



AGENDA

General Meeting

13 March 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 Mount Perry on Wednesday, 13 March 2024 commencing at 9:00 AM.

An agenda is attached for your information.



Margot Stork
Chief Executive Officer

Order Of Business

1	Welcome/Housekeeping.....	4
2	Attendees	4
3	Apologies/Leave of Absence	4
4	Acknowledgement of Country	4
5	Moment of Silence and Reflection	4
6	Deputations/Petitions	4
7	Declarations of Interest	4
8	Confirmation of Minutes.....	5
8.1	Minutes of the General Meeting held on 28 February 2024	6
9	Office of the Chief Executive Officer	15
9.1	Outstanding Council Resolutions and Questions on Notice Report	15
10	Corporate and Community.....	28
10.1	Finance Report to 29 February 2024.....	28
10.2	Regional Arts Development Fund (RADF) Program - Round 2 2023-24.....	34
10.3	Regulated Dog Inspection Program.....	53
11	Works.....	57
	Nil	
12	Councillor Reports.....	58
12.1	Overview of Mayor and Councillors Activities - February 2024	58
14	Confidential Reports.....	61
14.1	2024 Audit & Risk Committee Briefing Paper	61
15	Closure of Meeting.....	61

- 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>Colin Bucholz</i>	<i>Gayndah</i>
<i>Gayle Donnolly</i>	<i>Mount Perry</i>
<i>Wayne Roebuck</i>	<i>Mount Perry</i>

6 DEPUTATIONS/PETITIONS

There are nil deputations for this meeting.

Council will make time available at each General Meeting for public questions/representations commencing at 9.15am. This is an opportunity for members of the public to make a representation on a matter in which they have an interest on an item which is before the Council for decision e.g. development applications.

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

7 DECLARATIONS OF INTEREST

The Mayor to call for declarations of interest.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 28 FEBRUARY 2024

Doc Id: 1203299

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

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Minutes of the General Meeting held on 28 February 2024

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 28 February 2024 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE MONTO BOARDROOM
ON WEDNESDAY, 28 FEBRUARY 2024 AT 9:00 AM**

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
Cr Susan Payne

OFFICERS: Margot Stork (CEO)
Anna Scott (General Manager Works)
Kim Mahoney (General Manager Corporate and Community)
Jess Marteene (Administration Officer – Executive Services)^
Kat Bright (Senior Executive Assistant to the CEO and Mayor)
Kath Hamilton (Executive Assistant to the GM Corporate and Community)^
Marlene Carstens (Executive Assistant to the GM Works)
Michelle A. Burns (Senior Accountant)*^
Rhys Habermann (Acting Strategic Relationships Manager)

*^ 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>Ivy Seymour</i>	<i>Biggenden</i>
<i>Heather Ping</i>	<i>Gayndah</i>
<i>Ethel Wein</i>	<i>Gayndah</i>

6 DEPUTATIONS/PETITIONS

Nil.

7 DECLARATIONS OF INTEREST

There were nil declarations at this time.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 24 JANUARY 2024

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 24 January 2024 be confirmed.

RESOLUTION 2024/18

Moved: Cr Dael Giddins

Seconded: Cr Michael Dingle

That the Minutes of the General Meeting held on 24 January 2024 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

8.2 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 15 FEBRUARY 2024

OFFICERS RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 15 February 2024 be noted.

NOTE: Ms Stork (CEO) noted that due to technical issues in Infocouncil (the program Council uses to generate reports) at the time of preparing the Agenda, the QAO Briefing Paper would be tabled for noting at the next Council General Meeting as per the Audit and Risk Committee Resolution 2024/7 (page 23 of the Agenda).

RESOLUTION 2024/19

Moved: Cr Dael Giddins

Seconded: Cr Melinda Jones

That the Minutes of the Audit and Risk Committee Meeting held on 15 February 2024 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 OUTSTANDING COUNCIL RESOLUTIONS REPORT

OFFICERS RECOMMENDATION

That Council receive the Outstanding Council Resolutions Report from 30 June 2021 to 15 February 2024.

RESOLUTION 2024/20

Moved: Cr Melinda Jones

Seconded: Cr Robert Radel

That Council receive the Outstanding Council Resolutions Report from 30 June 2021 to 15 February 2024.

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

Against: Nil

CARRIED 7/0

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT TO 31 JANUARY 2024

OFFICERS RECOMMENDATION

That Council, in accordance with section 204 *Local Government Regulation 2012 (Qld)*, receives the Finance Report for the period ended 31 January 2024.

RESOLUTION 2024/21

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 31 January 2024.

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

Against: Nil

CARRIED 7/0

GM ACTION 1 - QON - QUERY RE. \$76,000 VARIANCE IN RELATION TO RATES, LEVIES AND CHARGES RECORDED IN JANUARY 2024

Mayor Hotz queried the \$76,000 variance in relation to Rates, Levies and Charges recorded in January 2024 (page 43 of the Agenda). Through the Chair, Ms Burns (Senior Accountant) responded, noting that the question would be taken on notice.

11 WORKS

Nil.

12 COUNCILLOR REPORTS**12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - JANUARY 2024****OFFICERS RECOMMENDATION**

That Council receives the Councillor Reports for the period 1 January 2024 to 31 January 2024.

NOTE: Ms Stork (CEO) noted that due to technical issues in Infocouncil (the program Council uses to generate reports) at the time of preparing the Agenda, the following two (2) activities were omitted from Cr Giddins January 2024 Councillor Report.

Meeting Date	Meeting/Function	Location	Comments
31/01/2024	Craig England (Manager Rail Corridor Management) Dept Transport & Main Roads	Gayndah	Update & discussion on progress of the Boyne Burnett Inland Rail Trail and Slab Ck Bridge refurbishment
31/01/2024	AgForce	Gayndah	AgForce held a Fire Response Community Information session following the recent Fire Disasters. It was centred around enhancing Communities awareness and preparedness for fire emergencies. Landholders who attended spoke about their experiences of the recent fires and discussed possible changes that could be put in place for those managing the disaster.

RESOLUTION 2024/22

Moved: Cr Melinda Jones
Seconded: Cr Michael Dingle

That Council receives the Councillor Reports for the period 1 January 2024 to 31 January 2024.

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 254J of the *Local Government Regulation 2012*:

14.1 Auditor General - Draft Local Government Report - 2023

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.

14.2 Annual Infrastructure Valuation Methodology Report - Draft Position Paper - Revaluations and Indexation 2024

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.

14.3 Review Draft Financial Reporting Timetable and Plan

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.

RESOLUTION 2024/23

Moved: Cr Dael Giddins

Seconded: Cr Robert Radel

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

14.1 Auditor General - Draft Local Government Report - 2023

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.

14.2 Annual Infrastructure Valuation Methodology Report - Draft Position Paper - Revaluations and Indexation 2024

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.

14.3 Review Draft Financial Reporting Timetable and Plan

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.

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

Against: Nil

CARRIED 7/0**THE MEETING MOVED INTO A CLOSED SESSION AT 9.22AM.**

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

RESOLUTION 2024/24

Moved: Cr Kingsley Mesner

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 9.44AM.**

14.1 AUDITOR GENERAL - DRAFT LOCAL GOVERNMENT REPORT - 2023**OFFICERS RECOMMENDATION**

That Council notes the auditor-general 2023 draft local government report, as recommended by the Audit and Risk Committee.

RESOLUTION 2024/25

Moved: Cr Dael Giddins

Seconded: Cr Robert Radel

That Council notes the auditor-general 2023 draft local government report, 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

14.2 ANNUAL INFRASTRUCTURE VALUATION METHODOLOGY REPORT - DRAFT POSITION PAPER - REVALUATIONS AND INDEXATION 2024**OFFICERS RECOMMENDATION**

That Council endorses the draft AASB 116 Property, Plant and Equipment and AASB 13 Fair Value Measurement Position Paper on revaluations and indexation, as recommended by the Audit and Risk Committee.

RESOLUTION 2024/26

Moved: Cr Robert Radel

Seconded: Cr Michael Dingle

That Council endorses the draft AASB 116 Property, Plant and Equipment and AASB 13 Fair Value Measurement Position Paper on revaluations and indexation, 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

14.3 REVIEW DRAFT FINANCIAL REPORTING TIMETABLE AND PLAN

OFFICERS RECOMMENDATION

That Council note the draft QAO audit and reporting milestones for the financial year ended 30 June 2024, as recommended by the Audit and Risk Committee.

RESOLUTION 2024/27

Moved: Cr Dael Giddins

Seconded: Cr Kingsley Mesner

That Council note the draft QAO audit and reporting milestones for the financial year ended 30 June 2024, 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

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 15 February 2024, as recommended by the Audit and Risk Committee.

RESOLUTION 2024/28

Moved: Cr Melinda Jones

Seconded: Cr Kingsley Mesner

That Council notes the information in the Internal and External Recommendations Status Registers as at 15 February 2024, 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

GM ACTION 2 - QON - EXPLANATION OF STATUS' IN THE PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

Cr Radel requested clarification regarding the status outlined in the Progress Report on the Implementation of Internal and External Audit Recommendations. Ms Stork (CEO) responded through the Chair, indicating that the Audit and Risk Committee would be provided with an update at the next ARC Meeting, which would include an updated explanation of the status of each.

15 CLOSURE OF MEETING

The Meeting closed at 9.48am.

The minutes of this meeting were confirmed at the General Meeting held on 13 March 2024.

.....
CHAIRPERSON

UNCONFIRMED

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1 OUTSTANDING COUNCIL RESOLUTIONS AND QUESTIONS ON NOTICE REPORT

Doc Id: 1203486

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

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Outstanding Resolutions report as at 04032024 [1203468]
2. Outstanding Questions on Notice Report as at 04032024 [1203484]

INTRODUCTION/BACKGROUND

This report offers a concise overview of the outstanding resolutions of Council, covering the period from 30 June 2021 to 4 March 2024. The timeframe for this report is determined by the date of its compilation and the oldest pending resolution.

As this report coincides with the final General Meeting of the current term of Council, it encompasses not only outstanding resolutions but also addresses any outstanding questions taken on notice. This inclusion underscores our commitment to transparency and accountability, ensuring that all matters brought before the Council are diligently tracked and addressed.


OFFICER COMMENTS/CONCLUSION

As at 4 March 2024, there are a total of twenty (20) outstanding resolutions and 4 outstanding questions on notice. A comprehensive breakdown of the progress and current status of each resolution and question on notice is provided in the attached tables.

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 and Questions on Notice Report from 30 June 2021 to 4 March 2024.



Division:

Committee:

Officer:

All

General Meeting

All

Date From:

Date To:

Doc ID:

All

All

1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 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. Recruitment of a Facilities Stream Leader (previously senior technical officer) has stalled. Work will commence on this activity in Q4 of 2023/24 through an external service provider. 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>	An update was provided to Councillors at the Councillor Workshop held on 10 January 2024. Mount Perry Show Society has confirmed its agreement to accept the Transfer of Trusteeship. Currently awaiting formal documents from the Show Society then Council will proceed to lodge documentation with the Department of Resources to finalise the transfer, which is expected to be effective from May 1, 2024. Discussions are ongoing with other affected Show Societies. However, a meeting time with Eidsvold that is convenient for all stakeholders is pending.

 Completed
  Work In Progress
  On Hold
  Outstanding

Page 1 of 10







Division: All
Committee: General Meeting
Officer: All


Date From: All
Date To: All
Doc ID: 1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 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	 	This item will continue to be included in the work program, but it is a low priority. This decision is based on the teams current workload and the challenges faced in recruiting senior staff. On hold pending outcome of item 1 above.
4	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	 	The project is currently on hold due to resource constraints within the Rural Fire Service (RFS), particularly a shortage of staff to effectively manage it. Consideration is also being given to including the Biggenden Fire Brigade Shed in the Station Build Program. Despite RFS staff reshuffling, there hasn't been a replacement appointed for the key position overseeing the project, and a staff member's long service leave further exacerbates resource limitations. Efforts are underway to obtain more detailed information from the RFS Project Manager regarding resource constraints and potential timelines. Completed.

 Completed
  Work In Progress
  On Hold
  Outstanding



Division:

Committee:

Officer:

All

General Meeting

All

Date From:

Date To:

Doc ID:

All




All

1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
5	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	<div>●</div> <div>●</div>	Completed. Awaiting advice from Shepherd Services on the unsealed roads maintenance strategy, plant utilisation and costs.
6	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. An update was provided to Councillors at the Councillor Information Workshop held on 14 February 2024.
7	28/06/2023	Project Development for Submission to Round 2 of the	RESOLUTION 2023/90 That Council:	Office of the CEO		

 Completed
  Work In Progress
  On Hold
  Outstanding

Page 3 of 10

 <p>Division: All Committee: General Meeting Officer: All</p> <p>Date From: All Date To: All Doc ID: 1203468</p>	<p>Outstanding Resolutions Report</p> <p>Printed: Monday, 4 March 2024 4:32:12 PM</p>
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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
		Growing Regions Program	Authorises the Chief Executive Officer to redirect resources to the identification and development of a suitable project for submission to Round 2 of the Growing Regions Program administered by the Department of Infrastructure, Transport, Regional Development, Communication and the Arts.		●	On hold as an open date for round two of the Growing Regions Program is yet to be announced. This matter remains a priority for Officers.
8	27/09/2023	Reginald Murray Williams Australian Bush Learning Centre - Rescission Motion	RESOLUTION 2023/174 That Council conduct whole of North Burnett community consultation to gauge community sentiment on the future of the Reginald Murray Williams Australian Bush Learning Centre and note Officers will continue to investigate issues related to the Reginald Murray Williams Australian Bush Learning Centre.	Office of the CEO	●	Given the existing pipeline of community engagement, consideration is being given to the most appropriate approach, as well as the possible timing of such. Engagement may be deferred for a short period of time to allow the progression of existing engagement needs.
9	25/10/2023	Gayndah Airport - Formalising of Tenure to Bureau of Meteorology	RESOLUTION 2023/187 That Council: 1. Grant a Lease over part 153 BON934 and 2 RP201121 to Commonwealth of Australia as represented by the Bureau of Meteorology, pursuant Section 236 (1)(b)(i), (2), (3) and (4) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of the lease to the Commonwealth of Australia as represented by the Bureau of Meteorology; referred to in Part 1.	Contracts & Leasing	● ●	Completed. Verbal notice of Councils resolution and conditions was provided to BOM on 27 October 2023. Lease terms have been agreed upon, awaiting execution by Lessee following a minor change following the legal review.
10	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.	Contracts & Leasing	●	Completed. Notice of Council's resolution provided to Tenant on 2 November 2023.

● Completed ● Work In Progress ● On Hold ● Outstanding



Division: All
Committee: General Meeting
Officer: All


Date From: All
Date To: All
Doc ID: 1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			<p>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.</p> <p>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.</p>		<p>●</p> <p>●</p>	<p>Tender has concluded and is now subject to an unconditional contract. Awaiting settlement due 19 February 2024.</p> <p>On hold pending outcome of item 2.</p>
11	25/10/2023	Lease renewals - Telstra and Optus over part 1 M5825	<p>RESOLUTION 2023/199</p> <p>That Council:</p> <p>1. Renew the Trustee Lease within Lot 1 M5825 to Telstra Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012.</p> <p>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.</p> <p>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.</p>	Contracts & Leasing	<p>●</p> <p>●</p> <p>●</p>	<p>Telstra lease documentation received and under legal review prior to Council execution. Optus lease documentation being prepared by Optus.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding



Division:

Committee:

Officer:

All

General Meeting

All

Date From:

Date To:

Doc ID:

All

All


1203468

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Printed: Monday, 4 March 2024 4:32:12 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			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.		●	
12	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. Awaiting preparation of Trustee Lease documentation by Council Solicitor.
13	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. In principle terms agreed. Awaiting final lease documentation from Council Solicitor and for Lessee to execute. Update has been provided to Lessee.
14	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;	Contracts & Leasing	●	Awaiting Lessee execution of Consent to Easement.

● Completed ● Work In Progress ● On Hold ● Outstanding



Division:

Committee:

Officer:

All

General Meeting

All

Date From:

Date To:

Doc ID:





All

All

1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			pursuant to Sections 224 (6), 236 1(b)(ii), 236 (2) of Local Government Regulation 2012.			
15	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		On hold until a Senior Project Manager (or other resource) is appointed. This position is currently under review and may be back filled with a temporary appointment until recruitment is completed.
16	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	  	Noted. Australia Day Award nominations process for 2025 (including promotion) is ongoing. Australia Day Award nominations process for 2025 (including promotion) is ongoing.

● Completed ● Work In Progress ● On Hold ● Outstanding

Page 8 of 10

● Completed
 ● Work In Progress
 ● On Hold
 ● Outstanding



Division:

Committee:

Officer:

All
General Meeting
All

Date From:

Date To:


Doc ID:

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All
1203468

Outstanding Resolutions Report

Printed: Monday, 4 March 2024 4:32:12 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			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 support for financially unsustainable local governments who do not have the capabilities to increase own source revenue.			



Division:

Committee:

Officer:

General Meeting

Date From:

Date To:

DOC ID: 1203484

Outstanding Questions on Notice Report

Printed: Monday, 4 March 2024 4:46:22 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
1	26/04/2023	Item 9.2 QON - Reduction in Purchase Orders	Cr Payne queried the significant reduction in Purchase Orders raised in quarter 3 on page 110 of the Agenda. Through the Chair, Andrew Knight (Interim General Manager – Corporate and Community) noted that the Finance team are looking to change the main purchasing method to Credit Cards for low level purchases which will create more efficiencies in the financial system. Andrew Knight (Interim General Manager – Corporate and Community) noted that this change is planned to be implemented by 30 June 2023.	Corporate & Community	<div></div>	
2	26/04/2023	Item 10.1 QON - Decrease in Sewerage	Cr Payne queried why Sewerage has decreased under Operating Revenue on page 135 of the Agenda. Through the Chair, Owen Jensen (Financial Services Manager) responded to Cr Payne noting that the decrease is likely due to the timing in the budget phase. Through the Chair, Margot Stork (CEO) noted that the question would be taken on notice and a response would be provided prior to the next Council General Meeting.	Corporate & Community	<div></div>	
3	28/02/2024	QON - Explanation of Status' in the Progress Report on the Implementation of Internal and External Audit Recommendations	Cr Radel requested clarification regarding the status outlined in the Progress Report on the Implementation of Internal and External Audit Recommendations. Ms Stork (CEO) responded through the Chair, indicating that the Audit and Risk Committee would be provided with an update at the next ARC Meeting, which would include an updated explanation of the status of each.	Corporate & Community	<div></div>	

● Completed ● Work In Progress ● On Hold ● Outstanding

Page 1 of 2



Division:

Committee:

Officer:

General Meeting

Date From:

Date To:

DOC ID: 1203484

Outstanding Questions on Notice Report

Printed: Monday, 4 March 2024 4:46:22 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
4	28/02/2024	QON - Query re. \$76,000 Variance in relation to Rates, Levies and Charges recorded in January 2024	Mayor Hotz queried the \$76,000 variance in relation to Rates, Levies and Charges recorded in January 2024 (page 43 of the Agenda). Through the Chair, Ms Burns (Senior Accountant) responded, noting that the question would be taken on notice.	Corporate & Community	<div></div>	

Completed Work In Progress On Hold Outstanding

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT TO 29 FEBRUARY 2024

Doc Id: 1203115

Author: Michelle A. Burns, Senior Accountant

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Finance Report February 2024.pdf [1203443]

EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget, for the financial year to 29 February 2024.

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*, receives the Finance Report for the period ended 29 February 2024.

REPORT

The monthly financial report includes a Statement of Financial Performance, Statement of Financial Position and Rates Debtor Analysis. Exception reporting is noted within the reports comparing actual performance against budget. Key highlights as at the end of February 2024 include:

- Rates, Levies and Charges recorded in February 2024 totalling \$21.468m, are lower than the budget year-to-date figure of \$21.511m, resulting in a \$42,831 or 0.20% variance. Rates overdue has decreased from January 2024 of \$926,906 to February 2024 of \$869,922 resulting in \$56,983 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 \$11.806m to \$10.126m; with a \$1,680m or 14.23% variance.
- Materials and Services – The result in Materials and Services of \$12.132m from a budgeted \$12.149m (variance of \$16,789 equivalent to 0.14%), which is almost on par with budget.
- Depreciation is above the forecast budget of \$12.492m, at \$12.604m (resulting in a \$112,202 variance and 0.90% 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 \$10,007,908
 - 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 February 2024 is 2.61:1. After consideration of funds held for external and internal restrictions (as above), Council's current ratio at February 2024 is 1.98:1.
 - Cash and investments as at 29 February 2024 totals \$31,302,000. After consideration of funds held for external and internal restrictions (as above), the total unrestricted cash balance available for operational purposes is currently \$11,261,000.

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* to have an adopted budget in place for each financial year and by resolution can amend the budget for a financial year at any time before the end of the financial year.

Environmental

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

Property & Infrastructure

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

Human Resources

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

Information Communications Technology

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

Service Delivery

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

Climate

Not Applicable.

KEY MESSAGE

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

FINANCIAL PERFORMANCE (as at February 2024)

Areas to note

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 29 February 2024 which is currently \$2,694,000 lower than predicted. The net difference is comprised of revenue higher than budget by \$1,106,000 and operating expenses lower than budget of \$1,589,000.

Operating Revenue

- Rates, levies, and charges revenue is below budget by \$42,831, *Waste Management* has increased to budget by \$10,411, *Discounts* have decreased to budget by \$27,817 and *Natural Resource Management Levy* is higher than budget by \$309. Whereas *Water Consumption* is below budget by \$59,397, *General Rates* are lower than budget by \$17,255, *Other Levies* - including Local Disaster Management Levy is lower than budget by \$441, *Water* has decreased to budget by \$3,491 and *Sewerage* has decreased by \$784 to budget.
- Fees and Charges have increased to budget in February by \$252,878 due to additional *Caravan Park Takings* that are above budget by \$117,560 mainly due to increases in Mt Perry and Mingo Crossing, *Other Fees and Charges* have increased by \$56,912 mainly due to rates search fees & charges and aviation fuel sales, *Trade Waste & Recycling* revenue has increased by \$41,391 mainly relating to Biggenden, Monto and Mt Perry waste management facilities, *Building and Development Fees* have increase by \$32,526, *Community Service Fees* are above budget by \$21,024 *Licences and Registrations* have increased to budget by \$682. Whereas *Water and Sewer Fees* have decreased to budget by \$17,216 to budget.
- Interest received is favourable to budget due to higher levels of average investments to date, and a higher interest rate environment than forecasted.
- Other Income is above budget by \$285,893 due to insurance recovery of \$249,842 mainly relating to the settlement for a written off water truck, bus revenue being above budget by \$61,660 and Administration Sundry Income being above budget by \$9,209. Whereas *Washdown Bays* in Gayndah, Eidsvold, and Monto are below budget by \$28,506 and Reginal Murray Williams Centre is below budget by \$4,201, other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions are above budget by \$47,519 due to timing of early receipt of Road to Recovery income as compared to forecast.
- Rental Income has decreased from budget by \$32,912, which relates to Council housing and a minor timing difference in invoicing.
- Sales revenue is below budget by \$11,596, which is due to Road Maintenance Performance Contract (RMPC) income being above budget by \$149,565, *Contract and Recoverable works* income is above budget by 23,111 whereas Roadworks Performance Contract (RPC) is below budget by \$183,396 other varying small amounts make up the difference.

Operating Expenditure

- Materials & Services is slightly below budget by \$16,789 which includes insurance costs of \$166,750.
- Depreciation is above budget by \$112,202 as at 29th February 2024.

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
Recurrent Revenue	\$000	\$000	\$000		
Rates, levies and charges	21,468	21,511	(43)	(0%)	▲
Fees and charges	1,169	916	253	28%	▲
Interest Received	1,037	431	606	>100%	▲
Other Income	668	382	286	75%	▲
Recurrent Grants, subsidies, contributions and donations	1,916	1,869	48	3%	
Rental Income	148	180	(33)	(18%)	▼
Sales Revenue	1,608	1,620	(12)	(1%)	
Total Operating Revenue	28,015	26,909	1,106	4%	
Recurrent Expenses					
Employee Benefits	(10,126)	(11,806)	1,680	14%	▲
Materials & Services	(12,132)	(12,149)	17	0%	
Depreciation	(12,604)	(12,492)	(112)	(1%)	
Finance Costs	(57)	(61)	4	7%	
Total Operating Expense	(34,920)	(36,509)	1,589	4%	
Operating Profit / (Loss)	(6,905)	(9,600)	2,694	28%	▲
Capital Revenue and Expenses					
Capital Revenue	2,477	2,477	(0)	(0%)	
Capital Expenses	0	0	0	0%	
Net Capital Income Gain / (Loss)	2,477	2,477	(0)	(0%)	
Net Result	(4,429)	(7,123)	2,694	38%	▲

Legend:

- ▲ favourable movement
- ▼ unfavourable movement

FINANCIAL PERFORMANCE (as at February 2024)

	YTD FY2024	FY 2024
	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
Current Assets		
Cash and cash equivalents	31,302	26,134
Inventories	783	515
Trade and other receivables	10,582	2,626
Contract Assets	3,411	2,787
Other Assets		718
	46,078	32,780
Non-Current Assets		
Property, plant and equipment	966,185	941,171
	966,185	941,171
Total Assets	1,012,263	973,951
Current Liabilities		
Current Borrowings QTC	(75)	(170)
Contract Liabilities	(10,008)	(2,500)
Other Current Liabilities	(3,472)	(1,724)
Current Provisions	(2,391)	(2,274)
Trade and other payables	(1,682)	(2,620)
	(17,627)	(9,288)
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	(33,499)	(18,760)
Net Community Assets	978,764	955,191
Community Equity		
Asset revaluation reserve	(239,795)	(176,757)
Retained surplus/(deficiency)	(738,970)	(778,434)
Total Community Equity	(978,764)	(955,191)

Areas to note

Assets

- YTD Cash and cash equivalents has increased from 31 January 2024 to 29 February 2024 by \$2,417,000. This is to be expected with rates being issued, there was also funding received from Disaster Recovery Funding Arrangements (DRFA) with the Queensland Reconstruction Authority (QRA).

- Trade and other receivables have increased from 31 January 2024 to 29 February 2024 by \$8,986,000 due to the levying of the 2nd instalment of rates for FY 2023-24.

- 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 31 January 2024 to 29 February by \$6,894,000 in line with recognition of revenue received and work completed for grant funded projects. Contract liabilities of \$10,007,908 relates to capital grants received in advance and as respective projects are completed, the revenue is therefore able to be recognised for these grants.

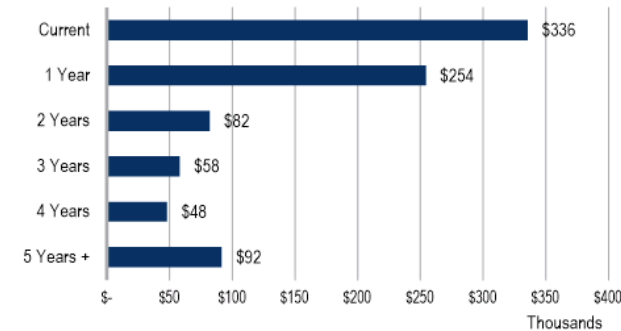
- Other non-current liabilities of \$891,535 relate to the prepayment of the state government waste levy charges for the years 2024-2025 to 2025-2026. These payments will be brought to account in their respective future years.

RATES OVERDUE (as at February 2024)

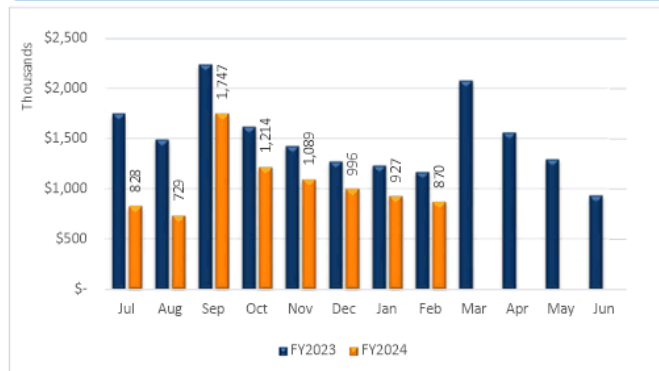
Areas to note

- In February 2024 the rates overdue has decreased from January 2024. This has been a decrease from January (926,906) to February (869,922) of \$56,983.
- In February 2024 the rates overdue balance has decreased by 6.15%.
- Approximately 67.82% of rates overdue as at 29 February 2024 are less than one year overdue.
- Discount take up for 23/24 year to 31 December 2023 was 86.53% compared to discount take up in the 22/23 year of 89.44%. At the time of this report the discount period for the second levy for 23/24 was still open so no further update to take up percentage will be provided next months report.

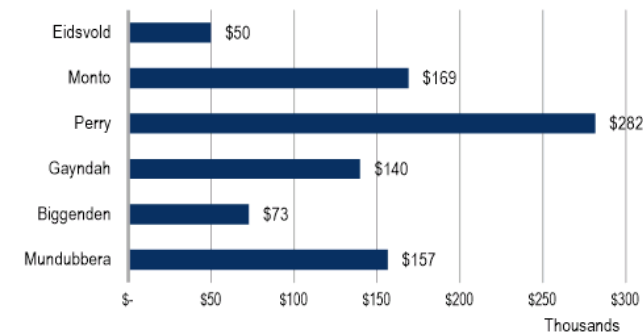
Overdue rates by age



Overdue rates balance



Overdue rates by location



10.2 REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM - ROUND 2 2023-24**Doc Id:** 1200681**Author:** Jenny Hall, Community Development Stream Leader**Authoriser:** Margot Stork, Chief Executive Officer**Attachments:** 1. **DRAFT - RADF Assessment Meeting Minutes - 2102024 [1201199]****EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the progress of the North Burnett Regional Council's Regional Arts Development Fund (RADF) Program. The report details recommendations for endorsement of the 2023-24 Round 2 applications, RADF Committee initiatives and the RADF Outcome Reports for successful acquittal.

- The total budget for the 2023-24 RADF Program is **\$60,268** to be allocated through three funding rounds by 31 August 2024.

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 the following 2023-24 Round 2 RADF applications as recommended by the North Burnett Arts and Cultural Advisory Committee (NBACAC):
 - (a) **RADF2324R200048** Monto Performing Arts - auspiced by Monto Magic Tourism Action Group: You Too Can Sing Workshops - \$3,332
 - (b) **RADF2324R200051** Noosa Film Academy Pty Ltd - auspiced by Monto Magic Tourism Action Group: Workshops and Red-Carpet Community Screening Celebrations - \$10,714.
2. Decline the following 2023-24 Round 2 RADF applications on the recommendation of the NBACAC:
 - (a) **RADF2324R200052 Monto Magic Tourism Action Group** - Conduct youth craft workshops in conjunction with Monto's Festival of the Centenary - \$5,280
 - (b) **RADF2324R200053** Monto Magic Tourism Action Group - Conduct balloon twisting workshops in conjunction with Monto's Festival of the Centenary - \$1,830.
3. Endorse the following RADF Committee Initiatives on the recommendation of the NBACAC:
 - (a) **Initiative 1:** Arts, Culture and Heritage community grant writing workshops - \$6,500
 - (b) **Initiative 2:** Professional development opportunity for artists and arts workers to attend a Public Art Masterclass in Bundaberg - \$3,000.
4. Endorse the following 2022-23 RADF Outcome Reports for successful acquittal on the recommendation of the NBACAC:
 - (a) **RADF2223R1039** Kaiden Ratcliff – auspiced by Gayndah Development Association (GDA): First Nations Art Exhibition - \$7,110
 - (b) **RADF2223R200002** Loraine Maskell - Professional Development: Russell Shakespeare Portrait and Documentary Photography workshop - \$1,315

- (c) **RADF2223R1041** Noosa Film Academy Pty Ltd - auspiced by Monto Magic Tourism Action Group: Youth Acting and Screen Production - \$10,761
- (d) **RADF2223R300044** Monto Art Group - Artist workshop with Lizzie Taylor - \$1,702
- (e) **RADF2223R300047** Rachel Koster - North Burnett Regional Songwriting Workshop - \$5,750.

REPORT

The North Burnett Regional Council partners with the Queensland Government through Arts Queensland to deliver the RADF Program in our region. For 2023-24, the RADF Program has a budget of **\$60,268** to be allocated through three funding rounds by 31 August 2023. SmartyGrants is used by Council for lodgement and assessment of applications.

RADF Round 1 2023-24 was released by Council on Monday, 6 November 2023 and applications closed on Wednesday, 6 December 2023. No applications were received for Round 1.

RADF Round 2 2023-24 opened on Friday, 12 January 2024 and applications closed on Monday, 12 February 2024. Four applications were received in total with two, in-progress applications, not submitted by the closing date.

To assess Round 2 applications, six NBACAC members independently completed a standardised assessment checklist for each application prior to the NBACAC RADF Assessment Meeting held on Wednesday, 21 February in Mount Perry. The initial assessment by NBACAC members included:

- Declaring any conflicts of interest.
- Scoring applications against set criteria – quality, impact, reach and viability.
- Recommending applications for funding (yes or no), the recommended amount, any conditions of funding (if approved) and the reason for their recommendation.

This information was collated and presented at the NBACAC RADF Assessment Meeting for consideration by NBACAC members.

Dr Geoff Walden chaired the NBACAC (Committee) RADF Assessment Meeting, with three assessors attending in person and one remotely via Microsoft Teams. The Committee's recommendations were assessed in line with the NBACAC Terms of Reference (TOR) and the RADF Guidelines. Members' initial assessments and comments were factored into the overall decision making of the Committee.

The NBACAC is an advisory committee to Council. The RADF Guidelines state any recommendations for funding through RADF require Council endorsement at a General Meeting. It should be noted RADF is not administered under 1004 Community Grants Policy and guidelines, due to RADF's joint funding with Arts Queensland.

2023-24 ROUND 2 RADF APPLICATIONS

Grant Applications Recommended

The following applications are recommended for funding:

1. **Monto Performing Arts - auspiced by Monto Magic Tourism Action Group (MMTAG): You Too Can Sing Workshops - \$3,332**
This project involves a weekend singing workshop facilitated by a professional singer to deliver musical coaching and teaching, to build singing skills and confidence of Monto Performing Arts (MPA) members and to attract new members to the group.
2. **Noosa Film Academy Pty Ltd - auspiced by MMTAG: Workshops and Red-Carpet Community Screening Celebrations - \$10,714**
This project aims to build youth acting and screen production capacity in two North Burnett Schools – Mundubbera State College and Eidsvold State School, a community workshop in Monto and two community screening events in Biggenden and Monto.

Further details on the applications and NBACAC's recommendations are detailed in Attachment 1.

Grant Applications Not Recommended

The following applications are not recommended for funding:

1. **MMTAG - Conduct youth craft workshops in conjunction with Monto's Festival of the Centenary - \$5,280**

Reason: The application did not demonstrate the craft workshop included the development of artist skills and was tailored more to entertainment. The current grant application does not meet RADF eligibility criteria and development outcomes and requires further development.

2. **MMTAG - Conduct balloon twisting workshops in conjunction with Monto's Festival of the Centenary - \$3,000**

Reason: The application did not demonstrate the workshops had a development component and was tailored more to entertainment. The current grant application does not meet RADF eligibility criteria and development outcomes and requires further development.

The basis for NBACAC not recommending the projects is further detailed in Attachment 1.

RADF COMMITTEE INITIATIVES

As part of the RADF Program Budget submission for 2023-24, Arts Queensland approved the allocation of \$9,500 for Committee initiatives supporting professional development. The following initiatives are recommended for funding:

1. **Initiative 1: Arts, Culture and Heritage community grant writing workshops - \$6,500**

This project involves engaging a professional grant writing facilitator with an arts background to deliver arts, culture and heritage focused grant writing workshops across the North Burnett region.

2. **Initiative 2: Professional Development Opportunity for Artists and Arts workers to attend Public Art Masterclass in Bundaberg - \$3,000**

This project involves providing a professional development opportunity for up to twelve (12) North Burnett artists and/or art workers to attend a two-day Public Art Masterclass in Bundaberg in April 2024. An Expression of Interest (EOI) to attend the Masterclass will be released following Council endorsement. EOI applications will be assessed and selected by the NBACAC.

Further details on the initiatives and NBACAC's recommendations are detailed in Attachment 1.

RADF OUTCOME REPORTS FOR ACQUITTAL

On completion of a RADF project, applicants are required to submit an outcome report for acquittal within eight weeks of project completion.

To assess RADF outcome reports, six NBACAC members independently completed a standardised assessment checklist for each outcome report (acquittal) prior to the NBACAC RADF Assessment Meeting held on Wednesday, 21 February in Mount Perry. The initial assessment of reports included:

- Declaring any conflicts of interest.
- Scoring outcome reports against set criteria – project success, quality, impact, reach and viability.
- Reviewing if grant outcomes have been met, if funds have been expended according to the grant application and agreement and recommending projects for successful acquittal (yes or no).

The Committee's recommendations were assessed in line with the NBACAC TOR and the RADF Guidelines, and members' initial assessments and comments were factored into the overall decision making of the committee.

The Committee recommended the following projects for successful acquittal:

1. **Kaiden Ratcliff** – auspiced by GDA - First Nations Art Exhibition - \$7,110
2. **Loraine Maskell** – Professional Development: Russell Shakespeare Portrait and Documentary Photography workshop - \$1,315
3. **Noosa Film Academy Pty Ltd** – auspiced by MMTAG - Youth Acting and Screen Production – \$10,761
4. **Monto Art Group** – Artist workshop with Lizzie Taylor - \$1,702
5. **Rachel Koster** – North Burnett Regional Songwriting Workshop - \$5,750.

The basis for NBACAC's recommendations is detailed in Attachment 1.

CONSULTATION

All RADF applicants are required to seek community support for their proposed projects. Applicants must submit at least three (3) letters of support when lodging an application to demonstrate the project benefits the community and how they will support the delivery of the project. This could include a list of people who have expressed interest in attending a workshop.

The NBACAC review all RADF applications and outcome reports and make funding recommendations to Council in accordance with the RADF Program guidelines, the NBACAC TOR and General Policy 3207 Arts and Culture.

RISK IMPLICATIONS

Reputation / Political

NBACAC is a Council endorsed Advisory Committee expected to serve the interests of the region. Lack of endorsement by Council would result in delays in RADF projects commencing and impact Council's ability to fulfil the requirements of the 2023-24 RADF Funding Agreement.

The RADF Program is conducted in line with the Arts Queensland funding agreement and is guided by the NBACAC TOR and RADF Guidelines. The use of standardised applications, assessment checklists, and letters mitigate reputational risk for Council and Arts Queensland.

Seven conflict of interest declarations were made at the time of the individual assessment process or during the assessment meeting. Conflict of interest declarations are detailed in Attachment 1.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

The following table outlines the funding available for the 2023-24 RADF Program:

2023-24 RADF Program funding

• Funding Source	• Funding
• Arts Queensland – 2023-24 RADF Program Funding Agreement	• \$26,250
• NBRC Financial Contribution to RADF	• \$13,000
• 2022-23 Carry over of unspent grant funds to 2023-24	• \$20,508
• Sub-total: Funding as per agreement	• \$59,758
• Return of unspent grant funds	
• 23/10/23 Returned project funds – Kaiden Ratcliff auspiced by GDA	• \$510*
• Sub-total: Total funding returned	• \$510*
• Total Funding	• \$60,268*

*Funds from Kaiden Ratcliff's RADF project have been returned to Council. A funding variation will be submitted to Arts Queensland requesting the returned funds be allocated to the 2023/24 RADF Program funding pool. If the request is declined, the total funds for the Program will be **\$59,758**.

2023-24 RADF Grant funding awarded

• Funding	• Funds Available	• Applications	• Committee Initiatives	• RADF Funds Remaining
Round 1	• \$60,268	• \$0	• \$0	• \$60,268
Round 2 (if endorsed)	• \$60,268	• \$14,046	• \$9,500	• \$36,722
• Total funds remaining for Round 3 2023-24				• \$36,722*

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

*If Arts Queensland decline the funding variation request for \$510 of returned funds to be allocated to the 2023/24 RADF Program funding pool, the total funds remaining will be **\$36,212**.

Legal & Regulatory

This report can be considered by Council during caretaker period as approval of the recommendations would not bind the new Council to any major policy position/decision, and the RADF applications have been assessed and considered by an established Advisory Committee – NBACAC.

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

Environmental

Not applicable.

Property & Infrastructure

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

Human Resources

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

Information Communications Technology

Not applicable.

Service Delivery

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

Climate

Not applicable.

KEY MESSAGE

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



**NORTH BURNETT ARTS AND CULTURAL ADVISORY
COMMITTEE (NBACAC) AND RADF ASSESSMENT MEETING
MT PERRY COUNCIL CHAMBERS (BOARDROOM)
10 AM WEDNESDAY, 21 FEBRUARY 2024**

1. MEETING ATTENDEES

Dr Geoff Walden, Gillian Nicholl, Lorraine Maskell, Cr Melinda Jones, and Judith Bohm-Parr (online)

North Burnett Regional Council Officers: Tania Fraser, Jenny Hall and Jenny Ward (secretary and online).

2. WELCOME AND HOUSEKEEPING

Dr Geoff Walden welcomed members to the meeting and shared an Acknowledgement to Country. A special warm welcome back was cordially extended to Tania Fraser after her 12-month absence.

3. APOLOGIES/LEAVE OF ABSENCE

Apologies: Kerry Slack and Marshall Langston

4. MINUTES FROM PREVIOUS MEETING

The minutes from the previous meeting held on 3 August 2023 were circulated. Minutes of the previous meeting were confirmed with no amendment.

Motion: Minutes of the previous meeting were confirmed with no amendment.

Moved: Gillian Nicholl

Seconded: Cr Melinda Jones

Carried: 5/5

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Arts Queensland Review

J Hall advised the committee that no further information on the review was available at the time of the meeting. The NBACAC will be kept informed on any updates either at the next meeting or via email if information is known prior to this time.

Action: J Hall to contact Arts Queensland for an update on the review and timelines for implementation of a new funding methodology and agreement.

5.2 Daniel Patterson, Digital Design for Youth - Project update

J Hall advised that Daniel has been contacted to discuss the Digital Design for Youth Project. The project was granted an extension to 31 August 2023. The final workshop has been held and the outcome report is in progress.

5.3 Danica Nizic – Masonry Workshop – NR010RADF – Project update

J Hall advised the committee that the unspent funds are in the process of being returned to Council to close out this project.

5.4 Rachel Koster – North Burnett Regional Songwriting Workshop - RADF2223R300047

J Hall advised Rachel Koster was contacted after the August 2023 NBACAC meeting to confirm that the project was unable to commence until Council endorsement had occurred.

6. **CONFLICT OF INTEREST DECLARATIONS**

J Hall advised that three (3) conflicts were reported during the assessment phase via SmartyGrants.

Outcome Reports

Application	Project	Declared Conflict	Reasoning
Noosa Film Academy Pty Ltd RADF2223R1041	Youth Acting and Screen Production	Cr Melinda Jones	Monto Magic Tourism Action Group (MMTAG) auspiced the funding application. Cr Jones is the President of MMTAG.
Monto Art Group RADF2223R300044	Artists workshop with Lizzie Taylor	Cr Melinda Jones	Cr Jones is the President of MMTAG, and the group wrote a letter of support for the funding application.
Lorraine Maskell RADF2223R200002	Russell Shakespeare Photography workshop	Lorraine Maskell	Applicant

Round 2 Funding applications

J Hall advised that four (4) conflicts were reported during the assessment phase via SmartyGrants.

Application	Project	Declared Conflict	Reasoning
Monto Performing Arts RADF2324R200048	You Too Can Sing	Cr Melinda Jones	MMTAG auspiced the funding application, of which Cr Jones is the President.
Noosa Film Academy RADF2324R200051	Workshops and Red-Carpet Community Screening Celebrations	Cr Melinda Jones	
Monto Magic Tourism Action Group RADF2324R200052	Conduct youth craft workshops	Cr Melinda Jones	Cr Jones is the President of the MMTAG.
Monto Magic Tourism Action Group RADF2324R200053	Conduct Balloon twisting workshops	Cr Melinda Jones	

The committee unanimously agreed for:

- Cr Jones to remain in the meeting room, however, would not take part in determining recommendations and voting.
- Lorraine Maskell to leave the meeting room during the outcome report discussion and committee recommendation.

No further conflicts were declared.

7. APPLICATIONS FOR AQUITTAL

7.1 RADF2223R1039 – Kaiden Ratcliff (auspiced by Gayndah Development Association) - First Nations Art Exhibition \$7,110

This project included an art exhibition at the Gayndah Art Gallery, workshops by artist Wakka Boy to discover how to create Indigenous artworks plus workshops on traditional dancing facilitated by Zane Ratcliff. This project included Kaiden Ratcliffe showcasing his diverse range of Contemporary Visual Art from his own First Nations perspective along with sharing language and culture.

It was generally agreed that the project outcomes were excellent and exceeded most objectives.

There was a range of discussions about the project including:

- The project was very successful and showcased Indigenous art, invested in artists and encouraged community engagement and participation.
- The committee commented how the project increased community skills in dance and art through the workshops.
- J Hall commented that there has been interest in similar workshops being held in other North Burnett communities.

The committee commended Kaiden and Kathy Ratcliff on the project and hope to see more projects of similar nature delivered across the region.

There was a project underspend of \$510.00. J Hall confirmed that the unspent funds have been returned to Council.

Motion: That the committee recommend the project for successful acquittal.

Moved: Lorraine Maskell

Seconded: Gillian Nicholl

Carried: 5/5

7.2 RADF2223R1041– Noosa Film Academy Pty Ltd (auspiced by Monto Magic Tourism Action Group - Youth Acting and Screen Production - \$10,761

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

This project aimed to build youth acting and screen production capacity in four North Burnett Schools – Biggenden State School, Monto State High School, Eidsvold State School and Mundubbera State College. The workshops developed cultural capacity, innovation, community pride and connection plus deliver professional development for educators.

There was a range of discussions about the project including:

- It was agreed that the project outcomes were excellent and exceeded most objectives.
- Funds were spent according to the application and funding agreement.
- The workshops were delivered to a high standard.

- The project was very successful and there was exceptional feedback from participants and Schools.
- It was recommended that the project be delivered again to build on the project outcomes in existing Schools and extend the opportunity to Schools that have yet to be part of the program.

The committee commended the Noosa Film Academy Pty Ltd for offering this program in our region.

Motion: That the committee recommend the project for successful acquittal.

Moved: Judith Bohm-Parr

Seconded: Lorraine Maskell

Carried: 4/4

7.3 RADF2223R200002 – Lorraine Maskell - Russell Shakespeare Photography workshop - \$1,315

Lorraine Maskell declared a conflict of interest as the applicant for this outcome report. Lorraine left the meeting room 10:51am.

This project involved Lorraine Maskell attending the University of Southern Queensland McGregor Winter 2023: Russell Shakespeare Portrait and Documentary Photography workshop. The workshop was an intermediate/advanced level program which provided insights into the life of a professional working photographer, tips on how to make a living as a photographer as well as developing long term personal photography projects.

The committee commended Ms Maskell for participating in the professional development program and agreed that project outcomes were achieved. Funds were spent according to the application and funding agreement.

It was recommended by the Committee that a revised assessment form be created for professional development RADF applications, which focus on what the future benefit of the professional development program will be for the individual and the region (e.g. workshops).

Motion: That the committee recommend the project for successful acquittal.

Moved: Cr Melinda Jones

Seconded: Gillian Nicholl

Carried: 4/4

Lorraine Maskell returned to the meeting room 11:03am.

7.4 RADF2223R300044 – Monto Art Group - Artist workshop with Lizzie Taylor - \$880

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

Lizzie Taylor was engaged to hold a mixed media workshop to provide participants with knowledge on how to portray the history of Monto in early settlement through different art mediums. The artwork will be displayed at the Monto Centenary celebrations in 2024.

There was a range of discussions about the project including:

- The art workshop brought a new art genre and skills to the region and the workshops were well attended.
- It was agreed that the project outcomes were excellent and exceeded most objectives.
- Funds were spent according to the application and funding agreement.

- The feedback from participants suggested that additional time may have been needed for emerging artists to learn colour mixing of paints. There is an opportunity to offer a future workshop on colour mixing.

The committee commended the Monto Art Group for offering this workshop and there was great feedback from participants.

Motion: That the committee recommend the project for successful acquittal.

Moved: Judith Bohm-Parr

Seconded: Lorraine Maskell

Carried: 4/4

7.5 RADF2223R300047 – Rachel Koster - North Burnett Regional Songwriting Workshop - \$4490

This project involved a regional songwriting seminar for North Burnett & surrounding area songwriters. The workshop aimed to connect songwriters, build song crafting skills, create new work, and share important career information, processes, and steps. The workshop was facilitated by Boi Crompton, Eskae Van Eck and Rachel Koster. Renowned vocalist Lisa Edwards was a guest speaker via zoom.

There was a range of discussions about the project including:

- It was agreed that the project outcomes were excellent and exceeded most objectives.
- Funds were spent according to the application and funding agreement.
- It was wonderful to have a North Burnett artist of high calibre sharing their craft and teaching skills in our region.
- It was noted that the project did have some insights and learnings. In particular, the management of blended workshops when different generations are working together to create music. For example, it was found that vocabulary and style of music can vary between generations.

There was general discussion about how RADF could support more art practitioners to reach this level of work.

Motion: That the committee recommend the project for successful acquittal.

Moved: Gillian Nicholl

Seconded: Lorraine Maskell

Carried: 5/5

8. APPLICATIONS FOR ASSESSMENT

8.1 RADF2223R300047 – Monto Performing Arts (auspiced by Monto Magic Tourism Action Group) – You Too Can Sing - \$3,332

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

Funding is sought to conduct a weekend singing workshop to increase the singing skills and confidence of Monto Performing Arts members and to attract new members to the group. The primary objective of the project, 'You Too Can Sing', is to advance the singing skills of the Monto Performing Arts (MPA) members through utilising the expertise of a professional singer to deliver musical coaching and teaching. The opportunity will also be offered to residents across the region to encourage increased community involvement, to raise the membership of MPA, and to provide access to local arts and cultural activities.

The committee had a comprehensive discussion on the project proposal:

- Overall, the application was strongly recommended for funding by all committee members.
- The application was from a new group in the region, and they submitted a strong application.
- The committee commented on the importance of professional development for artists and emerging artists.
- The workshops are a worthwhile project to develop skills of MPA and increasing community engagement.
- Attendance at the workshop is not limited to MPA members and the project is a great way to increase membership for the group, and skills across our region.

Motion: That the committee recommend funding to the value of \$3,332

Moved: Lorraine Maskell

Seconded: Judith Bohm-Parr

Carried: 4/4

8.2 RADF2223R300044 – Noosa Film Academy Pty Ltd (auspiced by Monto Magic Tourism Action Group – Workshops and Red-Carpet Community Screening Celebrations \$ 10,714

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

This project aims to build youth acting and screen production capacity in two North Burnett Schools – Mundubbera State College and Eidsvold State School, two community screening events to showcase works with the boarder community (Biggenden and Monto) and a community workshop in Monto. The workshops and screening events aim to develop cultural capacity, innovation, community pride and connection plus deliver professional development for educators.

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

- The Committee is supportive of workshops being held in Schools they have created a relationship with to continue to build and extend their learning and engagement as well as to provide the opportunity to Schools that have yet to be part of the program.
- It was noted that Noosa Flim Academy have raised considerable funds to be able to deliver the program across 5 communities. The draft program and funding arrangements are:

RADF funding request

- 10/6/24 Biggenden Community Screen Event
- 12/6/24 Mundubbera SC Workshop
- 12/6/2024 Community Screening
- 13/6/24 Eidsvold SS

Non-RADF funded

- 10/6/24 Biggenden SS Workshop (External Funding)
- 11/6/24 Gayndah SS Workshop (External Funding)
- 14/6/24 Monto SHS (External Funding)
- 15/6/24 Monto Community Workshop (External Funding)
- 16/6/24 Monto Community Screening (External Funding)
- The new addition of the screening events will allow for the RADF project to have more visibility and enable the broader community to be a participant in the project.
- The Community workshop in Monto is a new addition to the program and will be open to community members across the region to attend.
- The importance of professional development for educators.

J Hall shared with the committee that the Noosa Film Academy have not included Mt Perry in their tour program at this stage. This was due to the following:

- The program in primary schools is targeted at students in grade 5 and 6.
- Mt Perry State School have a small grade 5/6 cohort in 2024, however, are expecting a larger cohort in 2025.

Noosa Film Academy advised they would investigate holding a workshop program in Mt Perry in 2025. They would however investigate options with Mt Perry State School in 2024 to include the grade 5 and 6 cohort in the Monto or Gin Gin School workshops.

Motion: That the committee recommend funding to the value of \$10,714

Moved: Judith Bohm-Parr

Seconded: Lorraine Maskell

Carried: 4/4

8.3 RADF2324R200052 – Monto Magic Tourism Action Group - Craft Workshops \$ 5280

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

Important note: Monto Magic Tourism Action Group funding applications RADF2324R200052 and RADF2324R200053 were meant to be submitted as one application. The applicant advised they had issues uploading documents in SmartyGrants and submitted two applications to ensure the funding application was submitted by the closing date. The Committee decided to consider applications separately due to different workshop activities.

Funding is sought to conduct youth craft workshops with Lauren Boyd in conjunction with Monto's Festival of the Centenary.

The committee had a comprehensive discussion on the project proposal:

- The inclusion of craft activities in the festival was commended by the committee, however, the application did not demonstrate the craft workshop included the development of artist skills and was tailored more to entertainment.
- The current grant application does not meet RADF eligibility criteria and development outcomes.
- The RADF application requires further development to align with RADF criteria.

Motion: Recommend that the funding be declined. The application in the current format does not meet RADF guidelines. Applicant is encouraged to resubmit application in a future round.

Moved: Lorraine Maskell

Seconded: Judith Bohm-Parr

Carried: 4/4

8.4 RADF2324R200053 – Monto Magic Tourism Action Group -Balloon twisting workshops \$ 1,830

Cr Jones declared a conflict of interest. Cr Jones remained in the room on agreement from the committee, however, abstained from voting or contributing to the discussion on the application.

Important note: Monto Magic Tourism Action Group funding applications RADF2324R200052 and RADF2324R200053 were meant to be submitted as one application. The applicant advised they had issues uploading documents in SmartyGrants and submitted two applications to ensure the funding application was submitted by the closing date. The Committee decided to consider applications separately due to different workshop activities.

Funding is sought to conduct Balloon twisting workshops with Luke and Kim Facepainting & Balloon Twisting, in conjunction with Monto's Festival of the Centenary.

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

- The inclusion of balloon twisting workshops in the festival was commended by the committee, however, the application did not demonstrate that the workshops had a development component and was tailored more to entertainment.
- The current grant application does not meet RADF eligibility criteria and development outcomes.
- The RADF application requires further development to align with RADF criteria.

Motion: Recommend that the funding be declined. The application in the current format does not meet RADF guidelines. Applicant is encouraged to resubmit application in a future round.

Moved: Lorraine Maskell

Seconded: Judith Bohm-Parr

Carried: 4/4

9. RADF COMMITTEE INITIATIVES

J Hall advised as part of the RADF Program Budget submission for 2023-24, Arts Queensland approved the allocation of \$9,500 for Committee initiatives supporting professional development.

The Committee initiatives were included in the RADF budget submission due to the sizeable funding amount to expend in the 2023-24 program **\$60,268**.

These projects meet the Council RADF program priority number two (2) to increase community skills and capacity in the arts including professional and leadership development artists, art workers and emerging artists who call the North Burnett their home.

Grant writing workshops

Grant Writing for the Arts workshops	
Proposal	Cost
<p>This project involves engaging a professional grant writing facilitator with an arts background to deliver arts focused grant writing workshops across the North Burnett Region.</p> <ul style="list-style-type: none"> • In person workshops in each North Burnett town • 20 participants can attend per workshop <p>Proposed facilitator biography</p> <p>Olivia Everitt is a grant writer and project coordinator with over twelve years' experience working with clients across a range of sectors, including economic development, local government and the arts. Olivia holds a Master of Business (Arts and Cultural Management) from Deakin University.</p>	<ul style="list-style-type: none"> • Workshop facilitation fee: \$880 (Total \$5280) • Travel allowance. approx. \$400 (0.91/km) • Accommodation: approx. \$750 <p>Estimate: \$6430</p>

The project has the following benefits for the North Burnett region:

- This project would provide valuable career development opportunities to artists and art workers as well as community groups applying for Arts, Culture and Heritage based funding.
- The strengthening of cross regional relationships will be greatly beneficial to developing arts and culture in the North Burnett.

- Improved quality of RADF grant applications and funding applications to Arts Queensland.
- Greater variety in RADF projects.

Motion: That the committee recommend funding up to the value of \$6,500 to engage a grant writing facilitator, with an arts background, to deliver arts, culture and heritage focused grant writing workshops across the region.

Moved: Judith Bohm-Parr

Seconded: Lorraine Maskell

Carried: 5/5

Public Art Masterclass

Public Art Masterclass: Developing and Managing Your Own Public Art Projects

Proposal	Cost
<p>Offer a two-day Public Art Masterclass workshop in the North Burnett (one town) including the following:</p> <p><u>2 Day Masterclass</u></p> <ul style="list-style-type: none"> • The masterclass is designed to build business and project management skills of artists and artworkers. • Provide participants with the knowledge and skills to be able to design, plan, cost and pitch innovative public art projects to businesses, organisations, potential funding bodies, philanthropists etc. <p><u>Information Session</u></p> <ul style="list-style-type: none"> • Public Art Information Session. This session is aimed at building the knowledge of people interested in commissioning an artist to develop a Public Artwork, such as a street mural, memorial. 	<p>Artist & Travel fees: \$6000 CQ RASN: \$800 Venue Hire \$500</p> <p>Total cost: \$7300</p>

The committee had a comprehensive discussion on the project proposal:

- There was general agreement that the masterclass would provide much need professional development and skill development workshops for artists and art workers in the region. The workshops would enhance skills and knowledge of public art project development and build project management capabilities.
- It was however unclear if there was sufficient community interest to host a masterclass program in the North Burnett and concerns were raised about attendance if held in only one town. It was commented that place based development programs have a greater chance of success in our region including attendance and accessibility.

Motion 1: That the committee decline the proposal to host a Public Art Masterclass program in the North Burnett region.

Moved: Lorrain Maskell

Seconded: Judith Bohm-Parr

Carried: 5/5

The Committee further discussed that the masterclass would be a great opportunity for artists and art workers in our region and recommended an alternative proposal. This included:

- Provide a professional development opportunity for North Burnett artists and art workers in the region to attend the Masterclass in Bundaberg: 13 and 14 April 9.30am – 3.30pm.
- Open an Expression of interest to attend the masterclass, noting that it would be short EOI period via SmartyGrants.
- EOI applications will be assessed and selected by the NBACAC.

- RADF funding would contribute to cost of professional development course and contribute to accommodation, up to a total value of \$250.00 per participant. Each participants would be required to pay for their own meals and transport.

Motion 2:

That the committee:

- (1) recommend funding up to a total value of \$3,000 to sponsor up to twelve (12) North Burnett artists and/or art workers to attend the Public Art Masterclass in Bundaberg on 13 and 14 April 2024.
- (2) An Expression of Interest (EOI) to be released after Council endorsement with EOI's being assessed and selected by the NBACAC.

Moved: Judith Bohm-Parr

Seconded: Lorraine Maskell

Carried: 5/5

10. GENERAL BUSINESS

10.1 CQ RASN Third Space Project

J Hall provided the following update on the CQ RASN Third Space Project:

- CQ RASN has been unsuccessful in securing the funding needed to invest in the 'Third Space' infrastructure project.
- Instead, the Regional Arts Services Network will focus their delivery on advisory services, as well as offering training and professional development opportunities to regional artists and arts workers.

Judith Bohm-Parr left the meeting at 1pm.

10.2 Commence review of RADF funding guidelines

J Hall advised that Arts Queensland are expected to implement the new RADF funding methodology and service level agreements for 2024-25. This is the opportune time to review Council's existing RADF guidelines and make recommendations for amendments.

J Hall to circulate information on the guidelines review including examples from other Local Government Councils.

10.3 Arts, Culture and Heritage Strategy

The committee commented that Council does not have a current Arts, Cultural and Heritage Strategy (e.g. 2-page document).

The committee unanimously agreed that an Arts, Cultural and Heritage Strategy would be advantageous for the region and would need to be inclusive of all art forms, cultural and heritage practices in our region.

J Hall advised that strategy development would require consideration and endorsement from Council and if supportive would require community engagement.

It was suggested by committee members that this could be a RADF committee project next year with funds being allocated towards this project.

10.4 Artist listing

Committee members shared that we have an abundance of artistic talent in our region that is not captured in a central database. Discussion was held on who would maintain such a database, and privacy of personal information would need to be considered. As a starting point, Committee

members agreed to create a list of arts and cultural workers in their 'home town' which could be used by the committee to connect people and community groups and when looking for assistance.

Action: Committee members to create an informal list of arts and cultural workers in their 'home town' and present information at the next NBACAC meeting.

10.5 2023-24 Funding outlook

Funding Source	Funding
Arts Queensland – 2023-24 RADF Program Funding Agreement	\$26,250
NBRC Financial Contribution to RADF	\$13,000
2022-23 Carry over of unspent grant funds to 2023-24	\$20,508
Sub-total: Funding as per agreement	\$59,758
Return of unspent grant funds	
23/10/23 Returned project funds – Kaiden Ratcliff auspiced by Gayndah Development Association	\$510*
Sub-total: Total funding returned	\$510*
Total Funding for Community Grants program	\$60,268*

*Funds from Kaiden Ratcliff's RADF project have been returned to Council. A funding variation will be submitted to Arts Queensland to request the returned funds be allocated to the 2023/24 Community Grants funding pool. If Arts Queensland decline the funding variation request, the total funds for the 2023-24 funding program will be \$59,758.

2023-24 RADF Grant funding awarded

Funding	Funds Available	Approved / Expended	Committee initiatives	RADF Funds Remaining
Round 1	\$60,268	\$0	\$0	\$60,268
Round 2 (if endorsed)	\$60,268	\$14,046	\$9,500	\$36,722
Total funds remaining for Round 3 2023-24				\$36,722*

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

*If Arts Queensland decline the funding variation request for \$510 of returned funds to be allocated to the 2023/24 Community Grants funding pool, the total funds remaining after Round 3 will be **\$36,212**

10.6 RADF 2023/24 Round 3

J Hall advised that RADF funding was not exhausted during round 2. A third round will be opened as soon as possible.

11. **ROUND 3 ASSESSMENT MEETING**

Town: Biggenden

Venue: Biggenden Boardroom (Council Chambers)

Date: TBA

Time: 10am

Action: J Hall to determine next meeting date once round 3 funding round dates are confirmed.

12. **CLOSURE OF MEETING**

Meeting closed at 1.30pm. Dr Geoff thanked all attendees and thanked them for their time.

Summary of Action Items from Meeting

SUMMARY OF ACTION ITEMS

Item	Actions	Response to action items / questions	Status
5.1	Arts Queensland Review J Hall to contact Arts Queensland for an update on the review and timelines for implementation of a new funding methodology and agreement. J Hall to provide committee with an update on the review when further information comes to light.		In progress
5.3	Danica Nizic – Masonry Workshop – NR010RADF – Project update J Hall to arrange invoice for return of grant funds and email invoice to Monto Magic Tourism Action Group (MMTAG)	Invoice emailed to Monto Magic Tourism Action Group (MMTAG) 24/2/2024 Unspent grant funds have been received by Council.	Completed
10.2	Funding Guidelines J Hall to send draft guidelines and examples to committee members and schedule RADF guidelines review meeting.		In progress
10.3	RADF Round 3 2023-24 J Hall to determine RADF round 3 opening and closing dates and communicate details with the committee	Dates determined and NBACAC notified by email.	In progress
10.4	Collate list of arts and cultural workers. Each committee member to create a list of arts and cultural workers in their town and present this information at the next NBACAC meeting.		
PM	Daniel Patterson, Digital Design for Youth - project update J Hall to notify applicant that an extension has been awarded until 31 August 2023.	Applicant notified about extension.	Completed
PM	Danica Nizic – Masonry Workshop – NR010RADF – Project update J Hall to formally correspond with Monto Magic about the project termination so funds can be returned to Council. J Hall to provide Monto Magic Tourism Action group with access to the RADF application to finalise project outcomes.	Emailed MMTAG	Completed
PM	Rachel Koster – North Burnett Regional Songwriting Workshop RADF2223R300047 J Hall to contact applicant to re-confirm that RADF is unable to fund activities that commence	Rachel Koster contacted to advise funding is unable to commence	Completed

SUMMARY OF ACTION ITEMS

Item	Actions	Response to action items / questions	Status
	before Council endorsement is given.		
PM	RADF Round 1 2023-24 J Hall to determine RADF round 1 opening and closing dates and communicate with committee	Dates determined and NBACAC notified by email.	Completed
PM	Arts Queensland Review J Hall to provide committee with an update on the review when further information comes to light.	Council is currently waiting for further advice from Arts Queensland on the outcome of the RADF review.	Ongoing
PM	Grant Workshops J Hall to continue to liaise with Art and Cultural workshop facilitator to discuss capacity building workshops in the region.	J Hall has reached out to workshop facilitator to determine workshop dates in the 2023-24 financial year. Planning is underway to deliver an online grant workshop in late September within person workshops in February 2024,	Ongoing
PM	Danica Nizic – Masonry Workshop – NR010RADF – Project update J Hall to contact Monto Magic Tourism Action group to request status update, request for variation and evidence of workshops being completed.		Completed
PM	Daniel Patterson: Digital Design for Youth, J Hall to contact applicant to follow-up on extension request and project completion.	J Hall contacted applicant about project status.	Completed
PM	RADF Round 3 2022-23 J Hall to determine RADF round 3 opening and closing dates and communicate with committee	Details confirmed	Completed
PM	Noosa Film Academy J Hall to contact Noosa Film Academy to clarify questions raised and to seek advice if there is any evidence or research on the impact of the program	<ul style="list-style-type: none"> The applicant missed ticking the target age group of 12-21 on their RADF application. The school ages (grades) that will be part of the program range from primary to high school aged children. Biggenden State School grades range from prep to year 10 and Monto State High School grades 7 to 12. Noosa Film academy is interested to offer workshops in all towns in our region and would consider future projects in towns they have yet to visit. They are interested to continue to offer a School based program plus complement this by delivering community workshops and/or community screening event where students can showcase their work (or community members). They can cater workshops to all ages and abilities. The applicant advised that they have been able to track progress of participants through their program and long-term outcomes/benefits. They can only track those students who reach out to them and remain in touch with them post the workshops. 	Completed
PM	Noosa Film Academy J Hall to liaise with Noosa Film Academy to confirm auspice organisation	Monto Magic Tourism Action Group has agreed to auspice their application and the paperwork has been received. The funding condition has now been satisfied.	Completed
PM	Kaiden Ratcliffe Project	Email sent to request additional information. Follow-up phone call - waiting for response.	Completed

SUMMARY OF ACTION ITEMS

Item	Actions	Response to action items / questions	Status
	Jenny Hall to clarify RADF expenditure items for Kaiden Ratcliffe Project	Meeting held with John Zahl, Katherine Ratcliffe and Jane Glenn.	
PM	Danica Nizic – Masonry Workshop – NR010RADF – Project update J Hall to contact applicant to discuss project and progression with intent for funding to be returned if project is unable to be completed.	Discussions have occurred between Monto Magic Tourism Action group and Danica Nizic. Update on project has been included in meeting minutes.	Completed
PM	Daniel Patterson, Digital Design for Youth - project update J Hall to contact applicant to decline acquittal in current format and seek advice on when the project will be completed to be able to process extension grant project.	J Hall has contacted Daniel to advise that acquittal is unable to be progressed. J Hall has requested additional information if an extension by the committee can be considered. Additional information received and to be discussed at RADF meeting 3/8/2023.	Completed
PM	CQRASN Wide Bay Touring Circuit Program. J Hall to progress letter of support and confirm locations for first touring circuit performance.	Letter of Support was drafted and signed by Interim General Manager – Corporate and Community.	Completed
PM	RADF Round 2 2022-23 J Hall to determine RADF round 2 opening and closing dates and communicate with committee	Round opened and closed.	Completed
PM	Returned RADF funds J Hall to submit formal request to Arts Queensland for unspent funds from grant projects be allocated to the 2022-23 RADF community grants funding pool.	<ul style="list-style-type: none"> Arts Queensland confirmed 9/3/2023 that unspent funds. \$ 3,663.83 are approved to be allocated to the 2022-23 RADF community grants program. 	Completed

10.3 REGULATED DOG INSPECTION PROGRAM

Doc Id: 1198753

Author: Mike Lisle, Planning and Environment Manager

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. NBRC Selective Inspection Program 2024.pdf [1203079]

EXECUTIVE SUMMARY

The *Animal Management (Cats and Dogs) Act 2008* (the Act) requires owners and or keepers of dogs to ensure these animals are micro-chipped and registered unless exempted by the Act (e.g. dogs under 3 months of age, Working Dogs, Assistance Dogs etc).

This report seeks approval of Council to undertake a 'selective inspection program' to inspect premises identified as having unregistered or Regulated dogs to ensure compliance with the Act.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

1. That Council resolves, in accordance with the Section 113 of the *Animal Management (Cats and Dogs) Act 2008*, to approve a Selective Inspection Program under which an authorised person may enter a place to monitor compliance with this Act.
2. That Council notes:
 - a. the Selective Inspection Program will commence on 1 April 2024 and conclude on 30 September 2024
 - b. inspections under the Selective Inspection Program will be conducted by Authorised Officers between 7am and 5pm, Monday to Friday.

REPORT

Background

North Burnett Regional Council (NBRC) Compliance Officers are required to attend a large number of properties in relation to complaints being received concerning the keeping of a wide variety of animals. In a high number of instances, Notices are required to be issued to animal owners to undertake actions such as:

- register and microchip dogs.
- reduce the numbers of animals kept and or provide adequate fences or enclosures to confine animals within the bounds of the property at all times.
- prevent animals from leaving or escaping the property and wandering at large.

Some complaints involve the investigation of dog attacks on people or animals which may not have occurred if owners had been complying with one or more of the above requirements.

Selective Inspection Program

Section 113 Approval of inspection program authorising entry of the *Animal Management (Cats & Dogs) Act 2008* (the Act) states the following:

- (1) A local government may by resolution approve a program (an **approved inspection program**) under which an authorised person may enter a place to monitor compliance with this Act or an aspect of this Act.
- (2) An approved inspection program must be a selective inspection program or systematic inspection program.
- (3) A selective inspection program provides for the selection, in accordance with the resolution, of places in the local government's area, or a particular part of the area, to be entered and inspected.

A Selective Inspection Program (the Program) is proposed for all township areas within NBRC. The Program will monitor compliance with the Act regarding dog registration, including microchipping and Regulated dogs.

It is proposed Council will undertake inspections of all properties where unregistered or Regulated dogs are being kept to ensure compliance with mandatory conditions imposed under the Act. The inspection program may result in remedial action being undertaken and infringements issued where non-compliance is observed.

A Regulated Dog is a dog defined as restricted, dangerous or menacing based upon the dog's breed or having been involved in an attack. Regulated dogs are required to be kept under certain conditions as set out in Schedule 1 Permit conditions and conditions applying to declared dangerous and menacing dogs, of the Act, for example:

- Regulated dogs must be registered and microchipped.
- an enclosure for a Regulated dog must be maintained at or on the property where a Regulated dog is being kept.
- a sign must be placed at or near each entrance to the place where a Regulated dog is being kept.
- Council is to be notified if the Regulated dog is moved to another address or local government area.

Currently there are seven (7) Regulated dogs being kept in the Council area and a review of Council records indicates there are approximately 34 dogs not re-registered this year.

There are potentially other dogs being kept in the area not yet registered. It is accepted a small number of dogs may no longer be within the Council area.

Noting the above, the Program will be implemented based on current data and existing resources. Future programs will be developed to address broader animal management and enforcement requirements.

CONSULTATION

Council will undertake the required community notification for the Program. Section 114 of the Act details the statutory requirements which include:

- advice of notice
- where the notice is published
- what the notice must state.

Further, Section 115 of the Act requires the Council provide access to the program, that is the program must be open to inspection and available for purchase.

RISK IMPLICATIONS

High risk if not undertaken to reduce the risk of dog attacks and ensure compliance with the Act.

Reputation / Political

If the program is not conducted and a dog is involved in a further incident, Council's reputation in the community could be at risk. Lack of Council action would also present an increased potential physical risk to the community.

Occupational Health & Safety (WHS)

The program will be conducted in accordance with Council's safe work policies and guidelines.

Financial Impact

Nil impact. There are sufficient funds within the existing operational compliance budget to undertake the program, using existing resources.

Legal & Regulatory

The owner of a Regulated dog is required to keep the dog in accordance with the conditions imposed on it, under Section 81 and Schedule 1 of the Act.

Environmental

Not applicable.

Property & Infrastructure

Not applicable.

Human Resources

Not applicable.

Information Communications Technology

Not applicable.

Service Delivery

The Program for unregistered and Regulated dogs will be undertaken by Authorised Officers and is provided to ensure community safety.

Climate

Not applicable.

KEY MESSAGE

The Selective Inspection Program is a necessary community safety measure to ensure Regulated dog/s are kept on premises under specific conditions and in accordance with the *Animal Management (Cats and Dogs) Act 2008*. The program also allows authorised persons to enter and inspect selected properties where there is reasonable belief that unregistered and/or Regulated dogs may be present.

The intent of the legislation, and particularly the regulation of Regulated dogs, is to reduce the risk to the community at large from attacks by dogs not under the effective control of their owners.

The Selective Inspection Program will be publicly advertised and provides Council with a mechanism to manage that risk more effectively.



NBRC SELECTIVE INSPECTION PROGRAM 2024

APPROVAL OF INSPECTION PROGRAM AUTHORISING ENTRY

Section 113 - *Animal Management (Cats and Dogs) Act 2008* – The Act

Purpose of the Program:

Council to undertake a 'Selective Inspection Program' (Program) to ensure compliance with the Act.

Objective Criteria for selecting places to be entered and inspected:

The Program will be conducted throughout the region by Council's Compliance Officers to inspect properties where unregistered or Regulated dogs have been identified. Officers will be identified by Council Identification Cards and utilise Council vehicles.

Selective Inspection Program Start Date and Times:

The Program will commence on 1 April 2024 and concludes on 30 September 2024. Inspections will be conducted between 7.00am and 5.00pm Monday to Friday during this period.

Enforcement:

Council encourages all dog owners within the North Burnett Regional Council to ensure that dogs being kept on their properties are registered and microchipped at all times in accordance with the Act.

Identified non-compliances may result in Compliance Notices or Penalty Infringement Notices ("fines") being issued.

Information on animal registration and other regulations in relation to animals can be obtained on Council's website www.nbrc.qld.gov.au or by contacting Council on 1300 696 272.

Properties to be inspected:

Inspection of properties will occur in all township areas within the North Burnett Regional Council.

Copy of Inspection Program:

A copy of the Program will be open to inspection at Council's Customer Service Centres. A copy of the Council Resolution relating to this Program will be available upon request.

11 WORKS

Nil

12 COUNCILLOR REPORTS

12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - FEBRUARY 2024

Doc Id: 1203487

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

Authoriser: Margot Stork, Chief Executive Officer

Attachments: 1. Giddens D - Councillor Report - Feb 24 - 05032024.docx [1203702]

INTRODUCTION/BACKGROUND

This report provides a concise overview of the Mayor and Councillors' activities from 1 February 2024 to 29 February 2024. During this timeframe, Councillors participated in various meetings and functions representing Council's interests, including a Councillor Information Workshop held on 14 February 2024 in Gayndah and the Council General Meeting held on 28 February 2024 in Monto.

OFFICER COMMENTS/CONCLUSION

Councillors entered the caretaker period on 29 January 2024, where they must follow specific procedures to maintain the impartiality and integrity of the electoral process. This period will continue until the declaration of the poll.

OFFICERS RECOMMENDATION

That Council receives the Councillor Reports for the period 1 February 2024 to 29 February 2024.

COUNCILLOR DAEL GIDDINS**FEBRUARY 2024**

Date	Meeting/Function	Location	Comments
01/02/2024	AgForce	Mundubbera	Community information session to the recent Fire Disaster. All relevant Departments were in attendance to discuss the good, bad and ugly of how the recent fires were managed. Property owners expressed their concerns regarding the quickness of resources during the disaster.
05/02/2024 to 07/02/2024	Governors Visit to the North Burnett Region	Gayndah, Eidsvold, Mundubbera, Biggenden	Attendance at all events within the Region
09/02/2024	Gayndah State Primary School – Leadership Badge Presentation	Gayndah	Attended the School's Leadership event and presented a speech and badges.
13/02/2024	North Burnett LDMG	Gayndah	This meeting involved all relevant Government Departments which are part of our Disaster Group. Updates were given regarding our recovery status for 2022/23 & 2024 flood and fire events. Sunwater also presented an update on Paradise Dam. Update also on the SES transition to QPS. Various other reports also given
13/02/2024	Gayndah Hospital & Community Reference Group	Gayndah	Update from Wide Bay Health and report with statistics on Health Services in Gayndah.
15/02/2024	Audit & Risk Committee	Gayndah	This meeting is held quarterly to work through the necessary reporting of our Financials and set necessary policies.
17/02/2024	Meeting with Local Resident	Gayndah	Concerns regarding the ability to contact Council's 1300 number in case of emergencies.
18/02/2024	Meeting with Local Resident	Gayndah	Concerns regarding the ability to contact Council's 1300 number regarding dog incident.
23/02/2024	Local's Funeral	Gayndah	Attended

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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:

Seconder:

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**OFFICERS RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

14.1 2024 AUDIT & RISK COMMITTEE BRIEFING PAPER

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..

15 CLOSURE OF MEETING