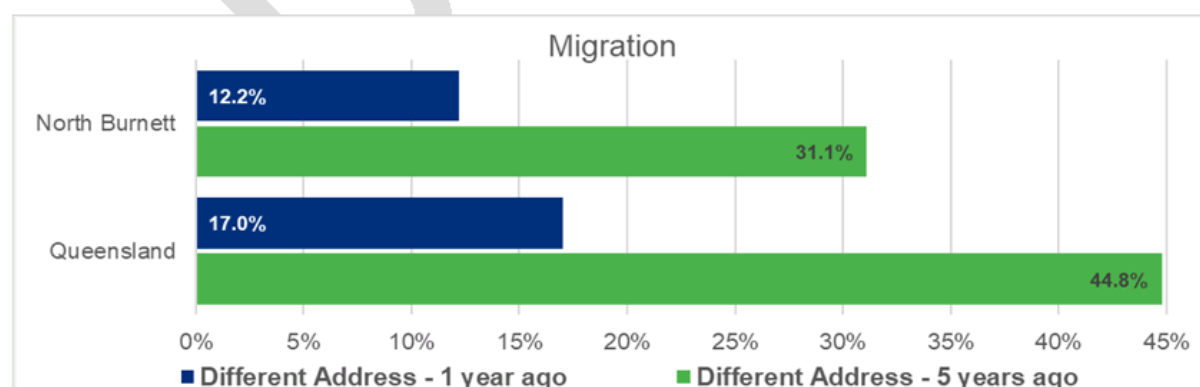
NOTE: Percentages are based on total responses, which includes partially stated and not stated income responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Total family income. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G02 and G32.

4.1.6 Migration

The 2021 Census examines how people's residency has changed by looking at where they lived one and five years before the Census. This data can shed light on local property markets by revealing broadly how many people move in and out of a community, affecting demand and property turnover. In comparison to Queensland as a whole, the North Burnett Region experienced less community migration. Only 12.2% of residents had a different address one year prior to the 2021 Census, and 31.1% had a different address five years prior to the Census. These percentages are lower than the corresponding figures for Queensland, where 17.0% had a different address one year prior, and 44.8% had a different address five years prior, indicating a lower rate of community movement (Figure 5).

Figure 5: Place of usual residence one and five years ago as at the 2021 Census, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Migration 1 year ago & Migration 5 years ago. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G44 and G45.

⁶ Source: ABS, Census of Population and Housing, 2016, General Community Profiles - G02 (North Burnett Regional & Queensland)

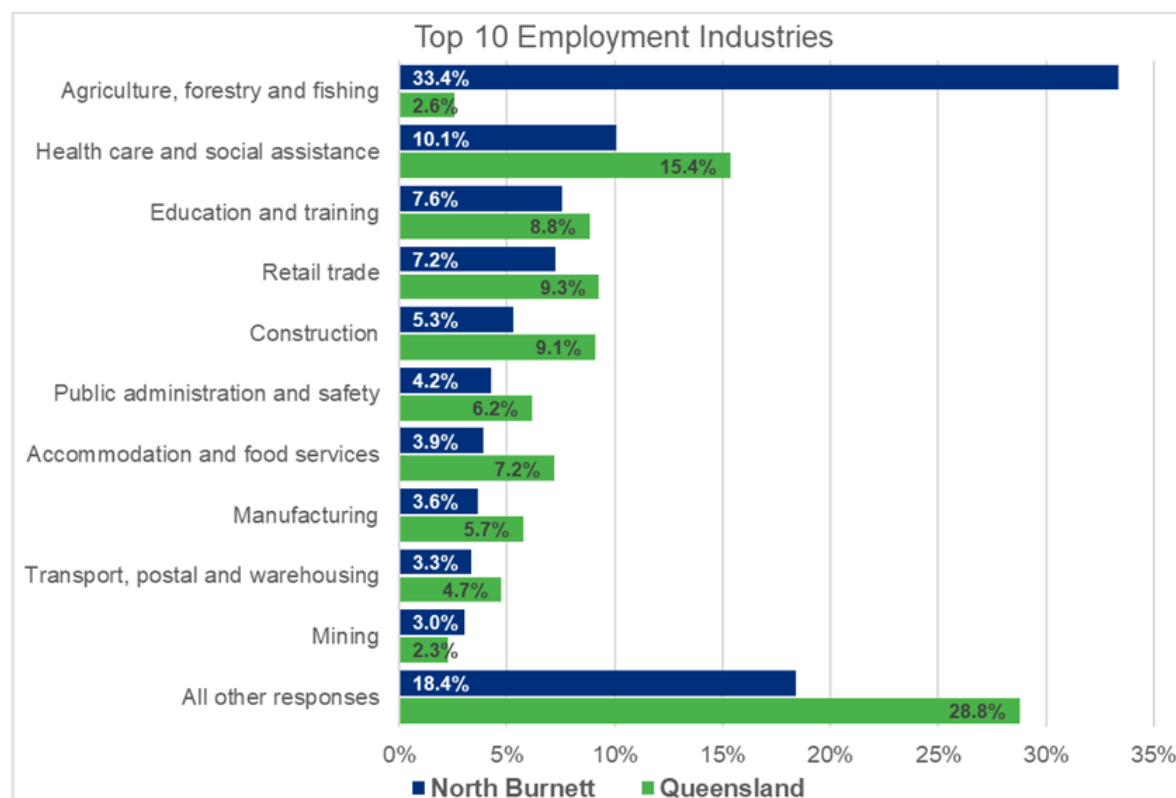
⁷ Source: ABS, Census of Population and Housing, 2021, General Community Profiles - G02 (North Burnett Regional & Queensland)

4.1.7 Other characteristics

4.1.7.1 Industry

The most prominent employment industry within the region is agriculture, forestry and fishing, employing 33.4% of the region's working population. While not uncommon for regional and rural Local Government Areas (LGAs), the industry surpasses Queensland at 2.6%, making it a significant contributor to the local economy and one that must be nurtured (Figure 6).

Figure 6: Employment industries by number of workforce persons employed as at the 2021 Census, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Employment by industry. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G54 and unpublished data.

Notably, of Queensland's working population, 925⁸ are employed in citrus fruit growing, and of these, 301⁹ are in the North Burnett Region, accounting for 32.5% of the industry's employment numbers at a state level.

⁸ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Queensland – Viewed 25/09/2023.

⁹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023.

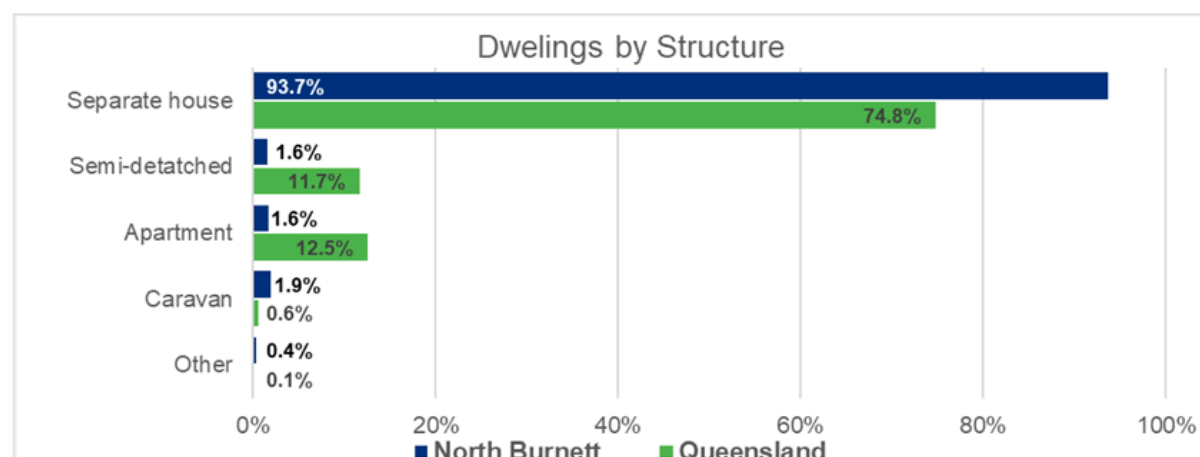
4.2 HOUSING CHARACTERISTICS

4.2.1 Dwellings by structure

The 2021 Census shows detached separate houses were the most common dwelling structure, accounting for 93.7% of all dwellings counted in the North Burnett Region. This figure is significantly higher than the state average, where detached houses accounted for 74.8% of dwellings (Figure 7). This is however relatively in line with other regional or remote areas where low-density housing is common. In the North Burnett Region, the prevalence of detached houses translates into lower proportions of apartments (1.6%) and semi-detached homes (1.6%), compared to Queensland's figures of 12.5% and 11.7%, respectively (Figure 7).

Caravan dwellings (including cabins and houseboats) were more prominent than either semi-detached homes or apartments, accounting for 1.9% of the region's dwellings (Figure 7).

Figure 7: Dwellings by dwelling structure type as at the 2021 Census, North Burnett Region and Queensland



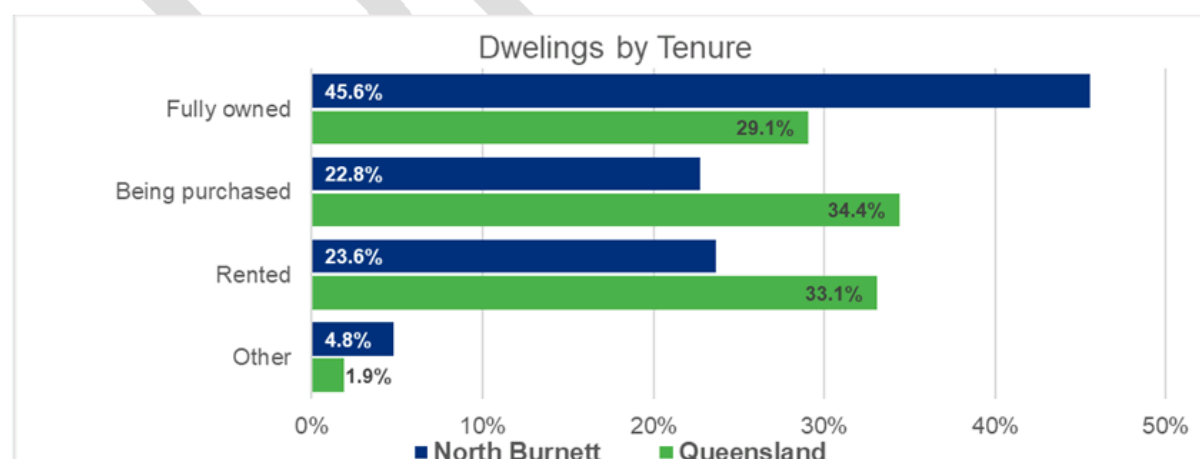
NOTE: Percentages are based on total responses, which includes dwelling structures not stated responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Dwellings by dwelling structure. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G36.

4.2.2 Dwellings by tenure

As at the 2021 Census, the North Burnett Region had a significantly higher proportion of residents who occupied and owned their dwellings outright (45.6%) compared to Queensland (29.1%). Consequently, this translated to lower proportions of dwellings being purchased (22.8%) and rented (23.6%) compared to Queensland at 34.4% and 33.1% respectively. Of note, the tenure type of "Other" accounted for 4.8% of respondents compared to Queensland at 1.9% (Figure 8). Source data notation suggests this likely relates to dwellings being occupied rent free or under a life tenure scheme.

Figure 8: Dwellings by dwelling tenure type as at the 2021 Census, North Burnett Region and Queensland



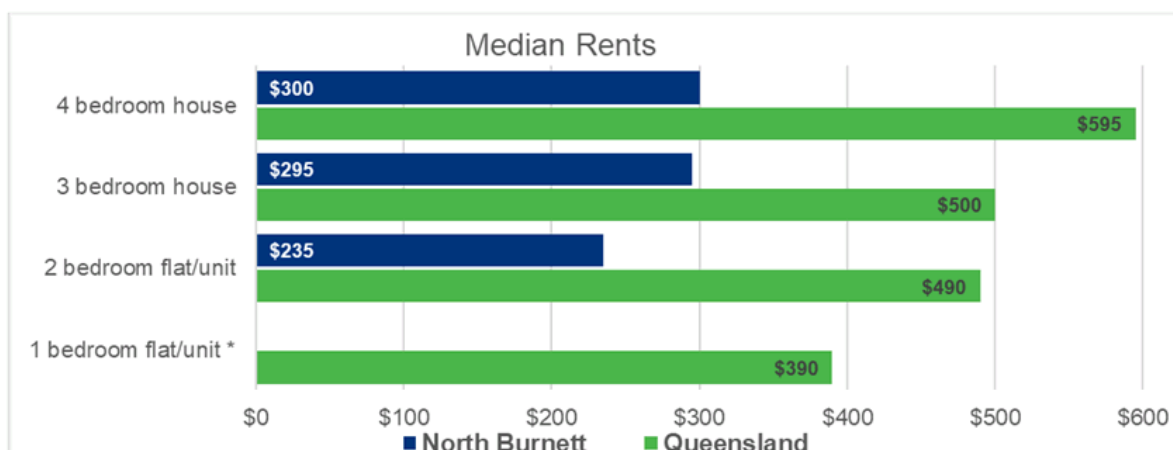
NOTE: Percentages are based on total responses, which includes tenure type not stated responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Dwellings by tenure type. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G37.

4.2.3 Renting

Renting in the North Burnett is relatively affordable, with the median weekly rent for a 4 bedroom house of \$300 per week, compared to the respective Queensland median at \$595 per week (Figure 9). Similar trends can be observed in other property types, as depicted in Figure 9. Further, with 63.3%¹⁰ of households indicating rent payments below 30% of household income within the region compared to 58.2%¹⁰ of Queensland households, the region represents an attractive option for renters seeking housing affordability, despite limited availability.

Figure 9: Median rent by dwelling type for the 12 months ended 30/06/2023, North Burnett Region and Queensland



NOTE: Where there are less than 10 bond lodgements with the Residential Tenancies Authority (RTA) for a property type over the 12 month period prior to the date of the data, the median is omitted.

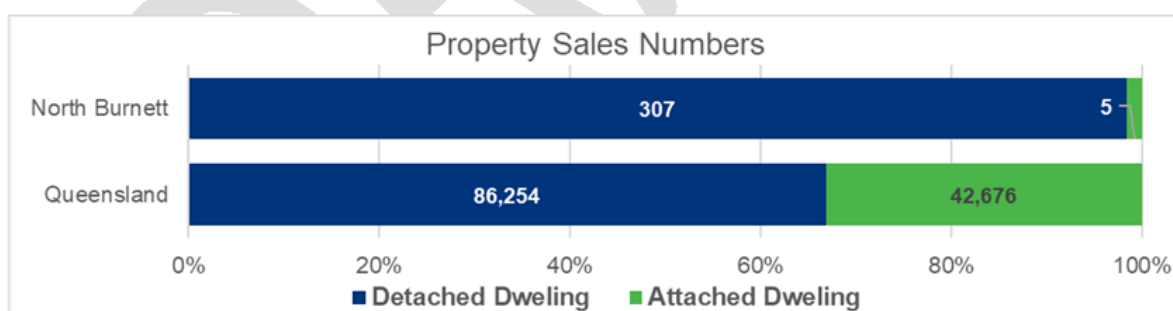
* Insufficient lodgements within the North Burnett Region.

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

4.2.4 Property sales and pricing

Consistent with 97.3% of the region's dwellings being detached (separate house, Figure 7), 98.4% (307) of dwelling sales within the region were for detached dwellings, compared to Queensland at 66.9% (86,254) (Figure 10). Of these sales, the median sale price for a detached dwelling was \$207,500, a considerable discount of 68.1% from the Queensland median of \$650,000 (Figure 11), again representing an attractive option for residents seeking affordable housing, despite limited availability.

Figure 10: Property sale numbers, detached vs attached only, for the 12 months ended 31/03/2023, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

¹⁰ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023

Figure 11: Property sale values, detached vs attached only, for the 12 months ended 31/03/2023, North Burnett Region and Queensland



* Insufficient attached dwelling sales within the North Burnett Region.

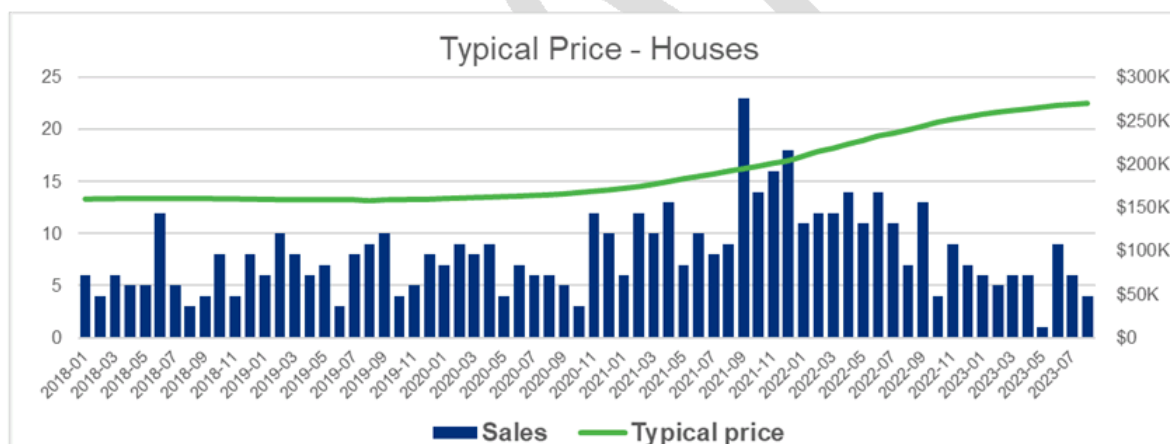
Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

4.2.5 Market trends

Since January 2021, the "Typical" sale price within the North Burnett has increased by approximately \$100,000 and, with elevated sales transactions between November 2020 to November 2022 (Figure 12), demand for property in the region has grown compared to prior periods.

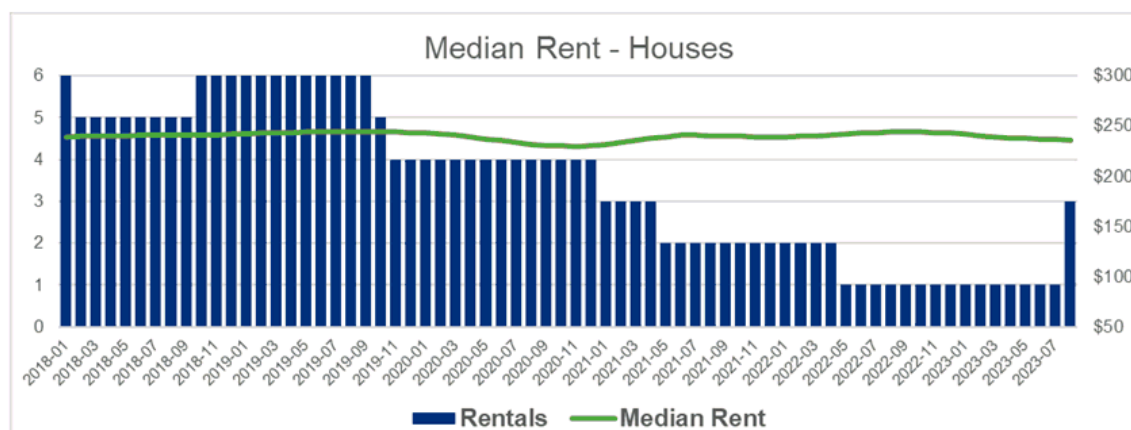
Between January 2018 and August 2023, median rent has remained relatively unchanged however, the number of tenancies entered into over the same period has declined considerably (Figure 13), implying a tightening rental market

Figure 12: Typical sale prices and numbers for the North Burnett Region – 01/01/2018 – 31/08/2023



NOTE: HIAG (the data source) applies a calculation to establish a "Typical Price," which differs to a median price. HIAG notes this calculation as a "solution to the shortcomings of the Median Price metric which results in a more accurate representation of home values and price trends at a suburb level." Council does not warrant or endorse the accuracy of the above data in any way.

Source: Reproduced from htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

Figure 13: Typical rental prices and numbers for the North Burnett Region – 01/01/2018 – 31/08/2023

NOTE: HtAG (the data source) notes that "Median Rent is weekly advertised rent based on rentals over the preceding 12 months." Council does not warrant or endorse the accuracy of the above data in any way.

Source: Reproduced from htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.



5 KEY FOCUS AREAS

Areas of focus have been determined through a review of existing data and engagement with stakeholders as identified in the methodology. These focus areas will be considered when identifying and prioritising actions.

5.1 OVERALL HOUSING

The North Burnett Region does not have a predominant population centre. However, approximately 24.49% of the region's population falls within 20 km of Gayndah, surpassing other towns by 3.35% (Table 1), and, consequently, Gayndah is considered the main population centre of the North Burnett. At the Suburb and Locality Area (SAL) level, the immediate Gayndah township (SAL31106) has a population of 1,949¹¹ as at the 2021 Census; however, Council estimates that the true population in this area is now closer to 2,003 persons at the time of preparing this document.

Each town within the region has its own housing needs and profile, with some areas experiencing different demands and/or supply constraints. While this plan has a region wide perspective, some highlighted focus areas and actions will drill down to the particular needs of an area within the region, with the intention of alleviating wider regional demands.

5.1.1 Background

The North Burnett Regional Council area was formed in 2008 through the amalgamation of six (6) Shire Councils. Since this time, there has been very little land and/or building development in the region, as is evident by the total number of private dwellings increasing from 5,441 (Census 2011) in 2011 to 5,451 (Census 2021) in 2021, or a net increase of just 10 dwellings.

While, on average, there have been approximately 28.5 new homes constructed per year for the last 10 years, it is anecdotally understood a proportionate number of dwellings have either been relocated, demolished or otherwise removed from the region. As much of the region's housing stock is aged and/or relocatable (elevated homes, cabins and/or caravans), and with some areas in the region susceptible to bushfires and floods, it is possible this trend will continue.

Since amalgamation, Council has undertaken 1 residential land development, adding approximately 6 freehold lots to the region's land supply, but has also continued another development that was registered pre-amalgamation. Due to the low sale value of residential lots and the high costs to install infrastructure, Council has seen very little interest from private land developers over the same period. Council's records indicate just 3 applications have been approved since 2010 where the development would see the creation of 4 or more lots.

Demand for constructed dwellings is relatively high at present, with some local agents identifying buyers will often pay over the area average for high quality, modern homes. Conversely, while urban residential land remains quite affordable at an average sale price of \$35,000.00 (QVAS), it appears buyers are not as prepared to assume the risk of building to achieve a similar result. This is likely due to the limited availability of local builders and trade providers, with landowners that do choose to build often looking to engage builders from outside of the region. This often comes at a considerable premium, attracting additional travel time and logistical costs.

Due to the region's remote location and lower population numbers, some residents experience difficulty obtaining finance to pursue property transactions. Several lenders are known to have higher deposit requirements for property purchases or building in the region as compared to more populated centres, and other lenders are known to simply not offer finance on property within the region. This provides another barrier to residential construction and potentially adversely influences the region's investment prospects.

The North Burnett's median residential sale price was \$206,250¹² for the 12 months ending March 31, 2023. The region recorded 312¹² dwelling sales, and 62¹² sales of new and vacant land. The median rent for a 3 bedroom house was \$295¹³ per week, with 114¹³ rental applications lodged in the 12 months ending June 30, 2023. The region has a rental vacancy rate of 0.05%¹⁴.

¹¹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Gayndah, Suburb and Locality (SAL) – Viewed 25/09/2023.

¹² Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

¹³ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

¹⁴ Source: htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

5.1.2 Current housing situation

There are some 5,451 total private dwellings in the region (Census 2021) – this includes 3,903 occupied dwellings, 908 unoccupied dwellings and 640 dwellings non-classifiable or for visitor only purposes. The average number of people per household is 2.2 (Census 2021).

The region's occupancy rate at the time of the census was 81%¹⁵, leaving 19% unoccupied. Among private dwellings, it's estimated that 68% are owner-occupied, while the remaining 32% are rented or fall under other or unstated occupancy categories, as calculated from Figure 8. A breakdown of the dwelling ownership and type is:

- 3,903 – private, occupied dwellings – (3,656 houses, 63 town houses, 64 apartments, 95 other, and 25 dwelling structure not stated)¹⁵
- 81 – State Social Housing¹⁶
- 9 – Social Housing – Community Housing¹⁶
- 51 – Government Employee Housing (GEH) (Table 2)
- 11 – Council staff properties (3 bed or more houses)
- other short-term accommodation in the caravan park, roadhouse and motel are not captured separately – a mix of ensuite, self-contained and shared accommodation.
- Other State government departmental operational accommodation is not captured.

5.2 SHORT-TERM WORKER ACCOMMODATION

The North Burnett Region, like many other Local Government Areas, has a strong agricultural sector with citrus fruit growing employing 13.2% (104)¹⁷ of the workforce in Gayndah and 14.8% (82)¹⁷ of the workforce in Mundubbera. Mundubbera also has workers employed in other agricultural industries, such as berry growing, packaging services and other agricultural and fishing support services, with these industries employing a further 17.0% (94)¹⁷ of the Mundubbera workforce collectively.

During the picking season, the population of some towns is understood to swell by up to 20% due to the short-term worker demands surrounding citrus and small crops, resulting in added housing demand. A lack of short-term accommodation for agricultural employment has now been exacerbated by consistently low rental vacancies. Caravan parks have become an option for residents that are unable to source affordable housing.

5.2.1 Response Opportunities

- Investigate innovative solutions that offer low capital, high capacity short-term accommodation options in the region's towns most in need of short-term worker accommodation.
- Consider long-term master planning to facilitate provision of worker accommodation.

5.3 HISTORICAL LOT RESTRICTIONS

The North Burnett Region has a number of urban residential lots that are registered however, due to past practices, the necessary infrastructure such as services and roads were not constructed. Landowners are unable to affordably build residential dwellings on this land. Council often receives enquiries regarding these lots, with prospective or current owners seeking information on what can be built on the lots. Despite some owners and prospective owners wishing to undertake a residential build on this land, the historical lot overlay necessitates the construction of relevant infrastructure at the owners expense before a residential build can be considered. This requirement often goes beyond the financial capacity of a landowner.

The most significant group of these lots is located in the township of Mount Perry (~116), however other smaller groups of lots exist in other areas across the region amounting to around 375 lots in total. As historical lots are registered, with many already privately owned, investigating and/or undertaking road construction or other infrastructure provision could represent a minimal work, albeit expensive, option to free up affordable residential land for housing construction. Additionally, given the interest already received regarding the potential construction of dwellings on this land, addressing the lack of infrastructure represents an opportunity to potentially attract a number of residential builds within the area.

While the costs of the necessary infrastructure are unclear and are expected to go far beyond Council's financial capacity, should funding be made available, Council believes addressing this issue will lead to additional housing supply in the region.

5.3.1 Response Opportunities

- Seek funding to investigate the feasibility of resolving the current historical lots issue (or a number of the lots).
- Seek funding to rectify the lack of infrastructure, unlocking residential land for dwelling construction.

¹⁵ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G36.

¹⁶ Source: Queensland Housing Profiles for North Burnett (R) Local Government Area, Queensland Government Statistician's Office, Queensland Treasury, Social housing tenancies. Data: Department of Housing, as at 30/06/2020.

¹⁷ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Gayndah and Mundubbera, Suburb and Locality (SAL) – Viewed 25/09/2023.

5.4 PRIVATE RENTAL MARKET

Almost all local government areas in Queensland are considered to have 'tight' rental markets (characterised by a vacancy rate under 2.5%)¹⁸. As at the September 2023 quarter, data from the Real Estate Institute of Queensland (REIQ) indicates that Queensland had a rental vacancy rate of just 1.0%¹⁸, with several inner regional LGAs having rates below 0.5%¹⁸. The current rental vacancy rate in the North Burnett Region (as at September 2023) is 0.05%¹⁹ however, continued market monitoring and community feedback suggests the reality of this is between approximately 0-3 rental properties available at any given time across the region. This is supported by a search of a leading property listing site, realestate.com.au, where, as at September 18, 2023, there were 2 houses for rent (\$260 and \$450 per week) and 0 units²⁰ available across the entire North Burnett Region.

While data is limited, rents appear to have increased by around \$50 per week (or 20%) for a three-bedroom home between 2012 and 2022²¹. Properties also appear tightly held and are rarely available in the market.

Residential Tenancy Authority (RTA) data suggests there were 114 bond lodgements related to properties within the region in the twelve months ended June 30, 2023²¹. Based on this data, the median rent for a 2 bedroom flat/unit in the North Burnett was \$235 per week and \$295 per week for a 3 bedroom house. Comparatively, the median for Queensland was \$490 and \$500 per week respectively, presenting the region as an attractive option for those seeking affordable rental accommodation, limited, however, by availability.

Census data shows that approximately 1 in 5 (19%)²² private dwellings were unoccupied at the time of the 2021 Census, however this may require further investigation as it is not reflective of anecdotal evidence. Council estimates this has tightened since 2021 due to growing demand for affordable housing, as is reflected in the current rental and sales markets and depicted in Figure 12 and Figure 13.

5.4.1 Response opportunities

- Consideration be given to incentives to encourage medium density infill development that is likely to be made available as rental stock, such as duplexes and/or unit complexes.
- Consideration be given to bringing forward state social housing projects to free up lower cost rentals for market availability.
- Investigate Council land that may be suitable for urban development and consider innovative disposal methods that could encourage or mandate private development within a reasonable time from the transaction date.
- Consider undertaking not for profit land developments in well serviced centres and dispose of resulting lots through innovative means to attract private building investment.

5.5 AGED PERSONS HOUSING AND AGED CARE

Currently there are 13²³ aged care services in the North Burnett, with few of these offering residential places. There are 5 Home care places and 0²³ Restorative care places within the region. As at 2021, 33%²⁴ of the population suffered from at least one long-term health condition and, with an ageing population (median age of 49, projected to increase to 52 by 2046³), demand for aged care services/facilities is expected to grow over the coming years.

Concerningly, at least two aged care facilities that provide residential places within the region have expressed concerns around their long-term viability. Providers have cited increasing regulation, pending facility upgrades and an inability to attract staff as key concerns.

5.5.1 Response opportunities

- Consider initiatives that increase rental availability in the region, alleviating the housing concerns that may hinder providers ability to attract appropriate staff but also enabling greater in-home care options for residents that may otherwise require a residential place.

¹⁸ Source: Real Estate Institute of Queensland 2023, Queensland's rental vacancy rates take a dip, not a nose dive - Viewed 31/10/2023.

¹⁹ Source: htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

²⁰ Source: realestate.com.au Rental search, Biggenden, Gayndah, Mundubbera, Eidsvold, Monto and Mount Perry - Viewed 18/09/2023.

²¹ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

²² Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023

²³ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Aged care services, Data: Australian Government Department of Health, as at 30/06/2022.

²⁴ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G20

5.6 LOCAL GOVERNMENT EMPLOYEE HOUSING

Council struggles to accommodate staff due to the lack of suitable and available housing in the region. This shortage relates to both council-owned staff housing and private rentals staff would otherwise seek through the open market. Council has been required to lease 7 rental properties from the private market to ensure sufficient housing is available for key appointments, placing greater pressure on the wider rental market and further compounding the rental shortage in the region. Existing staff have cited rental availability as a rising concern, noting that, should their current accommodation cease to be available to them, they would need to consider relocating outside of the region and leaving Council.

Council requires additional, appropriately sized staff housing stock to ensure it is able to attract and retain candidates for critical positions, ensuring essential Local Government services can continue to be delivered. Additionally, through the development of further staff housing, Council will be able to progressively return rentals currently leased from the private market, further improving housing availability in the region.

Council has assessed its needs for employee housing with a 5-year outlook, these are summarised below:

- **5 dwellings** to meet current and anticipated needs – 1 family sized house and 4 townhouses, apartments, duplex units, or small sized houses.
- **7 dwellings** to return private rentals back to the open market – Preferably all townhouses, apartments, duplex units or small sized houses.

Council has serviced land available which can be developed to meet some of these needs, however additional holdings may be needed in priority workforce areas.

5.6.1 Response opportunities

- Consider the development of a cyclical staff housing program that sees smaller sized and fit for purpose staff housing stock built up to appropriate levels in required locations, but also sees older employee housing made available for purchase in the open market upon their eventual replacement.
- Assess Council's current land holdings for their fitness to support staff housing and, subject to funding availability, consider construction of appropriately sized dwellings on appropriate lots.
- Consider undertaking land developments in priority workforce areas and provisioning sufficient lots for employee housing before lot disposal.
- Seek funding to support construction of new staff housing.

5.7 SOCIAL HOUSING

There is a high demand for social housing across Queensland and allocations are focussed on supporting households with the highest need. Weekly median household incomes in the North Burnett are \$1,021²⁵ compared to the Queensland median of \$1,675²⁵. Applicants for social housing must meet criteria which often includes being homeless and/or living on the poverty line.

There is currently 90²⁶ social housing dwellings in the region, with 9²⁶ of these provided by Community Housing providers.

It is understood there is considerable social housing demand within the region, with the North Burnett noted as a first preference on 14²⁷ social housing applications (22 persons), and a further 34²⁷ applicants (49 persons) identifying North Burnett towns as alternate preferences (Social Housing Register). Community feedback indicates some community members may have withdrawn from making application for social housing as they are aware that houses are not available.

Based on the number of social housing applicants expressing an interest in the North Burnett, coupled with 59²⁸ individuals deemed homeless, Council estimates there is sufficient demand for a further 55 social housing dwellings within the region.

5.7.1 Response opportunities

- Consider the provision of Council land to community housing providers for the development of suitable medium density dwellings.

²⁵ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G02.

²⁶ Source: Queensland Housing Profiles for North Burnett (R) Local Government Area, Queensland Government Statistician's Office, Queensland Treasury, Social housing tenancies. Data: Department of Housing, as at 30/06/2020.

²⁷ Source: Department of Housing, Social Housing Register, as at 30/06/2023.

²⁸ Source: ABS, Census of Population and Housing: Estimating homelessness, 2021.

5.8 STATE GOVERNMENT EMPLOYEE HOUSING

In order to employ appropriately skilled and suitable employees, employers are required to prioritise attraction and retention incentives such as housing when housing stock is limited, and the standards do not match accommodation expectations.

Relocating an employee's family away from more populated areas creates challenges and availability of good standard housing assists in the transition to remote areas.

The State Government supplies housing for its employees under two (2) arrangements. The Government Employee Housing arrangement (GEH) provides a range of housing types for staff in dwellings owned by the government. In addition, some departments provide "operational housing" for their employees which is located on or adjacent to operational sites e.g., police stations, hospitals, and schools. Departments may also utilise (rent/lease) houses from local government or the private market (where available) to accommodate essential workers.

Currently GEH has 51 dwellings for government employees in the North Burnett Region, the composition of which is detailed in Table 2. Recent advice from GEH indicates that they currently have demand for a further 4 new dwellings (Table 2).

Table 2: Government Employee Housing – Current supply and additional demand as provided to Council in October 2023

Town	Current (#)	Additional Demand (#)
Gayndah	15	1
Monto	12	0
Mundubbera	9	1
Biggenden	5	1
Eidsvold	8	1
Mount Perry	2	0
Total	51	4

Source: Provided to Council by the Local Government Association of Queensland (LGAQ), sourced from the Queensland Department of Housing.

5.8.1 Response opportunities

- In parallel with Council's employee housing needs, consider collaborative options to support Government Employee Housing needs where appropriate, seeking economies of scale where practical.

5.9 INFRASTRUCTURE LIMITATIONS

Council maintains infrastructure of varying capacity and condition across the region, with some areas having greater capacity to support population growth than others. Some areas within the region are already at or past optimal capacity, and others currently only allow for small growth (50-100 dwellings) before requiring upgrades or expansion. Concerns primarily relate to water supply and wastewater collection networks and treatment plants but also extend to sealed and unsealed road networks.

A high-level assessment of infrastructure capacity indicates significant upgrades would be required to facilitate meaningful housing supply growth. Some areas within the region are already at or past optimal capacity and the estimated level of investment required varies considerably from town to town.

5.9.1 Response opportunities

- Identify priority growth areas to focus infrastructure investment in the areas most likely to experience population growth over the coming years.
- Develop solutions to current sewerage network infrastructure constraints, and triage in accordance with lowest cost and highest value.
- Consider the advancement of scoped and designed water and sewerage infrastructure projects that will enable sustainable town expansion.

6 RESPONSE OPPORTUNITIES

A Local Housing Action Plan enables engagement across all levels of government, as well as private and not-for-profit organisations.

An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses can then be determined that provide flexibility in delivery and support each of the broad areas identified.



6.1 ACTIONS

Council with the support of the Queensland Government through the Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through this set of actions, developed to target immediate to longer term housing responses. This is an iterative process, and these actions and target outcomes will seek to either create immediate benefit or to establish foundations that help respond to ongoing housing need.

○	Land and Development	Timeline Starting in March 2024 (months)
1.1	Council to consider undertaking stage two of its current land development in Mundubbera, subject to feasibility and considering the demand for existing lots in stage one.	12
1.2	Review Council's current land holdings across the region and identify any serviced land that could be suitable for development and, if Council is unlikely to develop the land itself in the near future, consider innovative means of disposal where the acquirer is required to develop the land within a reasonable timeframe.	12-18
1.3	Council to undertake appropriate feasibility studies related to the previously developed water and wastewater network concepts necessary to alleviate development constraints on the north side of Gayndah, identifying if there is merit in pursuing such plans, what areas are serviceable and/or if alternative options may be more feasible over the long term.	12-18
1.4	Develop plans and pricing to resolve the current sewer and water network constraints in Mundubbera that limit the town's ability to expand and pose a constraint to current development prospects.	12-18
1.5	Council to undertake an assessment of the historic lots in the region's main towns and determine the most feasible way of resolving the current historic lot overlay restrictions in these areas (or parts thereof), balancing the costs of possible work with the number of lots likely to be freed up for residential construction.	12-24
1.6	Council, subject to capital and/or funding availability, considers undertaking a not for profit (cost recovery) style housing development in a priority workforce area(s) to both free up land for private dwelling construction, but also enable Council employee housing development, should suitable and feasible land be available following the initial review of Council land holdings.	12-48

○	Planning	
2.1	As part of the current planning scheme amendments, continue to pursue opportunities to reduce barriers to residential development.	Immediate
2.2	Council to review its existing 'Dual occupancy and multiple dwelling' fact sheet and, once reviewed, consider wide reaching promotion of the resource, encouraging critical thought around dual occupancy opportunities.	12
2.3	Council to review its existing 'Affordable housing', 'Rural workers accommodation' and 'Dwelling Houses' fact sheets and, once reviewed, consider wide reaching promotion of the resources.	18
2.4	Council to consider temporary fee reductions or rebates related to planning applications that will lead to the creation of 3 or more urban lots, or encourage medium density development such as unit complexes, duplexes or similar structures.	12
2.5	Undertake an assessment of housing needs and identify opportunities in relation to local density aspirations, opportunities for secondary dwellings on existing blocks, mixed use development options, repurposing unused commercial space, types of construction permitted and any other specific initiatives to address future housing need for both public and private sectors.	12
2.6	Undertake the 10-year review of the planning scheme, including related studies, and, following this review, decide whether to amend or replace the planning scheme.	12-24
2.7	Subject to funding availability and feasibility, undertake an analysis of relevant infrastructure, such as water and wastewater assets, across the region's main towns to identify the infrastructure implications of development and where trunk infrastructure upgrades may be necessary to unlock land for urban residential development.	18-36

○	Optimisation	
3.1	Assess possible lease, redevelopment, change of use or renovation of existing Council buildings to optimise community outcomes that support housing needs.	12
3.2	Investigate partnerships with social housing providers where Council may make land available to providers, enabling social housing development.	12
3.3	In centres where demand for transient workers is high, consider hybrid facility/land use options that may provide temporary accommodation options during periods of high demand.	12-24

○	Master planning	
4.1	Consider master planning of identified options to ensure resilient and well thought out development, in line with community expectation, that leads to sustainable and well-designed towns. The planning may be at development, street, or locality level.	6-24
4.2	In centres most susceptible to transient workforce population fluctuation, consider master planning to best integrate this workforce into the fabric of the community.	6-24

○	Supports	
5.1	Council to consider community development opportunities to foster community connectivity and a 'live local, support local' mindset amongst community members.	12
5.2	Council requests that State and Federal Governments provide financial assistance in grants for rural and remote LGA's to support provision of employee housing to reduce the financial burden on communities of meeting these additional costs and obtaining equitable access to essential services.	12
5.3	Council requests that the State Government considers providing interest free loans to councils for the development of serviced land for sale.	12

5.4	Council requests the State Government considers the expansion of the Catalytic Infrastructure Fund to smaller scale residential developments in rural and remote LGA's.	12
5.5	Council requests that the Federal Government consider extending the Home Guarantee Scheme (HGS), as an existing and established scheme, to landholders (including investors) seeking to construct multioccupancy dwellings where loan value ratio restrictions may otherwise be a barrier, with an appropriate value ceiling to reduce potential exploitation.	12-24
5.6	Council requests that the Federal Government provide programs/funding/incentives to encourage and assist local youth to take on trades in the local building industry.	12-24
5.7	Council requests that the State and Federal Governments consider options to remove inequality in access to housing finance options, such as higher Loan to Value Ratio (LVR) requirements, in rural and remote areas.	12-24
5.8	Council requests that the State Government ensure there is sufficient housing of an acceptable standard in rural and remote LGA's for State Government agency and service staff to minimise the impact on the general housing markets.	5 Years

○	People in need	
6.1	Informed by available data, identify any cohort specific housing needs and, if identified, consider actions that can be taken to encourage the development of such in parallel with other actions.	Immediate
6.2	Council to consider the development of a "Move to the North Burnett" informative video presenting the regions liveability features and case studies from local residents, encouraging relocation to the region and attracting essential workers.	12-24

○	Construction	
7.1	Encourage housing development which may repurpose existing commercial properties for specific cohorts to address emerging needs, such as the transient worker demands.	12
7.2	Council to consider the development of new employee housing stock and, once its needs are met, make surplus properties available in the open market as they are eventually replaced.	18

○	Capital solutions	
8.1	Identify appropriate land holdings and, subject to funding availability, begin development of 3 Council employee houses to replace 3 properties currently rented from the private market.	12
8.2	Following feasibility assessments related to water and sewer constraints on the north side of Gayndah, and if a feasible option is identified that will unlock meaningful development potential, seek funding for such.	18-48
8.3	Council, in partnership with the State, to investigate innovative but financially sustainable solutions that offer low-capital, high-capacity short-term accommodation options in the region's towns most in need of short-term worker accommodation.	18-48
8.4	Following the development of a feasible plan to resolve water and sewer constraints in Mundubbera, and subject to funding availability, undertake the identified works.	24-48
8.5	Following the feasibility assessment related to the historic lots in the region's main towns and subject to funding availability, undertake any identified works (if any).	24-48



Queensland
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NORTH BURNETT
REGIONAL COUNCIL

North Burnett Regional Council **LOCAL HOUSING ACTION PLAN**

An initiative under the Queensland Housing Strategy 2017-2027

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Partnership Acknowledgement

The North Burnett Local Housing Action Plan was developed with the support of the Queensland Government in association with the Local Government Association of Queensland.

Disclaimer

The North Burnett Local Housing Action Plan is s a non-statutory plan and 'living document' prepared under the Queensland Housing & Homelessness Action Plan 2021-2025 (Action 5) to support local housing outcomes. This Local Housing Action Plan is not the same as a Housing Strategy under the State Planning Policy, or a housing study, but may inform statutory documents like a planning scheme.

DRAFT

1 INTRODUCTION

This Local Housing Action Plan (the Plan) is developed through a joint initiative involving the Queensland Government, North Burnett Regional Council and the Local Government Association of Queensland (LGAQ) to respond to a range of immediate, emerging, and longer-term housing challenges in the North Burnett Region.

This is an iterative process that does not intend to duplicate existing actions of Council or the actions under the Queensland Housing Strategy 2017-2027 or the Housing and Homelessness Action Plan 2021-2025. It seeks to identify opportunities, consider an agreed response, develop targeted actions on key priorities and enable ongoing review of effort to adapt and respond to changing need.

The Plan aims to:

1. **develop agreed priority actions** to respond to housing need in the local government area.
2. **establish strong foundations for longer-term housing responses** to assist housing and homelessness outcomes in the local government area into the future
3. **incorporate existing information and plans** that assist with developing responses to housing need and acknowledge work already completed by the Council, state agencies, private and not-for-profit organisations
4. **facilitate targeted interaction between all parties through agreed actions** to ensure a focus on deliverables and projects that can improve housing responses in the short and longer-term



2 APPROACH AND METHODOLOGY

The plan provides an overview of key community and housing characteristics, emerging issues related to housing in the community and identifies a targeted initial set of priority actions to respond to housing needs. It has been developed through a review of a range of supporting documentation including:

- Council's planning scheme
- Relevant Council strategies, reports and plans
- Statistical data from the Queensland Government Statisticians Office, including Census and other data sets such as building approvals, rental market data and housing approvals
- Housing needs data from the Department of Housing and other state agencies as required
- The Queensland Housing Strategy 2017-2027 and the Housing and Homelessness Action Plan 2021-2025
- Other anecdotal data and information such as general community or industry sentiment as expressed to relevant officers from time to time.

Emerging issues and opportunities, key challenges and potential responses have been developed from the review of a range of data sets, anecdotal feedback, and preceding engagement opportunities with Council and other stakeholders.

3 KEY FACTS

3.1 ABOUT THE REGION

The North Burnett Regional Council (NBRC) area is located approximately 4 hours north, north west of Brisbane, is immediately inland from the Bundaberg Region, and is part of the Wide Bay – Burnett Region. The area comprises of six main townships, being Biggenden, Eidsvold, Gayndah, Monto, Mount Perry, Mundubbera, and an additional 25+ villages and farming catchments.

The region has a total land area of approximately 19,700km² and, as at the 2021 census, had a population of 10,068¹ persons, representing a population density of 0.51¹ persons per square kilometre. While there is no predominant population centre, when grouping state suburbs falling within 20 km of the region's six townships, Gayndah has the greatest population with 2,466 (24.49%) persons, being 337 (3.35%) persons more than Monto (Table 1).

Table 1: Population distribution of the North Burnett Region as at the 2021 Census, within a 20 km radius of each of the region's six main towns

Town	Population (#)	Population (%)
Gayndah	2,466	24.49%
Monto	2,129	21.15%
Mundubbera	1,929	19.16%
Biggenden	1,746	17.34%
Eidsvold	691	6.86%
Mount Perry	525	5.21%
Regional	582	5.78%
Total	10,068	100%

NOTE: Grouped on Australian Bureau of Statistics (ABS) State Suburbs and Localities (SAL) geographical areas within the North Burnett Local Government Area (LGA) where approximately 20% or more of the SAL falls within a 20 km radius of the towns CBD. Where an area falls within multiple radiuses, the population within the SAL is divided evenly based on the number of radiuses it falls within.

Source: North Burnett Regional Council, Based on ABS data, Census of Population and Housing 2021.

As at June 30, 2022, the Queensland Government Statisticians Office estimates the North Burnett population to have grown to 10,220² persons since the 2021 Census figure, representing a 1.51% increase. The region has a total of 5,451¹ private dwellings.

3.1.1 The economic drivers

Within the North Burnett Region, 52.8% (4,475)¹ of individuals aged 15 years or older are active participants in the workforce. Among these, 59.2% (2,650)¹ are engaged in full-time employment.

The key economic strength of the North Burnett Region is agriculture and farming, particularly in the sectors of beef cattle and citrus farming, which employ 21.7% (923)¹ of the region's workforce. For the Gayndah and Mundubbera areas, which together account for 43.6% (4,395) of the region's total population (Table 1), citrus and small crops emerge as the predominant industries. These sectors experiences notable demand for temporary workforces, particularly during peak picking seasons.

The region is also seeing a surge of interest in renewable energy initiatives. Several prospective projects, such as wind farms, solar farms, and a pumped hydro facility, are currently understood to be in the pipeline for the region. If these projects come to fruition, they are expected to generate substantial workforce requirements, spanning a minimum of two years and potentially extending well beyond, although the need for ongoing labour is less clear.

Additionally, other projects such as the rectification of Paradise Dam and general mining exploration within the region are anticipated to make significant contributions to the local economy in the coming years.

Ensuring the region can adequately accommodate the housing needs of its industries is a top priority. In some cases, this may require innovative, sustainable solutions. Council's aim is to foster growth where possible to ensure a prosperous future for generations.

¹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023.

² Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Estimated resident population. Based on ABS data, Regional population, Various editions.

4 LOCAL AREA CHARACTERISTICS

4.1 DEMOGRAPHIC CHARACTERISTICS

Demographic data for the North Burnett Local Government Area is based on Australian Bureau of Statistics (ABS), Australian Statistical Geography Standard (ASGS), July 2021, and is primarily sourced from the Queensland Government Statistician's Office (QGSO) Queensland Regional Profiles for North Burnett Local Government Area (LGA) (ASGS 2021). Where relevant, data comparisons are made to Queensland (State) data sets. Statistics provided are based on available statistical data, where information from the 2021 Census is available, these figures have been included in this social baseline.

4.1.1 Population

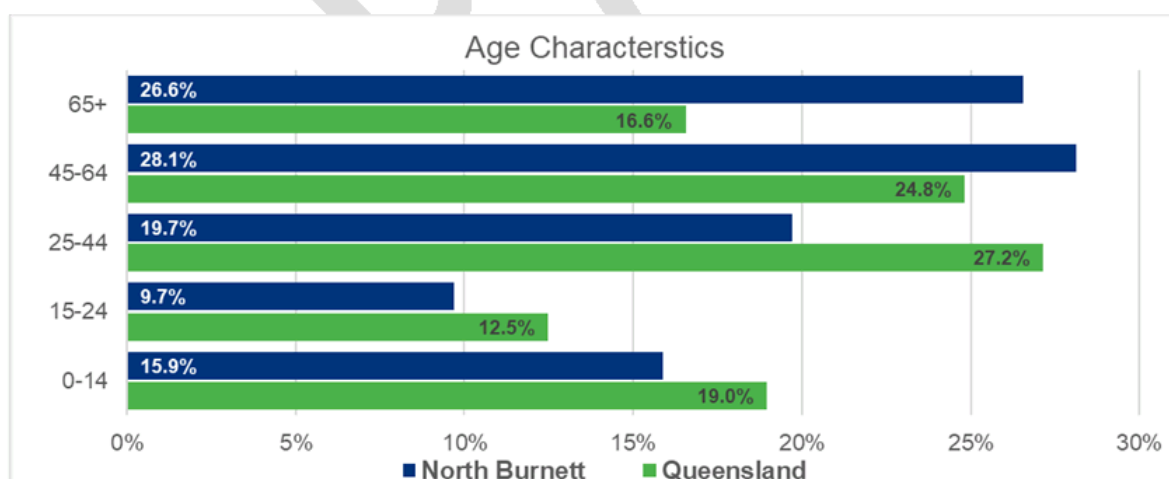
The region's population, as recorded through regular censuses, has been in a steady decline for several years, with historical data from the previous Shire Councils, which now make up the NBRC, indicating that between 1981 and 2021, the region's population has decreased by approximately 1,500 persons, to 10,068 in 2021. The Queensland Government Statistician's Office projects this trend to continue, forecasting a median annual decline of 0.3% per year over the next 25 years, reaching a forecast population in 2046 of around 9,360³ persons. When considering the upper and lower confidence bounds of this forecast, the range spans from an increase to 10,568 persons, to a decrease to 8,246 persons by 2046³. It is understood that these projections do not currently take recent Queensland population growth into account, from which the region appears to have already benefited, albeit modestly.

While the forecast decline is of concern, when looking to neighbouring Local Government Areas, most are forecast to grow over the same period. The overall Queensland population is also forecast to grow by 1.4% per year over the next 25 years, amounting to approximately 2,082,281³ additional persons by 2046. With demand for affordable housing at its current levels and the economic drivers in the region, Council remains optimistic around the region's population growth prospects, and hopes to meet or exceed the upper population forecast of 10,568³ by 2046.

4.1.2 Age

As at June 30, 2021, the median age of the population in the North Burnett Region was 49.1 years⁴, older than the Queensland median age of 38.4 years⁴. The proportion of individuals aged 65 years and older is higher in the North Burnett (26.6%) than in Queensland (16.6%), while the representation of people aged 25-44 years is lower in the North Burnett Region at 19.7% in contrast to Queensland's 27.2% (Figure 1). Overall, the data reflects an ageing population base in the region.

Figure 1: Age characteristics of the North Burnett Region as at 30 June 2021



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Population by age and sex. Based on ABS data, Census of Population and Housing, 2021, Regional population by age and sex, 2021

³ Source: Queensland Government Population Projections, 2023 edition.

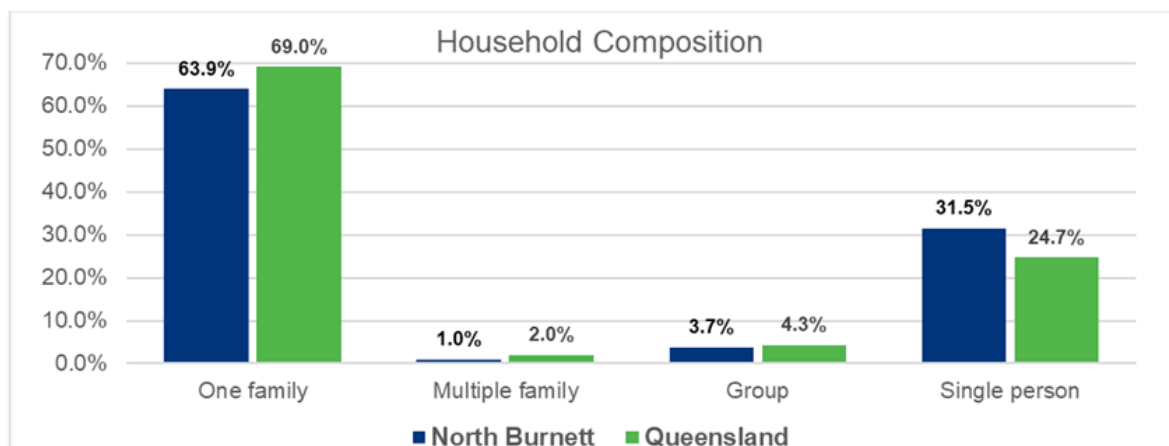
⁴ Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Population by age and sex. Based on ABS data, Census of Population and Housing, 2021, Regional population by age and sex, 2021.

4.1.3 Household composition

A household comprises one or more individuals aged 15 years or older residing in a private dwelling⁵. Household composition refers to the types of relationships within that household, including whether it consists of a single family or multiple family units or if it is composed of unrelated household members.

In the North Burnett Region, it is most likely a household will be made up of a sole family (63.9%), slightly lower than the proportion of such households across Queensland (69.0%). Group households and multiple family households make up only 1.0% and 3.7%, respectively. Single person households represent 31.5% of identified households, exceeding that of Queensland at 24.7% (Figure 2).

Figure 2: Household composition of the North Burnett Region as at 30 June 2021

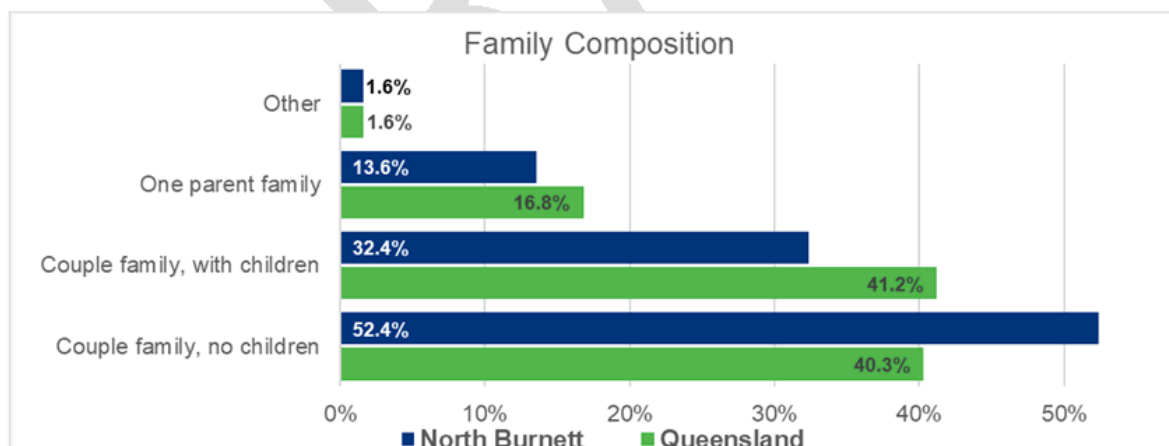


Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Household Composition. Based on ABS data, Census of Population and Housing, 2021, unpublished data (occupied private dwellings)

4.1.4 Family composition

Family composition distinguishes various family types based on their typical place of residence. In the North Burnett Region, 52.4% of families are likely to be couples without children, while couples with children and one parent families make up 32.4% and 13.6% of families, respectively. There is a lower percentage of couples with children in the North Burnett Region (32.4%) compared to Queensland (41.2%), while the percentage of couple families without children (52.4%) significantly surpasses that of Queensland (40.3%) (Figure 3).

Figure 3: Family composition as at 30 June 2021, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Family Composition. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G29

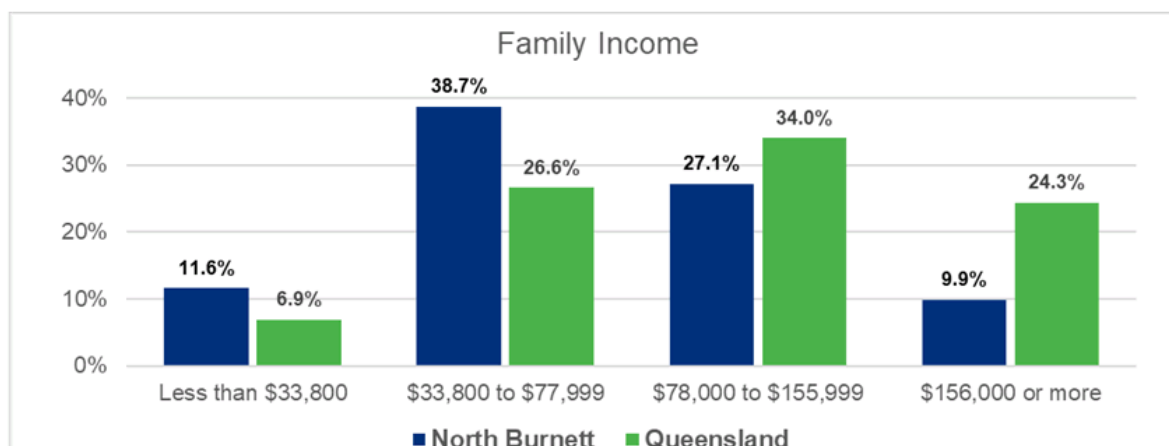
⁵ Source: As per the definition used in the 2021 Census - Australian Bureau of Statistics [ABS] 2021, *H*, ABS, viewed 24 October 2023, <<https://www.abs.gov.au/census/guide-census-data/census-dictionary/2021/glossary/h>>

4.1.5 Family incomes

Total family income comprises the combined personal income of all family members residing in a household during the 2021 Census. Low-income families are those earning less than \$650 per week or \$33,800 annually. In the North Burnett, there is a higher proportion of low-income families compared to Queensland, with 11.6% of families earning less than \$33,800, compared to 6.9% of Queensland families. Additionally, a larger proportion of North Burnett families fall within the income range of \$33,800 to \$77,999, accounting for 38.7%, in contrast to 26.6% across Queensland (Figure 4).

The median income of families in the North Burnett has seen an increase over time, however this has been disproportionate to Queensland. In 2016, the median family income in the region was \$60,268⁶, while in Queensland, it was \$86,372⁶. This figure has risen to \$68,484⁷ (up 13.6%) per year in the North Burnett, as at the 2021 Census, compared to \$105,248⁷ (up 21.9%) per year in Queensland.

Figure 4: Family income as at the 2021 Census, North Burnett Region and Queensland



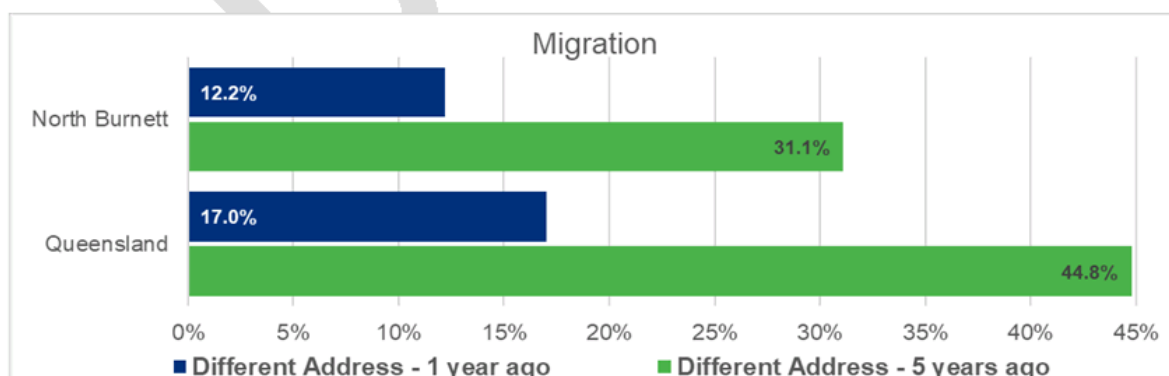
NOTE: Percentages are based on total responses, which includes partially stated and not stated income responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Total family income. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G02 and G32.

4.1.6 Migration

The 2021 Census examines how people's residency has changed by looking at where they lived one and five years before the Census. This data can shed light on local property markets by revealing broadly how many people move in and out of a community, affecting demand and property turnover. In comparison to Queensland as a whole, the North Burnett Region experienced less community migration. Only 12.2% of residents had a different address one year prior to the 2021 Census, and 31.1% had a different address five years prior to the Census. These percentages are lower than the corresponding figures for Queensland, where 17.0% had a different address one year prior, and 44.8% had a different address five years prior, indicating a lower rate of community movement (Figure 5).

Figure 5: Place of usual residence one and five years ago as at the 2021 Census, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Migration 1 year ago & Migration 5 years ago. Based on ABS data, Census of Population and Housing, 2021, General Community Profile - G44 and G45.

⁶ Source: ABS, Census of Population and Housing, 2016, General Community Profiles - G02 (North Burnett Regional & Queensland)

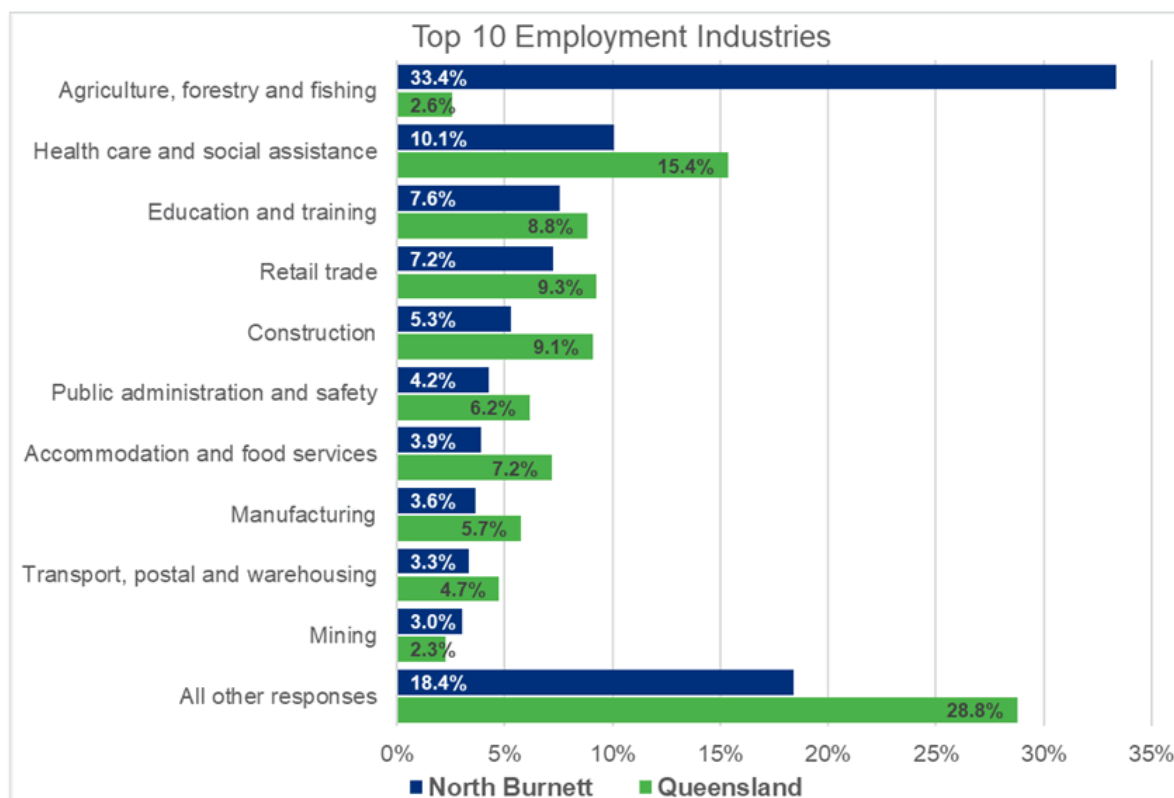
⁷ Source: ABS, Census of Population and Housing, 2021, General Community Profiles - G02 (North Burnett Regional & Queensland)

4.1.7 Other characteristics

4.1.7.1 Industry

The most prominent employment industry within the region is agriculture, forestry and fishing, employing 33.4% of the region's working population. While not uncommon for regional and rural Local Government Areas (LGAs), the industry surpasses Queensland at 2.6%, making it a significant contributor to the local economy and one that must be nurtured (Figure 6).

Figure 6: Employment industries by number of workforce persons employed as at the 2021 Census, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Employment by industry. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G54 and unpublished data.

Notably, of Queensland's working population, 925⁸ are employed in citrus fruit growing, and of these, 301⁹ are in the North Burnett Region, accounting for 32.5% of the industry's employment numbers at a state level.

⁸ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Queensland – Viewed 25/09/2023.

⁹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023.

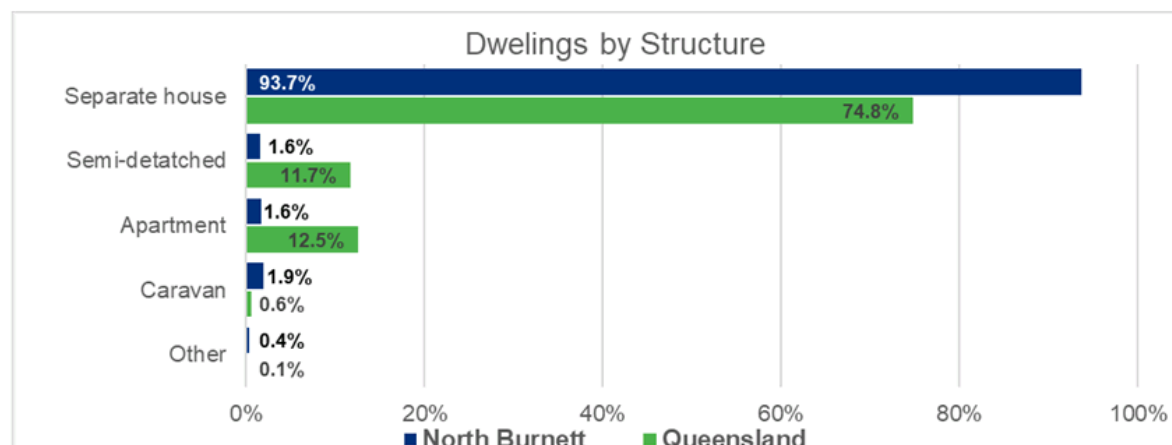
4.2 HOUSING CHARACTERISTICS

4.2.1 Dwellings by structure

The 2021 Census shows detached separate houses were the most common dwelling structure, accounting for 93.7% of all dwellings counted in the North Burnett Region. This figure is significantly higher than the state average, where detached houses accounted for 74.8% of dwellings (Figure 7). This is however relatively in line with other regional or remote areas where low-density housing is common. In the North Burnett Region, the prevalence of detached houses translates into lower proportions of apartments (1.6%) and semi-detached homes (1.6%), compared to Queensland's figures of 12.5% and 11.7%, respectively (Figure 7).

Caravan dwellings (including cabins and houseboats) were more prominent than either semi-detached homes or apartments, accounting for 1.9% of the region's dwellings (Figure 7).

Figure 7: Dwellings by dwelling structure type as at the 2021 Census, North Burnett Region and Queensland



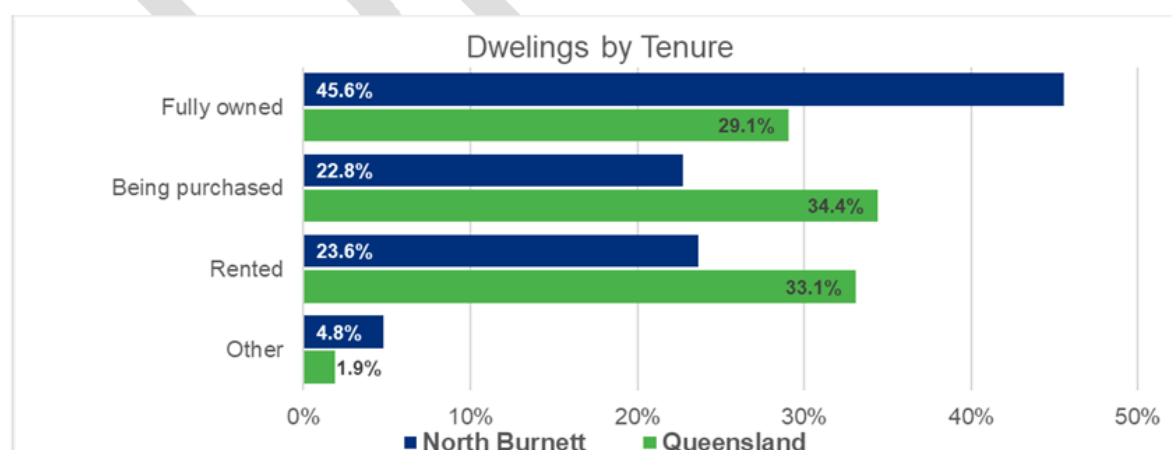
NOTE: Percentages are based on total responses, which includes dwelling structures not stated responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Dwellings by dwelling structure. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G36.

4.2.2 Dwellings by tenure

As at the 2021 Census, the North Burnett Region had a significantly higher proportion of residents who occupied and owned their dwellings outright (45.6%) compared to Queensland (29.1%). Consequently, this translated to lower proportions of dwellings being purchased (22.8%) and rented (23.6%) compared to Queensland at 34.4% and 33.1% respectively. Of note, the tenure type of "Other" accounted for 4.8% of respondents compared to Queensland at 1.9% (Figure 8). Source data notation suggests this likely relates to dwellings being occupied rent free or under a life tenure scheme.

Figure 8: Dwellings by dwelling tenure type as at the 2021 Census, North Burnett Region and Queensland



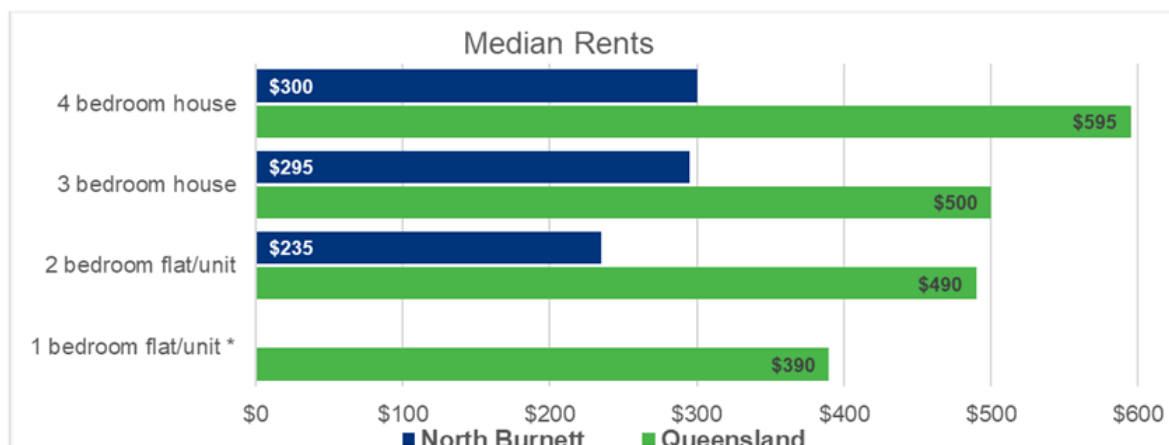
NOTE: Percentages are based on total responses, which includes tenure type not stated responses (not shown above).

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Dwellings by tenure type. Based on ABS data, Census of Population and Housing, 2021, General Community Profile – G37.

4.2.3 Renting

Renting in the North Burnett is relatively affordable, with the median weekly rent for a 4 bedroom house of \$300 per week, compared to the respective Queensland median at \$595 per week (Figure 9). Similar trends can be observed in other property types, as depicted in Figure 9. Further, with 63.3%¹⁰ of households indicating rent payments below 30% of household income within the region compared to 58.2%¹⁰ of Queensland households, the region represents an attractive option for renters seeking housing affordability, despite limited availability.

Figure 9: Median rent by dwelling type for the 12 months ended 30/06/2023, North Burnett Region and Queensland



NOTE: Where there are less than 10 bond lodgements with the Residential Tenancies Authority (RTA) for a property type over the 12 month period prior to the date of the data, the median is omitted.

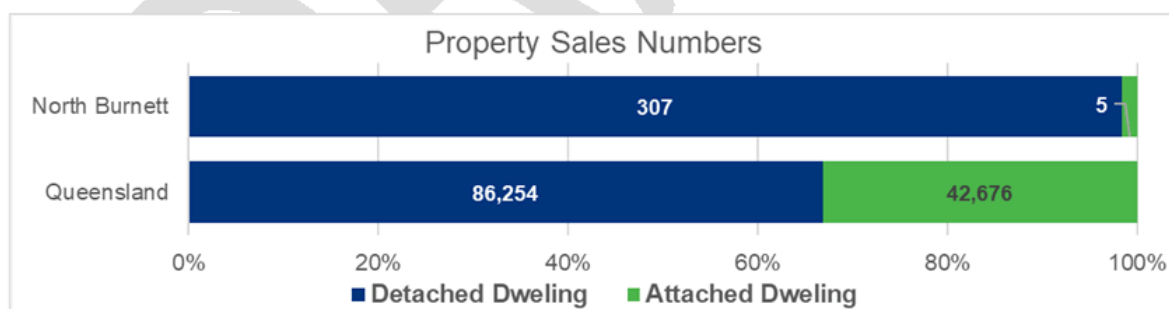
* Insufficient lodgements within the North Burnett Region.

Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

4.2.4 Property sales and pricing

Consistent with 97.3% of the region's dwellings being detached (separate house, Figure 7), 98.4% (307) of dwelling sales within the region were for detached dwellings, compared to Queensland at 66.9% (86,254) (Figure 10). Of these sales, the median sale price for a detached dwelling was \$207,500, a considerable discount of 68.1% from the Queensland median of \$650,000 (Figure 11), again representing an attractive option for residents seeking affordable housing, despite limited availability.

Figure 10: Property sale numbers, detached vs attached only, for the 12 months ended 31/03/2023, North Burnett Region and Queensland



Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

¹⁰ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023

Figure 11: Property sale values, detached vs attached only, for the 12 months ended 31/03/2023, North Burnett Region and Queensland



* Insufficient attached dwelling sales within the North Burnett Region.

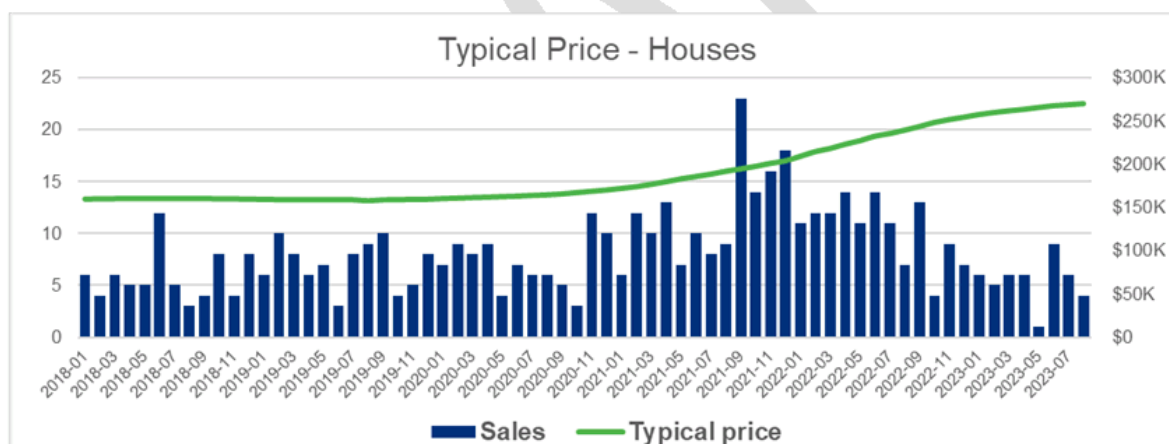
Source: Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area*, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

4.2.5 Market trends

Since January 2021, the "Typical" sale price within the North Burnett has increased by approximately \$100,000 and, with elevated sales transactions between November 2020 to November 2022 (Figure 12), demand for property in the region has grown compared to prior periods.

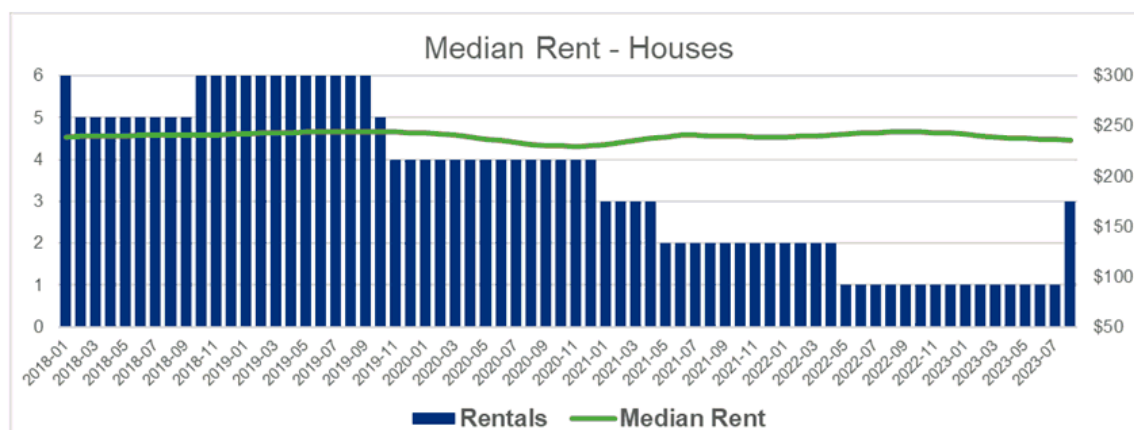
Between January 2018 and August 2023, median rent has remained relatively unchanged however, the number of tenancies entered into over the same period has declined considerably (Figure 13), implying a tightening rental market

Figure 12: Typical sale prices and numbers for the North Burnett Region – 01/01/2018 – 31/08/2023



NOTE: HIAAG (the data source) applies a calculation to establish a "Typical Price," which differs to a median price. HIAAG notes this calculation as a "solution to the shortcomings of the Median Price metric which results in a more accurate representation of home values and price trends at a suburb level." Council does not warrant or endorse the accuracy of the above data in any way.

Source: Reproduced from htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

Figure 13: Typical rental prices and numbers for the North Burnett Region – 01/01/2018 – 31/08/2023

NOTE: HtAG (the data source) notes that "Median Rent is weekly advertised rent based on rentals over the preceding 12 months." Council does not warrant or endorse the accuracy of the above data in any way.

Source: Reproduced from httag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.



5 KEY FOCUS AREAS

Areas of focus have been determined through a review of existing data and engagement with stakeholders as identified in the methodology. These focus areas will be considered when identifying and prioritising actions.

5.1 OVERALL HOUSING

The North Burnett Region does not have a predominant population centre. However, approximately 24.49% of the region's population falls within 20 km of Gayndah, surpassing other towns by 3.35% (Table 1), and, consequently, Gayndah is considered the main population centre of the North Burnett. At the Suburb and Locality Area (SAL) level, the immediate Gayndah township (SAL31106) has a population of 1,949¹¹ as at the 2021 Census; however, Council estimates that the true population in this area is now closer to 2,003 persons at the time of preparing this document.

Each town within the region has its own housing needs and profile, with some areas experiencing different demands and/or supply constraints. While this plan has a region wide perspective, some highlighted focus areas and actions will drill down to the particular needs of an area within the region, with the intention of alleviating wider regional demands.

5.1.1 Background

The North Burnett Regional Council area was formed in 2008 through the amalgamation of six (6) Shire Councils. Since this time, there has been very little land and/or building development in the region, as is evident by the total number of private dwellings increasing from 5,441 (Census 2011) in 2011 to 5,451 (Census 2021) in 2021, or a net increase of just 10 dwellings.

While, on average, there have been approximately 28.5 new homes constructed per year for the last 10 years, it is anecdotally understood a proportionate number of dwellings have either been relocated, demolished or otherwise removed from the region. As much of the region's housing stock is aged and/or relocatable (elevated homes, cabins and/or caravans), and with some areas in the region susceptible to bushfires and floods, it is possible this trend will continue.

Since amalgamation, Council has undertaken 1 residential land development, adding approximately 6 freehold lots to the region's land supply, but has also continued another development that was registered pre-amalgamation. Due to the low sale value of residential lots and the high costs to install infrastructure, Council has seen very little interest from private land developers over the same period. Council's records indicate just 3 applications have been approved since 2010 where the development would see the creation of 4 or more lots.

Demand for constructed dwellings is relatively high at present, with some local agents identifying buyers will often pay over the area average for high quality, modern homes. Conversely, while urban residential land remains quite affordable at an average sale price of \$35,000.00 (QVAS), it appears buyers are not as prepared to assume the risk of building to achieve a similar result. This is likely due to the limited availability of local builders and trade providers, with landowners that do choose to build often looking to engage builders from outside of the region. This often comes at a considerable premium, attracting additional travel time and logistical costs.

Due to the region's remote location and lower population numbers, some residents experience difficulty obtaining finance to pursue property transactions. Several lenders are known to have higher deposit requirements for property purchases or building in the region as compared to more populated centres, and other lenders are known to simply not offer finance on property within the region. This provides another barrier to residential construction and potentially adversely influences the region's investment prospects.

The North Burnett's median residential sale price was \$206,250¹² for the 12 months ending March 31, 2023. The region recorded 312¹² dwelling sales, and 62¹² sales of new and vacant land. The median rent for a 3 bedroom house was \$295¹³ per week, with 114¹³ rental applications lodged in the 12 months ending June 30, 2023. The region has a rental vacancy rate of 0.05%¹⁴

¹¹ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Gayndah, Suburb and Locality (SAL) – Viewed 25/09/2023.

¹² Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Residential dwelling sales. Data: Department of Resources, Office of the Valuer-General, Property sales for the 12 months ended 31/03/2023.

¹³ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

¹⁴ Source: htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

5.1.2 Current housing situation

There are some 5,451 total private dwellings in the region (Census 2021) – this includes 3,903 occupied dwellings, 908 unoccupied dwellings and 640 dwellings non-classifiable or for visitor only purposes. The average number of people per household is 2.2 (Census 2021).

The region's occupancy rate at the time of the census was 81%¹⁵, leaving 19% unoccupied. Among private dwellings, it's estimated that 68% are owner-occupied, while the remaining 32% are rented or fall under other or unstated occupancy categories, as calculated from Figure 8. A breakdown of the dwelling ownership and type is:

- 3,903 – private, occupied dwellings – (3,656 houses, 63 town houses, 64 apartments, 95 other, and 25 dwelling structure not stated)¹⁵
- 81 – State Social Housing¹⁶
- 9 – Social Housing – Community Housing¹⁶
- 51 – Government Employee Housing (GEH) (Table 2)
- 11 – Council staff properties (3 bed or more houses)
- other short-term accommodation in the caravan park, roadhouse and motel are not captured separately – a mix of ensuite, self-contained and shared accommodation.
- Other State government departmental operational accommodation is not captured.

5.2 SHORT-TERM WORKER ACCOMMODATION

The North Burnett Region, like many other Local Government Areas, has a strong agricultural sector with citrus fruit growing employing 13.2% (104)¹⁷ of the workforce in Gayndah and 14.8% (82)¹⁷ of the workforce in Mundubbera. Mundubbera also has workers employed in other agricultural industries, such as berry growing, packaging services and other agricultural and fishing support services, with these industries employing a further 17.0% (94)¹⁷ of the Mundubbera workforce collectively.

During the picking season, the population of some towns is understood to swell by up to 20% due to the short-term worker demands surrounding citrus and small crops, resulting in added housing demand. A lack of short-term accommodation for agricultural employment has now been exacerbated by consistently low rental vacancies. Caravan parks have become an option for residents that are unable to source affordable housing.

5.2.1 Response Opportunities

- Investigate innovative solutions that offer low capital, high capacity short-term accommodation options in the region's towns most in need of short-term worker accommodation.
- Consider long-term master planning to facilitate provision of worker accommodation.

5.3 HISTORICAL LOT RESTRICTIONS

The North Burnett Region has a number of urban residential lots that are registered however, due to past practices, the necessary infrastructure such as services and roads were not constructed. Landowners are unable to affordably build residential dwellings on this land. Council often receives enquiries regarding these lots, with prospective or current owners seeking information on what can be built on the lots. Despite some owners and prospective owners wishing to undertake a residential build on this land, the historical lot overlay necessitates the construction of relevant infrastructure at the owners expense before a residential build can be considered. This requirement often goes beyond the financial capacity of a landowner.

The most significant group of these lots is located in the township of Mount Perry (~116), however other smaller groups of lots exist in other areas across the region amounting to around 375 lots in total. As historical lots are registered, with many already privately owned, investigating and/or undertaking road construction or other infrastructure provision could represent a minimal work, albeit expensive, option to free up affordable residential land for housing construction. Additionally, given the interest already received regarding the potential construction of dwellings on this land, addressing the lack of infrastructure represents an opportunity to potentially attract a number of residential builds within the area.

While the costs of the necessary infrastructure are unclear and are expected to go far beyond Council's financial capacity, should funding be made available, Council believes addressing this issue will lead to additional housing supply in the region.

5.3.1 Response Opportunities

- Seek funding to investigate the feasibility of resolving the current historical lots issue (or a number of the lots).
- Seek funding to rectify the lack of infrastructure, unlocking residential land for dwelling construction.

¹⁵ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G36.

¹⁶ Source: Queensland Housing Profiles for North Burnett (R) Local Government Area, Queensland Government Statistician's Office, Queensland Treasury, Social housing tenancies. Data: Department of Housing, as at 30/06/2020.

¹⁷ Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, Gayndah and Mundubbera, Suburb and Locality (SAL) – Viewed 25/09/2023.

5.4 PRIVATE RENTAL MARKET

Almost all local government areas in Queensland are considered to have 'tight' rental markets (characterised by a vacancy rate under 2.5%)¹⁸. As at the September 2023 quarter, data from the Real Estate Institute of Queensland (REIQ) indicates that Queensland had a rental vacancy rate of just 1.0%¹⁸, with several inner regional LGAs having rates below 0.5%¹⁸. The current rental vacancy rate in the North Burnett Region (as at September 2023) is 0.05%¹⁹ however, continued market monitoring and community feedback suggests the reality of this is between approximately 0-3 rental properties available at any given time across the region. This is supported by a search of a leading property listing site, realestate.com.au, where, as at September 18, 2023, there were 2 houses for rent (\$260 and \$450 per week) and 0 units²⁰ available across the entire North Burnett Region.

While data is limited, rents appear to have increased by around \$50 per week (or 20%) for a three-bedroom home between 2012 and 2022²¹. Properties also appear tightly held and are rarely available in the market.

Residential Tenancy Authority (RTA) data suggests there were 114 bond lodgements related to properties within the region in the twelve months ended June 30, 2023²¹. Based on this data, the median rent for a 2 bedroom flat/unit in the North Burnett was \$235 per week and \$295 per week for a 3 bedroom house. Comparatively, the median for Queensland was \$490 and \$500 per week respectively, presenting the region as an attractive option for those seeking affordable rental accommodation, limited, however, by availability.

Census data shows that approximately 1 in 5 (19%)²² private dwellings were unoccupied at the time of the 2021 Census, however this may require further investigation as it is not reflective of anecdotal evidence. Council estimates this has tightened since 2021 due to growing demand for affordable housing, as is reflected in the current rental and sales markets and depicted in Figure 12 and Figure 13.

5.4.1 Response opportunities

- Consideration be given to incentives to encourage medium density infill development that is likely to be made available as rental stock, such as duplexes and/or unit complexes.
- Consideration be given to bringing forward state social housing projects to free up lower cost rentals for market availability.
- Investigate Council land that may be suitable for urban development and consider innovative disposal methods that could encourage or mandate private development within a reasonable time from the transaction date.
- Consider undertaking not for profit land developments in well serviced centres and dispose of resulting lots through innovative means to attract private building investment.

5.5 AGED PERSONS HOUSING AND AGED CARE

Currently there are 13²³ aged care services in the North Burnett, with few of these offering residential places. There are 5 Home care places and 0²³ Restorative care places within the region. As at 2021, 33%²⁴ of the population suffered from at least one long-term health condition and, with an ageing population (median age of 49, projected to increase to 52 by 2046³), demand for aged care services/facilities is expected to grow over the coming years.

Concerningly, at least two aged care facilities that provide residential places within the region have expressed concerns around their long-term viability. Providers have cited increasing regulation, pending facility upgrades and an inability to attract staff as key concerns.

5.5.1 Response opportunities

- Consider initiatives that increase rental availability in the region, alleviating the housing concerns that may hinder providers ability to attract appropriate staff but also enabling greater in-home care options for residents that may otherwise require a residential place.

¹⁸ Source: Real Estate Institute of Queensland 2023, Queensland's rental vacancy rates take a dip, not a nose dive - Viewed 31/10/2023.

¹⁹ Source: htag.com.au, Real Estate Data via North Burnett Regional, QLD Property Market & House Prices 2023 – Viewed 25/09/2023.

²⁰ Source: realestate.com.au Rental search, Biggenden, Gayndah, Mundubbera, Eidsvold, Monto and Mount Perry - Viewed 18/09/2023.

²¹ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Median rents. Data: Residential Tenancies Authority, Rental Bonds data for the 12 months ended 30/06/2023.

²² Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA – Viewed 25/09/2023

²³ Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for North Burnett (R) Local Government Area, Aged care services, Data: Australian Government Department of Health, as at 30/06/2022.

²⁴ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G20

5.6 LOCAL GOVERNMENT EMPLOYEE HOUSING

Council struggles to accommodate staff due to the lack of suitable and available housing in the region. This shortage relates to both council-owned staff housing and private rentals staff would otherwise seek through the open market. Council has been required to lease 7 rental properties from the private market to ensure sufficient housing is available for key appointments, placing greater pressure on the wider rental market and further compounding the rental shortage in the region. Existing staff have cited rental availability as a rising concern, noting that, should their current accommodation cease to be available to them, they would need to consider relocating outside of the region and leaving Council.

Council requires additional, appropriately sized staff housing stock to ensure it is able to attract and retain candidates for critical positions, ensuring essential Local Government services can continue to be delivered. Additionally, through the development of further staff housing, Council will be able to progressively return rentals currently leased from the private market, further improving housing availability in the region.

Council has assessed its needs for employee housing with a 5-year outlook, these are summarised below:

- **5 dwellings** to meet current and anticipated needs – 1 family sized house and 4 townhouses, apartments, duplex units, or small sized houses.
- **7 dwellings** to return private rentals back to the open market – Preferably all townhouses, apartments, duplex units or small sized houses.

Council has serviced land available which can be developed to meet some of these needs, however additional holdings may be needed in priority workforce areas.

5.6.1 Response opportunities

- Consider the development of a cyclical staff housing program that sees smaller sized and fit for purpose staff housing stock built up to appropriate levels in required locations, but also sees older employee housing made available for purchase in the open market upon their eventual replacement.
- Assess Council's current land holdings for their fitness to support staff housing and, subject to funding availability, consider construction of appropriately sized dwellings on appropriate lots.
- Consider undertaking land developments in priority workforce areas and provisioning sufficient lots for employee housing before lot disposal.
- Seek funding to support construction of new staff housing.

5.7 SOCIAL HOUSING

There is a high demand for social housing across Queensland and allocations are focussed on supporting households with the highest need. Weekly median household incomes in the North Burnett are \$1,021²⁵ compared to the Queensland median of \$1,675²⁵. Applicants for social housing must meet criteria which often includes being homeless and/or living on the poverty line.

There is currently 90²⁶ social housing dwellings in the region, with 9²⁶ of these provided by Community Housing providers.

It is understood there is considerable social housing demand within the region, with the North Burnett noted as a first preference on 14²⁷ social housing applications (22 persons), and a further 34²⁷ applicants (49 persons) identifying North Burnett towns as alternate preferences (Social Housing Register). Community feedback indicates some community members may have withdrawn from making application for social housing as they are aware that houses are not available.

Based on the number of social housing applicants expressing an interest in the North Burnett, coupled with 59²⁸ individuals deemed homeless, Council estimates there is sufficient demand for a further 55 social housing dwellings within the region.

5.7.1 Response opportunities

- Consider the provision of Council land to community housing providers for the development of suitable medium density dwellings.

²⁵ Source: ABS, Census of Population and Housing, 2021, General Community Profile - G02.

²⁶ Source: Queensland Housing Profiles for North Burnett (R) Local Government Area, Queensland Government Statistician's Office, Queensland Treasury, Social housing tenancies. Data: Department of Housing, as at 30/06/2020.

²⁷ Source: Department of Housing, Social Housing Register, as at 30/06/2023.

²⁸ Source: ABS, Census of Population and Housing: Estimating homelessness, 2021.

5.8 STATE GOVERNMENT EMPLOYEE HOUSING

In order to employ appropriately skilled and suitable employees, employers are required to prioritise attraction and retention incentives such as housing when housing stock is limited, and the standards do not match accommodation expectations.

Relocating an employee's family away from more populated areas creates challenges and availability of good standard housing assists in the transition to remote areas.

The State Government supplies housing for its employees under two (2) arrangements. The Government Employee Housing arrangement (GEH) provides a range of housing types for staff in dwellings owned by the government. In addition, some departments provide "operational housing" for their employees which is located on or adjacent to operational sites e.g., police stations, hospitals, and schools. Departments may also utilise (rent/lease) houses from local government or the private market (where available) to accommodate essential workers.

Currently GEH has 51 dwellings for government employees in the North Burnett Region, the composition of which is detailed in Table 2. Recent advice from GEH indicates that they currently have demand for a further 4 new dwellings (Table 2).

Table 2: Government Employee Housing – Current supply and additional demand as provided to Council in October 2023

Town	Current (#)	Additional Demand (#)
Gayndah	15	1
Monto	12	0
Mundubbera	9	1
Biggenden	5	1
Eidsvold	8	1
Mount Perry	2	0
Total	51	4

Source: Provided to Council by the Local Government Association of Queensland (LGAQ), sourced from the Queensland Department of Housing.

5.8.1 Response opportunities

- In parallel with Council's employee housing needs, consider collaborative options to support Government Employee Housing needs where appropriate, seeking economies of scale where practical.

5.9 INFRASTRUCTURE LIMITATIONS

Council maintains infrastructure of varying capacity and condition across the region, with some areas having greater capacity to support population growth than others. Some areas within the region are already at or past optimal capacity, and others currently only allow for small growth (50-100 dwellings) before requiring upgrades or expansion. Concerns primarily relate to water supply and wastewater collection networks and treatment plants but also extend to sealed and unsealed road networks.

A high-level assessment of infrastructure capacity indicates significant upgrades would be required to facilitate meaningful housing supply growth. Some areas within the region are already at or past optimal capacity and the estimated level of investment required varies considerably from town to town.

5.9.1 Response opportunities

- Identify priority growth areas to focus infrastructure investment in the areas most likely to experience population growth over the coming years.
- Develop solutions to current sewerage network infrastructure constraints, and triage in accordance with lowest cost and highest value.
- Consider the advancement of scoped and designed water and sewerage infrastructure projects that will enable sustainable town expansion.

6 RESPONSE OPPORTUNITIES

A Local Housing Action Plan enables engagement across all levels of government, as well as private and not-for-profit organisations.

An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses can then be determined that provide flexibility in delivery and support each of the broad areas identified.



6.1 ACTIONS

Council with the support of the Queensland Government through the Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through this set of actions, developed to target immediate to longer term housing responses. This is an iterative process, and these actions and target outcomes will seek to either create immediate benefit or to establish foundations that help respond to ongoing housing need.

	Land and Development	Timeline Starting in March 2024 (months)
1.1	Council to consider undertaking stage two of its current land development in Mundubbera, subject to feasibility and considering the demand for existing lots in stage one.	12
1.2	Review Council's current land holdings across the region and identify any serviced land that could be suitable for development and, if Council is unlikely to develop the land itself in the near future, consider innovative means of disposal where the acquirer is required to develop the land within a reasonable timeframe.	12-18
1.3	Council to undertake appropriate feasibility studies related to the previously developed water and wastewater network concepts necessary to alleviate development constraints on the north side of Gayndah, identifying if there is merit in pursuing such plans, what areas are serviceable and/or if alternative options may be more feasible over the long term.	12-18
1.4	Develop plans and pricing to resolve the current sewer and water network constraints in Mundubbera that limit the town's ability to expand and pose a constraint to current development prospects.	12-18
1.5	Council to undertake an assessment of the historic lots in the region's main towns and determine the most feasible way of resolving the current historic lot overlay restrictions in these areas (or parts thereof), balancing the costs of possible work with the number of lots likely to be freed up for residential construction.	12-24
1.6	Council, subject to capital and/or funding availability, considers undertaking a not for profit (cost recovery) style housing development in a priority workforce area(s) to both free up land for private dwelling construction, but also enable Council employee housing development, should suitable and feasible land be available following the initial review of Council land holdings.	12-48

○	Planning	
2.1	As part of the current planning scheme amendments, continue to pursue opportunities to reduce barriers to residential development.	Immediate
2.2	Council to review its existing 'Dual occupancy and multiple dwelling' fact sheet and, once reviewed, consider wide reaching promotion of the resource, encouraging critical thought around dual occupancy opportunities.	12
2.3	Council to review its existing 'Affordable housing', 'Rural workers accommodation' and 'Dwelling Houses' fact sheets and, once reviewed, consider wide reaching promotion of the resources.	18
2.4	Council to consider temporary fee reductions or rebates related to planning applications that will lead to the creation of 3 or more urban lots, or encourage medium density development such as unit complexes, duplexes or similar structures.	12
2.5	Undertake an assessment of housing needs and identify opportunities in relation to local density aspirations, opportunities for secondary dwellings on existing blocks, mixed use development options, repurposing unused commercial space, types of construction permitted and any other specific initiatives to address future housing need for both public and private sectors.	12
2.6	Undertake the 10-year review of the planning scheme, including related studies, and, following this review, decide whether to amend or replace the planning scheme.	12-24
2.7	Subject to funding availability and feasibility, undertake an analysis of relevant infrastructure, such as water and wastewater assets, across the region's main towns to identify the infrastructure implications of development and where trunk infrastructure upgrades may be necessary to unlock land for urban residential development.	18-36

○	Optimisation	
3.1	Assess possible lease, redevelopment, change of use or renovation of existing Council buildings to optimise community outcomes that support housing needs.	12
3.2	Investigate partnerships with social housing providers where Council may make land available to providers, enabling social housing development.	12
3.3	In centres where demand for transient workers is high, consider hybrid facility/land use options that may provide temporary accommodation options during periods of high demand.	12-24

○	Master planning	
4.1	Consider master planning of identified options to ensure resilient and well thought out development, in line with community expectation, that leads to sustainable and well-designed towns. The planning may be at development, street, or locality level.	6-24
4.2	In centres most susceptible to transient workforce population fluctuation, consider master planning to best integrate this workforce into the fabric of the community.	6-24

○	Supports	
5.1	Council to consider community development opportunities to foster community connectivity and a 'live local, support local' mindset amongst community members.	12
5.2	Council requests that State and Federal Governments provide financial assistance in grants for rural and remote LGA's to support provision of employee housing to reduce the financial burden on communities of meeting these additional costs and obtaining equitable access to essential services.	12
5.3	Council requests that the State Government considers providing interest free loans to councils for the development of serviced land for sale.	12

5.4	Council requests the State Government considers the expansion of the Catalytic Infrastructure Fund to smaller scale residential developments in rural and remote LGA's.	12
5.5	Council requests that the Federal Government consider extending the Home Guarantee Scheme (HGS), as an existing and established scheme, to landholders (including investors) seeking to construct multioccupancy dwellings where loan value ratio restrictions may otherwise be a barrier, with an appropriate value ceiling to reduce potential exploitation.	12-24
5.6	Council requests that the Federal Government provide programs/funding/incentives to encourage and assist local youth to take on trades in the local building industry.	12-24
5.7	Council requests that the State and Federal Governments consider options to remove inequality in access to housing finance options, such as higher Loan to Value Ratio (LVR) requirements, in rural and remote areas.	12-24
5.8	Council requests that the State Government ensure there is sufficient housing of an acceptable standard in rural and remote LGA's for State Government agency and service staff to minimise the impact on the general housing markets.	5 Years

○	People in need	
6.1	Informed by available data, identify any cohort specific housing needs and, if identified, consider actions that can be taken to encourage the development of such in parallel with other actions.	Immediate
6.2	Council to consider the development of a "Move to the North Burnett" informative video presenting the regions liveability features and case studies from local residents, encouraging relocation to the region and attracting essential workers.	12-24

○	Construction	
7.1	Encourage housing development which may repurpose existing commercial properties for specific cohorts to address emerging needs, such as the transient worker demands.	12
7.2	Council to consider the development of new employee housing stock and, once its needs are met, make surplus properties available in the open market as they are eventually replaced.	18

○	Capital solutions	
8.1	Identify appropriate land holdings and, subject to funding availability, begin development of 3 Council employee houses to replace 3 properties currently rented from the private market.	12
8.2	Following feasibility assessments related to water and sewer constraints on the north side of Gayndah, and if a feasible option is identified that will unlock meaningful development potential, seek funding for such.	18-48
8.3	Council, in partnership with the State, to investigate innovative but financially sustainable solutions that offer low-capital, high-capacity short-term accommodation options in the region's towns most in need of short-term worker accommodation.	18-48
8.4	Following the development of a feasible plan to resolve water and sewer constraints in Mundubbera, and subject to funding availability, undertake the identified works.	24-48
8.5	Following the feasibility assessment related to the historic lots in the region's main towns and subject to funding availability, undertake any identified works (if any).	24-48

9.6 AMENDMENT OF RESOLUTION 2023/237 CREATIVE RECOVERY WORKSHOPS**Doc Id:** 1188890**Author:** Vicki Callanan, Disaster Management Officer**Authoriser:** Margot Stork, Chief Executive Officer**Attachments:** Nil**EXECUTIVE SUMMARY**

The purpose of this report is to rectify an error in Council's resolution 2023/237 by replacing Queensland Health's Regional Adversity Clinician with Rachel Koster for the delivery of Creative Recovery Workshops. The report recommends amending section 2. (b) to authorise the CEO to enter a contractual arrangement with Koster, not exceeding \$18,000.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. Sustainable Communities – to retain population and attract investment

OFFICERS RECOMMENDATION

That Council amends resolution 2023/237 2. (b) to replace the authorisation for entering into a contractual arrangement with Queensland Health's Regional Adversity Clinician to instead authorise the CEO to enter into a new contractual arrangement with Rachel Koster for the delivery of Creative Recovery Workshops, up to the value of \$18,000.

REPORT

On 13 December 2024 Council passed resolution 2023/237 as follows:

RESOLUTION 2023/237
Moved: Cr Robert Radel
Seconded: Cr Dael Giddins

1. That Council resolves that in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide;

- Suicide Intervention Training
- Creative Recovery Workshops
- Childrens Mentorship Program

To the North Burnett Region.
2. That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council:

- a) Authorise the CEO to enter a contractual arrangement for Suicide Intervention Training with Applied Suicide Intervention Skills Training up to the value of \$20,000;
- b) Authorise the CEO to enter a contractual arrangement for Creative Recovery Workshops with Queensland Health's Regional Adversity Clinician up to the value of \$18,000; and
- c) Authorise the CEO to enter a contractual arrangement for Childrens Mentorship Program with Blue Gum Farm TV up to the value of \$33,000.

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

CARRIED 7/0

The resolution incorrectly stated that the Creative Recovery Workshops to be presented by Queensland Health's Regional Adversity Clinician instead of Rachel Koster. All other aspects of resolution 2023/237 are correct.

CONSULTATION

Not applicable.

RISK IMPLICATIONS**Reputation / Political**

Not Applicable.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Not Applicable.

Legal & Regulatory

Not Applicable.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Sensitivity to the unique situation of disaster survivors is inherent to the delivery of community resilience and recovery service delivery.

Climate

Not Applicable.

KEY MESSAGE

Having rectified an error in resolution 2023/237, Council authorises the CEO to enter into a contractual arrangement with Rachel Koster to deliver Creative Recovery Workshops up to the value of \$18,000.

9.7 FLOOD WARNING INFRASTRUCTURE MASTERPLAN

Doc Id: 1188917

Author: Vicki Callanan, Disaster Management Officer

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

The Wide Bay Burnett Flood Warning Infrastructure Masterplan (Masterplan) is a living document which identifies and prioritises future flood warning infrastructure for the Wide Bay Burnett Region.

This report identifies the initial infrastructure nominated for North Burnett.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

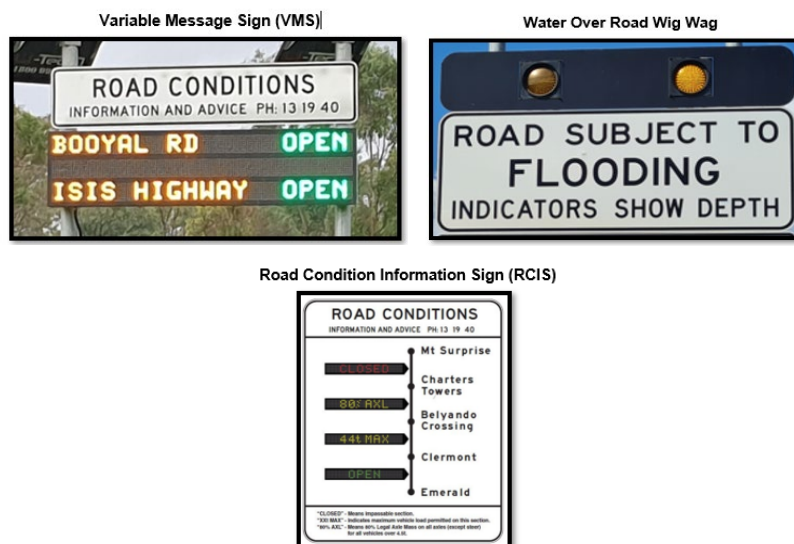
OFFICERS RECOMMENDATION

That Council adopts the recommended North Burnett Flood Warning Infrastructure locations as set out below for inclusion in the Wide Bay Burnett Flood Warning Infrastructure Masterplan.

REPORT

Wide Bay Burnett Regional Roads and Transport Group (RRTG), Disaster Management Officers and Queensland Reconstruction Authority (QRA) have worked together to develop a Wide Bay Burnett Flood Warning Infrastructure Masterplan (Masterplan). This Masterplan is a living document which identifies and prioritises future flood warning infrastructure for the Wide Bay Burnett Region. The Masterplan includes assets such as rainfall and river height gauges, flood cameras and electronic signage and will be used to strategically nominate and deliver flood warning infrastructure when funding opportunities arise. Exact location of signs will be determined once funding is secured and fit for purpose signage are selected.

Funding opportunity timeframes are generally short making it difficult to seek approval and submit applications within the required timeframes. Pre-Approval of the nominated locations is sought from Council to ensure all opportunities are taken advantage of.



Flood Warning Infrastructure Masterplan - North Burnett Locations		
Asset Location and Name	Road Name	Infrastructure Type
Monto (sign @ Monto - road conditions Monto to Rockhampton)	Burnett Highway (Monto-Biloela Rd)	Road Condition sign - RCIS Type
Monto (sign @ Monto - Mt Perry Road - road conditions at 4 creek crossings)	Monto-Mount Perry Road	Road Condition sign - VMS Type
Eidsvold (sign @ Eidsvold - road conditions Eidsvold to Ban Ban)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Eidsvold (sign @ Eidsvold - road conditions Eidsvold to Biloela)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Eidsvold (sign @ Eidsvold - road conditions Eidsvold to Theodore)	Eidsvold-Theodore Road	Road Condition sign - VMS Type
Ceratodus (sign @ Kerwee Road - road conditions to Monto - Mount Perry Road)	Kerwee Road	Road Condition sign - VMS Type
Mungy (sign @ Kerwee Road - road conditions to Burnett Highway)	Kerwee Road	Road Condition sign - VMS Type
Mundubbera (sign @ Mundubbera - road conditions Mundubbera to Ban Ban)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Mundubbera (sign @ Mundubbera - road conditions Mundubbera to Biloela)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Mundubbera (sign @ Mundubbera - road conditions Mundubbera to Toowoomba)	Mundubbera - Durong Road	Road Condition sign - RCIS Type
Mundubbera (sign @ Gayndah - Mundubbera Road - road conditions to Gayndah)	Gayndah Mundubbera Road	Road Condition sign - VMS Type
Gayndah (sign @ Gayndah - Mundubbera Road - road conditions to Mundubbera)	Gayndah Mundubbera Road	Road Condition sign - VMS Type
Gayndah (sign @ Gayndah - road conditions Gayndah to Gympie & Gayndah to Childers)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Gayndah (sign @ Gayndah - road conditions Gayndah to Monto)	Burnett Highway (Gayndah - Monto Rd)	Road Condition sign - RCIS Type
Ginoondan (Barambah Creek Bridge on Burnett Highway)	Burnett Highway (Goomeri - Gayndah Rd)	Wig Wag/Camera
Ginoondan (Sign @ Gayndah - Mt Perry Road [9 mile] to Gin Gin including Mingo & Gooroolba-Biggenden Road))	Burnett Highway (Goomeri - Gayndah Rd)	Road Condition sign - VMS Type
Ban Ban Springs (Road conditions Ban Ban to Gympie & Ban Ban to Kingaroy)	Burnett Highway (Goomeri - Gayndah Rd)	Road Condition sign - RCIS Type
Biggenden (sign @ Biggenden - Biggenden to Gayndah and Biggenden to Gympie)	Isis Highway (Biggenden - Coalstoun Lakes Rd)	Road Condition sign - RCIS Type
Biggenden (sign @ Biggenden - road conditions Biggenden to Maryborough)	Maryborough - Biggenden Road	Road Condition sign - VMS Type
Biggenden (sign @ Biggenden - road conditions Biggenden to Gayndah)	Gooroolba - Biggenden Road	Road Condition sign - VMS Type
Biggenden (sign @ Biggenden - road conditions Biggenden to Childers)	Isis Highway (Childers - Biggenden Road)	Road Condition sign - VMS Type
Sunday Creek (sign @ Sunday Creek Bridge)	Gayndah - Mount Perry Road	Water Over Road Wig Wag Sign
Sunday Creek (sign @ Sunday Creek Floodway)	Gayndah - Mount Perry Road	Water Over Road Wig Wag Sign
Mount Perry (sign @ Perry - road conditions to Gayndah and Biggenden)	Gayndah - Mount Perry Road	Road Condition sign - VMS Type
Mount Perry (sign @ Perry - road conditions to Monto [Monto-Mount Perry Road and Kerwee Road])	Gayndah - Mount Perry Road	Road Condition sign - VMS Type
Mundubbera (gauge @ Jack Parr Bridge)	Coonambula Road	Rain River Gauge
Gayndah (gauge @ Humphrey Bridge)	Humphrey - Binjour Road	Rain River Gauge

CONSULTATION

This Masterplan has been developed in consultation with the RRTG, DMO's and QRA.

RISK IMPLICATIONS**Reputation / Political**

Not Applicable.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Pre-approval of infrastructure locations enables Council to rapidly apply for funding as/when opportunities arise.

Legal & Regulatory

Not Applicable.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

This masterplan enables Council to continually improve road safety during disaster activations.

Climate

Not Applicable.

KEY MESSAGE

Pre-approval of the Flood Warning Infrastructure Masterplan enables Council to swiftly pursue funding opportunities as they become available for the implementation of these assets.

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT TO 31 DECEMBER 2023

Doc Id: 1185554

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

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Finance Report - December 2023.pdf [1188478]

EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget, for the financial year to 31 December 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 Council, in accordance with section 204 *Local Government Regulation 2012 (Qld)*, receives the Finance Report for the period ended 31 December 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 December 2023 include:

- Rates, Levies and Charges recorded in December 2023 totalling \$10.003m, are lower than the budget year-to-date figure of \$10.008m, resulting in a \$5,000 or 0.05% variance. Rates overdue has decreased from November 2023 of \$1,088,669 to December 2023 of \$996,182 resulting in \$92,487 being repaid, this is due to the focused internal collection period prior to external debt collection.
- Employee Benefits – The result in employee benefits has been impacted by the current level of vacancies, as compared to budget, from a forecast figure of \$9.062m to \$7.776m; with a \$1,285,806 or 14.19% variance.
- Materials and Services – The result in Materials and Services of \$9.170m from a budgeted \$8.245m (variance of \$925,005, equivalent to 11.22%) and reflects increased costs associated with the Road Maintenance Performance Contract and Roadworks Performance Contract.
- Depreciation is above the forecast budget of \$9.469m, at \$9.509m (resulting in a \$40,355 variance and 0.43% difference).
- The expense coverage ratio has been included as recommended by the Queensland Audit Office as an indicator of 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 need to increase to maintain the ratio at acceptable levels. The ratio currently is at a cash management level of three (3) months, which is within the target range, calculated allowing for restricted funds as follows:
 - Internally restricted for building infrastructure of \$7,920

- Externally Restricted funds including:
 - unspent capital government grants and subsidies of \$5,950,155
 - landfill management levy of \$8,287,087
 - state government prepaid waste management levy of \$1,738,004.
- 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 one (1) is considered a minimum. It is anticipated 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 December 2023 is 3.27:1. After consideration of funds held for external and internal restrictions (as above), Council's current ratio at December 2023 is 2.06:1.
- Cash and investments as at 31 December 2023 totals \$28,885,000. After consideration of funds held for external and internal restrictions (as above), the total unrestricted cash balance available for operational purposes is currently \$12,902,000.

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 is broadly 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 December 2023)**Areas to note**

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 31 December 2023 which is currently \$1,054,000 lower than predicted. The net difference is comprised of revenue higher than budget by \$729,000 and operating expenses lower than budget of \$325,000.

Operating Revenue

- Rates, levies, and charges revenue is below budget by \$4,514, *Water Consumption* has decreased to budget by \$12,521, *Discounts* have decreased to budget by \$17,572 and *Waste Management* is above budget by \$3,341. Whereas *General Rates* are lower than budget by \$10,267, *Natural Resource Management Levy* is lower than budget by \$52, *Water* has decreased to budget by \$2,119 and *Sewerage* has decreased by \$290 to budget and *Other Levies* - including Local Disaster Management Levy is lower than budget by \$290.
- Fees and Charges have increased to budget in December by \$230,494 due to additional *Caravan Park Takings* that are above budget by \$96,152 mainly due to increases in Mt Perry and Mingo Crossing, *Building and Development Fees* have increase by \$14,120, *Community Service Fees* are above budget by \$26,066, *Trade Waste & Recycling* revenue has increased by \$27,409 mainly relating to Biggenden, Monto and Mt Perry waste management facilities, *Other Fees and Charges* have increased by \$43,285 mainly due to rates search fees, show grounds Fees & charges and aviation fuel sales and *Licences and Registrations* have increased to budget by \$10,582 and *Water and Sewer Fees* have increased by \$12,880 to budget.
- Interest received is favourable to budget due to higher levels of average investments to date.
- Other Income is above budget by \$13,786 mainly due to an insurance recovery of \$15,055 for an older vehicle, that was damaged, being written off, Bus revenue is above budget by \$28,526. Whereas *Washdown Bays* in Gayndah, Eidsvold, and Monto are below budget by \$20,052 and Reginal Murray Williams Centre is below budget by \$1,816, other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions are above budget by \$58,703 due to timing of early receipt of Road to Recovery income as compared to forecast.
- Rental Income has decreased from budget by \$41,793, which relates to Council housing and a minor timing difference in invoicing.
- Sales revenue is slightly above budget by \$32,249, which is due to Road Maintenance Performance Contract (RMPC) income being above budget by \$42,148 and Roadworks Performance Contract (RPC) income above budget by \$8,108 whereas *Contract and Recoverable works* is below budget by \$19,164 other varying small amounts make up the difference.

Operating Expenditure

- Materials & Services is above budget by \$925,005 which relates to maintenance of transport infrastructure of \$189,739, and insurance costs of \$165,890. In addition, RPC and RMPC received are higher than budget forecasts.
- Depreciation is slightly above budget by \$40,335 as at 31st December 2023, this will even out as the year progresses.

Capital revenue and expenses

- Capital Revenue is on par with budget. Associated with the funding of the Biggenden Water Treatment Plant upgrade project, revenue has been recognised of \$2,308,123 from the Commonwealth Governments Building Better Regions Fund.

YTD FY2023 - 2024

	Actual	Budget	Variance	%	Impact on net result
	\$000	\$000	\$000		
Recurrent Revenue					
Rates, levies and charges	10,003	10,008	(5)	(0%)	▲
Fees and charges	960	730	230	32%	▲
Interest Received	788	347	441	>100%	▲
Other Income	313	299	14	5%	
Recurrent Grants, subsidies, contributions and donations	1,651	1,592	59	4%	
Rental Income	140	182	(42)	(23%)	▼
Sales Revenue	1,096	1,064	32	3%	
Total Operating Revenue	14,951	14,223	729	5%	
Recurrent Expenses					
Employee Benefits	(7,776)	(9,062)	1,286	14%	▲
Materials & Services	(9,170)	(8,245)	(925)	(11%)	▼
Depreciation	(9,509)	(9,469)	(40)	(0%)	
Finance Costs	(52)	(57)	5	9%	
Total Operating Expense	(26,507)	(26,832)	325	1%	
Operating Profit / (Loss)	(11,555)	(12,609)	1,054	8%	
Capital Revenue and Expenses					
Capital Revenue	2,435	2,435	0	0%	
Capital Expenses	0	0	0	0%	
Net Capital Income Gain / (Loss)	2,435	2,435	0	0%	
Net Result	(9,120)	(10,175)	1,054	10%	▲

Legend:

- ▲ favourable movement
- ▼ unfavourable movement

FINANCIAL PERFORMANCE (as at December 2023)

	YTD	FY 2024
	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
Current Assets		
Cash and cash equivalents	28,885	26,822
Inventories	596	515
Trade and other receivables	1,596	3,344
Contract Assets	3,986	2,787
	35,063	33,468
Non-Current Assets		
Property, plant and equipment	967,445	933,611
	967,445	933,611
Total Assets	1,002,507	967,079
Current Liabilities		
Current Borrowings QTC	(75)	(170)
Contract Liabilities	(5,950)	(2,500)
Other Current Liabilities	(1,699)	(1,724)
Current Provisions	(2,435)	(3,209)
Trade and other payables	(573)	(2,620)
	(10,732)	(10,223)
Non Current Liabilities		
Borrowings Non Current	(1,513)	(1,333)
Other Non Current Liabilities	(891)	(876)
Provisions Non Current	(13,468)	(7,263)
	(15,872)	(9,472)
Total Liabilities	(26,604)	(19,695)
Net Community Assets	975,904	947,384
Community Equity		
Asset revaluation reserve	(239,795)	(176,757)
Retained surplus/(deficiency)	(736,109)	(770,627)
Total Community Equity	(975,904)	(947,384)

Areas to note

Assets

- YTD Cash and cash equivalents has decreased from 30 November 2023 to 31 December 2023 by \$955,000. This is due to additional costs incurred relating to major works including flood damage repairs, and the Biggenden Water Treatment Plant.

- Trade and other receivables have increased from 30 November 2023 to 31 December 2023 by \$174,000 due to recoverable contract works being invoiced.

- Contract assets represent predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA).

Liabilities

- Current Liabilities have increased from 30 November 2023 to 31 December 2023 by \$509,000 in line with recognition of revenue received and work completed for grant funded projects. Contract liabilities of \$5,950,000 relates to capital grants received in advance and as respective projects are completed, the revenue is therefore able to be recognised for these grants.

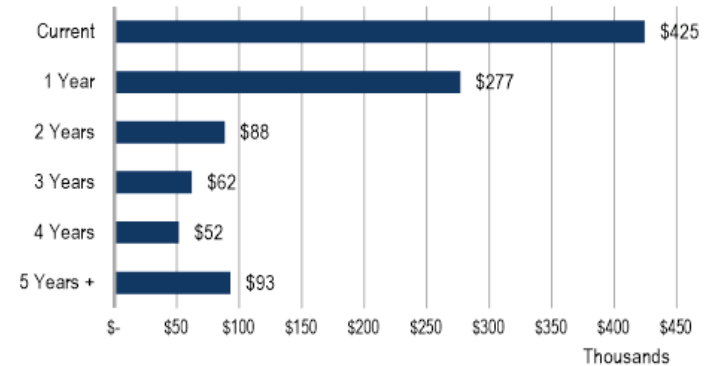
- Other non-current liabilities of \$891,535 relate to the prepayment of the state government waste levy charges for the years 2024-2025 to 2025-2026. These payments will be brought to account in their respective future years.

RATES OVERDUE (as at December 2023)

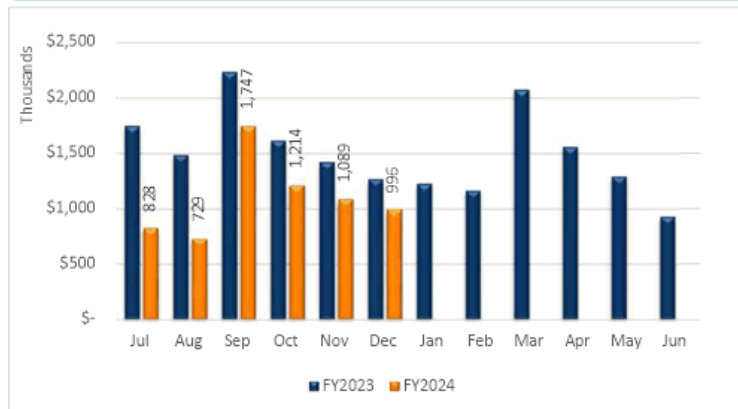
Areas to note

- In December 2023 the rates overdue has decreased from November 2023. This has been a decrease from November (1,088,669) to December (996,182) of \$92,487.
- In December 2023 the rates overdue balance has decreased by 8.5%.
- Approximately 70.39% of rates overdue as at 31 December 2023 are less than one year overdue.
- Discount take up for 23/24 year to date is 86.53% compared to discount take up in the 22/23 year of 89.44%.

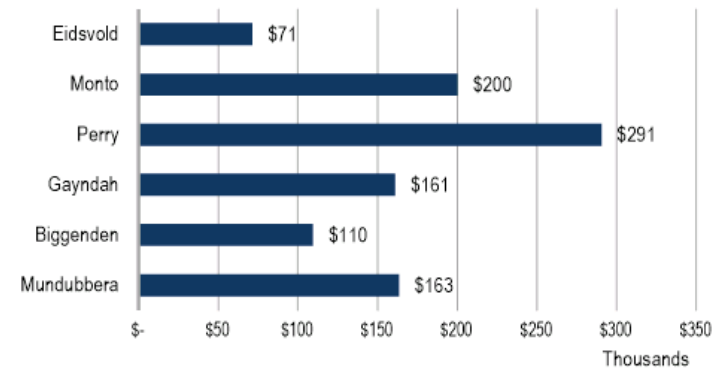
Overdue rates by age



Overdue rates balance



Overdue rates by location



10.2 QUARTERLY BUDGET REVIEW - DECEMBER 2023

Doc Id: 1187706

Author: Owen Jensen, Financial Services Manager

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Quarterly Budget Review - 31 December 2023.pdf [1188497]

EXECUTIVE SUMMARY

This review covers the second quarter of actual operations of the 2023-2024 budget as at 31 December 2023. The quarterly budget review – December 2023 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 2023 report.
2. That in accordance with Section 170 of the *Local Government Regulation 2012*, Council resolves to amend the budget for the year ending 30 June 2024 to include recommended quarterly budget review amendments as presented.

REPORT

After the close of the 31 December 2023 financial period, a review of actual financial performance against the 2023-2024 Budget was conducted.

The review focused on:

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

The proposed adjustments to operational revenue and expenditure budgets result in an increase in the forecast net result to the 30 June 2024 from \$14.802 million to \$22.609 million. This is inclusive of capital grants and contributions. Excluding capital grants the proposed adjustments to operational revenue and expenditure, results in a decrease in the forecast operational deficit for the year ended 30 June 2024 to (\$4.196 million) from (\$4.560 million). The decrease in the operational deficit is due to the net result improvement of \$363,636 from the proposed recoverable works.

The forward schedule of capital works has been extensively reviewed taking into account both internal and external factors, which influence the delivery of Council's capital program. Council's original budgeted capital expenditure program was \$21,629,000. With additional works added through quarterly budget reviews the current capital expenditure program for 2023-2024 is \$34,405,000. 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.

There has been a significant increase in works associated with the flood damage repairs from the rain events of February 2022 and July 2022 and a project team is in operation to complete the works. Council is working closely with the project manager (external contractor) to confirm what can be completed in the financial year 2023-2024, and what will be carried forward to be completed in 2024-2025. The works are being undertaken by a combination of internal construction works teams, and external contractors.

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

Description	Project	Recurrent Revenue	Operational Expenditure	Capital Income	Current Liabilities	Capital Expenditure	Cash at Bank
Additional Grants and Contributions							
Building our Regions	Regional Water Safety and Reliability Program			\$ 1,000,000		-\$ 1,116,430	-\$ 116,430
Queensland Reconstruction Authority	Restoration Rain Events - February 2022 / July 2022			\$ 6,443,851		-\$ 6,443,851	\$ -
Department of Transport and Main Roads	Cania Dam (State Roads) - Widening and Re-Sealing (Recoverable Works)	\$ 4,000,000	-\$ 3,636,364				\$ 363,636
Amendment to Capital Budget							\$ -
Provision for Landfill Rehabilitation	Mt. Perry Landfill Capping				-\$ 935,014		-\$ 935,014
Total		\$ 4,000,000	-\$ 3,636,364	\$ 7,443,851	-\$ 935,014	-\$ 7,560,281	-\$ 687,808

CONSULTATION

Report prepared with input from internal budget managers and delegation holders. Workshop held with Councillors on 10 January 2024.

RISK IMPLICATIONS

Reputation / Political

Council has undertaken a service delivery review and has had extensive consultation with the community as to 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 is 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 2023-2024 Budget will increase the net result to \$22.609m (Inclusive of capital grants and contributions). The operating surplus / (deficit) ratio has improved from (9.9%) to (8.4%) due to the reduction in the revised net deficit result (before capital grants and contributions). The expense coverage ratio includes consideration of funds externally restricted and is currently at three (3) months.

Legal & Regulatory

Under Section 170 of the *Local Government Regulation 2012* (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 a statement of comprehensive income, statement of financial position, statement of cash flows, and statement of changes in equity. The amended budget must also include updated relevant measures of financial sustainability. These statements and measures are provided in Attachment 1.

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

Environmental

Not Applicable.

Property & Infrastructure

With the extensive flood damage repairs associated with the rain events of January and July 2022, Council has been working closely with the Queensland Reconstruction Authority in submitting a claim for Disaster Recovery Funding Arrangements. This funding will enable Council's road and bridge network to be restored to the condition as per prior to these events, and there are betterment works approved to date totalling \$2,794,923 included in the capital expenditure budget 2023-2024.

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 required 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 Council's 2023-2024 Budget as adopted on 28 June 2023 be adjusted to reflect an increase in the net result surplus to \$22.609 million (inclusive of capital grants and contributions).

North Burnett Regional Council Statement of Comprehensive Income															
Annual result	Jun-22A	Jun - 23A	Jun-24F (Budget)	Recommended Variations - Q1 (QBR5 - Sep 23)	Recommended Variations - Q2 (QBR5 - Dec 23)	Jun-24F (Revised Budget)	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Income															
Revenue															
Operating revenue															
Net rates, levies and charges	18,463	20,453	22,466			22,466	23,432	24,194	24,980	25,792	26,566	27,363	28,321	29,171	30,046
Fees and charges	1,628	1,840	1,538			1,538	1,600	1,664	1,722	1,782	1,844	1,909	1,976	2,045	2,117
Rental income	321	226	362			362	376	387	399	411	423	436	449	462	476
Interest received	272	1,016	714			714	735	757	780	803	827	852	878	904	931
Sales revenue	7,104	3,914	3,251			4,000	3,391	3,527	3,668	3,815	3,968	4,127	4,292	4,464	4,643
Other income	1,333	1,168	1,185			1,185	1,221	1,258	1,296	1,335	1,375	1,416	1,458	1,502	1,547
Grants, subsidies, contributions and donations	16,857	19,189	15,958	358		16,316	15,731	16,124	16,527	16,940	17,364	17,798	18,243	18,699	19,166
Total operating revenue	45,978	47,806	45,474	358	4,000	49,832	46,486	47,911	49,372	50,878	52,367	53,901	55,617	57,247	58,926
Capital revenue															
Grants, subsidies, contributions and donations	10,229	6,273	17,278	2,084	7,444	26,806	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616
Total revenue	56,207	54,079	62,752	2,442	11,444	76,638	51,102	52,527	53,988	55,494	56,983	58,517	60,233	61,863	63,542
Capital income															
Total capital income	-	-	-			-	-	-	-	-	-	-	-	-	-
Total income	56,207	54,079	62,752	2,442	11,444	76,638	51,102	52,527	53,988	55,494	56,983	58,517	60,233	61,863	63,542
Expenses															
Operating expenses															
Employee benefits	14,478	15,448	16,257			16,257	16,595	16,947	17,455	17,979	18,518	19,074	19,646	20,235	20,842
Materials and services	21,637	20,818	16,979	358	3,636	20,973	16,639	17,055	17,481	17,918	18,366	18,871	19,437	20,020	20,621
Finance costs	349	20	215			215	191	184	177	172	168	163	158	273	272
Depreciation and amortisation	14,952	17,546	16,583			16,583	16,871	17,070	17,316	17,412	17,509	17,604	17,693	17,793	17,879
Total operating expenses	51,416	53,832	50,034	358	3,636	54,028	50,296	51,256	52,429	53,481	54,561	55,712	56,934	58,321	59,614
Total expenses	51,416	53,832	50,034	358	3,636	54,028	50,296	51,256	52,429	53,481	54,561	55,712	56,934	58,321	59,614
Less Capital Expenses	1,950	2,439													
Net result	2,841	-2,192	12,718	2,084	7,807	22,609	805	1,271	1,558	2,013	2,422	2,805	3,298	3,541	3,928
Operating result															
Operating revenue	45,978	47,806	45,474	358	4,000	49,832	46,486	47,911	49,372	50,878	52,367	53,901	55,617	57,247	58,926
Operating expenses	51,416	53,832	50,034	358	3,636	54,028	50,296	51,256	52,429	53,481	54,561	55,712	56,934	58,321	59,614
Operating result	(5,438)	(6,026)	(4,560)	0	364	(4,196)	(3,810)	(3,345)	(3,057)	(2,603)	(2,194)	(1,811)	(1,317)	(1,074)	(688)

Income Statement

North Burnett Regional Council Statement of Financial Position																	
Annual result	Jun-22A	Jun - 23A	Jun-24F (Budget)	Recommended Variations - Q1 (QBRS - Sep 23)	Recommended Variations - Q2 (QBRS - Dec 23)	Jun-24F (Revised Budget)	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F		
Assets																	
Current assets																	
Cash and cash equivalents	33,455	33,109	29,018	-	2,196	-	688	26,134	31,597	31,286	30,533	30,048	29,864	30,465	30,830	32,532	33,307
Trade and other receivables	3,452	2,295	2,626				2,626	1,180	2,346	2,241	2,281	2,391	2,341	1,841	1,698	443	
Contract Assets	2,655	5,747	2,787				2,787	4,992	4,962	5,515	5,465	5,152	4,965	4,816	5,015	5,315	
Other Assets	1,078	1,179	718				718	359	-	-	-	-	-	-	-	-	
Inventories	454	449	515				515	570	550	560	550	580	490	500	500	500	
Total current assets	41,094	42,779	35,664	-	2,196	-	688	32,780	38,698	39,144	38,849	38,344	37,987	38,261	37,987	39,745	39,565
Non-current assets																	
Property, plant & equipment	909,550	969,150	929,331	4,280	7,560	941,171	927,388	928,793	930,955	933,332	935,813	937,887	940,686	942,385	945,398		
Total non-current assets	909,550	969,150	929,331	4,280	7,560	941,171	927,388	928,793	930,955	933,332	935,813	937,887	940,686	942,385	945,398		
Total assets	950,644	1,011,929	964,995	2,084	6,872	973,951	966,086	967,937	969,804	971,676	973,800	976,148	978,673	982,130	984,963		
Liabilities																	
Current liabilities																	
Trade and other payables	4,801	3,611	2,620			2,620	4,804	7,086	6,246	6,484	6,424	6,373	6,036	5,545	4,805		
Contract Liabilities	2,136	3,918	2,500			2,500	2,636	1,100	2,400	2,150	1,936	1,850	1,650	1,700	1,701		
Borrowings	156	155	170			170	177	90	120	125	130	135	140	356	496		
Provisions	3,781	4,060	3,209	-	935	2,274	3,196	3,155	3,206	3,175	3,296	3,096	2,976	2,976	2,976		
Other current liabilities	685	717	1,724			1,724	2,312	2,801	2,750	2,771	2,751	2,761	2,780	2,781	2,781		
Total current liabilities	11,559	12,461	10,223	-	-	935	9,288	13,125	14,232	14,722	14,705	14,537	14,215	13,582	13,358	12,759	
Non-current liabilities																	
Borrowings	1,668	1,513	1,333			1,333	1,155	1,066	885	761	631	496	356	496	-		
Provisions	13,012	12,702	7,263			7,263	5,263	5,263	5,263	5,263	5,263	5,263	5,263	5,263	5,263		
Other liabilities	1,314	1,315	876			876	438	-	-	-	-	-	-	-	-		
Total non-current liabilities	15,994	15,530	9,472	-	-	9,472	6,856	6,329	6,148	6,024	5,894	5,759	5,619	5,759	5,263		
Total liabilities	27,553	27,991	19,695	-	-	935	18,760	19,981	20,561	20,870	20,729	20,431	19,974	19,201	19,117	18,022	
Net community assets	923,091	983,938	945,300	2,084	7,807	955,191	946,105	947,376	948,934	950,947	953,369	956,174	959,472	963,013	966,941		
Community equity																	
Asset revaluation surplus	176,757	239,795	176,757			176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757		
Retained surplus	746,334	744,143	768,543	2,084	7,807	778,434	769,348	770,619	772,177	774,190	776,612	779,417	782,715	786,256	790,184		
Total community equity	923,091	983,938	945,300	2,084	7,807	955,191	946,105	947,376	948,934	950,947	953,369	956,174	959,472	963,013	966,941		

North Burnett Regional Council Statement of Cash Flows															
Annual result	Jun-22A	Jun - 23A	Jun-24F (Budget)	Recommended Variations - Q1 (QBR5 - Sep 23)	Recommended Variations - Q2 (QBR5 - Dec 23)	Jun-24F (Revised Budget)	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Cash flows from operating activities															
Receipts from customers	29,839	28,800	28,440		4,000	32,440	29,644	30,643	31,666	32,724	33,753	34,815	36,047	37,182	38,353
Payments to suppliers and employees	- 34,842	- 37,726	- 33,236	- 358	- 3,636	- 37,230	- 33,234	- 34,002	- 34,936	- 35,897	- 36,884	- 37,945	- 39,083	- 40,255	- 41,463
Interest received	272	1,016	714			714	735	757	780	803	827	852	878	904	931
Rental income	321	226	362			362	376	387	399	411	423	436	449	462	476
Non-capital grants and contributions	17,117	17,781	15,958	358		16,316	15,731	16,124	16,527	16,940	17,364	17,798	18,243	18,699	19,166
Borrowing costs	- 106	- 18	- 215			- 215	- 191	- 184	- 177	- 172	- 168	- 163	- 158	- 273	- 272
Net cash inflow from operating activities	12,601	10,079	12,023	-	364	12,387	13,061	13,725	14,259	14,809	15,315	15,793	16,376	16,719	17,191
Cash flows from investing activities															
Payments for property, plant and equipment	- 16,011	- 18,822	- 21,629	- 4,280	- 8,496	- 34,405	- 14,928	- 18,475	- 19,478	- 19,789	- 19,990	- 19,678	- 20,492	- 19,492	- 20,892
Proceeds from sale of property, plant and equipment	295	2,281	500			500	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	10,019	6,273	17,278	2,084	7,444	26,806	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616	4,616
Net cash inflow from investing activities	- 5,697	- 10,268	- 3,851	- 2,196	- 1,052	- 7,100	- 10,312	- 13,859	- 14,862	- 15,173	- 15,374	- 15,062	- 15,877	- 14,877	- 16,277
Cash flows from financing activities															
Proceeds from borrowings	-	-	-			-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	- 255	- 156	- 163			- 163	- 170	- 177	- 150	- 120	- 125	- 130	- 135	- 140	- 140
Net cash inflow from financing activities	- 255	- 156	- 163	-	-	- 163	- 170	- 177	- 150	- 120	- 125	- 130	- 135	- 140	- 140
Total cash flows															
Net increase in cash and cash equivalent held	6,649	- 345	8,008	- 2,196	689	5,124	2,579	- 311	- 753	- 485	184	601	365	1,702	774
Opening cash and cash equivalents	26,806	33,455	21,010			21,010	29,018	31,597	31,286	30,533	30,048	29,864	30,465	30,830	32,532
Closing cash and cash equivalents	33,455	33,110	29,018			26,134	31,597	31,286	30,533	30,048	29,864	30,465	30,830	32,532	33,307

North Burnett Regional Council Statement of Changes in Equity															
Annual result	Jun-22A	Jun - 23A	Jun-24F (Budget)	Recommended Variations - Q1 (QBR5 - Sep 23)	Recommended Variations - Q2 (QBR5 - Dec 23)	Jun-24F (Revised Budget)	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Asset revaluation surplus															
Opening balance	345,134	176,757	176,757			176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757
Increase in asset revaluation surplus	- 168,377	63,039				-	-	-	-	-	-	-	-	-	-
Closing balance	176,757	239,796	176,757		-	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757	176,757
Retained surplus															
Opening balance	743,493	746,334	755,825			755,825	768,543	769,348	770,619	772,177	774,190	776,612	779,417	782,715	786,256
Net result	2,841 -	2,192	12,718	2,084	7,807	22,609	805	1,271	1,558	2,013	2,422	2,805	3,298	3,541	3,928
Closing balance	746,334	744,142	768,543	2,084	7,807	778,434	769,348	770,619	772,177	774,190	776,612	779,417	782,715	786,256	790,184
Total															
Opening balance	1,088,627	923,091	923,091			923,091	805,695	946,105	947,376	948,934	950,947	953,369	956,174	959,472	963,013
Net result	2,841 -	2,192	12,718	2,084		14,802	805	1,271	1,558	2,013	2,422	2,805	3,298	3,541	3,928
Increase in asset revaluation surplus	- 168,377	63,039						-	-	-	-	-	-	-	-
Closing balance	923,091	983,938	945,300	2,084	7,807	955,191	946,105	947,376	948,934	950,947	953,369	956,174	959,472	963,013	966,941

North Burnett Regional Council														
Key financial sustainability metrics	Target	Actual		Budget		Forecast								
		Jun-22A	Jun-23A	Jun-24F (Budget) (Original)	Jun-24F (Revised Budget) (Dec 23 QBR)	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Operating surplus ratio	0% to 10%	-11.8%	-12.6%	-10.0%	-8.4%	-8.2%	-7.0%	-6.2%	-5.1%	-4.2%	-3.4%	-2.4%	-1.9%	-1.2%
Asset sustainability ratio	> 90%	103%	93%	98%	121%	66%	92%	101%	102%	103%	95%	90%	85%	91%
Net financial liabilities ratio	<= 60%	-29.5%	-30.9%	-35.1%	-35.1%	-40.3%	-38.8%	-36.4%	-34.6%	-33.5%	-33.9%	-33.8%	-36.0%	-36.6%
Expense coverage ratio (* including Restricted Funds)	3 to 6 months	3 months	4 months	4 months	3 months	5 months	5 months	5 months	5 months	5 months	5 months	5 months	5 months	5 months
Current ratio	> 1	3.56	3.43	3.49	3.53	2.95	2.75	2.64	2.61	2.61	2.69	2.80	2.98	3.10

10.3 MUNDUBBERA CARAVAN PARK

Doc Id: 1187607

Author: Kath Hamilton, Executive Assistant GM Corporate and Community

Authoriser: Margot Stork, Chief Executive Officer

Attachments:

1. Images - 2013 Flood Mundubbera - North Burnett Flood Book.pdf [1193045]
2. Open Space and Recreation Zone.pdf [1192836]
3. Rural Zone - Intensive Agriculture Precinct.pdf [1192837]
4. Flood Hazard Overlay.pdf [1192834]

EXECUTIVE SUMMARY

A resolution of Council is required to finalise the outcome of a deputation request by Mr Mark Postle regarding the future use of land at Seligman Avenue, Mundubbera (Lot 220 YL965 and Lot 1 RP179812).

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. *Sustainable Communities – to retain population and attract investment*

OFFICERS RECOMMENDATION

That Council resolves:

1. It does not support use of land in Seligman Avenue, Mundubbera, described as Lot 220 YL965 and Lot 1 RP179812, for camping, accommodation, caravan park or any similar purpose; due to the risks associated with natural hazards.
2. To investigate the requirements (time/funding) to support use of the land for “free camping” and other temporary activities such as events and provide a report back to Council.

That Council notes:

3. That any person can progress a development application for a Material Change of Use for a Caravan Park or like facility on the land, noting that such an application would require State Government’s consent as ‘owner’ of Lot 220 YL965 and Council’s consent as ‘owner’ of Lot 1 RP 179812.
4. That any person can make application to the State Government (Department of Resources) to purchase Lot 220 YL965.

REPORT

Background

On 27 September 2023, a deputation was made to Council by Mr Mark Postle regarding the future use of land situate at Lot 220 YL965 and Lot 1 RP179812 in Seligman Avenue, Mundubbera.

The minutes of the meeting included the following actions:

Officers to conduct a preliminary assessment of the land on which the old Caravan Park in Mundubbera is located. Following the assessment, a report will be tabled for Council consideration at an upcoming General Meeting.

A preliminary assessment was carried out by Council Officers on the proposed sites with presentation of the results provided to a Councillor Information Workshop on 6 December 2023.

Context/History

The land was used for a Caravan Park from the late 1960s and closed in late 1980s due to other caravan parks operating in the Mundubbera area. The sites were significantly damaged in the 2011 and 2013 floods (Attachment 1 - Images 2013 Flood Mundubbera – North Burnett Flood Book).

A development approval for Short-term Accommodation (Seasonal Worker's Campsite - Lot 220 YL965 and Lot 1 RP179812) was approved subject to conditions on 6 May 2015. This use has not occurred since the 2017 picking season.

There are currently two (2) operating caravan parks in Mundubbera: The Three Rivers Caravan Park and The Big Mandarin Caravan Park. Caravan sites are also available at the Mundubbera Showgrounds, owned by the Mundubbera Show Society Inc. While the Three Rivers Caravan Park is understood to be in the process of sale to new owners, the potential purchasers have advised Council Officers it is their intent to retain business as usual i.e., caravan sites will be available to the public.

Property Details and Preliminary Assessment

The land of interest includes the following:

- 3 Seligman Avenue, Mundubbera (Lot 220 YL965) – 0.8Ha in area, owned by the State Government with North Burnett Regional Council being trustee of the land for the purpose of Local Government and sub-purpose of Caravan Park. The North Burnett Regional Council (NBRC) Planning Scheme includes the land in the Open Space and Recreation zone (Attachment 2). Any development application for this lot would require the landowner's consent being the State Government through the Department of Resources.
- Seligman Avenue Mundubbera (Lot 1 RP179812) – 0.5350Ha in area, owned as freehold land by the NBRC. The NBRC Planning Scheme includes the land in the Rural Zone - Intensive Agriculture Precinct (Attachment 3). Any development application for this lot would require the landowner's consent from an authorised Officer of NBRC.

The subject land (Lot 220 YL965 and Lot 1 RP179812) is identified in the NBRC Planning Scheme within the Flood Hazard Overlay with the Flood Hazard Overlay Code being applicable (Attachment 4). The purpose of the Flood Hazard Overlay Code is to "minimise the exposure of people and property to flood hazards." In addition, the State government's State Planning Policy (SPP) states "the risks associated with natural hazards, including the projected impacts of climate change, are avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards."

In response to a previous enquiry about the same land (Lot 220 YL965) formerly used as a seasonal workers camp, Council advised "in light of the flooding data, Council would not be supportive of any use of this land for camping, accommodation, caravan park or any similar purpose; either via Council itself establishing the camp or by a third-party operator."

This remains Council's position.

Potential Use of Land

The NBRC Planning Scheme allows temporary uses or activities that do not involve a Material Change of Use (MCU) of premises and are considered not assessable development. Such temporary uses or activities would be regulated by Local Laws and include:

- (a) travelling circus – for up to one (1) week on the one (1) site
- (b) occasional community markets – for up to 12 hours in a one-week (1) period
- (c) annual show – for up to one (1) week on the one (1) site
- (d) temporary accommodation within caravans, motorhomes, tents or similar – for stays up to one (1) week on State Land
- (e) fetes and like community events; and
- (f) similar activities.

At the Councillor Information Workshop held 6 December 2023, Councillor's queried the potential use of the land for short term or overnight stay for travelling caravanners and events such as the

Blueberry Festival. These examples of temporary uses or activities could potentially be considered in accordance with the NBRC Planning Scheme provisions and the trustee purposes for the land (Lot 220 YL965). Such temporary uses or activities can be further investigated if Council resolves to progress recommendation 2.

CONSULTATION

This report has been prepared in consultation with Council's Development Services and Executive Leadership Team and Council's Consulting Town Planners, Insite SJC.

RISK IMPLICATIONS

Reputation / Political

The Planning Scheme requires any use to "minimise the exposure of people and property to flood hazards" with the SPP, clearly indicating risks are to be avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards.

Occupational Health & Safety (WHS)

There are no implications for Occupational Health and Safety (WHS).

Financial Impact

To progress recommendation 2 will require the diversion of resources to thoroughly investigate the risks, implications and costs of the proposal. The Chief Executive Officer will advise Council regarding which budgetary/operational plan matter/s will be foregone in order to undertake this work.

Legal & Regulatory

Councillors are referred to legal and regulatory matters raised in the body of the report.

Environmental

This recommendation seeks to minimise environmental risk.

Property & Infrastructure

This recommendation seeks to minimise risk to property and infrastructure.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Not Applicable.

Climate

The intent of the SPP is to address the risks associated with natural hazards, including the projected impacts of climate change, protecting people and property and enhancing the community's resilience to natural hazards.

KEY MESSAGE

The subject land has the potential to be impacted by flood waters resulting in significant damage to existing buildings and infrastructure on the land and nearby. Whilst originally established as a caravan park, the recent flood history (2011 and 2013) and a broader understanding of the impacts of flood events and climate change today, indicate the land is no longer an appropriate location for intensive developments such as a caravan park. However, the land may still be suitable for temporary uses or activities that have minimal establishment and removal requirements such as short-term stays.

ATTACHMENT ONE
IMAGES – 2013 FLOOD MUNDUBBERA - NORTH BURNETT FLOOD BOOK.



Image 1: Looking up the river over the bowls club after the floods had started to recede, Mundubbera.



Image 2 and 3: The park adjacent to the Dimitrios Bridge – Burnett River, Mundubbera.



Image 4: Burnett River Bridge, Mundubbera.



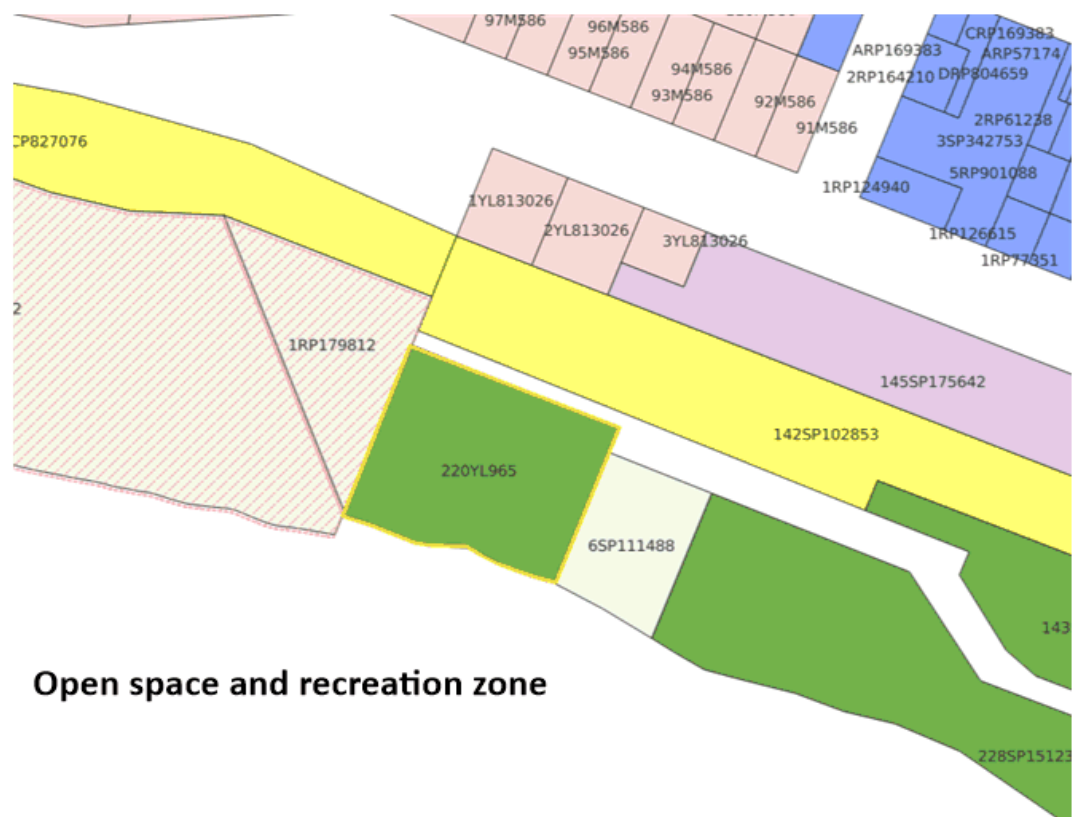
Image 5: Railway Station above old Caravan Park site.

ATTACHMENT 2: 3 SELIGMAN AVENUE, MUNDUBBERA – LOT 220 YL965

Location of site – aerial photo



NBRC Planning Scheme – Zoning Map - Mundubbera

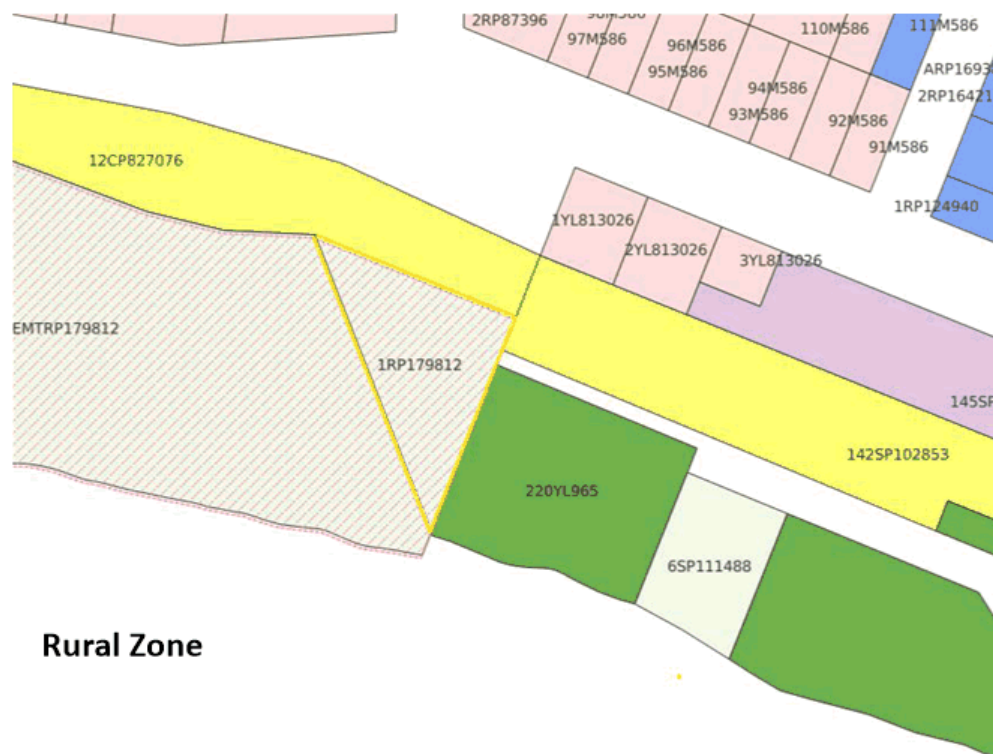


ATTACHMENT 3: SELIGMANN AVENUE MUNDUBBERA – LOT 1 RP179812

Location of site – aerial photo

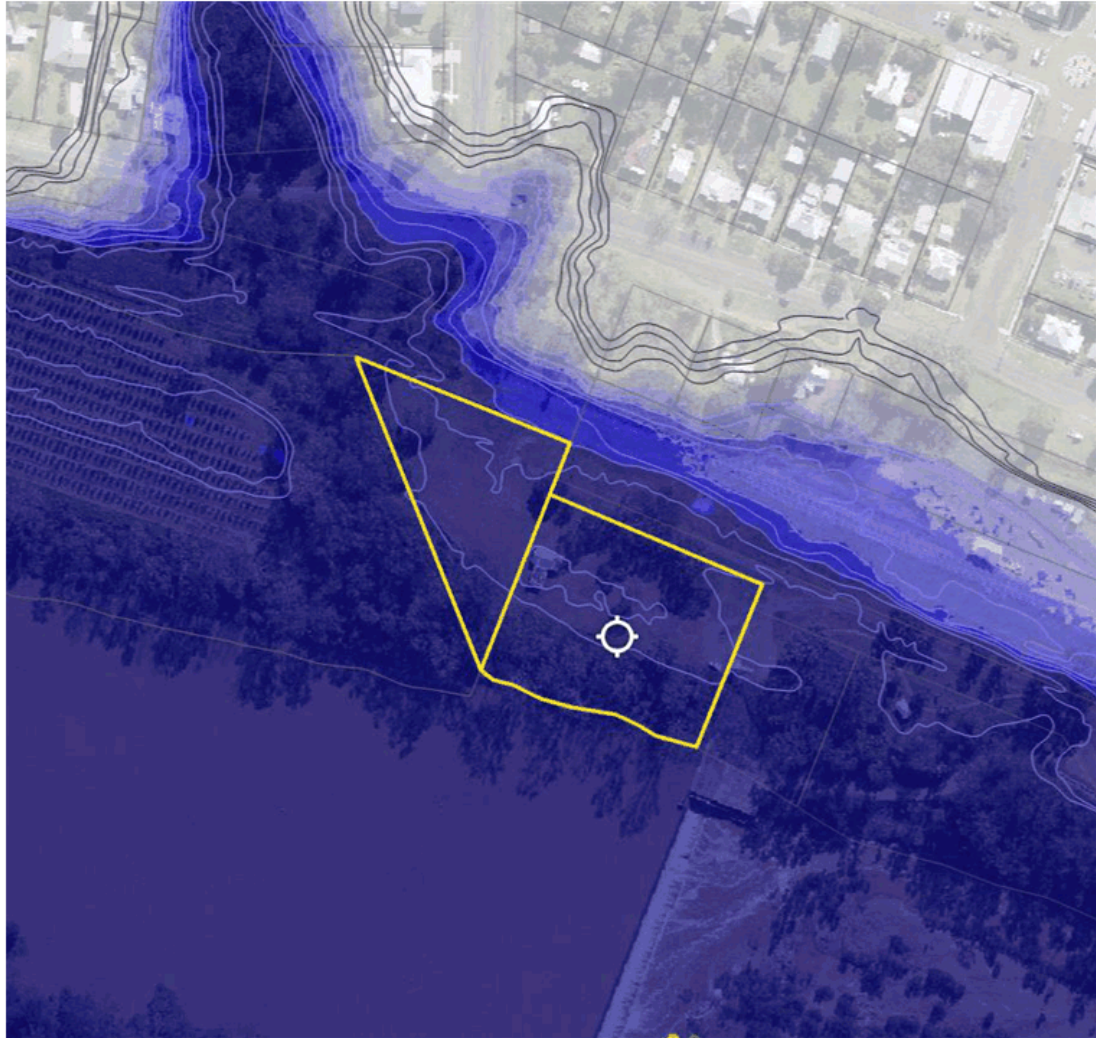


NBRC Planning Scheme – Zoning Map - Mundubbera



ATTACHMENT 4: NATURAL HAZARD MANAGEMENT AREA (FLOOD)– DEFINED FLOOD EVENT (JANUARY 2013 FLOOD)

Part of Council's Overlay Map Flood Hazard - Mundubbera



10.4 SHOW HOLIDAY COMMUNITY ENGAGEMENT

Doc Id: 1170474

Author: Jenny Hall, Community Development Stream Leader

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Show Holiday Engagement Outcome Report.docx [1187535]

EXECUTIVE SUMMARY

The purpose of this report is to address points 2 (two) and 3 (three) of Council Resolution 2023/83 by providing a report to Council on the outcomes of community engagement (point 3) on a regionally consistent Show Holiday date from 2025, as requested by Council (point 2), and to seek Council's endorsed position on Agricultural Show Holidays for the North Burnett region from 2025 onwards.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. *Sustainable Communities – to retain population and attract investment*

OFFICERS RECOMMENDATION

That Council:

1. Endorse no changes to the show holiday dates for 2025 and appoint the following Show holidays for the region from 2025 onwards:
 - a. Mundubbera – Friday of Mundubbera's show in May each year.
 - b. Biggenden, Eidsvold, Gayndah, Mt Perry and Monto – Monday of the Brisbane Royal Queensland Show (Ekka), in August each year.
2. Authorise the Chief Executive Officer to submit Show Holiday nominations, as per Resolution 1 (one), for the North Burnett Region, to the Queensland Government's Office of Industrial Relations when requested each year.
3. Note the Show Holiday Engagement Outcome Report.

REPORT

Background

Each year, in accordance with the *Holidays Act 1983*, local governments are invited by the Queensland Government's Office of Industrial Relations, to nominate special and show holidays for the following year.

North Burnett Regional Council (NBRC) has traditionally resolved to nominate a Show holiday for all towns within the North Burnett region, with the exception of Mundubbera, on the Monday of the Brisbane Royal Queensland Show (Ekka), in August each year. The Show holiday for the town of Mundubbera has been nominated on the Friday of the Mundubbera Show in May each year.

At the General Meeting of Council held on 28 June 2023, the following Resolution was passed:

RESOLUTION 2023/83

- 1) Authorise the Chief Executive Officer to submit a nomination to the Queensland Government's Office of Industrial Relations, to appoint the following Show Holiday dates for the North Burnett region:
 - a) Mundubbera – Friday, 10 May 2024; and
 - b) Biggenden, Eidsvold, Gayndah, Mt Perry and Monto – Monday, 12 August 2024
- 2) Request the CEO to conduct community engagement with all North Burnett townships, to identify the community's sentiment on seeking a regionally consistent Show Holiday date from 2025, in accordance with Council's Community Engagement Policy.
- 3) Are presented with a report on the outcomes of the community engagement, by March 2024 and prior to the nomination of Special and Show Holiday dates for 2025.

This report outlines the findings from the community engagement with the NBRC community regarding Show Holidays from 2025.

Show Holiday Community Engagement

North Burnett Show Holiday community engagement was undertaken in line with Policy 2215 Community Engagement and Consultation and the Community Engagement Framework.

The objective of the engagement was to explore options with the community regarding a regionally consistent show holiday from 2025 onwards, to understand the views of residents and organisations and if there are any economic and social impacts or benefits of differing show holidays across the region.

The engagement focused on seeking feedback from residents and organisations through an online survey. The survey was released 9 November 2023 and closed 5pm 8 December 2023 and included the following questions:

1. Are you satisfied or dissatisfied with the existing show holiday dates?
2. What is your preferred holiday option? The following options were presented:
 - Option 1 No change – keep the current show holidays as they are.
 - Option 2 All North Burnett towns have their show holiday in August – the Monday of the Royal Queensland Show (Ekka)
 - Option 3 All North Burnett towns have their show holiday in May, in line with the Mundubbera Show.
 - Option 4 Having no public show holiday at all in any town across the region.
3. Any other feedback or comments you wish to share with Council.

All six (6) show societies, as key stakeholders, were invited to submit a written response to Council addressing the above questions by 8 December 2023.

Show Holiday Engagement Outcomes**Online survey**

376 fully submitted survey responses were received by the closing date. The following summaries the overall survey results:

- 61% of respondents were very satisfied with the existing two (2) show holidays in the region
- 58% of respondents preferred show holiday to remain unchanged
- 37% of respondents selecting all North Burnett towns to have their show holiday in August.

Aggregated survey response information is included in the Show Holiday Engagement Outcome Report (Attachment 1).

North Burnett Show Societies

All North Burnett Show Societies were invited to submit a written response to Council. Written feedback was received from Mundubbera and Eidsvold Show Societies, with Gayndah and Monto Show Societies submitting feedback via the online survey. No response has been received from the Biggenden and Mt Perry Show Societies via written feedback nor can feedback be identified through the survey submissions. The Monto and District Show Society also submitted a letter supporting the Mundubbera Show Society to retain their May Show Holiday.

Show Society key feedback:

- Three (3) of the four (4) Show Societies that responded are very satisfied with the current show holidays with one (1) Show Society indicating they were satisfied.
- Show Societies that responded preferred show holiday Option 1 – no change.

Community Sentiment and recommendation

Overall, the majority of respondents were satisfied with existing show holiday dates and were in favour of no changes from 2025. Qualitative feedback included:

- Suggestions on alternative Show Holiday dates for the region.
- Changing the Mundubbera Show Holiday would adversely impact the Mundubbera Show and the volunteers that support show operations.
- Comments that two (2) Show holidays impacts student attendance at School and business (e.g., postal and courier services).
- Regional approach related responses with approximately 57% indicating there was community sentiment for Mundubbera to keep their own Show Holiday, identity and traditions. Conversely, 16% acknowledged a regionally consistent show holiday would create a united region.

The proposed recommendations reflect the overall result of the community engagement outcomes.

CONSULTATION

Community engagement was completed in line with 2215 Community Engagement and Consultation Policy and the Community Engagement Framework. The community engagement survey was released 9 November 2023 and closed 5.00pm 8 December 2023.

All North Burnett Show Societies were contacted via phone prior to the engagement survey being released to the broader community and were invited, by letter, to submit a written response to Council by 8 December 2023. Four (4) of the six (6) Show Societies responded with a written submission by letter of the online survey methods.

RISK IMPLICATIONS

Reputation / Political

The majority of feedback from the Show Holiday community engagement supported no change to existing show holidays, as follows:

- a) 'Mundubbera – Friday of Mundubbera's show in May each year
- b) Biggenden, Eidsvold, Gayndah, Mt Perry and Monto – Monday of the Brisbane Royal Queensland Show (Ekka), in August each year.

Failing to consider the overall community sentiment and feedback would present a political and reputational risk for Council.

The split in show holidays across the region may continue to create some household and business disruption for North Burnett residents. There may also be some inconvenience for businesses and residents who live in other towns and work in Mundubbera and vice versa.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Not Applicable.

Legal & Regulatory

The *Holiday's Act 1983* provides for the granting and observance of special holidays which includes show days. Each year local governments are invited to request special and show holidays for the following year.

Undertaking community engagement aligns with local government principle (c) of the *Local Government Act 2009* - democratic representation, social inclusion and meaningful community engagement.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Not Applicable.

Climate

Not Applicable.

KEY MESSAGE

Council recognises agricultural shows are important events on local calendars throughout the North Burnett region. North Burnett agricultural shows have a long and proud history and show holidays are an important part of these events.

Council would like to thank all residents, organisations and Show Societies for participating in the community engagement activity and Council appreciates and acknowledge all feedback received.



Show Holiday Engagement Outcome Report

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INTRODUCTION

At the General Meeting of Council held on 28 June 2023, the following Resolution was passed:

RESOLUTION 2023/83

That Council:

- 1) Authorise the Chief Executive Officer to submit a nomination to the Queensland Government's Office of Industrial Relations, to appoint the following Show Holiday dates for the North Burnett region:
 - a) Mundubbera – Friday, 10 May 2024; and
 - b) Biggenden, Eidsvold, Gayndah, Mt Perry and Monto – Monday, 12 August 2024.
- 2) Request the CEO to conduct community engagement with all North Burnett townships, to identify the community's sentiment on seeking a regionally consistent Show Holiday date from 2025, in accordance with Council's Community Engagement Policy.
- 3) Are presented with a report on the outcomes of the community engagement, by March 2024 and prior to the nomination of Special and Show Holiday dates for 2025.

This report outlines the process and findings of the Show Holiday Community Engagement completed by the Council's Community Development team.

BACKGROUND

Each year, North Burnett Regional Council (Council) is invited by the Queensland Government's Office of Industrial Relations, to nominate special and show holidays for the following year in line with the requirements of the *Holidays Act 1983*.

Council recognises agricultural shows are important events on local calendars throughout the North Burnett region. North Burnett agricultural shows have a long and proud history and show holidays are an important part of these events. The 2024 show holiday dates are:

- Friday, 10 May 2024: Mundubbera; and
- Monday, 12 August 2024: Biggenden, Eidsvold, Gayndah, Mt Perry, and Monto

Different show holiday dates across the region can cause disruption including staffing challenges for businesses operating across multiple North Burnett towns and for school arrangements where students live in one town and attend School in another town.

SHOW HOLIDAY COMMUNITY ENGAGEMENT

Aim of Engagement

The aim of the Show Holiday Community Engagement activity was to:

1. Understand community sentiment across the entire region on a regionally consistent show holiday from 2025 and the impact any changes might have.
2. Present outcomes of the consultation to Council in the form of a report by March 2024 and prior to the nomination of Special and Show Holiday dates for 2025. This information will help inform future Council decisions on show holidays from 2025 and beyond.

Out of scope

The date each show is held is determined by each Show Society in collaboration with Queensland Chamber of Agricultural Societies Incorporated (Queensland Ag Shows). This consultation focused on show holidays only.

How we engaged

The main method for community feedback was through an online survey. The survey was released on the 9 November and closed 5pm 8 December 2023.

Residents, businesses, or community organisations unable to complete the survey online were encouraged to call Council on 1300 696 272 to complete the survey over the phone.

North Burnett Show Societies were identified as a key stakeholder in the engagement and were invited to share their views and feedback with Council through a written submission by 8 December 2023. This invitation was in the form of a letter and emailed to each Show Society.

Consultation Questions (Survey or letter)

To explore the idea of a regionally consistent show holiday, the following questions were asked in the survey or letter to stakeholders:

1. Are you satisfied or dissatisfied with the existing show holiday dates?
2. What is your preferred holiday option?
3. Any other feedback or comments you wish to share with Council.

The preferred show holiday options were presented as:

- | | |
|-----------------|---|
| Option 1 | No change – keep the current show holidays as they are. |
| Option 2 | All North Burnett towns have their show holiday in August – the Monday of the Royal Queensland Show (Ekka). |
| Option 3 | All North Burnett towns have their show holiday in May, in line with the Mundubbera Show. |
| Option 4 | Having no public show holiday at all, in any town across the region. |

Survey promotion

The 'North Burnett Show Holidays community consultation was promoted through Council's media channels including:

- Social Media and Council website
- Media release
- Local newspaper (e.g., North Burnett News)
- Keeping local Government Local – Mayor Hotz update
- ABC radio
- Electronic newsletter to community groups and Staff eNewsletter
- Customer Service and Library Centres - posters, flyers and handouts.

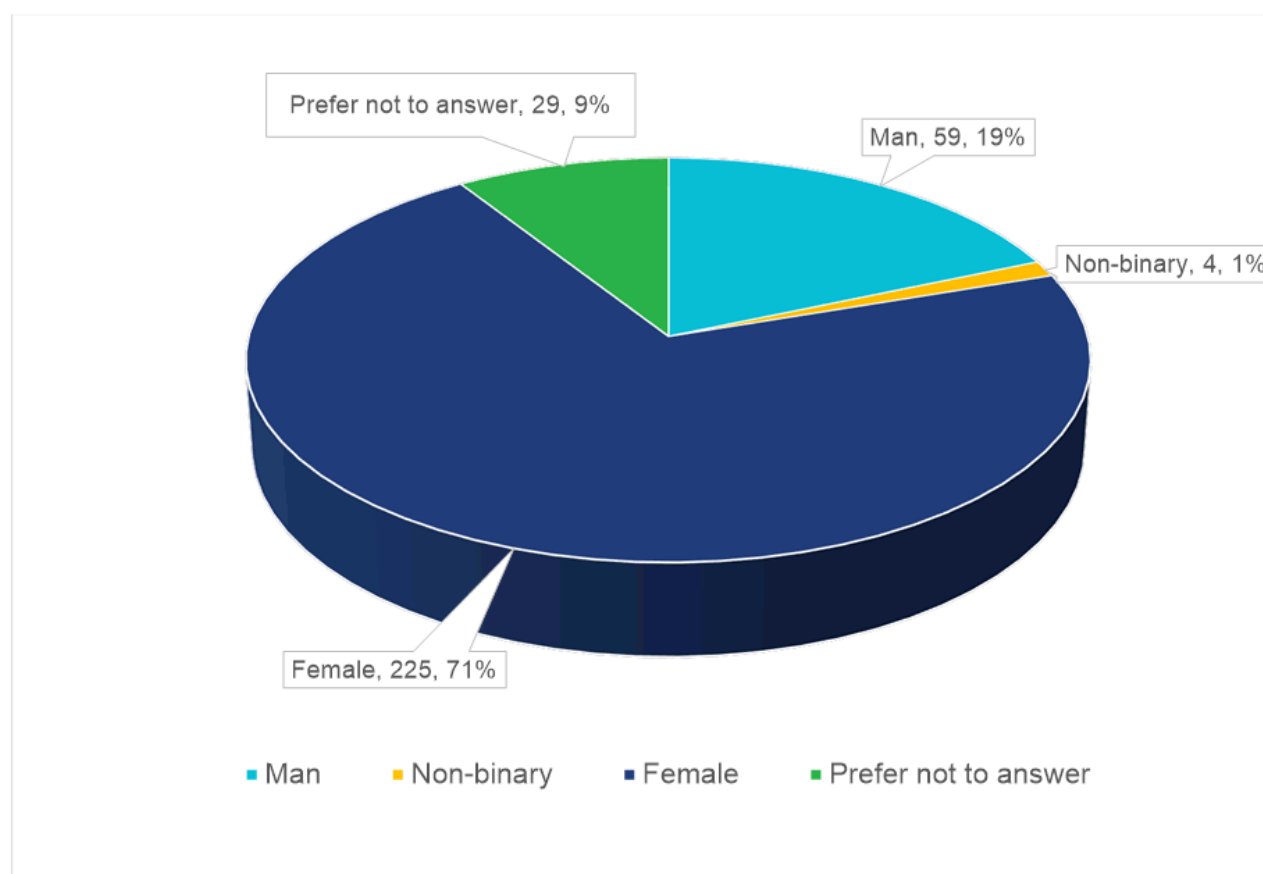
COMMUNITY ENGAGEMENT SURVEY OUTCOMES

Total number of submissions

Type of respondent	Number of Submissions	Percentage
A Business	43	11%
A Community Organisation	16	4%
Resident	317	84%
Grand Total	376	100%

The North Burnett region has a population of 10,478 out of which 376 respondents completed the survey. This engagement piece resulted in a 3.6 percent response rate.

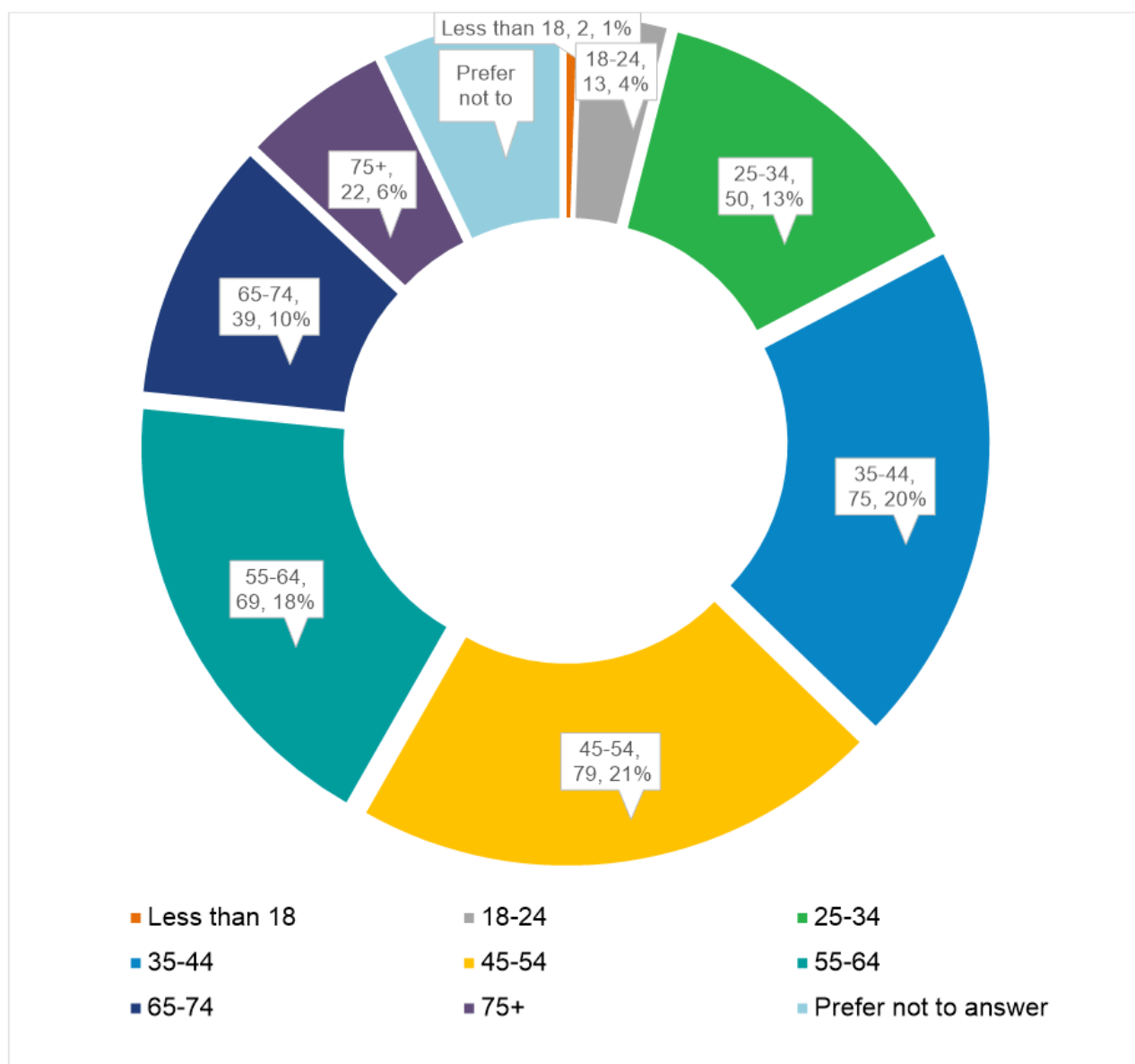
Gender of respondents (Individual respondents)



Summary

- Majority of survey respondents were female (71%).

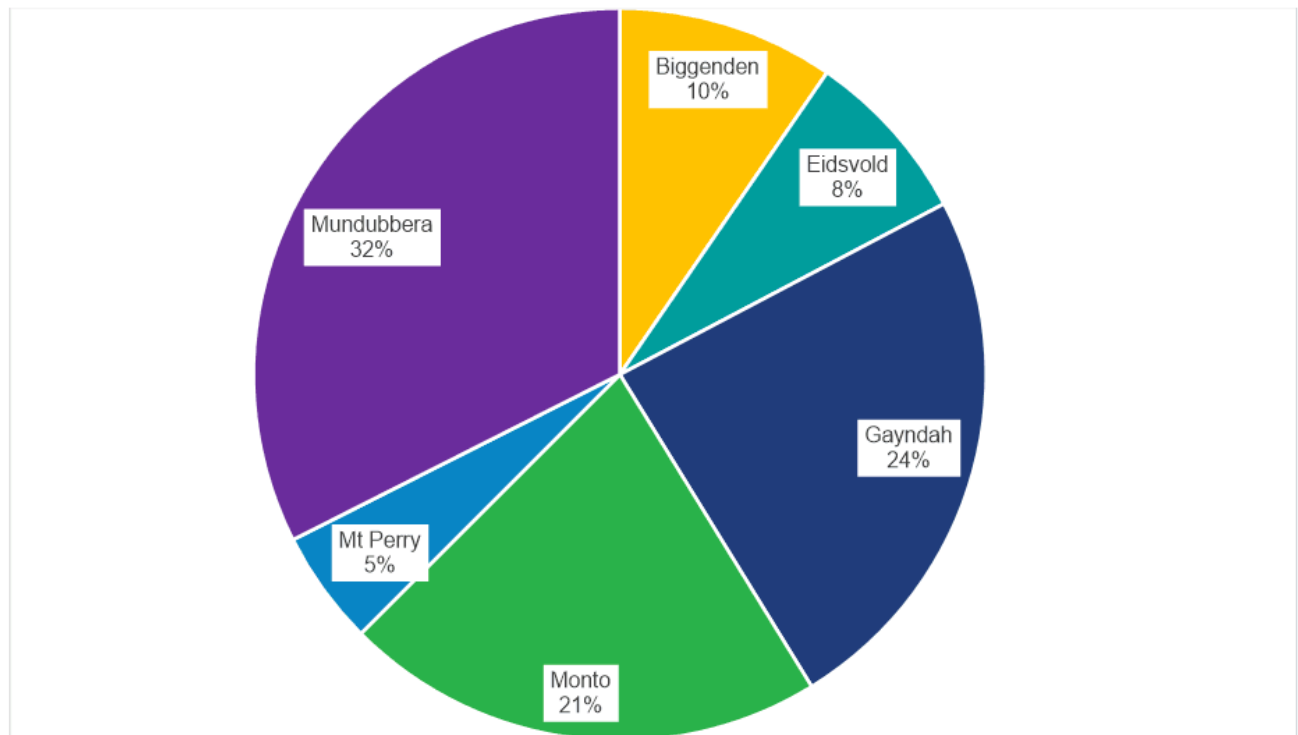
Age range of respondents



Summary

- Majority of survey respondents were in the age ranges between 35 to 54 (42%).
- The next highest response was from community members in the 55-64 age range.
- A small number of responses were received from community members less than 18 and 18-24 age range.

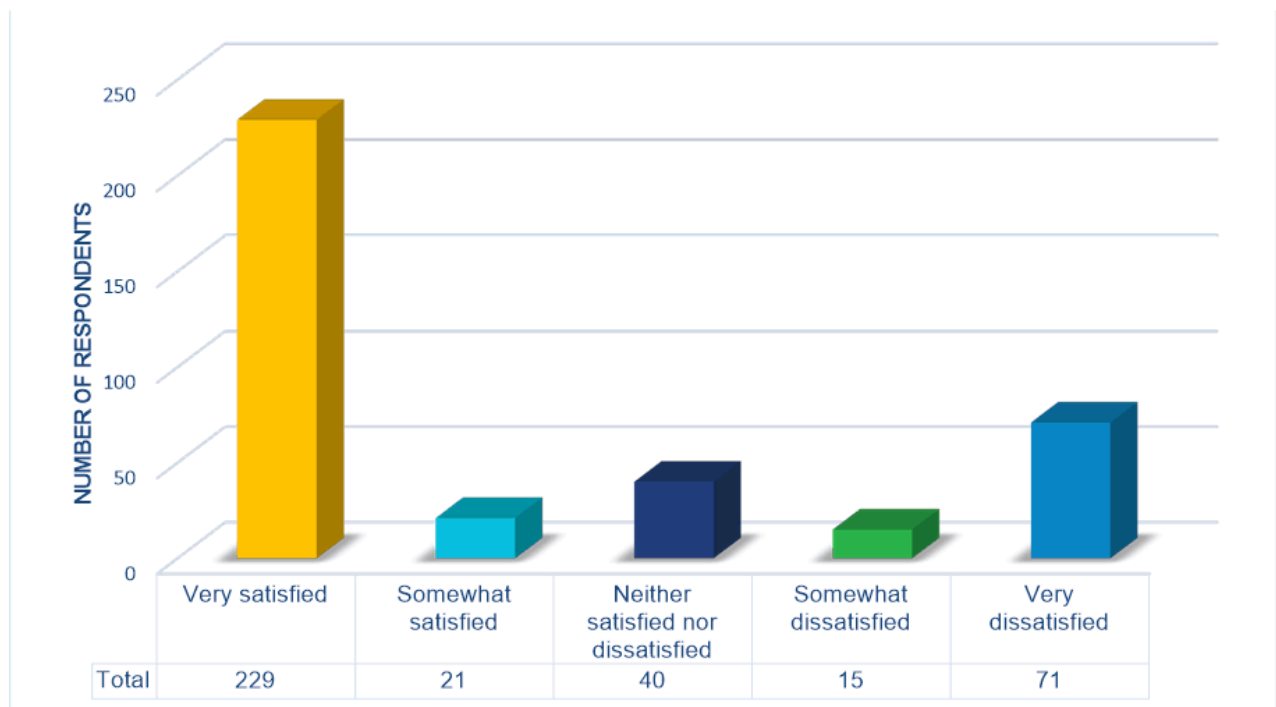
Location of respondents



Summary

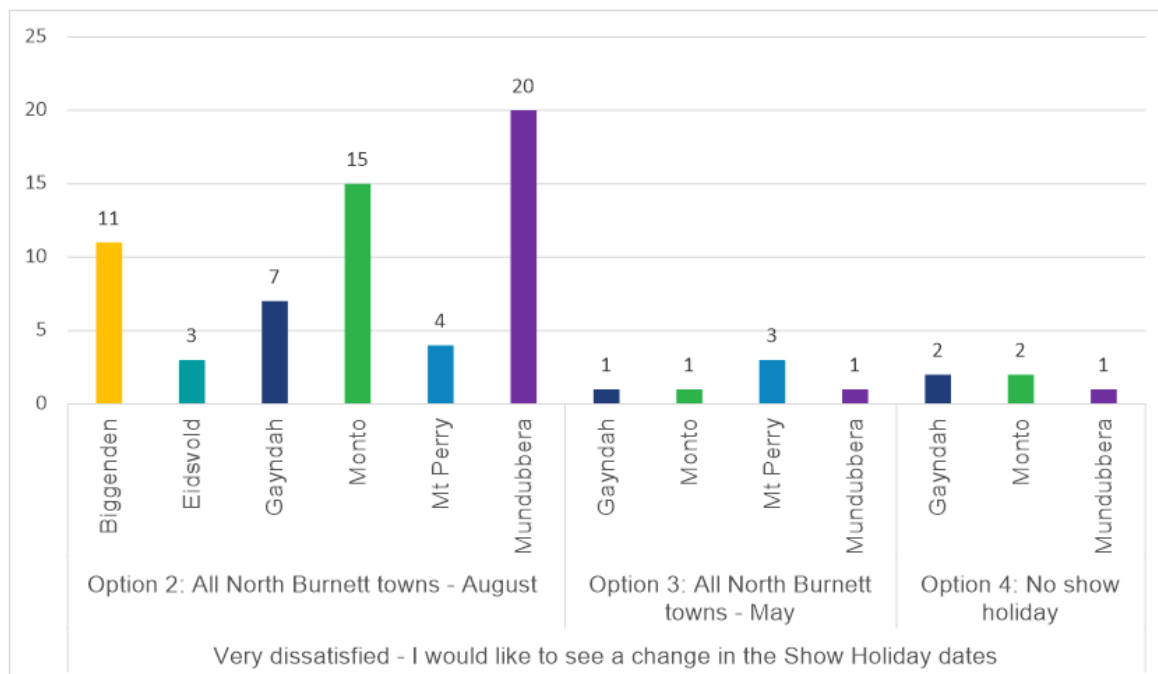
- Majority of survey respondents were from the Mundubbera with 32%.
- The next highest response was from Gayndah and Monto communities.

Satisfaction with current Show holidays



Summary

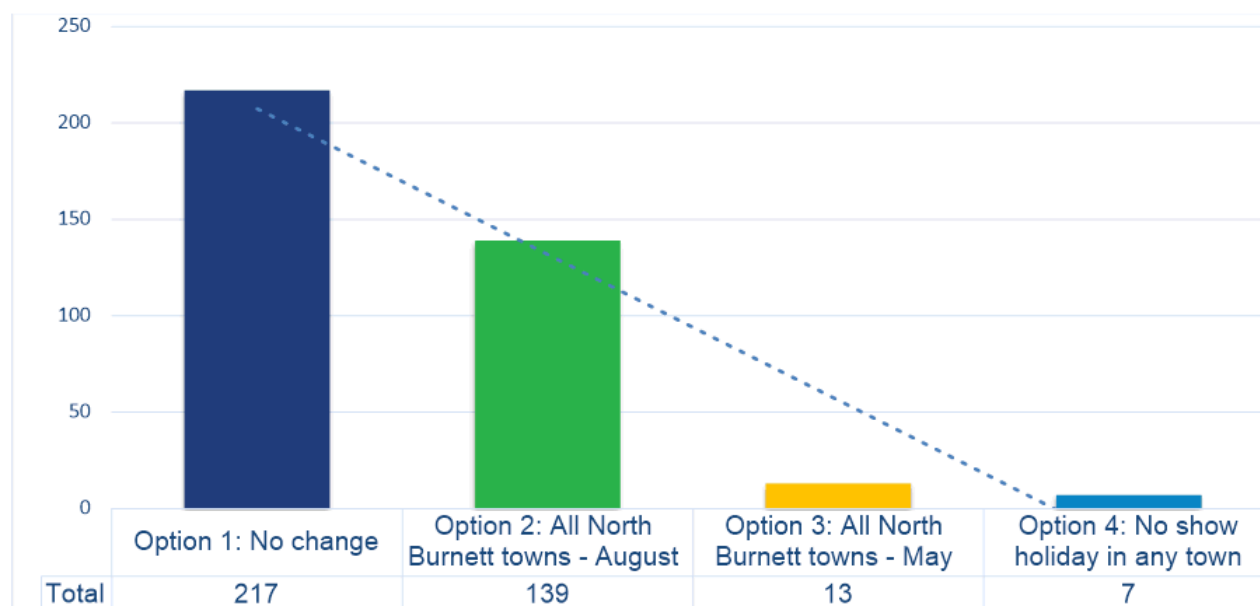
- Majority of survey respondents (61%) indicated they were satisfied with the existing show holidays in the North Burnett region.
- 19% of respondents were 'very dissatisfied' with the holiday dates. The following table outlines these respondents' preferences for Show holidays from 2025.



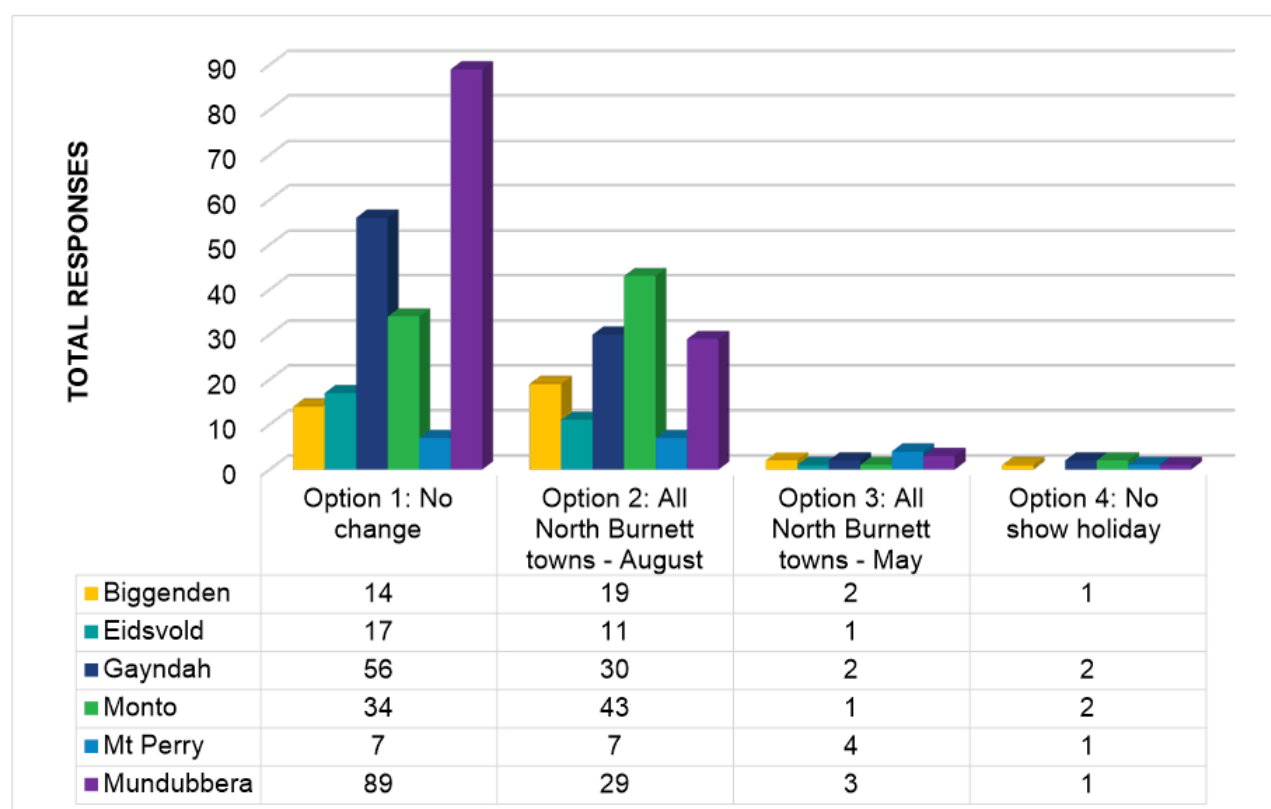
- Dissatisfied respondents chose their preference for show holidays from 2025 as option 2: All North Burnett towns have their show holiday in August – the Monday of the Royal Queensland Show (Ekka).
- 17 of the 71 respondents that were 'very dissatisfied' with the current show holiday, provided qualitative feedback. The themes from these responses included:
 - there is some support for a regional approach to Show Holidays
 - current show holidays have some impact on Schools and business (e.g., postal and courier services)
 - alternative show suggestions including the ability for Show Societies to select their own Show Holiday.

Refer to Attachment 1 for qualitative feedback received from survey respondents.

Preferred Show Holiday



Preferred Show Holiday by Town



Summary

- Majority of survey respondents indicated their preference was Option 1 – no change to existing show holidays. Mundubbera had the highest proportion of respondents in option one.
- The second highest preference was for all show holidays to be held in August. Monto had the highest proportion of respondents for Option 2, followed closely by Gayndah and Mundubbera.

Feedback from North Burnett Show Societies

All six North Burnett Show Societies were invited to submit a written submission to Council.

Written feedback was received from the Mundubbera and Eidsvold Show Societies. The Gayndah and Monto Show Society chose to submit their feedback via the online survey. No written response has been received from the Biggenden and Mt Perry Show Societies via written feedback or can be identified through the survey submissions. The Monto and District Show Society also submitted a letter in support of the Mundubbera Show Society retaining their May Show Holiday.

An overview of feedback is as follows:

- 3 of the 4 Show Societies are very satisfied with the current show holidays with 1 Show Society indicating they were satisfied.
- All Show Society respondents (4) chose their preferred show holiday as option 1 – no change.

Summary of qualitative feedback via survey

Overall, there was 128 comments from survey respondents. Qualitative feedback showed a range of themes:

Option 1: No Change – keep the current show holidays as they are

- If it is functioning well for individual communities, there is no need for alterations.
- A change to Mundubbera Show Holidays will impact the show and the volunteers that support the show operations.

Option 2: All North Burnett towns have their show holiday in August – the Monday of the Royal Queensland Show (Ekka)

- A Regional Show Holiday was supported by some respondents.
- Some respondents shared that multiple public holidays has an impact on Schools (students) and Businesses (postal and courier services). This was mainly evident between Mundubbera and Gayndah.

Note: Option 3 and 4 had limited comments and themes have not been identified.

Refer to Attachment 2 for qualitative feedback received from survey respondents – direct extracts.

OVERALL COMMUNITY SENTIMENT

- Majority of survey respondents were satisfied with the current show holidays.
- Majority of survey respondents were in favour of the current show holidays remaining unchanged.
- All Show Societies that responded (4) were satisfied with the current show holidays and recommend no change.
- The qualitative feedback included suggestions on alternative Show Holiday dates for the region.
- There was qualitative feedback relating to a regional approach:
 - Approximately 57% of responses indicated there was community sentiment for Mundubbera to keep their own Show Holiday, identity and traditions.
 - Conversely, 16% of responses acknowledged a regionally consistent show holiday would create a united region.

ATTACHMENTS

ATTACHMENT 1: Qualitative Feedback – respondents dissatisfied with current show holidays

ATTACHMENT 2: Qualitative Feedback by preferred show holiday

ATTACHMENT 3: Written response from Mundubbera Show Society

ATTACHMENT 4: Written response from Eidsvold Show Society

ATTACHMENT 5: Letter of support from Monto Show Society

ATTACHMENT 1

Qualitative Feedback - respondents dissatisfied with current show holidays

Impacts on School and Business

- With the Mundubbera township being different to the 5 others the following issues are a concern Children attending the schools between Gayndah/Mundubbera & Eidsvold. This has an impact on the school bus service, teachers who teach in Mundubbera but live in either Gayndah or Eidsvold and have children that go to school in Gayndah etc. Aust Post delivery truck has to come through just for Mundubbera when other 5 towns have their holiday in August. Toll delivery (plane delivery service) is also effected. Workers who work in Mundubbera but live in Gayndah/Eidsvold etc cannot have a family long weekend as the worker in Mundubbera has a different holiday. We need to be Regional.
- From an educational point there would be less distributions to the seniors students from Mundubbera that are at Gayndah High as they have to take both holidays
- Not fair to people who may live in Gayndah but work in Mundubbera or vice versa. As a school teacher it can confuse bus runs, posts etc. we amalgamated together and therefore should have the same holidays.
- As a business owner I don't get to take a show holiday as I still have to provide a service to Mundubbera when the rest of the region is closed
- The mail truck runs to Mundubbera only on the August public holiday then sits in town for 5 hours before clearing the post office box and returning to Maryborough. Lets have the same public holiday for North Burnett and stop the these bad practices.

Regional Approach

- Each community should have their own show holiday. That would be more fair and consistent.
- Makes it hard not to be a region when one community is still living in pre amalgamation.
- Should be united across the north Burnett as it's confusing for having different dates for one town.
- We are one region so get with the time's Mundubbera. What makes the so special that they have a separate gazetted holiday. If Mundubbera has an issues with a region wide gazetted public holiday because they chose to have one of their show days on their 'personalised' public holiday then that is their chose, or be like the rest of the region and have it on a Sat/Sun
- Change the Mundubbera show holiday to suit the rest

Alternative Show Holiday suggestions

- Each community should have their own show holiday. That would be more fair and consistent.
- Where is the option for ALL shows get to have their own show holiday? If it's approved and good enough for one show to be able to have their own then it's fair and equal for ALL shows to have their own.
- I would prefer to have it when Biloela has their show but that would make me as self centred as Mundubbera is.
- What about aligning it with Bundaberg Show public holiday instead.
- I would like to see the show holiday changed to be in line with Bundaberg Show. There is more chances of North Burnett people attend Bundaberg Show. Although I selected in line with Mundubbera I personally won't travel to Mundubbera for a small show.
- Melbourne cup day would be a great day for show holiday
- No holiday would not be an option. Biggenden already has their show holiday in line with Brisbane Ekka. This works well here and May in other communities.

ATTACHMENT 2

Qualitative feedback by preferred Show Holiday

Option 1 – No change – keep the current show holidays as they are

- As Mundubbera show is a two day event I feel their holiday should be left unchanged. The remainder of the towns don't need another holiday at that particular time of year so I feel leaving their holiday in line with the Ekka is justified.
- As one of the Stewards at the Mundubbera Show I would like our Show Holiday stay as is.
- Bureaucracy has gone mad! Country shows are important for local communities, just leave it be.
- Council needs to be more considerate of the impact on the Mundubbera show that removing the holiday would have. It is hard enough for committees as it is. You are not showing your support to them. The impacts of 2 public holidays sure may be slightly inconvenient, but it is not so great that it really needs to be changed. It can be worked with, I am sure. As graziers it is highly convenient actually having separate public holidays.
- Do not change the holiday.
- Doesn't affect me.
- Don't change it.
- Don't fix what's not broken.
- Each community's show should be given the chance to attract as many people through the gates as possible otherwise country shows will be a thing of the past. The committee for each show know what works best for their show.
- Each town hosts their own show anyway so there is no point in aligning them all with the Mundubbera show. Yet most towns also have community members participating in the Ekka. If anything, each town should be having their show holiday to align with the dates that their show takes place in each individual town.
- Gives many of us an opportunity to volunteer who otherwise wouldn't be able too by keeping the Mundubbera Show Holiday exactly as it is.
- Having the show holiday at Ekka time allows working people to travel to the Ekka if they wish to
- Having the show holiday in august gives a lot of people including the schools a chance to have a long weekend and visit and compete in the Ekka.
- I cant believe council is wasting resources revisiting this issue that has been resolved and works well for North Burnett.
- I do not think Mundubbera should be forced to change their Show holiday if this adversely affects their Show attendance. Let them decide.
- I don't see why a need for change, everything else has changed to suit NBRC, this does not need to be another thing.
- I think Mundubbera should come in line with the other towns.
- I work remotely and the show holiday is in line with that of my head office in Brisbane, which works out perfectly. Something to consider for other remote workers.
- I would have thought the council has better things to spend time and money on than this. Council doesn't even organise/fund the shows!
- If it was to change why would everyone else have to change their date to Mundubbera's show date when it is only Mundubbera and all the rest are the same???
- If it isn't broken don't fix it.
- If option 1 not preferred then all should celebrate in line with the Ekka.
- It is more important to maintain these important community days than satisfy a few business owners who are mildly inconvenienced due to slight business disruption.
- It should be the decision of each town as to their preference for their show holiday with strong input from the show society in that town.
- It works for us to have August, and I think it works for Mundubbera to have it at the time of their show
- It works well as it is.
- It would be good if the council got their own business in order before trying to dictate their 'top heavy' views on everyone else. Why is it that the CEO runs the show and not the councillors. These are the people we have to vote in.

- It's been this way for a long time so don't be like the state government changing Labor Day and the now kings birthday.
- It works very well Mundubbera town business' being open in August when the other towns in the North Burnett are having their holiday too.
- Just leave things alone - if people are happy why do you not just leave them alone.
- Keep it the same - No change.
- Keep it the same. Stop wasting your time on things that don't need to be fixed.
- Keep it the way it is, if it's not broken, why fix it.
- Keep the date, this is a waste of time and money to change.
- Keep the Mundubbera show holiday as is - Friday of their show.
- Keep the Show Holiday as is. Stop harassing the Show Societies in our region with this pathetic case every four years. Start to think about the important topics in our region and action them. As the Mundubbera show said on their Facebook post, if it's not broken, don't fix it.
- Leave MUNDUBBERA show a 2 day show.
- Leave our shows alone.
- Leave the holiday as it is doesn't affect anyone else.
- Leave well enough alone. If it ain't broke don't fix it.
- Let's start leaving the Show Societies alone - leave them be. It's a community and volunteer run event, the Mundubbera Show Society has NOTHING to do with NBRC, apart from the Public Holiday Debate, which seems to be all you're concerned about - saving yourselves money - start thinking about your communities and LISTEN to feedback - it works for our community, don't try to fix something that's not broken. Let's start talking about some REAL issues within the North Burnett. I hope the results are published on your Facebook page and website for all to see.
- Majority of people in each town are happy where things are now.
- Mt Perry is in alignment with Gin Gin because of the high school in Gin Gin which is attended by students from Mt Perry.
- Mund really doesn't need a show holiday Shows aren't a big thing like they used to.
- Mundubbera best show in region and continues to grow.
- Mundubbera community has a two-day show program. The show holiday for Mundubbera is essential to this continuing. Why would you force them to change to one day and be less supported? This will decrease their financial support.
- Mundubbera Show find the show holiday works very well as it allows volunteers to help with the show on the Friday as it is there day off regular work.
- Mundubbera Show Holiday to stay the same. Thank you.
- Mundubbera show society and town have a terrific 2 day show. Be a shame to change it just to be like all the rest.
- Mundubbera's show best in the Burnett. Keep Friday holiday.
- NBRC should stay out other business.
- No Change!!!!!! Please start listening to your community groups. You are putting one of the biggest community events in Mundubbera at stake here. I hope every council man and women (including all Councillors and the Mayor) are willing to volunteer on the Friday of the Mundubbera Show if you have their holiday stripped from them.
- One show holiday means leaving the region to buy or find a service. Keep the money in our region and keep different show days across the region.
- Please do not make everyone have the same show holiday as Mundubbera!
- Please keep all Show holidays the same.
- Please keep the show holidays as is.
- Please support our communities. We have diminished so much in the North Burnett and the regional council seems to pull our communities apart.
- Priorities of the region shouldn't be focussed on show holidays.
- Respect the wishes of individual volunteer Show Societies. If Mundubbera wants a two day show with holiday on the Friday support them.
- Show holiday needs to be in line with the show in your community to maximise the efforts of the committee who have worked hard to provide the show.
- Show holidays to stay as they are.
- Shows are a vital event to each town in the North Burnett. Council should be supportive of these events, Associations and volunteers. It is disappointing that Council seeks to impose additional

barriers to these community focused groups in providing for their community what Council would be unable to deliver at anywhere near the same scale and cost base and without costing rate payers. If the Burnett is to be a great place to live, community events and the volunteers need to be supported.

- Small town show seem to be shrinking. Mundubbera has a successful 2 day show. Leave it alone.
- System has worked well, so feel there is no need for any change.
- Taking away Mundubbera show Friday will have a huge impact on their community. Saying that I believe the holiday in August is preferable for the other towns, allowing participation in the Ekka and allowing all the local shows to operate under known conditions. Also local businesses just do not need another public holiday during April and May, neither do families whose income is casual on hours worked: too much insecurity.
- The above reference is not correct. It is up to the individual shows if they would like to have their show holiday on their weekend of their show or have it in August. It's always been like that. So where I have said No Change, that means no Change. Leave it up to the individual Shows to when & where they would like to have their holidays depending on how they wish to run their shows.
- The current arrangements suit organisers and volunteers for our show.
- The different days mean people can attend more shows.
- The Mundubbera show is one of the most vibrant of the region and well supported by its community. It would be disappointing to see the Mundubbera community negatively impacted for the sake of administration of council or have to move its second day to compete with Mothers Day. Mundubbera also offers an open centre in the North Burnett while other towns are closed for the Aug public holiday and similarly other towns offer an open centre for the May holiday.
- The show holiday for Mount Perry should align with Gin Gin as High School Students from Mount Perry travel to Gin Gin High. It becomes difficult for parents of students both primary and high if the show holidays are on different dates.
- The Show Societies should be able to pick their own dates.
- The status quo works for all the regions Shows, the Show Societies do regular consider Show Holiday dates and base their Show programs accordingly. A change would have a negative affect on each of the local Shows.
- There is no need to change these holidays for the reasons stated in the correspondence posted to the Mundubbera Show Society Facebook page. There is no harm being caused and it benefits the local community and encourages and enables people from further abroad to experience and visit our wonderful area.
- Under no circumstances should holiday be cancelled. Workers especially retail rely on that hard won industrial conditions.
- Volunteers will not be available if it's not a public holiday.
- We've lost Australia Day in each town, surely, we can keep a show holiday. Can't be helped most are on Saturdays, change show to a week day.
- Why change something that's not broken?
- Why try and fix something that isn't broken?
- Why waste time on this are there lot more important items to look at.
- Why would the whole north Burnett change to have the show holiday in line with Mundubbera's show. That is just stupid!
- Works well as it is. No reason to change.
- Works well. Mundubbera keeps their holiday and the rest of us have our 'normal' show holiday for the Ekka.
- Yes, what economic and resource challenges exist having two holidays. Also what impact is there on schools? If they wish to have community consultation, be more specific and provide greater detail in why there is a need to change. Sounds more like change for change sake.

Option 2 All North Burnett towns have their show holiday in August – the Monday of the Royal Queensland Show (Ekka).

- 5th option - have our show holiday on Melbourne Cup day every year (first Tuesday of November).
- Aligning to the same day across the regions makes sense, especially where people live, work, have day care and school across more than one town.
- Change Mundubbera show to sat and Sunday.
- Change the Mundubbera show holiday to suit the rest.
- Each community should have their own show holiday. That would be more fair and consistent.

- From an educational point there would be less distributions to the seniors students from Mundubbera that are at Gayndah High as they have to take both holidays.
- Gives student's opportunity to attend Brisbane show with family or schools.
- I live in Biggenden shire and want our holiday in line with the EKKA as it currently is. I feel it should be up to Mundubbera if they want to change their day.
- I love having the extra public holiday at Ekka time. As we don't have one until October. I think it isn't necessary having it in May as we have a public holiday Labour Day and not long after Easter and Anzac Day. Mundubbera last year had Labour Day on Monday. And show holiday on Friday. 2 holidays in one week how can business afford to close on Monday and then pay extra wages for half a day on Friday or close on Friday?
- I would prefer to have it when Biloela has their show but that would make me as self centred as Mundubbera is.
- Keep the region cohesive and make it easier for residents and travelling public to know when a local public holiday is.
- Make it so we are all the same.
- Makes it hard not to be a region when one community is still living in pre amalgamation.
- Mundubbera is not the only town in the North Burnett.
- Mundubbera need to come on board with the other towns in North Burnett.
- Mundubbera students take the 10th May off which affects the high school as they miss a day and then they take the August one off as well - meaning they have two. But it's missing class work and assessment.
- No holiday would not be an option. Biggenden already has their show holiday in line with Brisbane Ekka. This works well here and May in other communities.
- Not fair to people who may live in Gayndah but work in Mundubbera or vice versa. As a school teacher it can confuse bus runs, posts etc. we amalgamated together and therefore should have the same holidays.
- One day in August would be the more consistent approach and least economically intrusive.
- Should be united across the north Burnett as it's confusing for having different dates for one town.
- The mail truck runs to Mundubbera only on the August public holiday then sits in town for 5 hours before clearing the post office box and returning to Maryborough. Lets have the same public holiday for North Burnett and stop the these bad practices.
- There are no Public Holidays from May (Labour Day) to Oct (Kings Birthday) which is 5 months, so to have a PH in August for our show holiday is good.
- We are entitled to a public holiday for the show. Giving people the option of no public holiday will give businesses the excuse to exploit workers by not paying them their holiday penalties.
- We are one council area. I think it is important that we are all having the same public show holiday day. It has always been an issue of confusion and challenge for all the communities for Mundubbera to be individually different.
- We are one region so get with the time's Mundubbera. What makes the so special that they have a separate gazetted holiday. If Mundubbera has an issues with a region wide gazetted public holiday because they chose to have one of their show days on their 'personalised' public holiday then that is their chose, or be like the rest of the region and have it on a Sat/Sun.
- We have enough public holidays in April/May. I would prefer to spread them out and minimise winter public holidays. Having one public holiday across the Council seems more efficient.
- What about aligning it with Bundaberg Show public holiday instead.
- Where is the option for ALL shows get to have their own show holiday? If it's approved and good enough for one show to be able to have their own then it's fair and equal for ALL shows to have their own.
- Why should one town in the NBRC have 2 show holidays. It should be the same across the board as we are one.
- With the Mundubbera township being different to the 5 others the following issues are a concern Children attending the schools between Gayndah/Mundubbera & Eidsvold. This has an impact on the school bus service, teachers who teach in Mundubbera but live in either Gayndah or Eidsvold and have children that go to school in Gayndah etc Aust Post delivery truck has to come through just for Mundubbera when other 5 towns have their holiday in august Toll delivery (plane delivery service) is also effected. Workers who work in Mundubbera but live in Gayndah/Eidsvold etc cannot have a family long weekend as the worker in Mundubbera has a different holiday. We need to be Regional.

- Would work better if all had Ekka week holiday. Allot of people from this region attend the Ekka every year.
- As a business owner I don't get to take a show holiday as I still have to provide a service to Mundubbera when the rest of the region is closed.

Option 3 All North Burnett towns have their show holiday in May, in line with the Mundubbera Show. and

Option 4: Having no public show holiday at all, in any town across the region.

- I would like to see the show holiday changed to be in line with Bundaberg Show. There is more chances of North Burnett people attend Bundaberg Show. Although I selected in line with Mundubbera I personally won't travel to Mundubbera for a small show.
- Two holiday's.
- Melbourne cup day would be a great day for show holiday.

Summary of alternative Show Holiday suggestions

- Each community should have their own show holiday. That would be more fair and consistent.
- Where is the option for ALL shows get to have their own show holiday? If it's approved and good enough for one show to be able to have their own then it's fair and equal for ALL shows to have their own.
- I would prefer to have it when Biloela has their show but that would make me as self centred as Mundubbera is.
- What about aligning it with Bundaberg Show public holiday instead.
- I would like to see the show holiday changed to be in line with Bundaberg Show. There is more chances of North Burnett people attend Bundaberg Show. Although I selected in line with Mundubbera I personally won't travel to Mundubbera for a small show.
- Melbourne cup day would be a great day for show holiday
- No holiday would not be an option. Biggenden already has their show holiday in line with Brisbane Ekka. This works well here and May in other communities.

ATTACHMENT 3

Written response from Mundubbera Show Society



To whom it may concern,

The Mundubbera Show Society Inc. would like to submit their letter of support by stating that we are for keeping our Show Holiday on the FRIDAY of our Show weekend - No Change.

Our Friday Show Holiday means the world to us and many of the other communities/shows in our region. With our Show Holiday on the Friday, we are able to:

- Accommodate up to 100 volunteers over our Show weekend throughout all sections and parts of our show;
- Boost our economy whilst the other towns have limited trade for the Ekka Show Holiday - being the only town open during the Ekka Holiday it allows our community to be open for business trade, health care & tourism;
- Patrons are able to enjoy both days - being able to bring their exhibits onto the grounds with out taking time off work;
- Aid our communities to keep powering on and supports our amazing region;
- Provide adequate time frames for each section to take place;

We have so much to offer at our Show and we will be terribly disheartened if all of our hard work is to be un-done at the end of this consultation.

Please do take on board the feedback from the Show Societies - they are the committees who work tirelessly to provide an Agricultural Show each year in our towns. Agricultural Shows play a key part in educating and bringing our communities together. The Committees of our local shows and our communities are the ones that will suffer if there is any change - it will have a detrimental effect.

Yours Sincerely,

Secretary

Mundubbera Show Society Inc.

Contact

☎ 0474 137 185

✉ secretary@mundubberashow.com

🌐 mundubberashow.com

ABN: 47063281351

Find us on Facebook & Instagram

ATTACHMENT 4**Written response from Eidsvold Show Society**

Eidsvold Show Society Inc
ABN: 36 979 954 187
PO Box 26
Eidsvold QLD 4627
Email: Eidsvoldshow@gmail.com

21 November 2023

The CEO
North Burnett Regional Council
PO Box 390
Gayndah QLD 4625

Via Email: admin@northburnett.qld.gov.au

Dear North Burnett Regional Council,

Re: Show Holidays in the North Burnett

We refer to your letter dated 15 November 2023 (your reference 1179697) and thank you for giving us the opportunity to provide feedback on your proposed changes to the scheduling of the region's show holidays from 2025.

The Eidsvold Show Society Inc. finds no issue with continuing the current process of Mundubbera having their Ekka Public Holiday in May to align with their annual show rather than in August, this process has worked satisfactorily for many years in our communities. This current arrangement allows residents in Eidsvold and Mundubbera, as well as the other North Burnett community members, to access Doctors, Chemists, Dentists and other services on short notice in the other town should the need arise.

To clarify; the following are our responses to your request for written feedback.

1. The Eidsvold Show Society is *Satisfied* with the existing show holiday dates. As it provides an opportunity for those who can afford and choose to attend the Ekka the option of doing, the current holiday arrangements also allow those who cannot attend the Ekka, for whatever reason, to participate in and support the Agricultural Sector by attending the local shows which give them a chance to be involved in the community and stay active in both mind and body while sharing their knowledge and skills.
2. The Eidsvold Show Society's preference is *Option 1 No change – keep the current show holidays as they are.*
3. Regarding your request for further comment or feedback The Eidsvold Show Society wishes to share the following statement.
"Each community in the North Burnett is made up of vastly different demographics and have different needs based on the location, size and socio-economic needs of the area and the residents; while the one size fits most approach may suit council, it does not fit the communities of the North Burnett Region. The diversity of each community in the region is what makes the North Burnett region the great place that it is."

Thank you for your time and providing the opportunity to voice our views on the matter.

Kind Regards

Stuart Hamilton
President
Eidsvold Show Society Inc.
eidsvoldshow@gmail.com



President – Stuart Hamilton	Vice President – Bret Hamilton
Treasurer – Joy Hamilton	Secretary – Jessica Seeley

ATTACHMENT 5

Letter of support from Monto Show Society



Monto & District Show Society Inc.

A.B.N. 85 595 365 403

PH: 07 4166 1021

P. O. Box 81 Monto Qld 4630

montoshow@bigpond.com

**All Correspondence addressed
to the Secretary**



21/11/2023

Laura Maeyke
Secretary
Mundubbera Show Society Inc.

To Whom It May Concern

Re: Show Holiday Survey for 2025

The Monto & District Show Society Inc as a group have decided that they would like to support the Mundubbera Show Society in their endeavour to retain their separate Show Holiday in May while the rest of us continue to enjoy our August Show Holiday.

The status quo has served our regions local Shows well and we would like to see it continue as is.

Kind Regards

Audrey Mooney
Secretary
Monto & District Show Society Inc

10.5 FACILITY HIRE POLICY REVIEW

Doc Id: 1186885

Author: Jenny Hall, Community Development Stream Leader

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

North Burnett Regional Council manages numerous meeting rooms/halls across the region for community use. The purpose of this report is to present the outcomes of a policy review and to inform Council of operational changes which will be made to ensure policies are applied as adopted resulting in a consistent application of fees and charges for Council facilities (meeting rooms/halls).

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

1. That Council
 - a. Remove any reference to 'Free Meeting Room Use' and 'Policy 113 Not-for-Profit Community Organisations and In-kind Support' from the adopted 2023-24 Fees and Charges.
 - b. Policy 113 be specifically rescinded and all reference to that policy be removed from current Council documents.
2. That Council note operational changes will be made (commencing 1 March 2024) to ensure:
 - a. 1004 Community Grants Policy is applied as adopted resulting in a consistent approach to the hiring of Council facilities (meeting rooms/halls), and
 - b. The consistent application of Hire Charges as per Council's adopted 2023-24 Fees and Charges, as amended by Resolution 1.
 - c. That Council note that Policy 235 Council Community Halls and Room Hire and Policy 269 Free Use of Meeting Rooms for Not-for-Profit Organisations, have lapsed and no longer have effect.

REPORT

Background

At the General Meeting of Council held on 26 May 2021, the following Resolution was passed for 1004 Community Grants Policy (Policy 1004) and the Community Grant Guidelines (guidelines):

RESOLUTION 2021/51

That Council adopt by resolution Community Grants Policy and Community Grants Guidelines with commencement of policy beginning 1 October 2021 to allow Council time to engage with the Community. Further, in the guidelines under high Priority, removal of the wording in point 1 and/or First Nations (Aboriginal or Torres Strait Islander) business; and remove of point 2 in its entirety.

Policy 1004 and guidelines provide the overarching policy and management of the community grants program including the In-kind Support Program. The guidelines detail support that will not be provided to communities, which includes: “waiver of facility hire fees (not-for-profit rates are available as per Council’s Fees and Charges)”.

The adoption of Policy 1004 replaced Policy 113 Not-for-Profit Community Organizations and In-kind Support. However, reference to Policy 113 remains in Councils Fees and Charges for 2023-24.

In October and November 2022, the Mount Perry Community Development Board (Board) requested Council waive fees to hold meetings at the Mt Perry Community Hall. This was considered as an exception and referred to Council for consideration.

At the General Meeting of Council held on 14 December 2022, the following Resolution was passed:

RESOLUTION 2022/181

That

1. Council decline to grant Mount Perry Community Development Board Incorporated a fee waiver for use of the community hall.
2. Formal correspondence be sent to Mount Perry Community Development Board Incorporated advising them of Council’s decision and that 2022/23 Fees and Charges will be upheld.
3. A review of policies relating to fees and charges for community groups hiring Council facilities be undertaken.

Policy Review

A review of all policies relating to meeting room/hall hire, and related fees and charges has been undertaken by Council officers. Through this review it was identified the following policies were connected:

- 113 - Not-For-Profit Community Organisations and In-Kind Support
- 235 - Council Community Halls & Room Hire
- 269 - Free use of Meeting Rooms for Not-For-Profit Organisations (NFP)
- 1004 - Community Grants

Unfortunately, when this suite of policies were reviewed in 2021, Policy 113 was not expressly rescinded, although it was replaced by Policy 1004. Policy 235 and Policy 269 were not included in the review and as a consequence, continue to appear as current Council policies whilst referencing Policy 113 which has been superseded by Policy 1004.

The following tables provide an overview of the different policies and findings.

Policy	Purpose	Findings
113 Not-For-Profit Community Organisations and In-Kind Support	<ul style="list-style-type: none"> • Identify and create a register of NFP organisations in the region. • Enable Council to waive certain fees and charges. 	<ul style="list-style-type: none"> • Policy 113 was replaced with Policy 1004 on 26 May 2021 (resolution 2021/51), however continues to be referenced in the fees and charges. • Provides for waiving fees and charges for NFP organisations. • Facility hire fees have not been waived since the implementation of Policy 1004.

Policy	Purpose	Findings
235 Council Community Halls & Room Hire	<ul style="list-style-type: none"> Provide guidance on hire conditions and rules. Provide information on how to book a room, including hire application form. 	<ul style="list-style-type: none"> Policy expired 20 November 2014. Policy does not cover all Council facilities and rooms available for hire. Includes a range of administrative elements more appropriately included in an Administrative Directive, on Council's website or in a Facility Hire Fact Sheet.
269 Free use of Meeting Rooms for Not-For-Profit Organisations	<ul style="list-style-type: none"> This policy enables North Burnett NFP organisations to access a Council facility (meeting room/hall) free of charge to hold 'meetings'. The policy identifies rooms that can be used without charge. Policy excludes use of kitchen facilities. 	<ul style="list-style-type: none"> Policy expired 20 July 2018. Referenced (not explicitly) in Council's fees and charges relating to use of meeting rooms/halls by Registered Community NFP Organisation's. References redundant policy 113. Towns have inconsistent access due to different size and/or design of meeting rooms/halls and floor space. Definition of 'meeting' not included along with no time parameters for meeting. Conflicts with Policy 1004 and guidelines by providing 'free' facility use.
1004 Community Grants	<ul style="list-style-type: none"> Council may provide in-kind support to NFP organisations facilitated through a community grants program. Overarching policy on the management of community grants including the In-Kind Support Program. 	<ul style="list-style-type: none"> On the 26 May 2021, Council adopted a new Community Grants Policy (statutory Policy 1004) – resolution 2021/51. In-kind support is only available for specific items¹. Supporting guidelines state support will not be provided for the 'waiver of facility hire fees (NFP rates are available as per Council's Fees and Charges)'.

Meeting rooms/Halls review

The size and design of each meeting room/hall is different across the region with some towns having more room choices than others. A summary of meeting rooms/halls available for hire are outlined below:

Hall name	No. of rooms	Rooms	Additional items to note
Biggenden Memorial Hall	2	<ul style="list-style-type: none"> Main Hall Supper room 	No doors however curtains can close to separate main hall and supper room.
Eidsvold Community Hall	6	<ul style="list-style-type: none"> Main Hall Supper room Meeting room (known as Norwegian room) 3 x small meeting rooms 	There are no doors or curtains to separate space between Main Hall area and supper room.
Gayndah Community Hall	2	<ul style="list-style-type: none"> Main Hall Supper room 	There are doors between supper room and main hall.

¹ Refer to Policy 1004 on Council's website. Items may include – use of tables and chairs, waste collection, signage.

Hall name	No. of rooms	Rooms	Additional items to note
Monto Community Hall	3	<ul style="list-style-type: none"> • Main Hall • Supper room • Function room 	There are no doors or curtains to separate space between Main Hall area and supper room. The function room and main hall are separated by doors and the function room has its own kitchen.
Mundubbera Community Hall	3	<ul style="list-style-type: none"> • Main Hall • 2 x Supper rooms 	There are doors between supper room and main hall. The supper room can be used as one (1) large room or split in to two (2) rooms.
Mt Perry	4	<ul style="list-style-type: none"> • Main Hall • 2 x small meeting rooms • Mt Perry Boardroom (New) 	There are two (2) small meeting rooms at the Hall. These are considerably smaller than the supper/function rooms at other Facilities.

The review of Councils meeting rooms/halls identifies the Mt Perry community do not have access to a supper room or function room size facility (or similar). To provide Mt Perry with a level of consistency and the ability to hire a second room for meetings (other than the Main Hall) the Mt Perry Boardroom will be included in the list of hireable facilities.

Summary of Outcomes of Review

The review of all policies relating to the hire of meeting rooms/halls, and related fees and charges has identified the following:

- there is an inconsistency with the number of rooms for hire in each of the region's towns
- policies addressing the use and hire of meeting rooms/halls:
 - a. have conflicting provisions
 - b. are being applied despite being replaced/expired
 - c. continue to be referenced in Council's fees and charges
- implementation and related practices may not be regionally consistent due to conflicting policies outcomes.

CONSULTATION

Council's fees and charges are promoted as a part of an annual budget setting process. Hire Charges for Council facilities (meeting rooms/halls) are discounted for NFP organisations.

Consultation with the Customer Experience and Communities department and Assets and Facilities. Councillor workshop held 6 December 2023.

RISK IMPLICATIONS

Reputation / Political

A consistent approach to the hiring of Council facilities (meeting rooms/halls) and Hire Charges, as per the adopted fees and charges, will ensure all users are paying the appropriate fees and receiving consistent information.

There is a risk current meeting room users who are not paying fees will be unsupportive of the change. Operational changes will be effective from 1 March 2024 to allow transition to occur and users to be notified.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Council has several assets to maintain on behalf of the community. Each year, Council adopts the fees and charges for facility hire charges. These fees are nominal, considering Council is responsible for ongoing facility maintenance and upkeep, provision of insurance, utilities – electricity and water, as well as whole of life-cycle asset maintenance costs.

Policy 1004 supports Council to provide in-kind support to NFP organisations facilitated through a community grants program. Whilst there is no fee for the end user (e.g., community groups), there is a real cost to Council for providing the service, resource or material. In the case of meeting room/hall hire this would include electricity, cleaning, water, insurance (cover for casual hirers), wear and tear on resources.

In-kind support was expected to return significant cost savings due to the reduction in the types of in-kind support Council will provide to community organisations. In 2020-21 the budget for In-kind support (previously known as fee waivers) was \$92,000. The changes to in-kind support resulted in the budget being reduced to \$40,000.

If Policy 1004 and guidelines were to reinstate free meeting use or in-kind support for facility hire fees, this is likely to result in the in-kind support program requiring additional budget allocation as there is a real cost to Council for providing this service plus administration costs.

Legal & Regulatory

Council has an obligation to ensure they have in place a Community Grants Policy that establishes a framework for consistent and transparent administration of community grants as per the *Local Government Regulation 2012*.

Environmental

Not Applicable.

Property & Infrastructure

North Burnett Regional Council manages numerous facilities across the region for community use. The size and function of each facility varies across each North Burnett township.

Human Resources

There are human resource requirements to manage the administration related to hall bookings, customer service liaison with hall users, as well as any hall access, monitoring and cleaning. Hall bookings are managed by Council's Customer Service and Library team. Hall maintenance and cleaning is managed by Council's Facilities team.

Information Communications Technology

Not Applicable.

Service Delivery

A consistent approach to hiring of Council facilities (meeting rooms/halls) and consistent application of hire charges (as per the adopted 2023-24 fees and charges) will provide more streamlined administration and consistent messaging to the community.

Climate

Not Applicable.

KEY MESSAGE

North Burnett Regional Council manages numerous meeting rooms/halls across the region for community use. From 1 March 2024, all bookings of Council Halls and meetings rooms will attract hire fees as per the adopted fees and charges. NFP organisations hire charges are considerably lower than individual and organisations to support our community organisations to hold meetings and events.

11 WORKS

11.1 REGIONAL ROAD GROUP MEMBERSHIP FEES

Doc Id: 1187403

Author: Allan Hull, Civil Works Manager

Authoriser: Margot Stork, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Council needs to consider its position on the payment of membership fees for the Wide Bay Burnett Regional Roads and Transport Group and if supported pay the membership fees for 2023/24.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council resolve to:

1. The reinstatement of membership fees for the Wide Bay Burnett Regional Roads and Transport Group; and
2. Pay the fees for 2023/24, as calculated accordance with the 2014/15 formula with the inclusion of the Cherbourg Aboriginal Shire Council, and delegate payment of the fees to Council's Manager Civil Works.

REPORT

The Wide Bay Burnett Regional Roads and Transport Group (RRTG) met on Thursday 23 November 2023. North Burnett Regional Council was represented by Cr Les Hotz and Cr Kingsley Mesner. The reinstatement of membership fees was discussed at this meeting. Previous fees, based on population, were resolved at the November 2014 RRTG meeting:

Motion: That Councils be asked to contribute a total of \$40,000 towards RRTG activities for the 2014-15 financial year. That fees be based on a cents per population basis, as per the WBBROC membership formulae adopted this week.

This would result in the following fees:

	2013 population figures	Percentage of region	Membership fees based on \$40,000 budget
Bundaberg	93,976	32.9%	\$13,160
Fraser Coast	100,297	35.1%	\$14,040
Gympie	48,145	16.9%	\$ 6,760
North Burnett	10,360	3.6%	\$ 1,440
South Burnett	32,641	11.4%	\$ 4,560
Total	(285,419)	99.9%	\$39,960

The fees were suspended in 2020/21 as it was felt that the additional funds were not required in 2020/21. It was a similar situation on 2021/22 and 2022/23.

At the 23 November 2023 meeting it was decided that the membership fees be reinstated for the 2023/24 financial year in accordance with the 2014/15 formula. It was also decided that the Technical Committee would revise the membership formula to include Cherbourg Aboriginal Shire Council (CASC) and bring the revised fees back to the RRTG for consideration.

CONSULTATION

Consultation has taken place with the RRTG and the RRTG Technical Group regarding the reinstatement of fees. The RRTG Technical Group has put forward the following examples of projects that could be funded from the Membership fees:

- Regional Road Safety Officer
- Update of Strategic Plan
- Development of Regional Project Priority List
- Website Development and Maintenance
- Regional Road Network Safety Plan
- Regional Road Condition Assessment
- Regional Training subsidy (matching funds)
- Transport Analytics Project
- First and Last Mile

RISK IMPLICATIONS

Reputation / Political

The RRTG, which is made up of elected members from each participating Council, has agreed with this recommendation. Council delegates would need to seek to amend the motion at the next RRTG meeting should Council not agree to the reinstatement of membership fees.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

The cost to North Burnett Regional Council will be similar to the 2014 figures as the population is similar to the 2013 figures used in the table.

Legal & Regulatory

Not Applicable.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

The membership fees will be used towards projects that enhance service delivery to the North Burnett community.

Climate

Not Applicable.

KEY MESSAGE

The RRTG membership fees were previously agreed by Council and were suspended in 2020/21 as they were not required at that time, it is now time to reinstate the fees.

11.2 MONTO ADMINISTRATION BUILDING - OUTCOME OF ADDITIONAL STRUCTURAL INVESTIGATIONS**Doc Id:** 1187410**Author:** Anna Scott, General Manager Works
Jane Sutherland, Assets, Fleet And Facilities Manager**Authoriser:** Anna Scott, General Manager Works**Attachments:** 1. ATC Report into the Monto Administration Building - December 2023 [1187419]**EXECUTIVE SUMMARY**

Following a review of the 2022 design specifications and engineering and architectural drawings to address structural concerns with the Monto administration building, concerns were raised regarding the suitability of the proposed solution to provide long term benefits. Following a peer review and additional investigations, a more suitable solution was identified.

The report seeks Council's support to amend Resolution 2023/22 to allow a more suitable solution to be delivered.

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 amends part 1 of Resolution 2023/22 to:

1. Resolves to undertake repairs to the Monto Administration Building in accordance with the detailed design and specification to be finalised by ATC Consulting Engineers and Project Managers.

REPORT

The Monto Administration Building was closed to the public and Council officers in September 2021 following concerns that the building was unsafe due to cracks in the front wall being outside of acceptable tolerances.

An engineering company was engaged in 2019 to assess the cause of the cracking and advise on suitable solutions. The company was then engaged in 2022 to develop design specifications and produce tender documents to repair the building. Based on an Officer's recommendation, Council made the following resolution on 22 February 2023:

RESOLUTION 2023/22

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 preparing tender documents for the stabilising works, the responsible Council officer carried out due diligence which included visiting the site and reviewing the reports and proposed solution. On reviewing the documentation, the officer discovered that investigations recommended by the structural engineer were not completed and as such it was unclear as to the actual cause of the cracking. Without an actual cause being identified, there was low confidence that the proposed solution would provide a long term positive outcome.

A second structural engineer consultant was engaged to review the previous reports and proposed design, carry out additional investigations to confirm the cause of the cracking and propose an alternate solution if required.

The second consultant carried out additional assessments including geotechnical and masonry wall scanning (x-rays to determine location of reinforcement and voids). The second consultant is now recommending:

1. The removal of the front and back walls and replacement with flexible clad walls.
2. Tying the internal side walls to the ceiling and roof frame members.
3. That the drainage is improved to direct water away from the building and its footings.

It should be noted that the front architectural feature will need to be removed to facilitate the required drainage works.

CONSULTATION

A local builder has been consulted with to better understand building issues within the Monto area.

RISK IMPLICATIONS

Reputation / Political

The cracks were first investigated in 2019, with the building vacated in 2021. Repairing the building in a timely manner is important, however the repairs need to address the cause of the failure to avoid future closures of the building.

Occupational Health & Safety (WHS)

The solution will address an existing workplace health and safety issue.

Financial Impact

Council has allocated a budget of \$250,000 to repair the building. Expenses to date against the project have been reported at \$55,472. A budget of \$194,528 therefore remains against the project. Whilst a final design has not been completed on the alternate solution, the remaining budget is considered sufficient to undertake the identified works.

Legal & Regulatory

Given the length of time between the building construction and identification of the defect is unlikely that Council would be successful in any claims against the original designer and builder. The initial design solution was requested by Council without the recommended additional investigations being completed. It is unlikely that Council would be successful in any claim against the designer.

Environmental

Limited.

Property & Infrastructure

The consultants note that the building will never be returned to original condition, however the proposed rectifications will be an improvement and will make the building safe to re-occupy. It should be noted that the building will need to continue to be maintained in accordance with recommendations to prevent future damage.

Human Resources

The works will be completed by contractors.

Information Communications Technology

Not Applicable.

Service Delivery

Will allow the building to return to service.

Climate

Not Applicable.

KEY MESSAGE

Due diligence has identified the need for additional investigations to be carried out to determine the cause of the structural faults within the Monto administration building. Following the additional investigations and review of the proposed rectification solution, an alternate solution has been identified to better address the fault causes.



Visual Inspection Report

North Burnett Regional Council

Monto Administration Building

51A Newton Street, Monto QLD 4630

Version	Reference No.	Authored By	Approved By	Date
1.0	24005	Julian Lockwood	Allen Christensen	12 September 2023
2.0	24005	Julian Lockwood	Allen Christensen	December 2023

THE TRUSTED ENGINEERS

26 Alford Street, Kingaroy Qld 4610 | atcengineers.com.au | office@atcengineers.com.au

1. Executive Summary

ATC Consulting Engineers and Project Managers undertook a visual only inspection of the Monto Administration building on 31/08/2023 and 02/11/2023 to assess the current condition of assets to determine the structural integrity of the building. The inspection included a high-level assessment of safety matters - assessed against relevant standards.

The building was vacated approximately two (2) years ago following McMurtrie report 000-18-19/29 where they were of the opinion:

'Our calculations indicate if the front wall is unreinforced, then it is at an unacceptable risk of catastrophic failure due to out of plane wind loads.'

Our investigation has revealed that all masonry block walls throughout the structure have cracks; most of which are negligible to slight.

However, the front and back walls of the reception and general office areas have been assessed to have severe distress and have both inadequate reinforcement and corefill. We consider these walls to be structurally inadequate. We have considered rectification options in consultation with NBRC officers, however there are no simple nor cost-effective means to reinforce and make safe these 2 walls. Therefore, we recommend propping the roof structure at the ridge beam and the trusses prior to removing and replacing these walls with flexible clad walls, which will require detailed design prior to installation.

There is a significant amount of differential movement throughout the building and the floor of the building is approximately 128 mm out of level at its largest differential. Whilst significant differential levels are evident, the slope on the floor is around 1 vertical to 130 horizontal (1:130). This is barely noticeable and is flatter than AS2870 desirable limit of 1:150, and whilst not preferable does not lead to any immediate serviceability, functional or safety matters.

Site stormwater drainage is considered very poor and inadequately manages surface water adjacent to the building. This exacerbates the potential movement through wetting and drying cycles and must be improved to limit future distress and movement. This works should be carefully considered and the design undertaken by a suitably qualified and experienced person.

As our inspection was a visual only inspection which identified a potential plumbing and drainage failure at the back left corner of the building which would indicate the potential cracking or separation of sanitary drainage pipework. This is a significant concern and could lead to severe problems and distress in reactive soils. Inground plumbing must be checked for leaks by pressure testing and defects by CTTV inspection.

In spite of the above distress, overall, the building remains operational with sound functioning of all windows and doors and other services.

Power and water were connected during our inspection, and we used a number of services to assess their operation. We found that water, power, basins and toilets generally functioned adequately however a thorough inspection should be completed prior to occupation or regular use.

It should be expected that movement and distress will continue occur throughout the life cycle of the building and that regular inspections and preventative maintenance will be required to maximise the long-term serviceability and function of the building. It should be expected that some damage to brittle coatings and windows will occur as the building moves.

2. Scope

At your request, ATC Consulting Engineers has undertaken a limited visual inspection of the building interior and exterior from ground level in the stage one (1) investigation. Building furniture and belongings were not moved. A scissor lift was provided which could access inside the reception area only. We did not access a plant room, stationery store, strong room or the ceiling cavity until stage two (2) investigation. This is not an exhaustive investigation. Please use it as a guide to the extent of movement and subsequent building distress for planning rectification.

Our stage one (1) investigation includes the following:

- Review of the information provided
- Site inspection, to confirm the tensions and pressure actively causing the structural faults
- Take some spot levels across the floor
- Confirm the current conditional assessment from the perspective of being vacated
- Risk assess current and future likelihood of building collapse, consider control measures and indicative built asset life cycle data and schedule of structural review
- Back Brief outlining finding and recommendations for consideration to NBRC executive and Council
- One (1) x Key Stakeholder group meeting

Our stage two (2) investigation includes the following:

- Limited geotechnical investigation by Construction Testing and Quality Services (CTQS)
- Masonry wall scanning (to determine extent of reinforcement, cover and voids) by Australian Concrete X-Ray
- Design repairs
- Complete report
- One (1) x Key Stakeholder group meeting

The scope of stage two (2) has altered based on findings from stage one (1).

2.1. Inspection Methodology and Standards

An assessment of distress to walls and the slab was made against Australian Standard AS2870 – Residential Slabs and Footings Code which covers house and similar sized structures up to 30 m in length. This building is approximately 27 m long. This code provides guidance on acceptable limits of distress, slopes on slabs, site drainage and other construction matters.

An assessment of wind loading on the building was made against AS4055 – Wind Loads for Housing and AS1170.2 – Wind Loads.

An assessment of the masonry walls was made against AS4773 - Masonry in Small Structures and AS3700 – Masonry Structures.

We have noted that the building is in original condition and was built circa 1985 making the age of the structure ~38 years. The administration building walls are a mix of single skin

blockwork and stud walls. The roofing is decramastic tiles (metal sheeting) and the flooring is slab on ground. The blockwork is generally non-articulated as opposed to modern construction which incorporates joints throughout the interior and exterior of the structure to allow movements to occur without causing distress.

The building is on the Northeast side of the street. The natural ground falls from the Southeast (high) to the Northwest (low).

Vegetation consists of maintained grass, trees and gardens. The building is surrounded by paving which is very uneven and in places falls towards the building. Some paving has been removed for previous exploration. Pavers were laid on builders' plastic. Site drainage is considered very poor.

3. Distress to Walls

The following list is the most notable distress observed during a walkthrough. Crack widths are estimated only.

Blockwork distress consisted of:

- Up to 18 mm cracks to the Southwest (front) wall at the reception area only. A gap is visible between the glazing and window frame above the largest crack. Multiple cores are clearly not grout filled and one (1) horizontal reinforcing bar was observed in the six (6) courses where there was daylight through the cracks in the blockwork.
- Multiple very slight to cracks up to one (1) mm to the northwest wall.
- Up to four (4) mm cracks to the Northeast (rear) wall.
- Multiple very slight to cracks up to one (1) mm to the Southeast wall.
- Internal distress on other walls was generally confined to walls surrounding the reception and general office.

This distress may be generally classified as *Category 4 – Severe* in accordance with AS 2870 – Residential Slab and Footings Code predominantly confined the front and back walls to the general office and reception area.

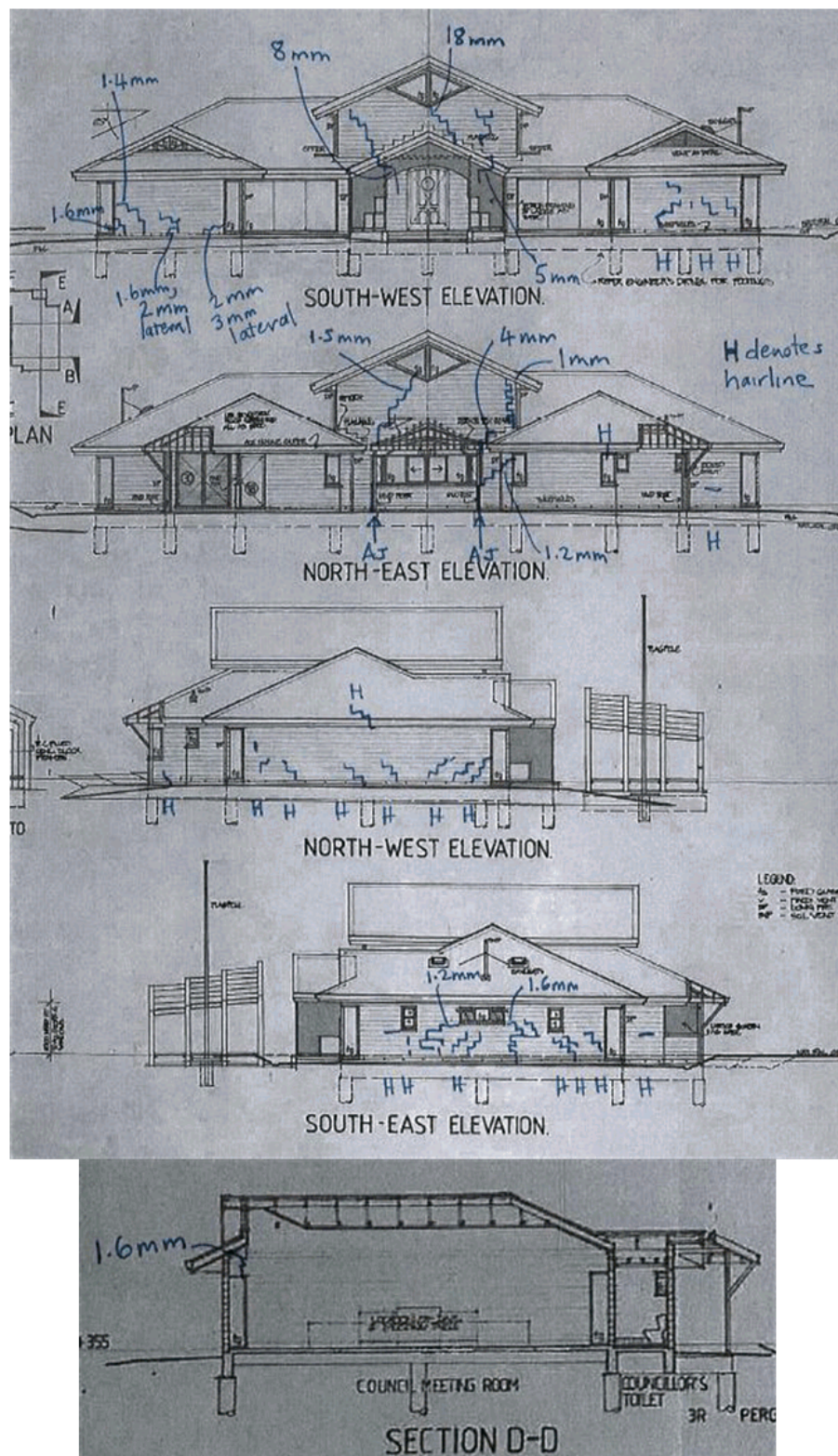


FIGURE 1 – Perimeter distress sketched on elevations

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4. Floor Levels

A set of levels across the timber floor was taken using NIVCOMP RX electronic level with an accuracy of ± 2 mm (if higher accuracy is required, a registered surveyor should be engaged). An arbitrary datum of zero (0) mm was chosen on the entry door sill – external left side viewed from the street. Internal floor levels have been reduced to account for floor covering thicknesses. An offsite reference point on the top of kerb was chosen and marked with spray paint. This point is 210 mm lower than the datum. The survey indicates the highest point (53 mm) is located in the meeting room and the lowest point (-75 mm) is in the female toilets. The total height differential over the floor for the length of the building 128 mm.

'Line of best fit' contours have been plotted at ten (10) mm height increments whereby a line represents points on the slab at approximately the same height (Refer appendix 1). The slope on the floor is around one (1) vertical to 130 horizontal (1:130). AS2870 suggests that a slope less than 1:150 is desirable.

5. Documents Provided

We have received the following:

- Incomplete Architectural plans by Perry Bland Kennerson. File no 132/83
- Incomplete engineering plans by Reinhold Engineering Consultants. Drg no 7903 & 7904
- Structural report by McMurtrie Consulting Engineers. Ref no 000-21-22/012 rev A, dated 28/02/2019
- Structural report by McMurtrie Consulting Engineers. Ref no 000-21-22/012 draft dated 09/09/2021
- Structural report by McMurtrie Consulting Engineers. Ref no 0442122 dated 14/03/2022

6. Review of Information Provided and Site Findings

Given that plans are incomplete, it is difficult to understand some structural components. The slab appears to be constructed as a one-way suspended slab on a row of footing beams and deep piers. Plans indicate that the slab was to be built approximately 600 mm above natural surface level but based on current levels it is highly doubtful that occurred. The building looks to be built at a platform level which is too low for effective site drainage.

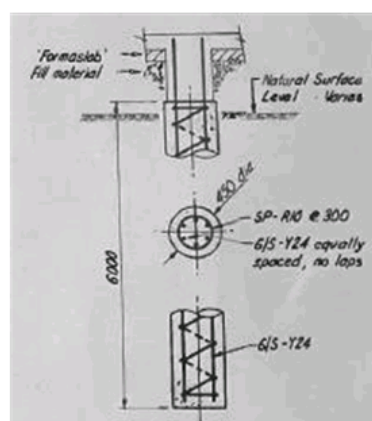


FIGURE 2 – Extract from Engineering plans

Plans show the slab and footing system was designed to be constructed on 'Formaslab' void former. Figure 2 shows a typical section through footing piers with fill material and Formaslab above Natural Surface Level. This was a common construction method whereby the designer was intending to suspend the slab and isolate it from ground movements whereby if ground swelling occurred, the clay could swell into the void created by the 'Formaslab'. What typically happens in poorly constructed and drained sites is it creates a readily accessible pathway for water to enter under the building which can lead to ground swell and building movements far in excess of the original expected surface movements. The site can become adversely impacted by abnormal moisture conditions.

The front masonry block wall of the building at the reception has SEVERE distress as defined on AS 2870 which states:

"Some minor cracking and movement will occur in a significant proportion of buildings, particularly those on reactive clays."

and

"For most situations Category 0 or 1 should be the limit; however, under adverse conditions, Category 2 should be expected although such damage should be rare. Significant damage is defined as Category 3 or worse."

There is evidence of poor construction whereby there appears to be a lack of reinforcement and cores are not filled. There is no plan of what the proposed blockwork reinforcement was but based on experience, the wall in its current state is at risk of partial collapse. Some structural supports or wall rebuild are warranted.

It appears that there is a plumbing leak near the North corner of the building where some excavation has occurred, and the surrounding grass is noticeably greener.

7. Review of Geotechnical Report

ATC Engaged Construction Testing & Quality Services (CTQS) to undertake a geotechnical report consisting of the following:

- 4 x 6 m boreholes
- DCP 2 m deep
- Iss testing
- Atterberg limits
- Moisture contents at 500 mm depth increments to three (3) meters
- Report reactivity, site class, skin friction, bearing capacity

CTQS undertook all field and laboratory work then ARCOS prepared the report (Arcos Project 230004.126 dated 23/11/2023).

Some findings of this report are:

- Stiff to very stiff clay was encountered from the surface to 6 m depth (end of borehole)
- The clay has extreme plasticity. That is; the clay undergoes extreme volume changes with changes in soil moisture
- Expected surface movements from changes in soil moisture, excluding tree effects, are in the order of 80 – 85 mm

We reviewed the soil moisture and have plotted the results of soil moisture % vs depth mm.

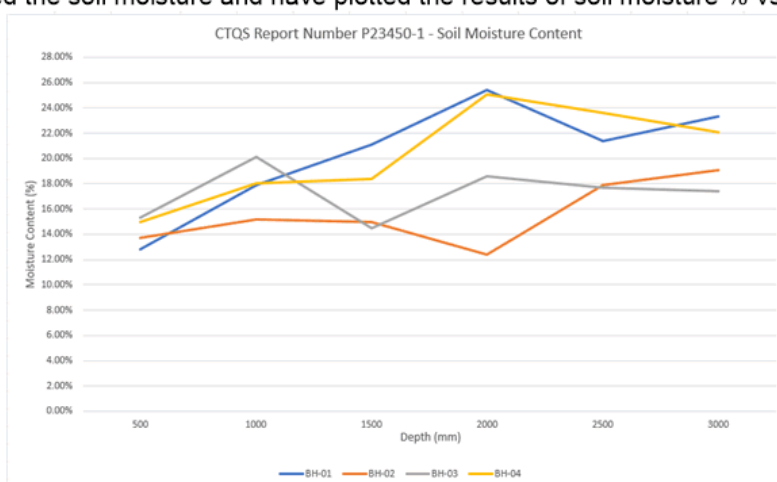


FIGURE 3 – Soil Moisture Vs Depth Graph

The difference in soil moisture at each depth increment was noted to be minimal at 500 mm depth (2.5 % difference) but increased considerably by 2.0 m depth (13.0 % difference).

The driest hole was borehole two (2). This corresponds to the low end of the building.

The wettest hole was borehole four (4). This corresponds to the high end of the building.

All soil moisture contents were towards the dry end of the moisture range with only two (2) moisture readings in the plastic range.

8. Review of Wall Scanning Report

ATC Engaged Australian Concrete X-Ray (ACX) to investigate blockwork wall reinforcement existence and location as well as whether blocks are core filled. ACX undertook wall scanning with high accuracy Ground Penetrating Radar equipment. Their report reference ACX230174-01 dated 06/11/2023 is appended to this report.

Colour coded sketches show the extent of wall reinforcement, core fill, other services within the wall for each individual wall.

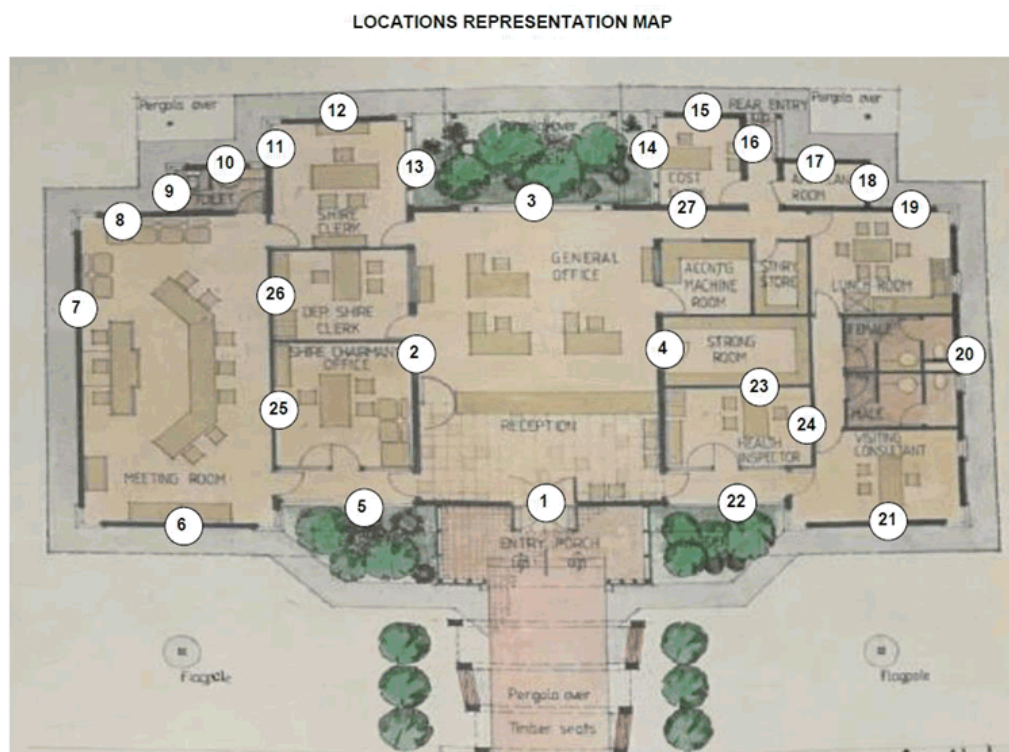


FIGURE 4 – ACX Wall Numbering Plan

ATC have examined the report and while the location of some reinforcement and corefill is questionable, we are satisfied that walls under three (3) meters high are structurally adequate. The tall side walls of the reception / general office (wall numbers two (2) & four (4) as per ACX numbering system) are able to be tied to ceiling and roof framing members such that these could be structurally adequate. The front and back wall of the reception / general office (wall numbers one (1) & three (3)) are not structurally adequate and should be strengthened or removed and replaced.

Figure 5 below shows the typical wall reinforcement as per AS4773 - Masonry in Small Structures.

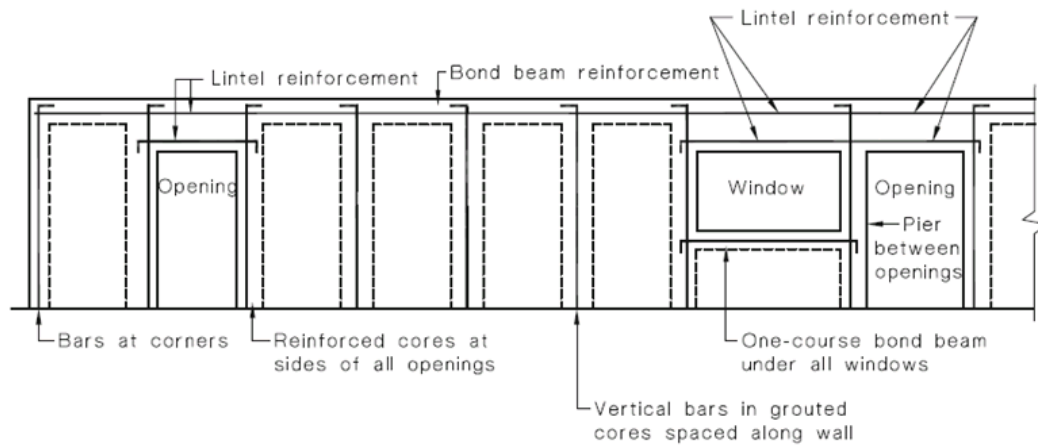


FIGURE 5 – Typical Wall Reinforcement Layout

9. Conclusions and Recommendations

9.1. Site Drainage

The site has very poor drainage.

Site drainage should be improved away from and around the building. Water could pool in some areas against the building. This is highly undesirable. The finished surface should fall away from the building at one (1) Vertical in 20 Horizontal (1V: 20 H) for the first 2 m then continue to fall away from and around the building at one (1) Vertical in 50 Horizontal (1V: 50 H) to a free outlet at the kerb. It will be necessary to pipe the water across the footpath unless a suitable drainage system exists in the landscaping to the east of the old Shire Chambers. The attached site drainage plan indicates how the ground levels should be such that water is directed away from the building.

At the front of the building, the pergola/ portico will likely have to be demolished to allow site drainage work to be completed.

The building should be maintained in accordance with CSIRO BTF 18 – Foundation Maintenance and Footing Performance.

9.2. Building Levels

The building floor slab is 128 mm out of level. Do not expect that this building will ever be level again. As the geotechnical testing revealed extremely reactive clays with adverse soil moisture conditions, it may take several years from when corrective actions are taken until when the building undergoes some improvement in floor levels.

The structure is not performing within the limits of AS2870.

9.3. Plumbing

We recommend that the inground plumbing is checked for leaks by a specialist plumber with pressure testing and drain camera equipment. Due to the amount of movement and distress to the blockwork, damage to plumbing may be present and if so, would contribute to movement and distress.

We should be provided with the plumber's reports so we can provide repair advice. As a minimum, repairs should incorporate flexible fittings which allow enough range of movement to cater for expected ground movements. This may include swivel joints and expansion couplings suited to Class E sites.

9.4. Structurally Inadequate Wall Replacement

With respect to the reception and general office area:

- Distress to the front wall at the reception area is severe. Considering the lack of wall reinforcement and corefilling, this wall is at risk of partial collapse.
- Distress to the back wall at the general office area is moderate. Considering the lack of wall reinforcement and corefilling, this wall is at risk of partial collapse.
- The tall internal side walls need to be tied to ceiling and roof framing members within 100 mm of the end of a timber member and typically 900 mm centres throughout. The fixings should be M8 screw bolts, expansion anchors or similar. The final decision may need to be a mix of fasteners after inspecting access, edge distances and corefill locations. It is recommended that the contractor brings to site adequate supplies of hardware for the task. An engineer inspection is required to confirm adequacy of fixings. The contractor shall provide safe access for the inspector.

We recommend propping the roof structure to the reception and general office area within 300 mm of the ends of the ridge beam and at each end of both trusses. Six (6) braces are required with each brace capable of supporting 14 m² roof area. Place a witness mark where the trusses bear on the supports for future reference. The props should be inspected by an engineer before commencing any demolition.

The front and back walls should be removed. Due to the amount of movement that has occurred, it is highly likely that there is built-up stress in the structure that will be released when the walls are removed. Expect some movement of each end of the building relative to the central reception and general office. Check the witness marks on truss supports and if movement of observed report this to the engineer before commencing further.

Replace front and back walls with framed wall with a vertical support post under the ridge. This means the walls will need new windows and the main front door shifted to suit, similarly the window in the rear wall will require relocation.

If timber is chosen, the frame could consist of H3 treated:

- 190 x 45 MGP 10 bottom plate
- 190 x 45 MGP 10 studs at 450 centres (not notched) up to 6 m max
- 2 / 190 x 45 MGP 10 studs at 450 centres (not notched) up to 6.5 m max.
- 2 / 190 x 45 MGP 10 top plates
- 190 x 45 MGP 10 nogging at 1350 max height
- 2 / 190 x 45 MGP 10 king post

Alternative timber is 200 x 45 E13 LVL.

Lintels, sills and jamb studs would need to be determined after window and door sizes were confirmed.

Tiedown would be to N3 requirements and as a minimum:

- Tie roof beam to king post with 30 mm 1.0 mm GI looped strap with 5/ Ø 3.15 mm x 35 mm long nails each end
- Tie rafter to top plate with two (2) framing anchors with 4/ Ø 3.15 mm nails x 35 mm long each face
- Tie top plate to slab with M12 rods at ridge, beside openings, 100 from end of wall and 1350 mm centres elsewhere
- Tie edge studs to blockwork with M12 screw bolts, expansion anchors or similar at 900 mm centres and 300 mm from top and bottom of the stud
- Nominal fixings of each member to adjacent members with 4/ Ø 3.15 x 75 mm nails

The wall should be clad in six (6) mm fibre cement sheet, fixed in accordance with manufacturer's specifications to provide bracing resistance. Internal lining should be plasterboard which will be relatively easy to repair future distress. External cladding should be expressed joint FC cladding or preferably weatherboards which is less susceptible to distress from movements.

9.5. Cosmetic Repairs

Given the movement observed and expected to occur numerous cosmetic repairs can be expected which will consist of patching masonry and plasterboard cracks, repainting and plumbing and drainage repairs.

10. Summary

The above report and recommendations are provided to assist North Burnett Regional Council decide on the future use and rectifications (if any) on the Monto Administration Building. Our inspection was a visual only inspection with additional non-destructive investigation including geotechnical and X-Ray, to inform the report.

Our recommendations have been based on the information provided and discussion with Council Officers.

Should you have any other questions in relation to the project please feel free to contact ATC Consulting Engineers' Office on ☎ (07) 4162 2378.

Yours faithfully



Allen Christensen
DIRECTOR
BEng (Civil) RPEQ FIPWEAQ

APPENDICES

1. Floor Plan with Levels and Distress
2. Site Photos
3. AS 2870 Crack Limits
4. CSIRO Guidelines
5. Site Drainage Plan
6. Wall Framing Plan

NOTE:
ALL FLOOR LEVELS ARE IN MILLIMETRES. FLOOR LEVELS WERE TAKEN ACROSS THE FLOOR USING A NIVCOMP RX ELECTRONIC WATER LEVEL WITH AN ACCURACY OF +/-2mm. NOTE THAT THE FLOOR WAS ASSUMED TO BE CONSTRUCTED FLAT. LEVELS HAVE BEEN REDUCED TO ACCOUNT FOR FLOOR COVERINGS AND CONTOUR LINES HAVE BEEN SHOWN AT LOCATIONS OF BEST FIT.

EXISTING FLOOR LEVELS
SCALE 1:100 APPROX.

NOTE: NOT ACTUAL KERB LOCATION

CLIENT: NORTH BURNETT REGIONAL COUNCIL

PROJECT: STRUCTURAL INVESTIGATION
NEWTON STREET
MONTRO QLD 4630

TITLE: FLOOR LEVELS

DATE: 24/05/2017

SCALE: A3

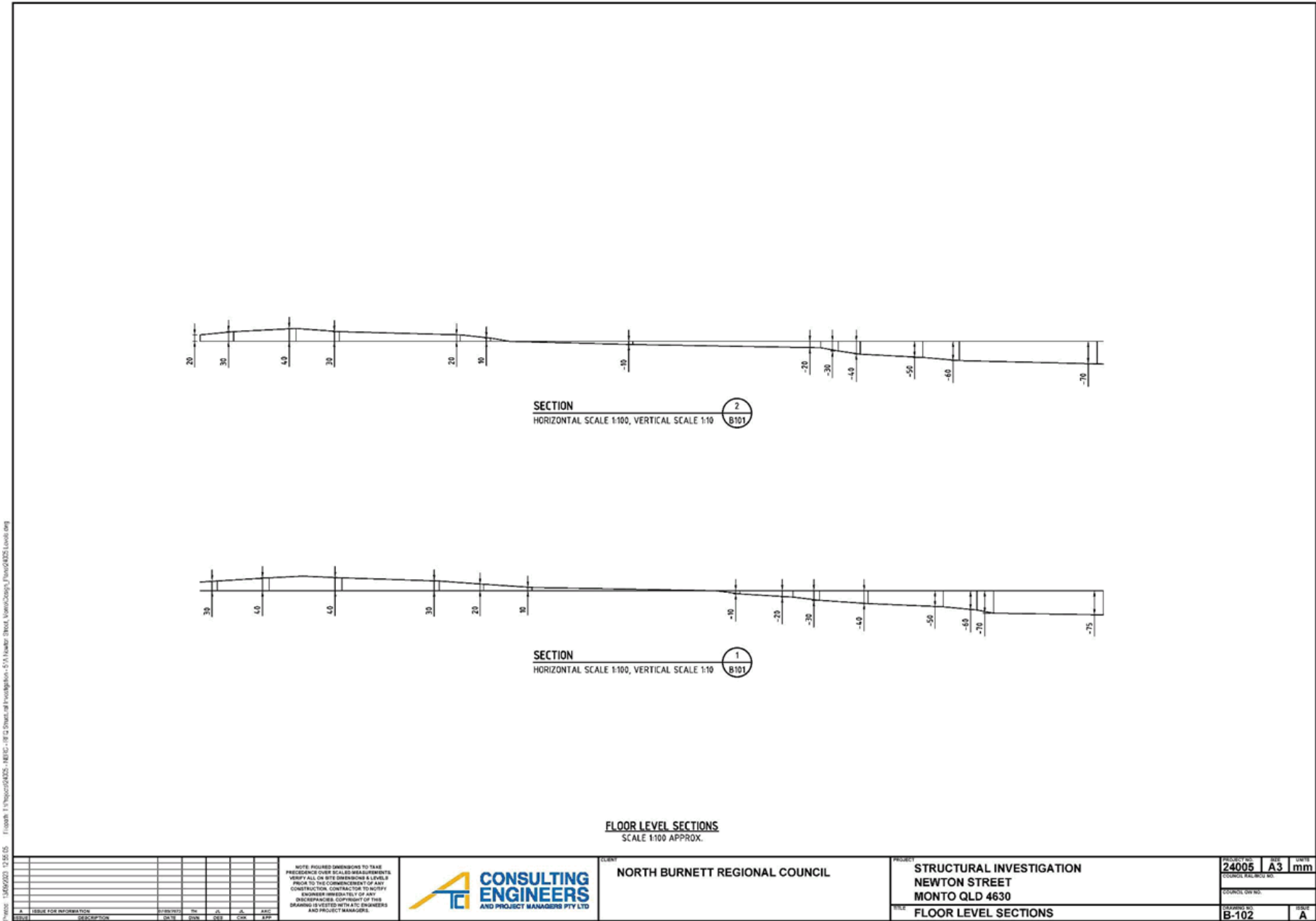
UNIT: mm

REVISIONS:

NO.	DESCRIPTION	DATE	BY	CHKD
1	ISSUE FOR INFORMATION	24/05/2017

NOTE: FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS. VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO CONSTRUCTION. CONTRACTOR TO NOTIFY ENGINEER IMMEDIATELY OF ANY DISCREPANCIES. COPYRIGHT OF THIS DRAWING IS VESTED WITH A/E ENGINEERS AND PROJECT MANAGERS PTY LTD.

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APPENDIX 2 – Site Photos

*Photo 1 – View from NW corner looking SE**Photo 2 – View from NE corner looking west**Photo 3 – Masonry crack near front door**Photo 4 – Masonry crack near ground level*



Photo 5 – Masonry crack with lateral movement



Photo 6 – Uneven pavers around building



Photo 7 – Stepped Masonry crack



Photo 8 – Internal Crack in masonry and render

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Photo 9 – Actual crack width disguised by render



Photo 10 – Horizontal crack in bathroom wall

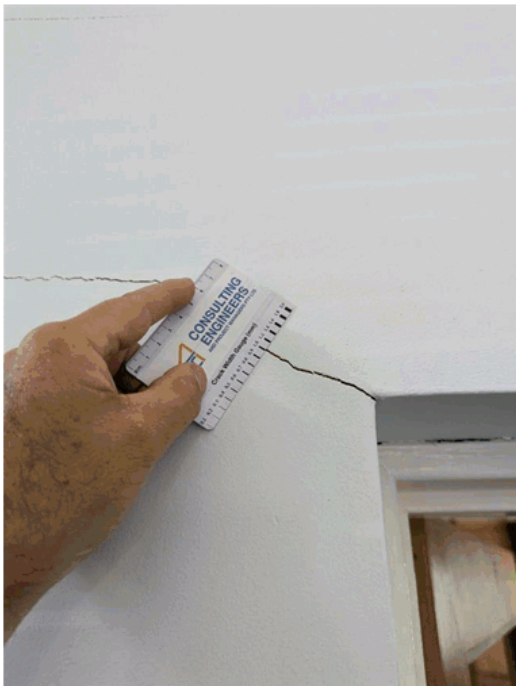


Photo 11 – Internal crack in masonry and render

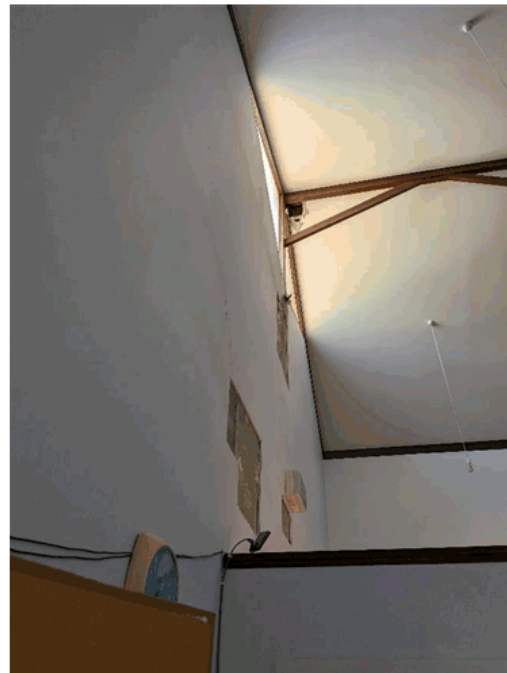


Photo 12 – Front wall with plasterboard removed in sections



Photo 13 – Crack through masonry at top of front wall



Photo 14 – Green grass possibly represents a plumbing problem



Photo 15 – Daylight through Masonry crack at top of front wall



Photo 16 – Masonry crack at top of front wall. No corefill to block



Photo 17 – Minor movement noted to raking timber member at top of front wall



Photo 18 – Glass daylighting from frame at top of front wall



Photo 19 – Large masonry crack disappears behind plasterboard lining



Photo 20 – Pavers and plastic removed right of front door. Previous grout injection repairs evident



Photo 21 - Pavers and plastic removed left of front door. Previous grout injection repairs evident

APPENDIX 3 – AS 2870 Crack Limits

AS 2870—2011

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APPENDIX C

CLASSIFICATION OF DAMAGE DUE TO FOUNDATION MOVEMENTS

(Normative)

Classification of damage with reference to wall is given in Table C1. Classification of damage with reference to concrete floors is given in Table C2.

TABLE C1

CLASSIFICATION OF DAMAGE WITH REFERENCE TO WALLS

Description of typical damage and required repair	Approximate crack width limit (see Note 1)	Damage category
Hairline cracks	<0.1 mm	0 Negligible
Fine cracks that do not need repair	<1 mm	1 Very slight
Cracks noticeable but easily filled. Doors and windows stick slightly	<5 mm	2 Slight
Cracks can be repaired and possibly a small amount of wall will need to be replaced. Doors and windows stick. Service pipes can fracture. Weather tightness often impaired	5 mm to 15 mm (or a number of cracks 3 mm or more in one group)	3 Moderate
Extensive repair work involving breaking out and replacing sections of walls, especially over doors and windows. Window frames and door frames distort. Walls lean or bulge noticeably, some loss of bearing in beams. Service pipes disrupted	15 mm to 25 mm but also depends on number of cracks	4 Severe

NOTES:

- Where the cracking occurs in easily repaired plasterboard or similar clad-framed partitions, the crack width limits may be increased by 50% for each damage category.
- Crack width is the main factor by which damage to walls is categorized. The width may be supplemented by other factors, including serviceability, in assessing category of damage.
- In assessing the degree of damage, account shall be taken of the location in the building or structure where it occurs, and also of the function of the building or structure.

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AS 2870—2011

TABLE C2

CLASSIFICATION OF DAMAGE WITH REFERENCE TO CONCRETE FLOORS

Description of typical damage	Approx. crack width limit in floor	Change in offset from a 3 m straightedge centred over defect (see Note 1)	Damage category
Hairline cracks, insignificant movement of slab from level	<0.3 mm	<8 mm	0 Negligible
Fine but noticeable cracks. Slab reasonably level	<1.0 mm	<10 mm	1 Very slight
Distinct cracks. Slab noticeably curved or changed in level	<2.0 mm	<15 mm	2 Slight
Wide cracks. Obvious curvature or change in level	2 mm to 4 mm	15 mm to 25 mm	3 Moderate
Gaps in slab. Disturbing curvature or change in level	4 mm to 10 mm	>25 mm	4 Severe

NOTES:

- 1 The straightedge is centred over the defect, usually, and supported at its ends by equal height spacers. The change in offset is then measured relative to this straightedge, which is not necessarily horizontal.
- 2 Local deviation of slope, from the horizontal or vertical, of more than 1:100 will normally be clearly visible. Overall deviations in excess of 1:150 is undesirable.
- 3 Account should be taken of the past history of damage in order to assess whether it is stable or likely to increase.

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APPENDIX 4 – CSIRO Guidelines

Foundation Maintenance and Footing Performance: A Homeowner's Guide



BTF 18
replaces
Information
Sheet 10/91

Buildings can and often do move. This movement can be up, down, lateral or rotational. The fundamental cause of movement in buildings can usually be related to one or more problems in the foundation soil. It is important for the homeowner to identify the soil type in order to ascertain the measures that should be put in place in order to ensure that problems in the foundation soil can be prevented, thus protecting against building movement.

This Building Technology File is designed to identify causes of soil-related building movement, and to suggest methods of prevention of resultant cracking in buildings.

Soil Types

The types of soils usually present under the topsoil in land zoned for residential buildings can be split into two approximate groups – granular and clay. Quite often, foundation soil is a mixture of both types. The general problems associated with soils having granular content are usually caused by erosion. Clay soils are subject to saturation and swell/shrink problems.

Classifications for a given area can generally be obtained by application to the local authority, but these are sometimes unreliable and if there is doubt, a geotechnical report should be commissioned. As most buildings suffering movement problems are founded on clay soils, there is an emphasis on classification of soils according to the amount of swell and shrinkage they experience with variations of water content. The table below is Table 2.1 from AS 2870, the Residential Slab and Footing Code.

Causes of Movement

Settlement due to construction

There are two types of settlement that occur as a result of construction:

- Immediate settlement occurs when a building is first placed on its foundation soil, as a result of compaction of the soil under the weight of the structure. The cohesive quality of clay soil mitigates against this, but granular (particularly sandy) soil is susceptible.
- Consolidation settlement is a feature of clay soil and may take place because of the expulsion of moisture from the soil or because of the soil's lack of resistance to local compressive or shear stresses. This will usually take place during the first few months after construction, but has been known to take many years in exceptional cases.

These problems are the province of the builder and should be taken into consideration as part of the preparation of the site for construction. Building Technology File 19 (BTF 19) deals with these problems.

Erosion

All soils are prone to erosion, but sandy soil is particularly susceptible to being washed away. Even clay with a sand component of say 10% or more can suffer from erosion.

Saturation

This is particularly a problem in clay soils. Saturation creates a bog-like suspension of the soil that causes it to lose virtually all of its bearing capacity. To a lesser degree, sand is affected by saturation because saturated sand may undergo a reduction in volume – particularly imported sand fill for bedding and blinding layers. However, this usually occurs as immediate settlement and should normally be the province of the builder.

Seasonal swelling and shrinkage of soil

All clays react to the presence of water by slowly absorbing it, making the soil increase in volume (see table below). The degree of increase varies considerably between different clays, as does the degree of decrease during the subsequent drying out caused by fair weather periods. Because of the low absorption and expulsion rate, this phenomenon will not usually be noticeable unless there are prolonged rainy or dry periods, usually of weeks or months, depending on the land and soil characteristics.

The swelling of soil creates an upward force on the footings of the building, and shrinkage creates subsidence that takes away the support needed by the footing to retain equilibrium.

Shear failure

This phenomenon occurs when the foundation soil does not have sufficient strength to support the weight of the footing. There are two major post-construction causes:

- Significant load increase.
- Reduction of lateral support of the soil under the footing due to erosion or excavation.
- In clay soil, shear failure can be caused by saturation of the soil adjacent to or under the footing.

GENERAL DEFINITIONS OF SITE CLASSES

Class	Foundation
A	Most sand and rock sites with little or no ground movement from moisture changes
S	Slightly reactive clay sites with only slight ground movement from moisture changes
M	Moderately reactive clay or silt sites, which can experience moderate ground movement from moisture changes
H	Highly reactive clay sites, which can experience high ground movement from moisture changes
E	Extremely reactive sites, which can experience extreme ground movement from moisture changes
A to P	Filled sites
P	Sites which include soft soils, such as soft clay or silt or loose sands; landslip; mine subsidence; collapsing soils; soils subject to erosion; reactive sites subject to abnormal moisture conditions or sites which cannot be classified otherwise

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Tree root growth

Trees and shrubs that are allowed to grow in the vicinity of footings can cause foundation soil movement in two ways:

- Roots that grow under footings may increase in cross-sectional size, exerting upward pressure on footings.
- Roots in the vicinity of footings will absorb much of the moisture in the foundation soil, causing shrinkage or subsidence.

Unevenness of Movement

The types of ground movement described above usually occur unevenly throughout the building's foundation soil. Settlement due to construction tends to be uneven because of:

- Differing compaction of foundation soil prior to construction.
- Differing moisture content of foundation soil prior to construction.

Movement due to non-construction causes is usually more uneven still. Erosion can undermine a footing that traverses the flow or can create the conditions for shear failure by eroding soil adjacent to a footing that runs in the same direction as the flow.

Saturation of clay foundation soil may occur where subfloor walls create a dam that makes water pond. It can also occur wherever there is a source of water near footings in clay soil. This leads to a severe reduction in the strength of the soil which may create local shear failure.

Seasonal swelling and shrinkage of clay soil affects the perimeter of the building first, then gradually spreads to the interior. The swelling process will usually begin at the uphill extreme of the building, or on the weather side where the land is flat. Swelling gradually reaches the interior soil as absorption continues. Shrinkage usually begins where the sun's heat is greatest.

Effects of Uneven Soil Movement on Structures

Erosion and saturation

Erosion removes the support from under footings, tending to create subsidence of the part of the structure under which it occurs. Brickwork walls will resist the stress created by this removal of support by bridging the gap or cantilevering until the bricks or the mortar bedding fail. Older masonry has little resistance. Evidence of failure varies according to circumstances and symptoms may include:

- Step cracking in the mortar beds in the body of the wall or above/below openings such as doors or windows.
- Vertical cracking in the bricks (usually but not necessarily in line with the vertical beds or perpend).

Isolated piers affected by erosion or saturation of foundations will eventually lose contact with the bearers they support and may tilt or fall over. The floors that have lost this support will become bouncy, sometimes rattling ornaments etc.

Seasonal swelling/shrinkage in clay

Swelling foundation soil due to rainy periods first lifts the most exposed extremities of the footing system, then the remainder of the perimeter footings while gradually permeating inside the building footprint to lift internal footings. This swelling first tends to create a dish effect, because the external footings are pushed higher than the internal ones.

The first noticeable symptom may be that the floor appears slightly dished. This is often accompanied by some doors binding on the floor or the door head, together with some cracking of cornice mitres. In buildings with timber flooring supported by bearers and joists, the floor can be bouncy. Externally there may be visible dishing of the hip or ridge lines.

As the moisture absorption process completes its journey to the innermost areas of the building, the internal footings will rise. If the spread of moisture is roughly even, it may be that the symptoms will temporarily disappear, but it is more likely that swelling will be uneven, creating a difference rather than a disappearance in symptoms. In buildings with timber flooring supported by bearers and joists, the isolated piers will rise more easily than the strip footings or piers under walls, creating noticeable doming of flooring.



As the weather pattern changes and the soil begins to dry out, the external footings will be first affected, beginning with the locations where the sun's effect is strongest. This has the effect of lowering the external footings. The doming is accentuated and cracking reduces or disappears where it occurred because of dishing, but other cracks open up. The roof lines may become convex.

Doming and dishing are also affected by weather in other ways. In areas where warm, wet summers and cooler dry winters prevail, water migration tends to be toward the interior and doming will be accentuated, whereas where summers are dry and winters are cold and wet, migration tends to be toward the exterior and the underlying propensity is toward dishing.

Movement caused by tree roots

In general, growing roots will exert an upward pressure on footings, whereas soil subject to drying because of tree or shrub roots will tend to remove support from under footings by inducing shrinkage.

Complications caused by the structure itself

Most forces that the soil causes to be exerted on structures are vertical – i.e. either up or down. However, because these forces are seldom spread evenly around the footings, and because the building resists uneven movement because of its rigidity, forces are exerted from one part of the building to another. The net result of all these forces is usually rotational. This resultant force often complicates the diagnosis because the visible symptoms do not simply reflect the original cause. A common symptom is binding of doors on the vertical member of the frame.

Effects on full masonry structures

Brickwork will resist cracking where it can. It will attempt to span areas that lose support because of subsided foundations or raised points. It is therefore usual to see cracking at weak points, such as openings for windows or doors.

In the event of construction settlement, cracking will usually remain unchanged after the process of settlement has ceased.

With local shear or erosion, cracking will usually continue to develop until the original cause has been remedied, or until the subsidence has completely neutralised the affected portion of footing and the structure has stabilised on other footings that remain effective.

In the case of swell/shrink effects, the brickwork will in some cases return to its original position after completion of a cycle, however it is more likely that the rotational effect will not be exactly reversed, and it is also usual that brickwork will settle in its new position and will resist the forces trying to return it to its original position. This means that in a case where swelling takes place after construction and cracking occurs, the cracking is likely to at least partly remain after the shrink segment of the cycle is complete. Thus, each time the cycle is repeated, the likelihood is that the cracking will become wider until the sections of brickwork become virtually independent.

With repeated cycles, once the cracking is established, if there is no other complication, it is normal for the incidence of cracking to stabilise, as the building has the articulation it needs to cope with the problem. This is by no means always the case, however, and monitoring of cracks in walls and floors should always be treated seriously.

Upheaval caused by growth of tree roots under footings is not a simple vertical shear stress. There is a tendency for the root to also exert lateral forces that attempt to separate sections of brickwork after initial cracking has occurred.

The normal structural arrangement is that the inner leaf of brickwork in the external walls and at least some of the internal walls (depending on the roof type) comprise the load-bearing structure on which any upper floors, ceilings and the roof are supported. In these cases, it is internally visible cracking that should be the main focus of attention, however there are a few examples of dwellings whose external leaf of masonry plays some supporting role, so this should be checked if there is any doubt. In any case, externally visible cracking is important as a guide to stresses on the structure generally, and it should also be remembered that the external walls must be capable of supporting themselves.

Effects on framed structures

Timber or steel framed buildings are less likely to exhibit cracking due to swell/shrink than masonry buildings because of their flexibility. Also, the doming/dishing effects tend to be lower because of the lighter weight of walls. The main risks to framed buildings are encountered because of the isolated pier footings used under walls. Where erosion or saturation cause a footing to fall away, this can double the span which a wall must bridge. This additional stress can create cracking in wall linings, particularly where there is a weak point in the structure caused by a door or window opening. It is, however, unlikely that framed structures will be so stressed as to suffer serious damage without first exhibiting some or all of the above symptoms for a considerable period. The same warning period should apply in the case of upheaval. It should be noted, however, that where framed buildings are supported by strip footings there is only one leaf of brickwork and therefore the externally visible walls are the supporting structure for the building. In this case, the subfloor masonry walls can be expected to behave as full brickwork walls.

Effects on brick veneer structures

Because the load-bearing structure of a brick veneer building is the frame that makes up the interior leaf of the external walls plus perhaps the internal walls, depending on the type of roof, the building can be expected to behave as a framed structure, except that the external masonry will behave in a similar way to the external leaf of a full masonry structure.

Water Service and Drainage

Where a water service pipe, a sewer or stormwater drainage pipe is in the vicinity of a building, a water leak can cause erosion, swelling or saturation of susceptible soil. Even a minuscule leak can be enough to saturate a clay foundation. A leaking tap near a building can have the same effect. In addition, trenches containing pipes can become watercourses even though backfilled, particularly where broken rubble is used as fill. Water that runs along these trenches can be responsible for serious erosion, interstrata seepage into subfloor areas and saturation.

Pipe leakage and trench water flows also encourage tree and shrub roots to the source of water, complicating and exacerbating the problem.

Poor roof plumbing can result in large volumes of rainwater being concentrated in a small area of soil:

- Incorrect falls in roof guttering may result in overflows, as may gutters blocked with leaves etc.

- Corroded guttering or downpipes can spill water to ground.
- Downpipes not positively connected to a proper stormwater collection system will direct a concentration of water to soil that is directly adjacent to footings, sometimes causing large-scale problems such as erosion, saturation and migration of water under the building.

Seriousness of Cracking

In general, most cracking found in masonry walls is a cosmetic nuisance only and can be kept in repair or even ignored. The table below is a reproduction of Table C1 of AS 2870.

AS 2870 also publishes figures relating to cracking in concrete floors, however because wall cracking will usually reach the critical point significantly earlier than cracking in slabs, this table is not reproduced here.

Prevention/Cure

Plumbing

Where building movement is caused by water service, roof plumbing, sewer or stormwater failure, the remedy is to repair the problem. It is prudent, however, to consider also rerouting pipes away from the building where possible, and relocating taps to positions where any leakage will not direct water to the building vicinity. Even where gully traps are present, there is sometimes sufficient spill to create erosion or saturation, particularly in modern installations using smaller diameter PVC fixtures. Indeed, some gully traps are not situated directly under the taps that are installed to charge them, with the result that water from the tap may enter the backfilled trench that houses the sewer piping. If the trench has been poorly backfilled, the water will either pond or flow along the bottom of the trench. As these trenches usually run alongside the footings and can be at a similar depth, it is not hard to see how any water that is thus directed into a trench can easily affect the foundation's ability to support footings or even gain entry to the subfloor area.

Ground drainage

In all soils there is the capacity for water to travel on the surface and below it. Surface water flows can be established by inspection during and after heavy or prolonged rain. If necessary, a grated drain system connected to the stormwater collection system is usually an easy solution.

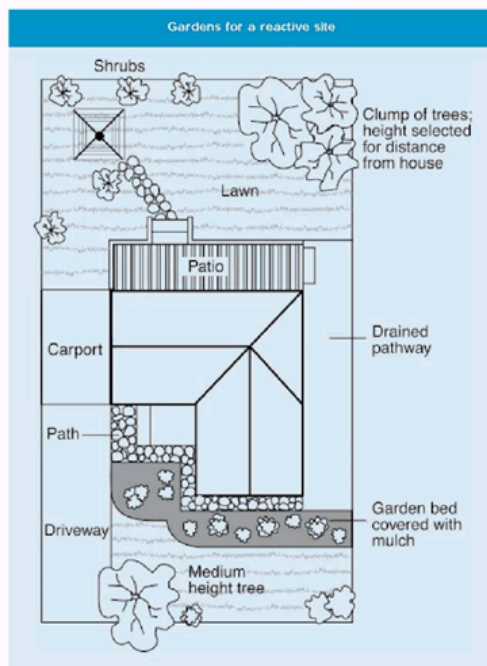
It is, however, sometimes necessary when attempting to prevent water migration that testing be carried out to establish watertable height and subsoil water flows. This subject is referred to in BTF 19 and may properly be regarded as an area for an expert consultant.

Protection of the building perimeter

It is essential to remember that the soil that affects footings extends well beyond the actual building line. Watering of garden plants, shrubs and trees causes some of the most serious water problems.

For this reason, particularly where problems exist or are likely to occur, it is recommended that an apron of paving be installed around as much of the building perimeter as necessary. This paving

CLASSIFICATION OF DAMAGE WITH REFERENCE TO WALLS		
Description of typical damage and required repair	Approximate crack width limit (see Note 3)	Damage category
Hairline cracks	<0.1 mm	0
Fine cracks which do not need repair	<1 mm	1
Cracks noticeable but easily filled. Doors and windows stick slightly	<5 mm	2
Cracks can be repaired and possibly a small amount of wall will need to be replaced. Doors and windows stick. Service pipes can fracture. Weathertightness often impaired	5–15 mm (or a number of cracks 3 mm or more in one group)	3
Extensive repair work involving breaking-out and replacing sections of walls, especially over doors and windows. Window and door frames distort. Walls lean or bulge noticeably, some loss of bearing in beams. Service pipes disrupted	15–25 mm but also depend on number of cracks	4



should extend outwards a minimum of 900 mm (more in highly reactive soil) and should have a minimum fall away from the building of 1:60. The finished paving should be no less than 100 mm below brick vent bases.

It is prudent to relocate drainage pipes away from this paving, if possible, to avoid complications from future leakage. If this is not practical, earthenware pipes should be replaced by PVC and backfilling should be of the same soil type as the surrounding soil and compacted to the same density.

Except in areas where freezing of water is an issue, it is wise to remove taps in the building area and relocate them well away from the building – preferably not uphill from it (see BTF 19).

It may be desirable to install a grated drain at the outside edge of the paving on the uphill side of the building. If subsoil drainage is needed this can be installed under the surface drain.

Condensation

In buildings with a subfloor void such as where bearers and joists support flooring, insufficient ventilation creates ideal conditions for condensation, particularly where there is little clearance between the floor and the ground. Condensation adds to the moisture already present in the subfloor and significantly slows the process of drying out. Installation of an adequate subfloor ventilation system, either natural or mechanical, is desirable.

Warning: Although this Building Technology File deals with cracking in buildings, it should be said that subfloor moisture can result in the development of other problems, notably:

- Water that is transmitted into masonry, metal or timber building elements causes damage and/or decay to those elements.
- High subfloor humidity and moisture content create an ideal environment for various pests, including termites and spiders.
- Where high moisture levels are transmitted to the flooring and walls, an increase in the dust mite count can ensue within the living areas. Dust mites, as well as dampness in general, can be a health hazard to inhabitants, particularly those who are abnormally susceptible to respiratory ailments.

The garden

The ideal vegetation layout is to have lawn or plants that require only light watering immediately adjacent to the drainage or paving edge, then more demanding plants, shrubs and trees spread out in that order.

Overwatering due to misuse of automatic watering systems is a common cause of saturation and water migration under footings. If it is necessary to use these systems, it is important to remove garden beds to a completely safe distance from buildings.

Existing trees

Where a tree is causing a problem of soil drying or there is the existence or threat of upheaval of footings, if the offending roots are subsidiary and their removal will not significantly damage the tree, they should be severed and a concrete or metal barrier placed vertically in the soil to prevent future root growth in the direction of the building. If it is not possible to remove the relevant roots without damage to the tree, an application to remove the tree should be made to the local authority. A prudent plan is to transplant likely offenders before they become a problem.

Information on trees, plants and shrubs

State departments overseeing agriculture can give information regarding root patterns, volume of water needed and safe distance from buildings of most species. Botanic gardens are also sources of information. For information on plant roots and drains, see Building Technology File 17.

Excavation

Excavation around footings must be properly engineered. Soil supporting footings can only be safely excavated at an angle that allows the soil under the footing to remain stable. This angle is called the angle of repose (or friction) and varies significantly between soil types and conditions. Removal of soil within the angle of repose will cause subsidence.

Remediation

Where erosion has occurred that has washed away soil adjacent to footings, soil of the same classification should be introduced and compacted to the same density. Where footings have been undermined, augmentation or other specialist work may be required. Remediation of footings and foundations is generally the realm of a specialist consultant.

Where isolated footings rise and fall because of swell/shrink effect, the homeowner may be tempted to alleviate floor bounce by filling the gap that has appeared between the bearer and the pier with blocking. The danger here is that when the next swell segment of the cycle occurs, the extra blocking will push the floor up into an accentuated dome and may also cause local shear failure in the soil. If it is necessary to use blocking, it should be by a pair of fine wedges and monitoring should be carried out fortnightly.

This BTF was prepared by John Lewer FAIB, MIAMA, Partner, Construction Diagnosis.

The information in this and other issues in the series was derived from various sources and was believed to be correct when published.

The information is advisory. It is provided in good faith and not claimed to be an exhaustive treatment of the relevant subject.

Further professional advice needs to be obtained before taking any action based on the information provided.

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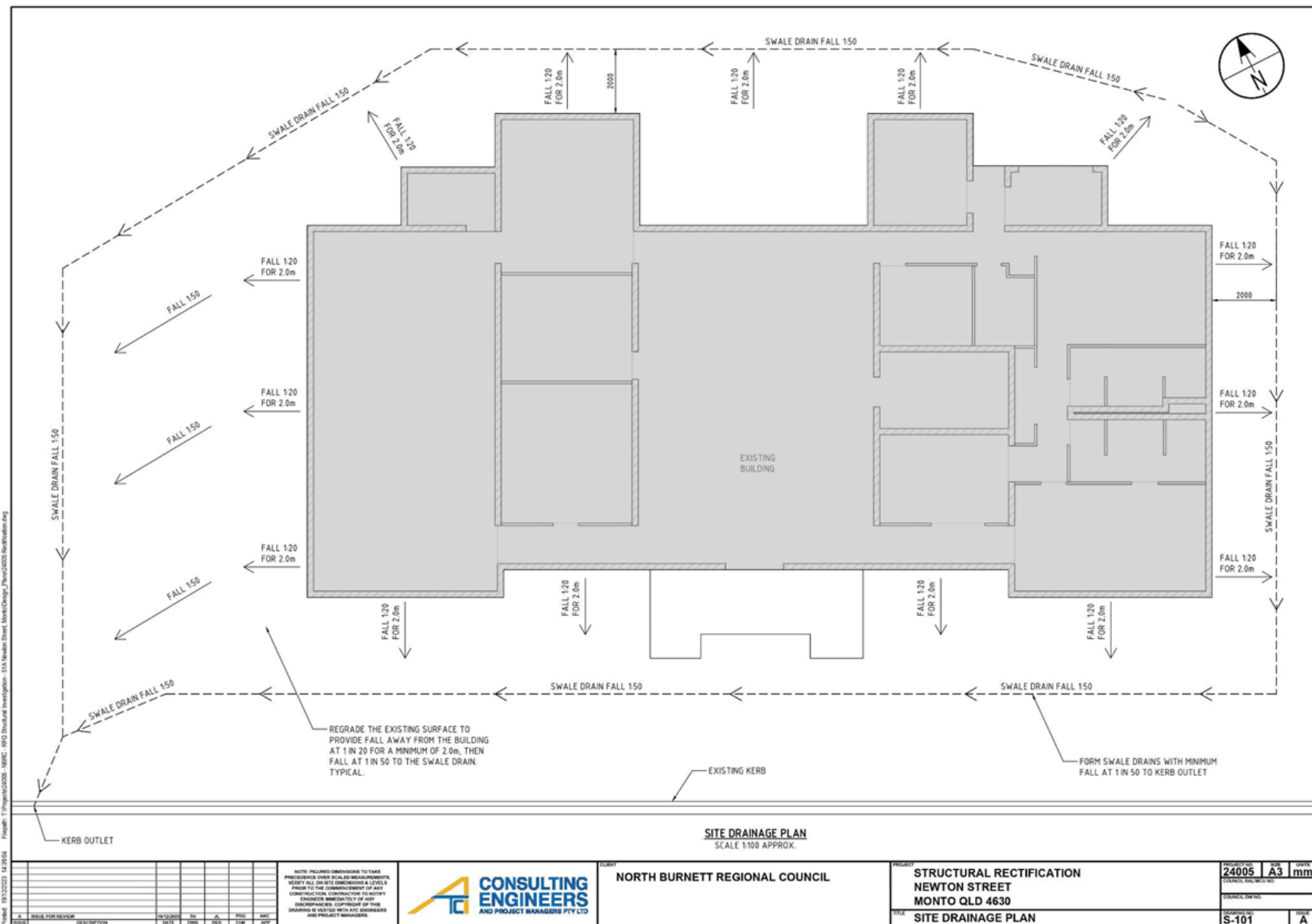
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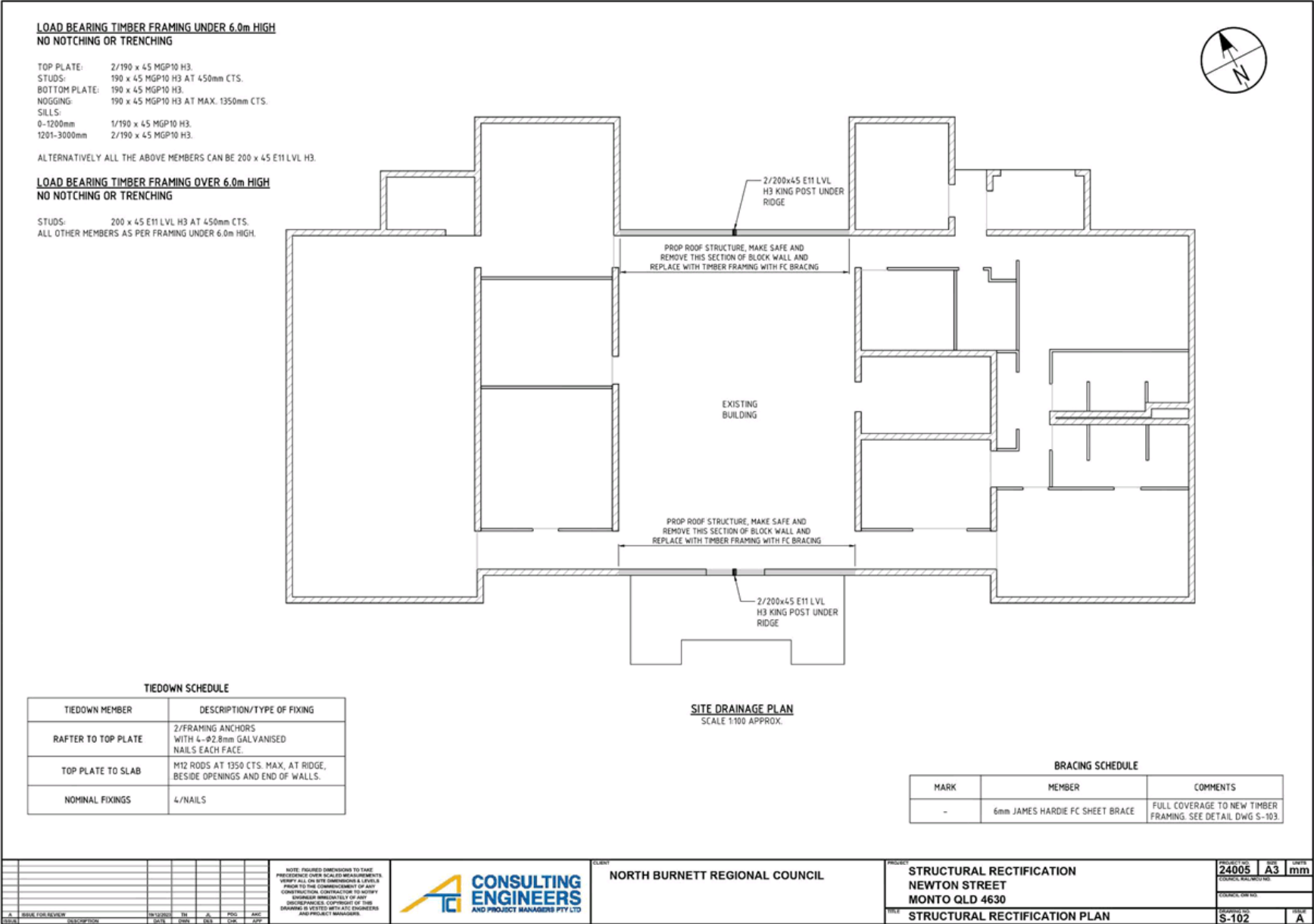
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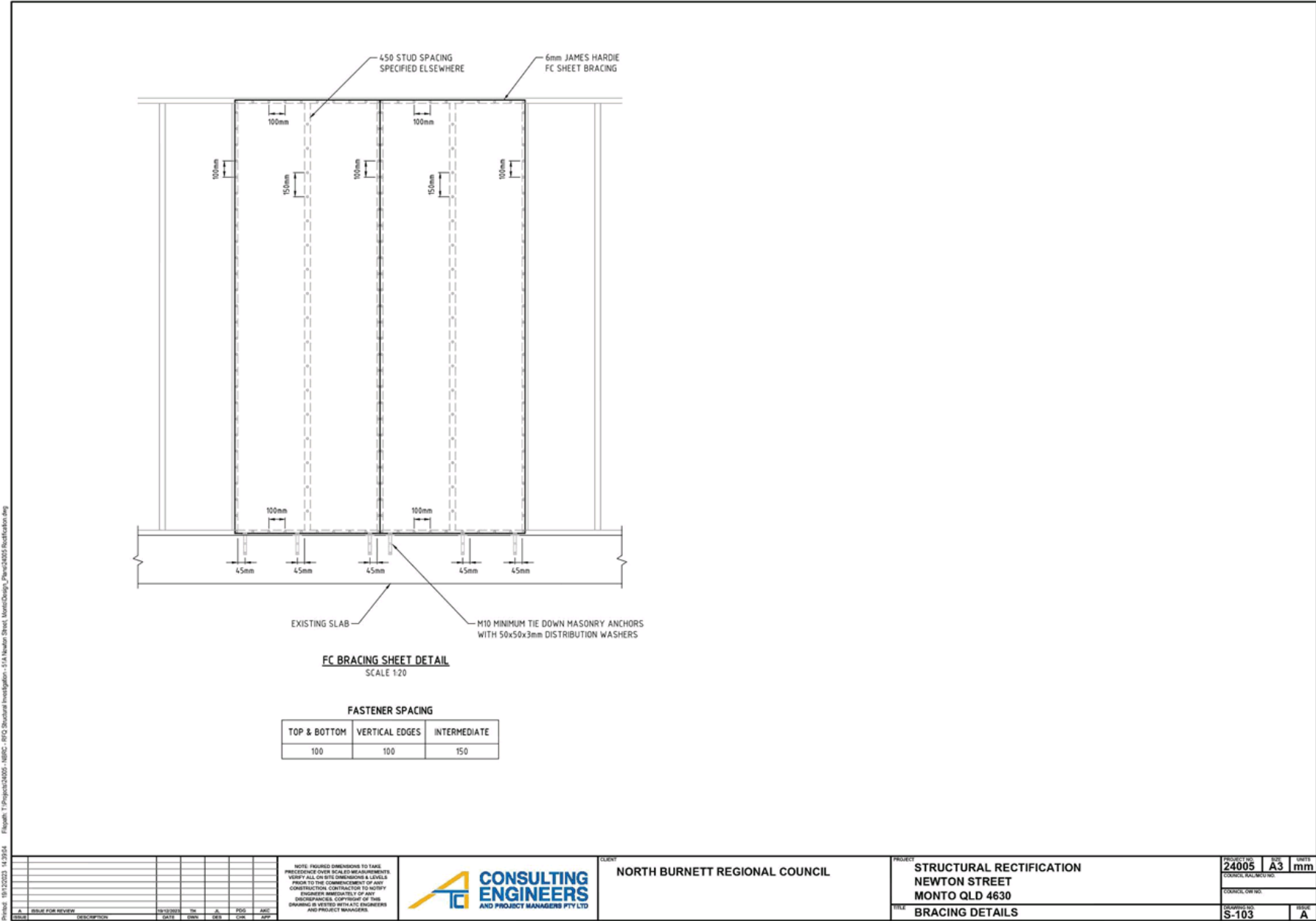
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APPENDIX 5 – Site Drainage Plan



APPENDIX 6 – Wall Framing Plan





12 COUNCILLOR REPORTS

12.1 MAYOR AND COUNCILLORS REPORTS

Doc Id: 1186196

Author: Kat Bright, Senior Executive Assistant to the CEO and Mayor

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Cr Giddins - Councillor Report for December 2023 [1188332]
2. Mayor Hotz - Councillor Report for December 2023 [1188344]

INTRODUCTION/BACKGROUND

This report is a summary of information provided by the Mayor and Councillors outlining their attendance at meetings and functions representing Council for the period 1 December 2023 to 31 December 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 6 December 2023 in Gayndah

As per the 2023 Meeting Schedule, the Council General Meeting was held on Wednesday 13 December 2023 in Mundubbera.

OFFICER COMMENTS/CONCLUSION

Nil.

OFFICERS RECOMMENDATION

That Council receives the Councillor Reports for the period 1 December 2023 to 31 December 2023.

COUNCILLOR DAEL GIDDINS**DECEMBER, 2023**

	Meeting/Function	Location	Comments
6/12/2022	Dallarnil State School End of Year Awards & Concert	Dallarnil	Attend the evening event and assisted with presentations with Cr Radel.
7/12/2023	Gayndah CWA Event	Gayndah	Attended function and thanked them for all that the CWA do for our Community.
11/12/2023	2024 Australia Day Awards Panel	Teams Mtg	Assisted with the Selection Panel.
12/12/2023	Gayndah CRG Mtg	Teams Mtg	Bimonthly meeting update also had a group of Citizens attend with concerns regarding the unavailability of a permanent doctor at the Gayndah Hospital.
14/12/2023	NBRC Library Craft Event	Mundubbera	Attended this event with parents & Children of the Mundubbera Community. These events were also held in our other 5 Library Centres over the Christmas/School Holiday period.
14/12/2023	Stepping Black Event	Mundubbera	Attended this event which included residents from Eidsvold, Mundubbera & Gayndah.
15/12/2023	NBRC End of Year Event	Gayndah	Attended with Mayor, Cr Mesner & Cr Radel.
16/12/2023	Community Member's Funeral	Gayndah	Attended.
16/12/2023	Gayndah Bluebird Art	Gayndah	This event is held regularly in our Community and is a great way for new residents to become involved in our Community.
19/12/2023	Central & Upper Burnett District Home for the Aged	Gayndah	Attended function with Residents and Staff.
20/12/2023	Resident Mtg	Gayndah	Meeting with Local Resident regarding some concerns they had.
22/12/2023	Community Member's Funeral	Gayndah	Attended.
28/12/2023	Community Member's Funeral	Gayndah	This resident was a long serving Council Employee (50yrs).
29/12/2023	Meeting with Resident	Gayndah	Assisted the Resident with their concerns.

MAYOR HOTZ**DECEMBER, 2023**

	Meeting/Function	Location	Comments
1/12/2023	Mulgildie State School Year 6 Graduation and Awards Night	Mulgildie	Well attended.
5/12/2023	Meeting with Community Member	Monto	
6/12/2023	Mt Perry State School End of Year Celebrations	Mt Perry	Well attended.
7/12/2023	Monto Show Society Meeting	Monto	Discussion re. trustee lease arrangements.
8/12/2023	Christmas Carols	Monto	Well attended.
9/12/2023	SES Christmas Function	Binjour	End of year SES function.
9/12/2023	Meeting with member of the Mount Perry Community Development board.	Mt Perry	
9/12/2023	Santa in the Park	Mt Perry	Well attended.
11/12/2023	2024 Australia Day Awards Selection Panel Meeting	Eidsvold	
11/12/2023	Meeting with Bryson Head MP	Gayndah	Discussion re. various local government issues.
14/12/2023	Meeting with the Department of Transport and Main Roads (TMR)	Monto	Discussion re. projects within the North Burnett region.
15/12/2023	NBRC End of Year Celebration	Gayndah	Well attended.

13 URGENT BUSINESS

As per the PRO-5005 Standing Order and Model Meeting Procedures, urgent business is business of such urgency that if it was deferred to the next Ordinary Council Meeting the delay could result in the Local Government, or an applicant or relevant stakeholder, being unfairly or unreasonably disadvantaged in some way.

A Councillor wishing to raise a matter of urgent business must provide a verbal report when an urgent business situation arises that does not allow time for a report to be prepared, and a summary will be included in the minutes that provides enough detail to give the reader a clear understanding of the information and advice upon which the Local Government based its deliberations.

As a general principle, all resolutions of Council should ordinarily only be made when Councillors have been given a written report with a recommendation and have had sufficient time to understand the issues involved before making a decision.

Having regard to the above, should a Councillor wish to raise a matter of urgent business, the Councillor must 'move' the following motion and another Councillor is required to 'second' the motion before a verbal report is heard.

Mover:

Sedonder:

That the [insert matter] be tabled as an Urgent Matter of Business so that it may be considered by Council.

For:

Against:

14 CONFIDENTIAL REPORTS

Nil.

15 CLOSURE OF MEETING