

# CONFLICT OF INTEREST CHECKLIST

## LOCAL GOVERNMENT MEETING AGENDA

*[ATTACH TO THE FRONT OF ALL LOCAL GOVERNMENT MEETING AGENDAS (INCLUDING ADVISORY AND STANDING COMMITTEES)]*

### IMPORTANT NOTICE TO COUNCILLORS

As a local government councillor, it is your responsibility to always act in the public interest in ensuring the transparency, accountability, and integrity of council.

You can do this by managing your and your related person/ close associate conflicts of interest (your COIs). To do this you **MUST**:

#### BEFORE THE MEETING



**READ** this agenda and reports carefully (including late reports).



**ASSESS** whether you have any prescribed or declarable COIs on one or more proposed agenda items, or whether a fair-minded person in my community might think you do.

- Refer to Managing Conflicts of Interests in Meetings
- Refer to Decision Pathway 1 - Managing Conflicts of Interest – at Local Government Meetings



**NOTIFY** the Chief Executive Officer in writing of your COIs on the agenda. You may seek your own legal advice.



## AT THE MEETING



**DECLARE** your COIs in open session before consideration of the relevant agenda item.



**ACT** to proactively manage your COIs by:

- (a) if a prescribed COI –
  - i. not influencing any decision-makers on the decision before or at the meeting; and
  - ii. leaving the room and not voting on the decision at the meeting.
- (b) if a declarable COI –
  - i. not seeking to influence any decision-makers on the decision before or at the meeting; and
  - ii. leaving the room and not voting on the decision at the meeting; or
  - iii. asking eligible councillors (those who do not have a COI in the matter) to decide on whether you can participate in the meeting and/or vote on the matter.



**ASSIST** other councillors to proactively identify and manage their, and their related person/ close associate, COIs if known to you. You have a duty to report undisclosed councillor's COIs to the chairperson, if known to you.

***PRACTICE TIP: "If in doubt, point it out!"***

### CAUTION:

A failure to comply can result in serious penalties including discipline for misconduct under section 150L of the *Local Government Act 2009*. This is also an integrity offence under section 201D of the *Local Government Act 2009*.



# **AGENDA**

**General Meeting**

**26 June 2024**

**NOTICE OF GENERAL MEETING**

To: Cr Leslie Hotz (Mayor)  
Cr Melinda Jones (Deputy Mayor/Division 1)  
Cr Trina Vaughan (Division 2)  
Cr Susan Payne (Division 3)  
Cr Renee McGilvery (Division 4)  
Cr Michael Dingle (Division 5)  
Cr Moira Thompson (Division 6)

Please be advised that the General Meeting of the North Burnett Regional Council will be held at the Mundubbera Boardroom on Wednesday, 26 June 2024 commencing at 9:00 AM.

An agenda is attached for your information.



Anna Scott  
**Acting Chief Executive Officer**

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

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

<i>John Bird</i>	<i>Biggenden</i>
<i>Pamela Templeman</i>	<i>Biggenden</i>
<i>Stanley Guyatt</i>	<i>Gayndah</i>
<i>Carmel Holcombe</i>	<i>Monto</i>
<i>Helen Wade</i>	<i>Mundubbera</i>
<i>Rosalie Evans</i>	<i>Mundubbera</i>

## **6 DEPUTATIONS/PETITIONS**

There are nil deputations for this meeting.

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

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

**8 CONFIRMATION OF MINUTES**

**8.1 MINUTES OF THE GENERAL MEETING HELD ON 29 MAY 2024**

**Doc Id:** 1227921

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

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:** 1. Minutes of the General Meeting held on 29 May 2024

**OFFICERS RECOMMENDATION**

That the Minutes of the General Meeting held on 29 May 2024 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
GENERAL MEETING  
HELD AT THE EIDSVOLD BOARDROOM  
ON WEDNESDAY, 29 MAY 2024 AT 9:00 AM**

## 1 WELCOME/HOUSEKEEPING

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

## 2 ATTENDEES

<b>COUNCILLORS:</b>	Cr Leslie Hotz	(Mayor)
	Cr Melinda Jones	(Deputy Mayor / Division 1)^
	Cr Trina Vaughan	(Division 2)
	Cr Susan Payne	(Division 3)
	Cr Renee McGilvery	(Division 4)
	Cr Michael Dingle	(Division 5)
	Cr Moira Thompson	(Division 6)
<b>OFFICERS:</b>	Anna Scott	(Acting CEO, General Manager Works)*
	Kim Mahoney	(General Manager Corporate and Community)*
	Jess Marteene	(Administration Officer – Executive Services)*
	Kat Bright	(Senior Executive Assistant to the CEO & Mayor)
	Kath Hamilton	(Executive Assistant to the GM C&C)*^
	Lauren Frencham	(Project Officer)*^
	Marlene Carstens	(Executive Assistant to the GM Works)*^
	Michael Cartwright	(Governance, Policy and Risk Advisor)
	Rhys Habermann	(Strategic Relationships Manager)*

\*attended part of the meeting

^attended via Microsoft Teams

## 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>Betty Wade</i>	<i>Biggenden</i>
<i>Bruce Rennie</i>	<i>Gayndah</i>
<i>Colin Portch</i>	<i>Gayndah</i>
<i>Douglas Horton</i>	<i>Gayndah</i>
<i>Garth Plunkett</i>	<i>Gayndah</i>
<i>Jenette Rennie</i>	<i>Gayndah</i>
<i>Michelle Gibson</i>	<i>Gayndah</i>
<i>Linda Jamieson</i>	<i>Monto</i>
<i>Roy May</i>	<i>Monto</i>
<i>Delphine Geck</i>	<i>Mundubbera</i>
<i>Iris Riethmuller</i>	<i>Mundubbera</i>
<i>John Parr</i>	<i>Mundubbera</i>



**6 DEPUTATIONS/PETITIONS**

Nil.

**7 DECLARATIONS OF INTEREST**

Nil.

**8 CONFIRMATION OF MINUTES****8.1 MINUTES OF THE GENERAL MEETING HELD ON 24 APRIL 2024****OFFICERS RECOMMENDATION**

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

**RESOLUTION 2024/90**

Moved: Cr Renee McGilvery

Seconded: Cr Susan Payne

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

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0****8.2 MINUTES OF THE SPECIAL MEETING HELD ON 1 MAY 2024****OFFICERS RECOMMENDATION**

That the Minutes of the Special Meeting held on 1 May 2024 be confirmed.

**RESOLUTION 2024/91**

Moved: Cr Moira Thompson

Seconded: Cr Renee McGilvery

That the Minutes of the Special Meeting held on 1 May 2024 be confirmed.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 8.3 MINUTES OF THE SPECIAL MEETING HELD ON 13 MAY 2024

#### OFFICERS RECOMMENDATION

That the Minutes of the Special Meeting held on 13 May 2024 be confirmed.

#### RESOLUTION 2024/92

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That the Minutes of the Special Meeting held on 13 May 2024 be confirmed.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

#### 9.1 OUTSTANDING COUNCIL RESOLUTIONS, QUESTIONS ON NOTICE AND ACTIONS REPORT

#### OFFICERS RECOMMENDATION

That Council receives the Outstanding Council Resolutions, Questions on Notice and Actions Report from 30 June 2021 to 14 May 2024.

#### RESOLUTION 2024/93

Moved: Cr Susan Payne

Seconded: Cr Moira Thompson

That Council receives the Outstanding Council Resolutions, Questions on Notice and Actions Report from 30 June 2021 to 14 May 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**MEETING WITH SHOW SOCIETIES REGARDING TRUSTEE RESIGNATION**

**RESOLUTION 2024/94**

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Councillors, Acting/Interim Chief Executive Officer and the General Manager Corporate and Community meet with Gayndah, Mt Perry, Monto and Eidsvold Show Societies (inc. a representative of affected associations) at Eidsvold Showgrounds before the end of August 2024 to gain an understanding of the show societies concerns and reiterate that Council has already resigned as Trustee as per Resolution 2021/64.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Renee McGilvery and Moira Thompson

Against: Crs Susan Payne and Michael Dingle

**CARRIED 5/2**

**NOTE:** Cr Payne and Cr Dingle noted their decision to oppose the motion, citing the already completed resignation.

**9.2 COUNCILLOR PORTFOLIOS**

**OFFICERS RECOMMENDATION**

That Council appoints the following Councillors as Portfolio and Proxy / Assistant Portfolio Councillors:

Portfolio	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	Cr [enter name]	Cr [enter name]
Roads and Infrastructure	Cr [enter name]	Cr [enter name]
Arts, Sports and Recreation	Cr [enter name]	Cr [enter name]
Economic Development, Community and Tourism	Cr [enter name]	Cr [enter name]

**RESOLUTION 2024/95**

Moved: Cr Melinda Jones

Seconded: Cr Renee McGilvery

That Council agrees to leave Councillor Portfolios on the table until a further Councillor Information Workshop is held.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 9.3 PROPOSED AMENDED LOCAL LAWS

#### OFFICERS RECOMMENDATION

That Council:

1. Adopt by Resolution:

- (a) Amended Local Law & Subordinate Local Law No.1 (Administration) 2024
- (b) Amended Local Law & Subordinate Local Law No. 2 (Animal Management) 2024
- (c) Amended Local Law & Subordinate Local Law No.3 (Community and Environmental Management) 2024
- (d) Amended Local Law & Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2024
- (e) Amended Local Law No.6 (Waste Management) 2024

2. Authorise the Chief Executive Officer to finalise the Local Law making process.

**NOTE:** Anna Scott (Acting CEO) highlighted the necessity for an administrative correction regarding the CEO's name, to be amended upon the adoption of the Local Laws.

#### RESOLUTION 2024/96

Moved: Cr Trina Vaughan  
Seconded: Cr Michael Dingle

That the proposed amended Local Laws be laid on the table until a further Councillor Information Workshop is held.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**9.4 STATUTORY POLICY 1022 COUNCILLOR CONDUCT INVESTIGATIONS****OFFICERS RECOMMENDATION**

That in accordance with Section 150AE of the *Local Government Act 2009*, Council adopt by resolution Statutory Policy 1022 – Councillor Conduct Investigations.

**RESOLUTION 2024/97**

Moved: Cr Susan Payne

Seconded: Cr Renee McGilvery

That in accordance with Section 150AE of the *Local Government Act 2009*, Council adopt by resolution Statutory Policy 1022 – Councillor Conduct Investigations.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 9.5 AUSTRALIA AND NEW ZEALAND DISASTER AND EMERGENCY MANAGEMENT CONFERENCE (ANZDEM)

### OFFICERS RECOMMENDATION

That Council, in accordance with Statutory Policy 1003 *Reimbursement and Provision of Facilities for Mayor and Councillors*:

1. Registers the virtual attendance of three (3) Councillors being Cr [name here], Cr [name here] and Cr [name here] as per Option 3 presented as attendees of the Australia and New Zealand Disaster and Emergency Management Conference on the Gold Coast 22-23 July 2024; and
2. Agree to pay for the necessary costs directly associated with attendance at this conference. Such expenses may include registration fees.

### RESOLUTION 2024/98

Moved: Cr Trina Vaughan  
Seconded: Cr Renee McGilvery

That Council, in accordance with Statutory Policy 1003 *Reimbursement and Provision of Facilities for Mayor and Councillors*:

1. Registers the in-person attendance of two (2) Councillors being Cr McGilvery, Cr Vaughan as attendees of the Australia and New Zealand Disaster and Emergency Management Conference on the Gold Coast 22-23 July 2024; and
2. Agree to pay for the necessary costs directly associated with attendance at this conference. Such expenses may include registration fees.

That council, in accordance with provisions of section 254b(4) of the *Local Government Regulation 2012*:

3. Reschedule the Ordinary Meeting of council from Wednesday 24 July 2024, to Wednesday 31 July 2024; and
4. That the Ordinary Meeting of Council will be held in the Monto boardroom, commencing at 9.00am.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan and Renee McGilvery

Against: Crs Susan Payne, Michael Dingle and Moira Thompson

**CARRIED 4/3**

**NOTE:** Cr Payne, Cr Dingle and Cr Thompson noted that their decision to oppose the motion was based on their recognition of Councils financial position and the expenses related to the conference. They further noted concerns that the nominated Councillors have not completed the required Disaster and Emergency Management training as required by deputy chairs of the Local Disaster Management Group.

**NOTE:** Cr Jones expressed her intention to attend the Australia and New Zealand Disaster and Emergency Management Conference, stating that she would cover the expenses personally.

## 9.6 PROPOSED CHANGE TO THE BUDGET MEETING DATE

### OFFICERS RECOMMENDATION

That Council, in accordance with provisions of Section 254B(4) of the *Local Government Regulation 2012*:

1. Reschedule the Budget Meeting of Council from Wednesday 26 June 2024, to Wednesday 10 July 2024; and
2. That the Budget Meeting of Council will be held in the Gayndah Boardroom, commencing at 9.00am.

### RESOLUTION 2024/99

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council, in accordance with provisions of Section 254B(4) of the *Local Government Regulation 2012*:

1. Reschedule the Budget Meeting of Council from Wednesday 26 June 2024, to Wednesday 10 July 2024; and
2. That the Budget Meeting of Council will be held in the Gayndah Boardroom, commencing at 9.00am.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 10 CORPORATE AND COMMUNITY

### 10.1 FINANCE REPORT TO 30 APRIL 2024

### OFFICERS RECOMMENDATION

That Council, in accordance with section 204 *Local Government Regulation 2012*, receives the Finance Report for the period ended 30 April 2024.

### RESOLUTION 2024/100

Moved: Cr Susan Payne

Seconded: Cr Renee McGilvery

That Council, in accordance with section 204 *Local Government Regulation 2012*, receives the Finance Report for the period ended 30 April 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 10.2 PAYG AND SUPERANNUATION FOR COUNCILLORS

### OFFICERS RECOMMENDATION

That Councillors resolve to adopt one of the following:

1. Council resolves that elected officials remain non-PAYG and superannuation exempt.
2. Council resolves for elected officials to remain non-PAYG and will contribute superannuation pursuant to s226 *Local Government Act 2009*, at a rate in line with Council's statutory requirements for employees.
3. Council unanimously resolves to become an 'eligible governing body' pursuant to Division 446-5 of Schedule 1 of the *Taxation Administration Act 1953*. This will take effect on (insert date) and written notice will be provided to the Australian Taxation Office Commissioner by 4 June 2024. Section 12 (10) of the *Superannuation Guarantee (Administration) Act 1992* will automatically apply.

### RESOLUTION 2024/101

Moved: Cr Susan Payne

Seconded: Cr Michael Dingle

That Council resolves for elected officials to remain non-PAYG and will contribute superannuation pursuant to s226 *Local Government Act 2009*, at a rate in line with Council's statutory requirements for employees.

In Favour: Crs Leslie Hotz, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Cr Melinda Jones

**CARRIED 6/1**

**NOTE:** Cr Jones noted her decision to oppose the motion, stating her preference for option 3 of the Officers Recommendation. However, Cr Jones acknowledged the necessity for a unanimous decision with this option.



## 11 WORKS

### 11.1 REVISED AND APPROVED DRINKING WATER QUALITY MANAGEMENT PLAN

#### OFFICERS RECOMMENDATION

That Council adopts the approved Drinking Water Quality Management Plan version 8.0.

#### RESOLUTION 2024/102

Moved: Cr Michael Dingle

Seconded: Cr Susan Payne

That Council:

1. Adopts the approved Drinking Water Quality Management Plan version 8.0.
2. Acknowledged the work of the Water and Wastewater Manager and the team by extension; and
3. Make a printed copy available at the Customer Service and Library Centres across the region for community reference.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 12 COUNCILLOR REPORTS

### 12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - APRIL 2024

#### OFFICERS RECOMMENDATION

That Council receives the Councillor Reports for the period 1 April 2024 to 30 April 2024.

**NOTE:** Cr Jones offered an apology for not submitting a report for the period, citing her absence on leave at the time reports were due.

#### RESOLUTION 2024/103

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council receives the Councillor Reports for the period 1 April 2024 to 30 April 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 12.2 MAYORS REPORT - AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS MAYORS TRAINING PROGRAM

### OFFICERS RECOMMENDATION

That Council receive the Mayors Report in relation his participation at the Australian Institute of Company Directors Mayors Training Program held in Brisbane from 15 – 16 April 2024.

#### RESOLUTION 2024/104

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council receive the Mayors Report in relation his participation at the Australian Institute of Company Directors Mayors Training Program held in Brisbane from 15 – 16 April 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### GM ACTION 12 AICD TRAINING FOR COUNCILLORS

Officers to speak with the Department about future plans for AICD training, including potential training sessions in the region or across regions for Councillors to attend.

## 12.3 MAYORS REPORT - LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) SPECIAL MAYORAL FORUM

### OFFICERS RECOMMENDATION

That Council receive the Mayors Report in relation his participation at the Local Government Association of Queensland (LGAQ) Special Mayoral Forum held in Brisbane on 17 April 2024.

#### RESOLUTION 2024/105

Moved: Cr Moira Thompson

Seconded: Cr Trina Vaughan

That Council receive the Mayors Report in relation his participation at the Local Government Association of Queensland (LGAQ) Special Mayoral Forum held in Brisbane on 17 April 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**12.4 MAYORS REPORT - PARADISE DAM REFERENCE GROUP MEETING****OFFICERS RECOMMENDATION**

That Council receives the Mayors Report in relation to his attendance at the Paradise Dam Reference Group Meeting, held in Bundaberg, 9 May 2024.

**RESOLUTION 2024/106**

Moved: Cr Michael Dingle

Seconded: Cr Renee McGilvery

That Council receives the Mayors Report in relation to his attendance at the Paradise Dam Reference Group Meeting, held in Bundaberg, 9 May 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 12.5 WIDE BAY BURNETT REGIONAL ORGANISATION OF COUNCILS FLYING MINUTE

### OFFICERS RECOMMENDATION

That Council endorses the proposed motion received from WBBROC President Mayor Seymour on 7 May 2024 with the following amendments:

1. The moratorium excludes the Mount Rawdon Pumped Hydro Project as it is already significantly progressed through the approval process including a detailed environmental impact assessment.
2. Reference to the need for appropriate regulation to protect threatened and endangered species is removed as legislation is already in place at the state and federal level.
3. Clarity to the purpose of condition points e, g, h and j are provided to the satisfaction of Mayor Hotz.

### MOTION

Moved: Cr Susan Payne

That Council does not endorse the proposed motion received from WBBROC President Mayor Seymour on 7 May 2024.

**LAPSED DUE TO NO SECONDER**

### RESOLUTION 2024/107

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council endorses the proposed motion received from WBBROC President Mayor Seymour on 7 May 2024 with the following amendments:

1. The moratorium excludes the Mount Rawdon Pumped Hydro Project as it is already significantly progressed through the approval process including a detailed environmental impact assessment.
2. Reference to the need for appropriate regulation to protect threatened and endangered species is removed as legislation is already in place at the state and federal level.
3. Clarity to the purpose of condition points e, g, h and j are provided to the satisfaction of Mayor Hotz.
4. Requests that WBBROC considers other Advocacy already in place.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Cr Payne

**CARRIED 6/1**

**NOTE:** Cr Payne noted her decision to oppose the motion due to her uncertainty about the definition of "large scale" and the potential effects or consequences it may have on projects in the North Burnett region.

## 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 Council Roadside Billboards

This matter is considered to be confidential under 254J - 254J(3)(g) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

#### 14.2 Procurement Exception - Burnett Inland Economic Development Organisation (BIEDO) - Partner Funding Arrangements

This matter is considered to be confidential under 254J - 254J(3)(g) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

#### 14.3 Recruitment Process - Interim and Permanent CEO

This matter is considered to be confidential under 254J - 254J(3)(a) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the chief executive officer.

### RESOLUTION 2024/108

Moved: Cr Michael Dingle  
Seconded: Cr Renee McGilvery

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 Council Roadside Billboards

This matter is considered to be confidential under 254J - 254J(3)(g) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government..

#### 14.2 Procurement Exception - Burnett Inland Economic Development Organisation (BIEDO) - Partner Funding Arrangements

This matter is considered to be confidential under 254J - 254J(3)(g) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government..

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**THE MEETING MOVED INTO A CLOSED SESSION AT 10.57AM.**

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

**RESOLUTION 2024/109**

Moved: Cr Trina Vaughan  
Seconded: Cr Renee McGilvery

That Council moves out of Closed Session into Open Session.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**THE MEETING MOVED BACK INTO AN OPEN SESSION AT 11.26AM.**

**14.1 COUNCIL ROADSIDE BILLBOARDS****OFFICERS RECOMMENDATION**

That Council:

1. Divest itself of any Council-owned or maintained roadside billboard signs featuring tourism, tourism attractions (including caravan parks), economic development, and/or community/cultural centre advertising; and
2. Does not enter into new lease arrangements relating to the subject billboards on private land, and authorise the Chief Executive Officer to exit any such agreements in accordance with their applicable terms; and
3. Authorise the Chief Executive Officer to arrange for the disposal or removal of the subject billboards in the most cost-effective and lawful manner available to it, which may include gifting billboard assets to landowners.

**RESOLUTION 2024/110**

Moved: Cr Renee McGilvery  
Seconded: Cr Moira Thompson

That Council agrees to lay the Council Roadside Billboards report on the table until a further Councillor Information Workshop is held.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**GM ACTION 13 COUNCIL ROADSIDE BILLBOARDS**

Officers to investigate further options for Council to consider Roadside Billboards moving forward with an update to be tabled at a Councillor Information Workshop.

## 14.2 PROCUREMENT EXCEPTION - BURNETT INLAND ECONOMIC DEVELOPMENT ORGANISATION (BIEDO) - PARTNER FUNDING ARRANGEMENTS

### OFFICERS RECOMMENDATION

That Council:

1. In accordance with Section 235(b) of the Local Government Regulation 2012, resolve that due to the specialised nature of the services being sought, it is satisfied that it would be impractical and disadvantageous to invite quotes or tenders for the provision of economic development activities, and,
2. Authorise the Chief Executive Officer to enter into the Burnett Inland Economic Development Organisation (BIEDO) Funding Agreement.

### RESOLUTION 2024/111

Moved: Cr Melinda Jones

Seconded: Cr Trina Vaughan

That Council:

1. In accordance with Section 235(b) of the Local Government Regulation 2012, resolve that due to the specialised nature of the services being sought, it is satisfied that it would be impractical and disadvantageous to invite quotes or tenders for the provision of economic development activities; and
2. Authorise the Chief Executive Officer to enter into the Burnett Inland Economic Development Organisation (BIEDO) Funding Agreement.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**THE MAYOR ADJOURNED THE MEETING AT 11.28AM.**

**THE MEETING RECONVENED AT 12.37PM.**

The Mayor opened the meeting at 12.37pm to address the remaining agenda item.

**CONFIDENTIAL REPORT****RESOLUTION 2024/112**

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

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

**14.3 Recruitment Process - Interim and Permanent CEO**

This matter is considered to be confidential under 254J - 254J(3)(a) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the chief executive officer.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**THE MEETING MOVED INTO A CLOSED SESSION AT 12.39PM.**

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

**RESOLUTION 2024/113**

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

That Council moves out of Closed Session into Open Session.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**THE MEETING MOVED BACK INTO AN OPEN SESSION AT 1.41pm.**



### 14.3 RECRUITMENT PROCESS - INTERIM AND PERMANENT CEO

#### OFFICERS RECOMMENDATION

That Council:

1. Receive each of the written Expressions of Interest for the position of Interim Chief Executive Officer;
2. Invite <number> shortlisted candidates to formally address Councillors before any decision is made as to who Council will appoint as Interim Chief Executive Officer; and
3. Invite Quotations from Recruitment Agencies to assist in the search and appointment of a permanent Chief Executive Officer.

#### RESOLUTION 2024/114

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

That Council:

1. Receive each of the written Expressions of Interest for the position of Interim Chief Executive Officer.
2. Invite four (4) shortlisted candidates to formally address Councillors before any decision is made as to who Council will appoint as Interim Chief Executive Officer; and
3. Advertise for the position of permanent Chief Executive Officer from individuals and invite experienced Local Government Executive recruitment agencies to present a panel of suitable candidates for Council's consideration. The advertisement is to commence as soon as possible and will remain open for a period of four (4) weeks.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

#### INTERVIEW QUESTIONS FOR INTERIM CEO RECRUITMENT

#### RESOLUTION 2024/115

Moved: Cr Trina Vaughan

Seconded: Cr Moira Thompson

That Council:

1. Reviews and amends, as necessary, the draft interview questions for the recruitment of the Interim CEO; and
2. Submits the finalised interview questions to the Interview Facilitator for consideration and amendment as necessary.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**15 CLOSURE OF MEETING**

The Meeting closed at 1.48pm.

The minutes of this meeting were confirmed at the General Meeting held on 26 June 2024.

.....  
**CHAIRPERSON**

UNCONFIRMED

**8.2 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 30 MAY 2024**

**Doc Id: 1230378**

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

**Authoriser: Anna Scott, Acting Chief Executive Officer**

**Attachments: 1. Minutes of the Audit and Risk Committee Meeting held on 30 May 2024**

**OFFICERS RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held on 30 May 2024 be noted.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
AUDIT AND RISK COMMITTEE MEETING HELD AT THE GAYNDAH BOARDROOM  
ON THURSDAY, 30 MAY 2024 AT 10:00 AM**

## **1 WELCOME/HOUSEKEEPING**

The Chair declared the meeting open at 9.05am and welcomed all attendees.

## **2 ATTENDEES**

**MEMBERS:** Peter Cochrane (Chair - Independent Member)  
Wendy Peebles (Independent Member)  
Mayor Les Hotz (Councillor)  
Cr Renee McGilvery (Councillor)

**STANDING INVITEES:** Anna Scott (A/Chief Executive Officer)  
Kim Mahoney (General Manager Corporate & Community)  
Michael Cartwright (Governance, Policy & Risk Advisor)  
Merrilyn Cox (Financial Services Manager)^

**INVITEES:** Alan Flynn (Representing the QAO)^  
Jaques Coetzee (Team Leader, Thomas Noble & Russell)^  
Rhys Habermann (Strategic Relationships Manager)  
Cr Susan Payne (Councillor)  
Cr Michael Dingle (Councillor)  
Cr Moira Thompson (Councillor)  
Kathleen Huth (People and Performance Manger)^\*

**MINUTES:** Kath Hamilton (Executive Assistant to the General Manager Corporate and Community)

*^Attended via Microsoft Teams \*Attended part of the meeting only*

## **3 APOLOGIES/LEAVE OF ABSENCE**

Genevieve Dent (Independent Member) and Ben Rogers (Team Leader, Thomas Noble & Russell)

## **4 ACKNOWLEDGEMENT OF COUNTRY**

In the spirit of reconciliation, the NBRC acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today. The Mayor extended an Acknowledgement of Country.

## **5 DECLARATIONS OF INTEREST**

Nil.

## 6 CONFIRMATION OF MINUTES

### 6.1 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 confirmed.

#### COMMITTEE RESOLUTION 2024/14

Moved: Wendy Peebles

Seconded: Peter Cochrane

#### COMMITTEE RESOLUTION

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

**CARRIED 4/0**

## 7 FINANCIAL REPORTING

### 7.1 FINANCE REPORT TO 30 APRIL 2024

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee receives the Finance Report for the period ended 30 April 2024.

#### COMMITTEE RESOLUTION 2024/15

Moved: Peter Cochrane

Seconded: Wendy Peebles

#### COMMITTEE RESOLUTION

That the Audit and Risk Committee receives the Finance Report for the period ended 30 April 2024.

**CARRIED 4/0**

#### ARC ACTION 17 IMPROVEMENTS TO FINANCIAL REPORTS

The committee requested for an improved format and presentation for the Financial Reports. Through the Chair, Ms Mahoney (GM Corporate and Community) acknowledged that this would be achievable and will work with the Finance Team to improve the reports. Examples – including the profit and loss statement and balance sheet, explanations to be applied to the manual adjustments and adding an annual budget column to the table in the report.

## 7.2 PRO-FORMA ANNUAL FINANCIAL STATEMENTS

### OFFICERS RECOMMENDATION

That the Audit and Risk Committee note the pro-forma General Purpose Financial Statements for year ended 30 June 2024.

### COMMITTEE RESOLUTION 2024/16

Moved: Cr Renee McGilvery  
Seconded: Wendy Peebles

That the Audit and Risk Committee note the pro-forma General Purpose Financial Statements for year ended 30 June 2024.

**CARRIED 4/0**

## 7.3 POSITION PAPERS FOR END OF YEAR REPORTING

### OFFICERS RECOMMENDATION

That the Audit and Risk Committee receives and notes the Position Papers for the following:

- a. AASB 116 Property Plant and Equipment Fair Value (Revaluation and Indexation Assessment)
- b. Position Paper Landfill and Quarry Restoration Provision 2024
- c. Position Paper AASB 15 and AASB 1058 Revenue Recognition.

### COMMITTEE RESOLUTION 2024/17

Moved: Peter Cochrane  
Seconded: Wendy Peebles

That the Audit and Risk Committee receives and notes the Position Papers for the following:

- a. AASB 116 Property Plant and Equipment Fair Value (Revaluation and Indexation Assessment)
- b. Position Paper Landfill and Quarry Restoration Provision 2024
- c. Position Paper AASB 15 and AASB 1058 Revenue Recognition.

**CARRIED 4/0**

### ARC ACTION 18 AMENDMENTS TO POSITION PAPER - INDEXATION AND REVALUATION

The committee requested for an amendment to position paper – AASB 116 Property Plant and Equipment Fair Value to clarify why we are not providing the indexation to those classes identified in the paper.

**8 EXTERNAL AUDIT REPORTS****8.1 QUEENSLAND AUDIT OFFICE (QAO) 2024 AUDIT AND RISK COMMITTEE BRIEFING PAPER AND EXTERNAL AUDIT PLAN****OFFICERS RECOMMENDATION**

That the Audit and Risk Committee:

1. Notes the 2024 External Audit Plan and 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office.
2. Recommends Council notes the 2024 External Audit Plan and 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office.

**COMMITTEE RESOLUTION 2024/18**

Moved: Peter Cochrane

Seconded: Wendy Peebles

That the Audit and Risk Committee:

1. Notes the 2024 External Audit Plan and 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office.
2. Recommends Council notes the 2024 External Audit Plan and 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office.

**CARRIED 4/0**

## 9 INTERNAL AUDIT REPORTS AND INTERNAL CONTROLS

### 9.1 PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS.

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee:

1. Notes the progress updates provided in the Internal and External Recommendations Status Register, updated May 2024.
2. Recommends that Council notes progress updates provided in the Internal and External Recommendations Status Register, updated May 2024.

#### COMMITTEE RESOLUTION 2024/19

Moved: Peter Cochrane

Seconded: Cr Renee McGilvery

That the Audit and Risk Committee:

1. Notes the progress updates provided in the Internal and External Recommendations Status Register, updated May 2024.
2. Recommends that Council notes progress updates provided in the Internal and External Recommendations Status Register, updated May 2024.

**CARRIED 4/0**

#### ARC ACTION 19 RISK RATING FOR EXTERNAL AUDIT RECOMMENDATION STATUS

The committee requested for the next Audit and Risk Meeting that a risk priority be included to the current colour coding of the External Recommendation Status register. This will enable the committee to focus on the risk as well as that status of the recommendation.

#### ARC ACTION 20 QON - GRANTS APPLICATION POLICY

The committee queried if grants and capitalisation had happened and are we still to address this in our financial reporting. Through the Chair, Ms Mahoney (GM Corporate and Community) responded, noting the question would be taken on notice



## 10 PERFORMANCE REPORTING

### 10.1 2023-2024 (FY24) - QUARTERLY PROGRESS REPORT (Q3)

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee receive the 2023-24 (FY24) Q3 Progress Report for the period 1 January 2024 – 31 March 2024.

#### COMMITTEE RESOLUTION 2024/20

Moved: Peter Cochrane  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee receive the 2023-24 (FY24) Q3 Progress Report for the period 1 January 2024 – 31 March 2024.

**CARRIED 4/0**

#### ARC ACTION 21 SUGGESTED IMPROVEMENT TO FINANCE SECTION IN QUARTERLY REPORT

The committee asked for consideration to be given to inserting an annual budget column – current and previous years into the Finance section of the Quarterly Progress Report.

#### ARC ACTION 22 SUGGESTED IMPROVEMENT TO "AMALGAMATED OTHER PROJECT UPDATES SECTION" IN QUARTERLY REPORT

The committee asked for consideration to be given to including total to the last page of the Amalgamated Other Project Updates.

## 11 RISK MANAGEMENT REPORTS

### 11.1 ANNUAL INSURANCE RENEWAL ACTIVITY REPORT

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee notes the 2024/25 annual insurance renewal information included in this report.

#### COMMITTEE RESOLUTION 2024/21

Moved: Peter Cochrane  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes the 2024/25 annual insurance renewal information included in this report.

**CARRIED 4/0**

**11.2 WORK HEALTH AND SAFETY MANAGEMENT FY24 Q3 REPORT****OFFICER RECOMMENDATION**

That the Audit and Risk Committee notes the Work Health and Safety - 2024 Quarter 3 Report and Excessive Leave Report.

**COMMITTEE RESOLUTION 2024/22**

Moved: Wendy Peebles  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes the Work Health and Safety - 2024 Quarter 3 Report and Excessive Leave Report.

**CARRIED 4/0****12 GOVERNANCE REPORTS****12.1 OUTSTANDING AUDIT AND RISK COMMITTEE RESOLUTIONS AND QUESTIONS ON NOTICE REPORT****OFFICERS RECOMMENDATION**

That the Audit and Risk Committee receive the Outstanding Audit and Risk Committee Resolutions and Questions on Notice Report from 29 November 2023 to 14 May 2024.

**COMMITTEE RESOLUTION 2024/23**

Moved: Wendy Peebles  
Seconded: Peter Cochrane

That the Audit and Risk Committee receive the Outstanding Audit and Risk Committee Resolutions and Questions on Notice Report from 29 November 2023 to 14 May 2024.

**CARRIED 4/0****12.2 REVIEW OF ADMIN DIRECTIVES TO SUPPORT COUNCIL'S FRAUD AND CORRUPTION PREVENTION FRAMEWORK****OFFICERS RECOMMENDATION**

That the Audit and Risk Committee receives the report.

**COMMITTEE RESOLUTION 2024/24**

Moved: Wendy Peebles  
Seconded: Peter Cochrane

That the Audit and Risk Committee receives the report.

**CARRIED 4/0**

## **13 CONFIDENTIAL REPORTS**

Nil.

## **7 GENERAL BUSINESS**

### **7.1 Budget Reports vs Adopted Budget**

Additional information was provided to the ARC providing details on the budget reports submitted to Council compared to what should have been reported based on the adopted budget.

- In March it was discovered that the budget adopted by Council had never been entered into the financial system MAGIQ. As a result, Council and budget managers were receiving incorrect monthly reports regarding performance against the budget.
- The April report to Council included the correct year to date budget figures up to 31 March 2024. Along with a full-year budget column for reference
- The CEO informed Council about the issue and is awaiting further guidance from the Department on any additional procedures to follow.

### **7.2 Extension of ARC Meeting Time**

Through the Chair, Ms Peebles requested the meeting time be extended from 2 hours to either 2.5 or 3 hours to allow the committee to discuss all agenda items.

### **7.3 Additional Audit and Risk Committee Meeting**

The Chair would like the committee to consider having an additional Audit and Risk Committee Meeting approximately a week after the Council Budget Adoption Meeting. This will allow the committee to have an oversight to the adopted budget, discuss staffing matters and how the interim audit is progressing.

## **8 CLOSURE OF MEETING**

The Meeting closed at 12.12pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 15 August 2024.

.....  
**CHAIRPERSON**

**8.3 MINUTES OF THE SPECIAL MEETING HELD ON 12 JUNE 2024**

**Doc Id:** 1230232

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

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:** 1. Minutes of the Special Meeting held on 12 June 2024

**OFFICERS RECOMMENDATION**

That the Minutes of the Special Meeting held on 12 June 2024 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
CONFIDENTIAL SPECIAL MEETING HELD AT THE MUNDUBBERA BOARDROOM  
ON WEDNESDAY, 12 JUNE 2024 AT 4:00PM**

**1 WELCOME/HOUSEKEEPING**

The Mayor declared the meeting open at 4.00pm and welcomed all attendees.

**2 ATTENDEES**

<b>COUNCILLORS:</b>	Cr Leslie Hotz	(Mayor)
	Cr Melinda Jones	(Deputy Mayor / Division 1)
	Cr Trina Vaughan	(Division 2)^
	Cr Susan Payne	(Division 3)
	Cr Renee McGilvery	(Division 4)
	Cr Michael Dingle	(Division 5)
	Cr Moira Thompson	(Division 6)
<b>OFFICERS:</b>	Jess Marteene	(Administration Officer, Executive Services)
	Michael Cartwright	(Governance, Policy and Risk Advisor)^

*^ attended the meeting via Microsoft Teams*

*\* attended part of the meeting only*

**3 APOLOGIES/LEAVE OF ABSENCE**

Nil.

**4 ACKNOWLEDGEMENT OF COUNTRY**

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

**5 DECLARATIONS OF INTEREST**

Nil.

## 6 CONFIDENTIAL REPORTS

### OFFICERS RECOMMENDATION

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

#### 6.1 Appointment of Interim Chief Executive Officer

This matter is considered to be confidential under 254J(3)(a) of the Local Government Regulation 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the Chief Executive Officer.

#### RESOLUTION 2024/116

Moved: Cr Michael Dingle  
Seconded: Cr Renee McGilvery

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*.

#### 6.1 Appointment of Interim Chief Executive Officer

This matter is considered to be confidential under 254J(3)(a) of the Local Government Regulation 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the Chief Executive Officer.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### THE MEETING MOVED INTO A CLOSED SESSION AT 4.01PM.

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

#### RESOLUTION 2024/117

Moved: Cr Michael Dingle  
Seconded: Cr Renee McGilvery

That Council moves out of Closed Session into Open Session.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### THE MEETING MOVED BACK INTO AN OPEN SESSION AT 4.18PM.

## 6.1 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

### OFFICERS RECOMMENDATION

That Council:

1. Approve under section 195 (a) of the *Local Government Act 2009*, the appointment of the preferred candidate, as discussed in confidential session, as the Acting Chief Executive Officer of the North Burnett Regional Council.
2. Delegate authority to the Mayor to negotiate, finalise and execute on behalf of Council, all necessary documents associated with the appointment referred to in (1) above.
3. Approve that the appointment referred to in (1) above commence on 8 July 2024 and remain in effect until a Chief Executive Officer has been appointed by Council under section 194 (1) of the *Local Government Act 2009* and has commenced duties.
4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Acting Chief Executive Officer of the North Burnett Regional Council, once the employment arrangements have been agreed by all parties.

### RESOLUTION 2024/118

Moved: Cr Renee McGilvery

Seconded: Cr Melinda Jones

That Council:

1. Approve under section 195 (a) of the *Local Government Act 2009*, the appointment of the preferred candidate, as discussed in confidential session, as the Acting Chief Executive Officer of the North Burnett Regional Council.
2. Delegate authority to the Mayor to negotiate, finalise and execute on behalf of Council, all necessary documents associated with the appointment referred to in (1) above.
3. Approve that the appointment referred to in (1) above commence on 8 July 2024 and remain in effect until a Chief Executive Officer has been appointed by Council under section 194 (1) of the *Local Government Act 2009* and has commenced duties.
4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Acting Chief Executive Officer of the North Burnett Regional Council, once the employment arrangements have been agreed by all parties.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 7 CLOSURE OF MEETING

The Meeting closed at 4.20pm.

The minutes of this meeting were confirmed at the General Meeting held on 26 June 2024.

.....  
**CHAIRPERSON**

## 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 9.1 OUTSTANDING COUNCIL RESOLUTIONS, QUESTIONS ON NOTICE AND ACTIONS REPORT

**Doc Id:** 1227929

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

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:** 1. Outstanding Resolutions Report as at 17062024 [1230049]  
2. Outstanding QON and Actions Report as at 17062024 [1230045]

#### INTRODUCTION/BACKGROUND

This report offers a concise overview of the outstanding resolutions of Council, covering the period from 30 June 2021 to 17 June 2024. The timeframe for this report is determined by the date of its compilation and the oldest pending resolution.

A comprehensive breakdown of the progress and current status of each resolution, question on notice and action is provided in the attached tables.

#### OFFICER COMMENTS/CONCLUSION

##### Outstanding Resolutions

A resolution of council is an official decision made by Council.

At the time of preparing this report, there are a total of thirty-seven (37) outstanding resolutions. Notably, within the reporting period, thirteen (13) resolutions were successfully completed, resulting in a reduced count of twenty-four (24) outstanding resolutions.

##### Outstanding Questions on Notice and Actions

A question taken on notice involves seeking more information or clarification for a specific query.

A total of two (2) outstanding questions on notice are reported on 17 June 2024. Notably, within the reporting period, both actions were successfully completed, resulting in a reduced count of nil outstanding questions on notice.

An action recorded during a general meeting involves taking steps to address various matters.

On 17 June 2024, there are total of eight (8) outstanding actions. Notably, within the reporting period, four (4) actions were successfully completed, resulting in a reduced count of four (4) outstanding actions.

This report will continue to 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 receives the Outstanding Council Resolutions, Questions on Notice and Actions Report from 30 June 2021 to 17 June 2024.










Division: All  
 Committee: General Meeting  
 Officer: All

Date From: All  
 Date To: All  
 Doc ID: 1230049

Outstanding Resolutions Report

Printed: Monday 17 June 2024 9:34:00 AM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
1	30/06/2021	Service Delivery Review - Swimming Pools	<p><b>RESOLUTION 2021/60</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Continue to maintain and operate existing pools in Biggenden, Eidsvold, Gayndah, Monto and Mundubbera.</li> <li>Further investigation and condition assessment of the region's pools is undertaken.</li> <li>A fit for purpose asset management strategy is developed and funding sort to replace existing pools over 10 years.</li> <li>Review the operating agreements to ensure the most effective delivery of the service to the community and report to Council on the outcomes.</li> </ol>	Works	   	<p><i>No further updates this month.</i></p> <p>Completed. A business-as-usual activity that has been captured into the workflow.</p> <p>Investigation of pool condition is ongoing for all pool facilities.</p> <p>Works have commenced on Mundubbera 50m pool with additional testing for further suspected leaks being completed. Sanding of the pool shell in preparation for painting is underway.</p> <p>Asset management strategy development to support funding for replacement of existing pools will commence Q1 2024/25.</p> <p>Review of operating agreements to ensure effect delivery of the service to the community is ongoing and expected to be completed Q3 2024/25.</p>
2	30/06/2021	Service Delivery Review - Showgrounds	<p><b>RESOLUTION 2021/64</b></p> <p>That Council:</p> <p>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.</p>	Corporate & Community		<p>The matter is now finalised with Resignation Notices lodged or Transfer being action.</p>

● Completed 
 ● Work In Progress 
 ● On Hold 
 ● Outstanding








Division: All  
 Committee: General Meeting  
 Officer: All

Date From: All  
 Date To: All  
 Doc ID: 1230049

Outstanding Resolutions Report

Printed: Monday 17 June 2024 9:34:00 AM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
3	27/01/2022	Tender for Lease of Gayndah Airport Refuelling Facility	<p><b>RESOLUTION 2022/19</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	Works	  	<p><i>No further updates this month.</i></p> <p>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.</p>
4	26/10/2022	Rural Fire Levy Expenditure	<p><b>RESOLUTION 2022/163</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	Office of the CEO	  	<p>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. The construction of the Biggenden Fire Brigade Shed is being assessed under the Station Build Program. If successful, these funds can be released and used for another RFS project upon request.</p> <p>Completed.</p>
5	25/01/2023	Road Register Classification Review	<p><b>RESOLUTION 2023/8</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Engages Shepherd Services to undertake a full review of the Road Register to identify assets potentially being overserviced, off alignment or incorrectly classified in the adopted road hierarchy set out in Council's Road asset management plan.</li> </ol>	Works		<p><i>No further updates this month.</i></p> <p>Completed.</p>

● Completed 
 ● Work In Progress 
 ● On Hold 
 ● Outstanding



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			2. The findings are to be returned to Council for review before any service level change.			The Consultant provided a presentation to Councillors regarding Wet vs Dry Grading at the Councillor Information Workshop held on 8 May 2024. This will be considered by Council as part of the budget process.
6	26/04/2023	Review of Public Washdown Facilities' Compliance and Operations	<p><b>RESOLUTION 2023/51</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. That this matter be tabled at a future General Meeting of Council with outcomes of the investigation.</li> </ol>	Corporate & Community	  	<p><i>No further updates this month.</i></p> <p>Completed.</p> <p>Completed.</p> <p>A presentation was provided at the Councillor Information Workshop on 12 June 2024.</p>
7	28/06/2023	Project Development for Submission to Round 2 of the Growing Regions Program	<p><b>RESOLUTION 2023/90</b></p> <p>That Council:</p> <p>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.</p>	Office of the CEO		<p><i>No further updates this month.</i></p> <p>Round 2 has been delayed due to setbacks in the first round of assessments. Once the grant guidelines are provided to Council, Officers will aim to allocate one of the programs in the Continuous Improvement Pipeline (CIP) that meet the criteria. It is worth noting that this scheme requires a 50% co-contribution from Council, unlike the previous scheme which allowed for an exemption on the contribution percentage.</p>

Completed Work In Progress On Hold Outstanding



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8	27/09/2023	Reginald Murray Williams Australian Bush Learning Centre - Rescission Motion	<b>RESOLUTION 2023/174</b> 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	●	Councillors were updated on the centre and possible consultation approaches at a Councillor Information Workshop held on 5 June 2024. Minor adjustments to the consultation options are to be communicated at a further workshop.
9	25/10/2023	Gayndah Airport - Formalising of Tenure to Bureau of Meteorology	<b>RESOLUTION 2023/187</b> 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	●  ●	<i>No further updates this month.</i>  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.
10	25/10/2023	Lease renewals - Telstra and Optus over part 1 M5825	<b>RESOLUTION 2023/199</b> That Council: 1. Renew the Trustee Lease within Lot 1 M5825 to Telstra Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years, within Lot 1 M5825, to Telstra Limited. 3. Renew the Trustee Lease within Lot 1 M5825 to Optus Mobile Pty Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012.	Contracts & Leasing	●  ●  ●	Optus Lease is awaiting signature by Optus.   Telstra have not agreed to Terms and Conditions and now require fencing and

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			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.		●	unrestricted access to the Site. Investigations are continuing into a possible alternate location and impact analysis if an agreement is not reached.
11	25/10/2023	Lease renewal over part 113 BON1559	<p><b>RESOLUTION 2023/200</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	Contracts & Leasing	●	<p><i>No further updates this month.</i></p> <p>Completed. Visy Board Proprietary Limited informed of Council's decision to renew lease on 20 October 2023.</p> <p>Awaiting preparation of Trustee Lease documentation by Council Solicitor.</p>
12	22/11/2023	Drainage Easement - Fielding Street, Gayndah	<p><b>RESOLUTION 2023/211</b></p> <p>That Council resolve to grant an Easement for Drainage purposes over part of Lot 2 RP194226, in favour of the Indigenous Wellbeing Centre Ltd; pursuant to Sections 224 (6), 236 1(b)(ii), 236 (2) of Local Government Regulation 2012.</p>	Contracts & Leasing	●	<p><i>No further updates this month.</i></p> <p>Awaiting Lessee execution of Consent to Easement.</p>
13	22/11/2023	Mount Perry Stairs	<p><b>RESOLUTION 2023/212</b></p> <p>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.</p>	Works	●	<p><i>No further updates this month.</i></p> <p>Plans have been signed by the Engineering Consultant. Once all quotes have been received to repair the stairs, a report will be brought back to Council. To date, no quotes have been submitted. Contractors may be working on Floods Works etc.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
14	24/01/2024	Monto Administration Building - Outcome of additional structural investigations	<p><b>RESOLUTION 2024/16</b></p> <p>That Council amend part 1 of Resolution 2023/22 to:</p> <ol style="list-style-type: none"> <li>Resolves to undertake repairs within the current allocated budget to the Monto Administration Building in accordance with the detailed design and specification to be finalised by ATC Consulting Engineers and Project Managers.</li> </ol>	Works	●	Refer to Resolution 2024/74 for additional budget approval. Contracts are being finalised for the preferred tenderers and are expected to be executed in June 2024.
15	24/01/2024	2024 Australian Local Government Association National General Assembly	<p><b>RESOLUTION 2024/4</b></p> <p>That Council, in accordance with Statutory Policy Reimbursement and Provision of Facilities for Mayor and Councillors:</p> <ol style="list-style-type: none"> <li>Appoint the Mayor or Deputy Mayor, and the CEO or delegate, as representatives to attend the 2024 Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') in Canberra 2 – 4 July 2024.</li> </ol> <p>That Council:</p> <ol style="list-style-type: none"> <li>Move the following motions for inclusion in the motions to be debated at the 2024 Australian Local Government Association (the 'ALGA') National General Assembly (the 'NGA') in Canberra 2 – 4 July 2024:                             <ol style="list-style-type: none"> <li>This National General Assembly calls on the Australian Government to increase funding for local government Financial Assistance Grants to a level of at least 1% of Commonwealth taxation revenue.</li> <li>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.</li> </ol> </li> </ol>	Office of the CEO	●	Completed.
					●	Completed. Motions submitted.

● Completed ● Work In Progress ● On Hold ● Outstanding



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16	13/03/2024	Regulated Dog Inspection Program	<p><b>RESOLUTION 2024/34</b></p> <p>1. That Council resolves, in accordance with the Section 113 of the <i>Animal Management (Cats and Dogs) Act 2008</i>, to approve a Selective Inspection Program under which an authorised person may enter a place to monitor compliance with this Act.</p> <p>2. That Council notes:</p> <p>a) the Selective Inspection Program will commence on 1 April 2024 and conclude on 30 September 2024.</p> <p>b) inspections under the Selective Inspection Program will be conducted by Authorised Officers between 7am and 5pm, Monday to Friday.</p>	Corporate & Community	<p>●</p> <p>●</p>	<p>Noted.</p> <p>Inspections are currently underway due to conclude on 30 September 2024.</p>
17	24/04/2024	Councillor Portfolios	<p><b>RESOLUTION 2024/56</b></p> <p>That Council lay Councillor Portfolios on the table until presented at an upcoming Councillor Information Workshop.</p>	Office of the CEO	●	A presentation is tabled for the Councillor Information Workshop to be held on 17 July 2024.
18	24/04/2024	LGAQ Annual Conference and Proposed Change to Meeting Date for the October 2024 General Meeting	<p><b>RESOLUTION 2024/60</b></p> <p>That Council, in accordance with Statutory Policy 1003 <i>Reimbursement and Provision of Facilities for Mayor and Councillors</i>:</p> <p>1. Appoint the Mayor, five (5) Councillors being Cr Jones, Cr Vaughan, Cr McGilvery, Cr Thompson and Cr Dingle and the CEO as formal representatives to attend the Local Government Association Queensland Annual Conference in Brisbane from 21 – 23 October 2024.</p> <p>2. Agree to pay for the necessary costs directly associated with representation at conferences. Such expenses may include registration fees, travel costs, accommodation, parking and meals.</p>	Office of the CEO	<p>●</p> <p>●</p>	<p>Registrations are not currently open.</p> <p>Noted.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			That Council, in accordance with provisions of Section 254B(4) of the <i>Local Government Regulation 2012</i> : 3. Reschedule the Ordinary Meeting of Council from Wednesday 23 October 2024, to Wednesday 30 October 2024; and 4. That the Ordinary Meeting of Council will be held in the Biggenden Boardroom, commencing at 9.00am.		●	Meeting date and location updated on Council website and in Infocouncil.
19	24/04/2024	Regional Library Hours of Operation Review	<b>RESOLUTION 2024/67</b> That Council: 1. Conduct a review of library operation hours in Eidsvold, Biggenden, and Mt Perry. 2. Officers bring this matter back to a Councillor Information Workshop with a proposed way forward including consideration of costs and consultation.	Corporate & Community	●	Currently a work in progress.
20	24/04/2024	Washdown Bays	<b>RESOLUTION 2024/69</b> That Council: 1. Conduct a review of data and statistics related to Washdown Bays throughout the region and provide an update to Councillors at an upcoming Councillor Information Workshop; and 2. Table a report detailing the findings and recommendations of this review for consideration at a future Council General Meeting.	Corporate & Community	●  ●	Presentation was tabled at the Councillor Information Workshop on 12 June 2024.  Refer to Resolution 2023/51 where a report will be tabled at a future General Meeting.
21	24/04/2024	Review of Data for Tablelands Road Maintenance	<b>RESOLUTION 2024/71</b> That Council conduct a review of the data provided for the maintenance of the unmaintained section of Tablelands Road and provide an update to Councillors at an upcoming Councillor Information Workshop including costs to conduct the review.	Works	●	A review of previous correspondence is underway with an update scheduled for a Councillor Information Workshop on 10 July 2024.

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22	24/04/2024	Monto Administration Building - Drainage and Remediation Works that Support Structural Repairs	<b>RESOLUTION 2024/74</b> That Council allocates an additional capital budget of \$190,000 for the internal and external works for the Monto Administration building.	Works	●	Awaiting return of executed contracts from successful tenderers.
23	13/05/2024	Procurement Exception - Provision of Quarried Gravel Materials	<b>RESOLUTION 2024/89</b> That Council resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, Council is satisfied there is only one (1) supplier who is reasonably available at this time to provide quarried gravel materials to the Gayndah/Mt Perry Road Project, with the upper limit of the exception being \$500,000.	Works	●	Completed. Purchase order raised.
24	29/05/2024	Meeting with Show Societies Regarding Trustee Resignation	<b>RESOLUTION 2024/94</b> That Councillors, Acting/Interim Chief Executive Officer and the General Manager Corporate and Community meet with Gayndah, Mt Perry, Monto and Eidsvold Show Societies (inc. a representative of affected associations) at Eidsvold Showgrounds before the end of August 2024 to gain an understanding of the show societies concerns and reiterate that Council has already resigned as Trustee as per Resolution 2021/64.	Office of the CEO	●	
25	29/05/2024	Councillor Portfolios	<b>RESOLUTION 2024/95</b> That Council agrees to leave Councillor Portfolios on the table until a further Councillor Information Workshop is held.	Office of the CEO	●	A presentation is scheduled for the Councillor Information Workshop on 17 July 2024.
26	29/05/2024	Proposed Amended Local Laws	<b>RESOLUTION 2024/96</b> That the proposed amended Local Laws be laid on the table until a further Councillor Information Workshop is held.	Office of the CEO	●	A presentation to Councillors is postponed until the FY 24/25 budget process is finalised.

● Completed ● Work In Progress ● On Hold ● Outstanding

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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
27	29/05/2024	Statutory Policy 1022 Councillor Conduct Investigations	<b>RESOLUTION 2024/97</b> That in accordance with Section 150AE of the Local Government Act 2009, Council adopt by resolution Statutory Policy 1022 – Councillor Conduct Investigations.	Office of the CEO	●	Completed.
28	29/05/2024	Australia and New Zealand Disaster and Emergency Management Conference (ANZDEM)	<b>RESOLUTION 2024/98</b> That Council, in accordance with Statutory Policy 1003 <i>Reimbursement and Provision of Facilities for Mayor and Councillors</i> :  1. Registers the in-person attendance of two (2) Councillors being Cr McGilvery, Cr Vaughan as attendees of the Australia and New Zealand Disaster and Emergency Management Conference on the Gold Coast 22-23 July 2024; and  2. Agree to pay for the necessary costs directly associated with attendance at this conference. Such expenses may include registration fees.  That council, in accordance with provisions of section 254b(4) of the Local Government Regulation 2012:  3. Reschedule the Ordinary Meeting of council from Wednesday 24 July 2024 to Wednesday 31 July 2024; and  4. That the Ordinary Meeting of Council will be held in the Monto boardroom, commencing at 9.00am.	Office of the CEO	●  ●  ●  ●	Completed.  Noted.  Completed.  Completed.
29	29/05/2024	PAYG and Superannuation for Councillors	<b>RESOLUTION 2024/101</b> That Council resolves for elected officials to remain non-PAYG and will contribute superannuation pursuant to s226 Local Government Act 2009, at a rate in line with Council's statutory requirements for employees.	Corporate & Community	●	Completed with Payroll.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
30	29/05/2024	Revised and Approved Drinking Water Quality Management Plan	<p><b>RESOLUTION 2024/102</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Adopts the approved Drinking Water Quality Management Plan version 8.0.</li> <li>Acknowledged the work of the Water and Wastewater Manager and the team by extension; and</li> <li>Make a printed copy available at the Customer Service and Library Centres across the region for community reference.</li> </ol>	Works		Document printed and sent to all CS&L's.
31	29/05/2024	Wide Bay Burnett Regional Organisation of Councils Flying Minute	<p><b>RESOLUTION 2024/107</b></p> <p>That Council endorses the proposed motion received from WBBROC President Mayor Seymour on 7 May 2024 with the following amendments:</p> <ol style="list-style-type: none"> <li>The moratorium excludes the Mount Rawdon Pumped Hydro Project as it is already significantly progressed through the approval process including a detailed environmental impact assessment.</li> <li>Reference to the need for appropriate regulation to protect threatened and endangered species is removed as legislation is already in place at the state and federal level.</li> <li>Clarity to the purpose of condition points e, g, h and j are provided to the satisfaction of Mayor Hotz.</li> <li>Requests that WBBROC considers other Advocacy already in place.</li> </ol>	Office of the CEO		Council resolution provided to the WBBROC meeting on 31 May 2024.

Completed Work In Progress On Hold Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
32	29/05/2024	Council Roadside Billboards	<b>RESOLUTION 2024/110</b> That Council agrees to lay the Council Roadside Billboards report on the table until a further Councillor Information Workshop is held.	Office of the CEO		A presentation to Councillors is expected in the coming weeks.
33	29/05/2024	Procurement Exception - Burnett Inland Economic Development Organisation (BIEDO) - Partner Funding Arrangements	<b>RESOLUTION 2024/111</b> That Council: 1. In accordance with Section 235(b) of the Local Government Regulation 2012, resolve that due to the specialised nature of the services being sought, it is satisfied that it would be impractical and disadvantageous to invite quotes or tenders for the provision of economic development activities; and 2. Authorise the Chief Executive Officer to enter into the Burnett Inland Economic Development Organisation (BIEDO) Funding Agreement.	Office of the CEO		Completed. Agreement executed.
34	29/05/2024	Recruitment Process - Interim and Permanent CEO	<b>RESOLUTION 2024/114</b> That Council: 1. Receive each of the written Expressions of Interest for the position of Interim Chief Executive Officer. 2. Invite four (4) shortlisted candidates to formally address Councillors before any decision is made as to who Council will appoint as Interim Chief Executive Officer; and 3. Advertise for the position of permanent Chief Executive Officer from individuals and invite experienced Local Government Executive recruitment agencies to present a panel of suitable candidates for Council's consideration. The advertisement is to commence as soon as possible and will remain open for a period of four (4) weeks.	Office of the CEO	  	Received.  Completed. Interviews conducted 10 June 2024.  Completed. Recruitment process commenced. Applications close 10.00pm, 11 July 2024.

Completed Work In Progress On Hold Outstanding









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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
35	29/05/2024	Interview Questions for Interim CEO Recruitment	<p><b>RESOLUTION 2024/115</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Reviews and amends, as necessary, the draft interview questions for the recruitment of the Interim CEO; and</li> <li>Submits the finalised interview questions to the Interview Facilitator for consideration and amendment as necessary.</li> </ol>	Office of the CEO	  	<p>Received.</p> <p>Completed. Interviews conducted 10 June 2024.</p>
36	12/06/2024	Confidential Legal Matter	<p><b>RESOLUTION 2024/118</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Approve under section 195 (a) of the <i>Local Government Act 2009</i>, the appointment of the preferred candidate, as discussed in confidential session, as the Acting Chief Executive Officer of the North Burnett Regional Council.</li> <li>Delegate authority to the Mayor to negotiate, finalise and execute on behalf of Council, all necessary documents associated with the appointment referred to in (1) above.</li> <li>Approve that the appointment referred to in (1) above commence on 8 July 2024 and remain in effect until a Chief Executive Officer has been appointed by Council under section 194 (1) of the <i>Local Government Act 2009</i> and has commenced duties.</li> <li>Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Acting Chief Executive Officer of the North Burnett Regional Council, once the employment arrangements have been agreed by all parties.</li> </ol>	Office of the CEO	      	<p>Completed.</p> <p>Completed.</p> <p>Completed although candidate yet to commence.</p> <p>Completed.</p>

● Completed 
 ● Work In Progress 
 ● On Hold 
 ● Outstanding

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Outstanding Questions on Notice and Actions Report

#	Meeting Date	QON or Action Title	Res Details	Responsible Function	Status	Comments
1	25/10/2023	ACTION - Biggenden Memorial Hall RSL Signage	Through the Chair, Ms Stork (CEO) advised that Ms Scott (General Manager Works) would prepare a report/presentation for an upcoming Councillor Information Workshop to explain the rationale behind the original decision by Council Officers. Furthermore, it will explore any potential alternative options that may be considered in light of the decision.	Works		The information requested regarding the halls origin has been provided by the RSL. The officers recommendation is that RSL Biggenden Chapter can erect signage as requested on the front of the Biggenden Memorial Hall. This has been conveyed to the RSL.
2	24/01/2024	QON – Flood Warning sign at Dallarnil & Proposed sign on the Isis highway (Childers – Biggenden Rd)	Cr Radel requested a point of clarification concerning the sign currently located at Dallarnil and if the proposed sign installation on the Isis Highway (Childers – Biggenden Road) would be additional to this. Margot Stork, CEO, responded through the Chair noting that the question would be taken on notice.	Corporate & Community		This site was nominated by DTMR. Advice received: if the sign for Childers-Biggenden Road was installed outside Biggenden, the sign at Dallarnil would stay. The Dallarnil sign was installed to primarily advise of traffic conditions on Booyal-Dallarnil Road. The Childers-Biggenden Road Sign is not currently funded but has been identified for future funding opportunities.
3	28/02/2024	ACTION - 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		The ARC Committee was provided the Internal and External Audit Recommendations at the meeting held on 30 May 2024. This report is tabled at this General Council Meeting 26 June 2024.
4	24/04/2024	QON - Update on Outstanding Resolution 2023/8: Road Register Classification Review	Cr Jones sought clarification on when Councillors could expect to receive an update on the Road Register Classification Review considering officers have received a report, as outlined in item 5 on page 27 of the Agenda. In response, Anna Scott, through the Chair, addressed Cr Jones's query explaining that the Civil Works Manager's time is currently occupied with projects such as Cania Dam and the Gayndah Mt Perry sealing, which are consuming a significant amount of time. Due to this, a specific timeframe for the Road Register Classification Review update could not be provided at this time and the question would be taken on notice.	Works		Update provided at a Councillor Workshop on 5 June 2024 as part of Budget discussions / presentations.

● Completed 
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#	Meeting Date	QON or Action Title	Res Details	Responsible Function	Status	Comments
5	24/04/2024	ACTION - Washdown Bays to be presented at a Councillor Workshop	Cr Jones raised a query concerning the Washdown Bays update, as outlined in item 6 on page 28 of the Agenda. Cr Jones inquired whether this matter would be brought to a workshop for new Councillors to be brought up to speed. Through the Chair, Margot Stork responded to Cr Jones confirming that an update on the Washdown Bays would indeed be presented at an upcoming Councillor Information Workshop.	Corporate & Community	●	Presentation was provided to Councillors at the Councillor Information Workshop held on 12 June 2024. Rrefer Resolution 2023/51 and 2024/69.
6	24/04/2024	ACTION - Reginald Murray Williams Australian Bush Learning Centre Update at a Councillor Workshop	Cr Jones queried if there was a timeframe considered to commence the community engagement for item 8 on page 28 of the Agenda. Through the Chair, Margot Stork responded to Cr Jones noted that currently, there is no specific timeframe for commencing the community engagement. Margot Stork indicated that the matter would be brought back to a workshop to ensure that new Councillors could be brought up to speed regarding the history and to discuss what the engagement process might look like.	Office of the CEO	●	Councillors were updated on the centre and possible consultation approaches at a Councillor Information Workshop held on 5 June 2024. Minor adjustments to the consultation options are to be communicated at a further workshop.
7	24/04/2024	ACTION - LGAQ Annual Conference Motions to be discussed at a Councillor Workshop	Cr Jones requested that councillors attending the conference be briefed on the proposed motions closer to the event suggesting that this briefing should follow a Councillor Workshop and subsequent Resolution of Council determining the motions.	Office of the CEO	●	Following the call for motions by the LGAQ, a discussion was held at the Councillor Information Workshop regarding the proposed motions. A report is tabled at this General Meeting for consideration. Motions must be submitted by 29 July 2024. Further, a briefing on the proposed motions will be scheduled closer to the event for Councillors attending.
8	24/04/2024	ACTION - Communication regarding payment of Rates	Cr McGilvery requested that Council communicate the various options available to the community for paying their rates ahead of time (i.e. payments can be made weekly, fortnightly, monthly, etc.). Through the Chair, Kim Mahoney, responded to Cr McGilvery noting that	Corporate & Community	●	Information sent to Councillors - refer to DOC ID:1224224

● Completed ● Work In Progress ● On Hold ● Outstanding

	<b>Division:</b>	All	<b>Date From:</b>	All
	<b>Committee:</b>	General Meeting	<b>Date To:</b>	All
	<b>Officer:</b>	All	<b>Doc ID:</b>	1230045
<b>Outstanding Questions on Notice and Actions Report</b>			<b>Printed: Monday, 17 June 2024 9:32:45 AM</b>	

#	Meeting Date	QON or Action Title	Res Details	Responsible Function	Status	Comments
			efforts would be made to disseminate information regarding the different payment options available.			
9	29/05/2024	ACTION: AICD Training for Councillors	Officers to speak with the Department about future plans for AICD training, including potential training sessions in the region or across regions for Councillors to attend.	Office of the CEO	●	The Local Government Division is working on a variety of training initiatives for Councillors and Officers, and we will be in touch with more detail over the course of the year.
10	29/05/2024	ACTION: Council Roadside Billboards	Officers to investigate further options for Council to consider Roadside Billboards moving forward with an update to be tabled at a Councillor Information Workshop.	Office of the CEO	●	A presentation to Councillors is expected in the coming weeks.

● Completed ● Work In Progress ● On Hold ● Outstanding



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## 9.2 PROPOSED DIVESTMENT OF RESERVE

**Doc Id:** 1215763

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

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:** Nil

### EXECUTIVE SUMMARY

Council has received a written request from the *Mount Perry Community Development Board Inc* seeking tenure over the Wolca Reserve.

### CORPORATE PLAN

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

### OUR PRIORITY AREAS:

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

### OFFICERS RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to enter into a Deed of Agreement to Transfer Trusteeship of the Wolca Reserve to the Mount Perry Community Development Board Inc.  
and
2. If the Mount Perry Community Development Board Inc. elects to not consent to the Terms of Agreement to Transfer, then the Chief Executive Officer be authorised pursuant to section 50 of the *Land Act 1994*, to file a Notice of Vacation of Office by Trustee with the State Government Department of Resources.

### REPORT

The Wolca Reserve is a State owned Reserve established for Camping and Recreation purposes. It is located at 21 Bania Road, Mount Perry, and covers an area of approximately 22.8 hectares.

On the 25 January 2024 Council received correspondence from the Mount Perry Community Development Board Inc. seeking tenure to secure the operation of the Reserve.

The Development Board proposes to engage a caretaker to assist with fee collections, care of the Reserve and any day-to-day maintenance activities.

Existing assets include a clubhouse, canteen, storage/shelter shed, and toilets. It is proposed that these assets would transfer with the tenure, on an 'as is where is' basis at no cost to Council.

Existing purpose rights of Camping and Recreation would remain unchanged for the Reserve, with the Reserve continuing to remain a community owned asset.

### CONSULTATION

At the Councillor Information Workshop held on 5 May 2024, Officers provided Councillors with an overview of the Wolca Reserve, utilisation indications for the previous two (2) financial years and the various tenure type arrangements that might exist.

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

Risk is considered low as the Reserve would remain in the community's hands. On the basis of written communications received, it appears the proposition put forward by the Development Board is encouraged by the State Member for Callide.

**Occupational Health & Safety (WHS)**

Not Applicable.

**Financial Impact**

Significant monies will be saved by Council by transferring day-to-day responsibility for the Reserve to the Mount Perry Community Development Board Inc.

**Legal & Regulatory**

Transfer of Trusteeship can be a complex process and must be approved by the Queensland State Department of Resources.

**Environmental**

Not Applicable.

**Property & Infrastructure**

Not Applicable.

**Human Resources**

Not Applicable.

**Information Communications Technology**

Not Applicable.

**Service Delivery**

Not Applicable.

**Climate**

Not Applicable.

**KEY MESSAGE**

Should Council be minded to offer tenure of the Reserve to the Development Board, it is important to remember that the Reserve remains a community asset, controlled at a local level.

### 9.3 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) ANNUAL CONFERENCE 2024 MOTIONS

**Doc Id:** 1230430

**Author:** Rhys Habermann, Acting Strategic Relationships Manager

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:** Nil

#### EXECUTIVE SUMMARY

The Local Government Association of Queensland (the LGAQ) is hosting its 2024 Annual Conference in Brisbane from 21-23 October 2024. The conference is the peak annual event for Queensland Local Government. The event provides a unique opportunity for Local Government to engage directly with the State Government, to develop state policy, and influence the future direction of Councils and their communities.

This report seeks Council's adoption of motions to be raised at the conference.

#### CORPORATE PLAN

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

#### OUR PRIORITY AREAS:

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

#### OFFICERS RECOMMENDATION

That Council:

1. Adopt the following motions and authorise the Acting Chief Executive Officer (CEO) to submit same to the Local Government Association of Queensland seeking inclusion in the Local Government Association Queensland schedule of motions for debate at the Annual Conference in October 2024:
  - a) That the Local Government Association of Queensland (LGAQ) calls on the federal and state governments to consider Goods and Services Tax (GST) reforms, which may include an increase to the overall percentage rate, legislating that at least 2.5% of all GST revenue is to be allocated to local governments through existing untied grant funding schemes, such as the Financial Assistance Grant Scheme (FAGS), reducing the financial burden of local government services on ratepayers, and noting that all community members benefit from the services of local government.
  - b) That the Local Government Association of Queensland (LGAQ) calls on the state and federal governments to provide support through recurrent operational grants on a square metre basis, and regular one-off capital renewal grants, to secure the future of public pools in regional and remote Queensland.
  - c) That the Local Government Association of Queensland (LGAQ) calls on the state government to provide recurrent operational grants to low population councils, subsidising 80-100% of the operational costs of kerbside recycling collection, paid in arrears on a fixed price, per bin lift basis.
2. Authorise the Acting Chief Executive Officer (CEO) to negotiate with the Local Government Association of Queensland regarding minor changes to the motions.

## REPORT

The Local Government Association of Queensland (LGAQ) will host its annual conference in Brisbane from 21-23 October 2024. Local governments are now invited to submit motions for debate at the state conference. Each motion must be approved in a Council meeting before submission, with the resolution number included. The deadline for motion submissions is 29 July 2024.

Motions from councils inform the LGAQ's advocacy agenda and direct efforts to achieve results for councils and communities. These motions are proposed, voted on, and endorsed by councils.

Motions should:

- Relate to a statewide issue or an issue impacting a large portion or segment of the membership;
- Ask for action from the State or Federal Government;
- Not result in a responsibility or cost shift to local government; and
- Not relate to a matter considered at a previous annual conference in the last five years, unless seeking to alter or update the adopted policy position.

## CONSULTATION

At the General Meeting of Council held on 24 April 2024, the following resolution was passed in relation to Councillor attendance and the change in General Meeting date.

<p><b>RESOLUTION 2024/60</b></p> <p>Moved: Cr Melinda Jones Seconded: Cr Trina Vaughan</p> <p>That Council, in accordance with Statutory Policy 1003 <i>Reimbursement and Provision of Facilities for Mayor and Councillors</i>:</p> <ol style="list-style-type: none"> <li>1. Appoint the Mayor, five (5) Councillors being Cr Jones, Cr Vaughan, Cr McGilvery, Cr Thompson and Cr Dingle and the CEO as formal representatives to attend the Local Government Association Queensland Annual Conference in Brisbane from 21 – 23 October 2024.</li> <li>2. Agree to pay for the necessary costs directly associated with representation at conferences. Such expenses may include registration fees, travel costs, accommodation, parking and meals.</li> </ol> <p>That Council, in accordance with provisions of Section 254B(4) of the <i>Local Government Regulation 2012</i>:</p> <ol style="list-style-type: none"> <li>3. Reschedule the Ordinary Meeting of Council from Wednesday 23 October 2024, to Wednesday 30 October 2024; and</li> <li>4. That the Ordinary Meeting of Council will be held in the Biggenden Boardroom, commencing at 9.00am.</li> </ol> <p><u>In Favour:</u> Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Renee McGilvery, Michael Dingle and Moira Thompson</p> <p><u>Against:</u> Cr Susan Payne</p> <p style="text-align: right;"><b>CARRIED 6/1</b></p>
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To address the following action recorded at the General Meeting held on 24 April 2024, a discussion regarding proposed motions was held at the Councillor Information Workshop on 12 June 2024. Further, a briefing on the proposed motions will be scheduled closer to the event for councillors attending.

### GM ACTION 7 LGAQ ANNUAL CONFERENCE MOTIONS TO BE DISCUSSED AT A COUNCILLOR WORKSHOP

Cr Jones requested that councillors attending the conference be briefed on the proposed motions closer to the event suggesting that this briefing should follow a Councillor Workshop and subsequent Resolution of Council determining the motions.

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

Council is committed to representing and advocating for the community of the North Burnett, and a failure to consider submitting motions for the preeminent state conference may impact the reputation of Council within the community.

**Occupational Health & Safety (WHS)**

Not Applicable.

**Financial Impact**

The proposed resolutions are likely to have a neutral or positive financial impact and present minimal or no direct financial risks.

**Legal & Regulatory**

No Legal or regulatory risks are evident in adopting the proposed resolution.

**Environmental**

The proposed resolutions are likely to have a neutral or positive impact on the environment and present minimal or no direct environmental risks.

**Property & Infrastructure**

Not Applicable.

**Human Resources**

Not Applicable.

**Information Communications Technology**

Not Applicable.

**Service Delivery**

The proposed resolutions are likely to have a neutral or positive impact on service delivery and present no direct service delivery risks.

**Climate**

The proposed resolutions are likely to have a neutral or positive impact on climatic circumstances and present minimal or no direct climate risks.

**KEY MESSAGE**

The LGAQ conference motions present Council with a platform to address strategic issues pertinent to local government operations that have implications across the state. State-wide advocacy on significant industry matters ensures that councils collective voices are heard and considered.

## 10 CORPORATE AND COMMUNITY

### 10.1 REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM - ROUND 3 2023-24

**Doc Id:** 1227987

**Author:** Jenny Hall, Community Development Stream Leader  
Tania Fraser, Community Development Officer

**Authoriser:** Kim Mahoney, General Manager Corporate and Community

**Attachments:** 1. RADF Assessment Meeting Minutes - 030624.docx [1228930]

#### 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 3 applications and a funding variation for a Committee Initiative. The total budget for the 2023-24 RADF Program is **\$60,268** to be allocated.

#### 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 3 RADF applications as recommended by the North Burnett Arts and Cultural Advisory Committee (Committee):
  - (a) **RADF2324R300053** Monto Landcare Group Inc: Festival of Small Halls Monto - \$4,450
  - (b) **RADF2324R300055** Boyne Burnett Inland Rail Trail: Art on the Rail Trail - \$5,890
  - (c) **RADF2324R300058** Mundubbera and District Historical Society Inc: Collection Recording (Stage One) - \$4,185
  - (d) **RADF2324R300059** Mundubbera Regional Art Gallery - auspiced by Mundubbera Enterprise Association Inc: Mixed Media Art Workshop - \$1,810
  - (e) **RADF2324R300060** Monto Art Group: Jo Stacey Workshop - \$2,044
  - (f) **RADF2324R300061** Gayndah and District Historical Society: Traditional Blacksmithing Workshop - \$4,740
  - (g) **RADF2324R300062** North Burnett Community Service: Young Artists School Holiday Program - \$3,000
  - (h) **RADF2324R300064** Monto Museum of Art: Building Place-Based Art Workshops - \$6,095
2. Decline the following 2023-24 Round 3 RADF application as recommended by the Committee:
  - (a) **RADF2324R300066** Holly Milner: Professional Development – Mentor in Art Judging Cultural Events - \$1,500
3. Endorse the following RADF project variation as recommended by the Committee:
  - (a) **Committee Initiative:** Arts, Culture and Heritage Community Grant Writing Workshops – additional funding allocation to enable the facilitator to deliver a workshop in each North Burnett town - \$1500

## 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 2024. SmartyGrants is used by Council for lodgement and assessment of applications.

RADF Round 3 2023-24 opened on 2 April 2024 and applications closed on 14 May 2024. Nine applications were received in total with six (6) in-progress applications, not submitted by the closing date.

To assess Round 3 applications, six Committee members independently completed a standardised assessment checklist for each application prior to the Committee RADF Assessment Meeting held on Monday, 3 June in Biggenden. The initial assessment by the Committee 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 Committee RADF Assessment Meeting for consideration by the members.

Dr Geoff Walden chaired the Committee RADF Assessment Meeting, with two (2) assessors attending in person and three (3) remotely via Microsoft Teams. The Committee's recommendations were assessed in line with the Committee's Terms of Reference (TOR) and the RADF Guidelines. Members' initial assessments and comments were factored into the overall decision making of the Committee.

The Committee 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 3 RADF APPLICATIONS**

#### Grant Applications Recommended

The following applications are recommended for funding:

**1. Monto Landcare Group Inc: Festival of Small Halls Monto - \$4,450**

This project involves the Monto Landcare Group Inc hosting the Festival of Small Halls during Monto's Centenary Celebrations in October 2024. The aim of the project is to reactivate the Landcare Hall through music, provide career development for a local artist, Grace Ellerton and includes a workshop to upskill local emerging performing artists.

**2. Boyne Burnett Inland Rail Trail Inc: Art on the Rail Trail - \$5,890**

This community project aims to engage local artists to paint native birds and animals on marine ply panels with the artwork installed along the Burnett River Bridges section of the Boyne Burnett Inland Rail Trail. QR codes will be displayed with the artwork to enable users, locals and visitors to access bird songs and information on the trail thus enhancing the user experience through technology.

**3. Mundubbera and District Historical Society Inc: Collection Recording – Stage 1**

Funding is sought to engage professional researcher, Fleur Creed, to research, record, catalogue and label the museum's extensive collection of donated items.

**4. Mundubbera Regional Art Gallery – auspiced by Mundubbera Enterprise Association Inc: Mixed Media Art Workshop - \$1,810**

This project involves engaging a mixed media visual artist, Jo Williams, to facilitate a two-day workshop for local artists to create multi-panelled canvases through the theme of "Ma Space" – a Japanese term when translated into English means "leave a space for the bird to



fly through". This workshop aims to provide valuable skills development for local artists and establish connections between participants.

**5. Monto Art Group: Jo Stacey Workshop - \$2,044**

This project involves engaging visual artist, Jo Stacey, to facilitate a workshop and teach methods on painting rural scenes. Participants will apply their learnings to depict life in the Monto district during the past 100 years. Completed artworks from this workshop will be on display in the Three Moon Historical and Cultural Complex during Monto's Centenary celebrations in October 2024.

**6. Gayndah and District Historical Society Inc: Traditional Blacksmithing Workshop - \$4,740**

This project involves engaging a professional blacksmithing artist, Wayne Schmidt, to facilitate a workshop on the art of blacksmithing through expert-led demonstrations and hands-on learning. Participants will utilise hand tools and traditional techniques to create pieces that celebrate cultural heritage.

**7. North Burnett Community Service: Young Artists School Holiday Program - \$3,000**

This project involves engaging a visual artist and sculptor, Dianne Wilson, to teach a textile beginner workshop and a recycled sculpture workshop for young people. The workshops will be held in Eidsvold and Mundubbera during the 2024/25 school holiday periods.

**8. Monto Museum of Art: Building Place-Based Art Workshops - \$6,095**

Funding is sought to engage emerging art and cultural worker, Matthew Jamieson, and artist Seini Huakau, to facilitate a series of workshops with students from three local schools and local artists. This project will focus on building place-based art and explore the region's significant artists and the Gil Jamieson collection. Completed artworks from the workshops will be displayed at an art exhibition at the Monto Museum of Art, to coincide with Monto's Centenary celebrations.

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

**Grant Applications Not Recommended**

The following application is not recommended for funding:

**1. Holly Milner: Professional Development - Mentor in Art Judging Cultural Events - \$1,500**

*Reason:* The applicant is not based in the North Burnett local government area and the outcomes and benefits to the North Burnett region are limited.

The basis for the Committee not recommending this project is further detailed in **Attachment 1**.

**RADF FUNDING VARIATION**

The following RADF funding variation is recommended for funding:

**1. Initiative: Arts, Culture and Heritage community grant writing workshops – increase funding allocation from \$6500 to \$8,000**

On 13 March 2024, Council endorsed an allocation of \$6,500 towards a Committee initiative: Arts, Culture and Heritage community grant writing workshops. 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.

The quote from the facilitator, Olivia Everitt, to deliver a workshop in each North Burnett town was above the endorsed amount of \$6,500. The Committee recommended a variation to increase the funding allocation from \$6500 to \$8000 (\$1500 increase), to cover facilitation fees, accommodation, and travel expenses for six workshops and catering.

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

## RISK IMPLICATIONS

### Reputation / Political

The Committee 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 Committee TOR and RADF Guidelines. The use of standardised applications, assessment checklists, and letters mitigate reputational risk for Council and Arts Queensland.

Four 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
23/10/23 Returned project funds – Kaiden Ratcliff auspiced by GDA	\$510
<b>Sub-total: Funding as per agreement</b>	<b>\$60,268</b>
<b>Total Funding</b>	<b>\$60,268</b>

#### 2023-24 RADF Grant funding awarded

Funding	Funds Available	Approved Applications	Committee Initiatives	RADF Funds Remaining
<b>Round 1</b>	\$60,268	\$0	\$0	<b>\$60,268</b>
<b>Round 2</b>	\$60,268	\$14,046	\$7732	\$38,490
<b>Round 3 (if endorsed)</b>	\$38,490	\$32,214	\$1,500	\$4,776
<b>Total funds remaining after completion of Round 3</b>				<b>\$4,776</b>

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

Arts Queensland (AQ) has informed Council any funds remaining at the end of the 2023-24 funding agreement, 31 August, must be returned. AQ has advised funds can be used to progress other projects and initiatives subject AQ approval. Staff will progress a further report to Council on how the remaining funds can be used to support arts and culture in the region.

**Legal & Regulatory**

The RADF applications have been assessed and considered by an Advisory Committee established by Council.

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  
BIGGENDEN COUNCIL CHAMBERS (BOARDROOM)  
12.30pm MONDAY, 3 JUNE 2024**

**1. MEETING ATTENDEES**

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

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

**2. WELCOME AND HOUSEKEEPING**

Dr Geoff Walden welcomed members to the meeting and shared an Acknowledgement of Country.

**3. APOLOGIES/LEAVE OF ABSENCE**

Apologies: Kerry Slack and Lorraine Maskell

**4. MINUTES FROM PREVIOUS MEETING**

The minutes from the previous meeting held on 21 February 2024 were circulated. Minutes of the previous meeting were confirmed with no amendment.

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

**Moved:** Judith Bohm-Parr

**Seconded:** Gillian Nicholl

**Carried:** 5/5

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 Arts Queensland Review - Update on new funding methodology and agreement.**

J Hall advised Arts Queensland (AQ) will be offering a 2 year plus 2 year (4 years) funding model from 2024-25. Council have applied for funding and the outcome is expected mid-June 2024.

The Arts Queensland (AQ) funding guidelines continue to stipulate a Council co-contribution as required in previous years. There was no major change to the funding methodology calculations.

Council has proposed the following Program in their 2024-25 RADF Funding Submission: (Pending Council and AQ Approval)

- **Community Grants Program:** Two funding rounds, with a third round held if funds remain.
- **Two Council RADF Committee Initiatives:**

Initiative 1: Arts, Cultural and Heritage Strategy: This project will be developed and delivered over 2 years. North Burnett Regional Council's RADF Community Grants program guidelines will be reviewed as part of this process.

Initiative 2: Professional Development Bursary Program – a nominal amount has allocated to provide quick response bursary assistance for artists to access professional development opportunities in nearby LGA's outside of RADF rounds.

5.2 Danica Nizic – Masonry Workshop – NR010RADF – Project update

T Fraser confirmed unspent project funds have been received (\$7000). No outstanding actions.

5.3 Review of RADF Guidelines

J Hall recommended that the North Burnett Regional Council RADF Funding Guidelines be reviewed and updated following community engagement process for the development of an Arts, Culture and Heritage Strategy (pending approval). There was general agreement by the Committee to delay this activity to 2024-25.

5.4 Arts, Culture and Heritage Strategy

J Hall advised the development of the Arts, Culture and Heritage Strategy was proposed in the 2024/25 RADF Program funding application. This initiative is pending endorsement from both Council and Arts Queensland. Outcomes from the funding application are expected in June 2024.

5.5 Artist Listing – Generation of Known Local Artists list by NBACAC Members

This initiative involves the identification of locally known artists and arts and cultural workers in the North Burnett region to build a asset (resource) listing. This will provide invaluable information for the purposes of community engagement in arts, culture and heritage related opportunities and potential strategy development. This list will not be made publicly available due to the need to observe information privacy regulations.

**Action:** T Fraser to follow up with NBACAC members and provide a scope for the initiative and information being sought.

**6. OUTCOME REPORTS FOR ACQUITTAL**

No outcome reports received for acquittal this round.

**7. CONFLICT OF INTEREST DECLARATIONS**

The following declarations were reported during the assessment phase via SmartyGrants and in the Assessment Meeting:

Application	Project	Declared Conflict	Reasoning
Monto Landcare Group <b>RADF2324R3000053</b>	Festival of Small Halls Monto	Cr Melinda Jones	Monto Performing Arts provided a letter of support for this applicant and is auspiced by Monto Magic Tourism Action Group, of which Cr Jones is an executive officer. It was noted in the meeting that Cr Jones was not involved in writing the letter of support or approached about the project.
Monto Art Group <b>RADF2324R3000060</b>	Jo Stacey Workshop	Cr Melinda Jones	This applicant is auspiced by Monto Magic Tourism Action Group for the provision of public liability insurance. Monto Magic provide this free service to several smaller not-for-profits in Monto. Cr Jones is an executive officer of Monto Magic. Cr Jones was not involved in writing a letter of support or approached about the project.
Monto Museum of Art <b>RADF2324R300064</b>	Building Place-Based Art Workshops	Cr Melinda Jones	Maxene Cooper from Monto Performing Arts Group (MPAG) provided a letter of support for this applicant. MPAG is auspiced by Monto Magic Tourism Action Group, of which Cr Jones is an executive officer.
Mundubbera and District Historical Society Inc <b>RADF2324R300058</b>	Collection Recording – Stage One	G Nicholl	G Nicholl confirmed that whilst she has an association with Fleur Creed through an online Genealogy group, she has had no contact with the applicant or anyone in association with the proposed project.

The committee discussed the nature of the declared conflict with each applicant and unanimously agreed for:

- Cr Jones to remain in the meeting room and could take part in voting.
- G Nicholl to remain in the meeting room and could take part in voting.

No further conflicts were declared.

## 8. APPLICATIONS FOR ASSESSMENT

### 8.1 RADF2324R300053 – Monto Landcare Group – Festival of Small Halls Monto - \$4,450

This project involves the Monto Landcare Group Inc hosting the Festival of Small Halls during Monto's Centenary Celebrations in October 2024. The aim of the project is to reactivate the Landcare Hall through music, provide career development for a local artist, Grace Ellerton and includes a workshop to upskill local emerging performing artists.

The Committee had a comprehensive discussion on the project proposal:

- A query was raised about prior funding for Festival of Small Hall's in the region.
- The requested funds for the project are comparable to previous Festival of Small Halls funding applications (Degilbo and Kalpowar).
- The application was strongly recommended for funding by assessors.

**Motion:** That the committee recommend funding to the value of \$4,450.

**Moved:** J Bohm-Parr

**Seconded:** G Nicholl

**Carried:** 5/5

### RADF2324R300055 – Boyne Burnett Inland Rail Trail – Art on the Rail Trail - \$5,890

This community project aims to engage local artists to paint native birds and animals on marine ply panels with the artwork installed along the Burnett River Bridges section of the Boyne Burnett Inland Rail Trail. QR codes will be displayed with the artwork to enable users, locals and visitors to access bird songs and information on the trail thus enhancing the user experience through technology.

The Committee had a comprehensive discussion on the project proposal:

- All members at the meeting were very supportive of this project and strongly recommended for the project to be funded.
- The application was very well prepared, clearly explained and had clear objectives.
- The project is a good opportunity to encourage artists and emerging artists to display their work.
- A great community project to benefit locals and visitors, plus provide income for artists.

**Motion:** That the committee recommend funding to the value of \$5,890.

**Moved:** J Bohm-Parr

**Seconded:** M Langston

**Carried:** 5/5

### 8.2 RADF2324R300058 – Mundubbera and District Historical Society Inc – Collection Recording – Stage 1 - \$4,185

*G Nicholl declared a conflict of interest. The Committee agreed that G Nicholl to remain in the meeting room and take part in voting.*

Funding is sought to engage professional researcher, Fleur Creed, to research, record, catalogue and label the museum's extensive collection of donated items.

The committee had a comprehensive discussion on the project proposal:

- There is a real need for recording the history of items and their significance.
- Application was well explained.
- The project was deemed to be well planned and valuable to the local community.
- Hiring a professional researcher should ensure a valuable outcome.

**Motion:** That the committee recommend funding to the value of **\$4,185**.

**Moved:** J Bohm-Parr

**Seconded:** M Langston

**Carried:** 5/5

8.3 RADF2324R300059 – Mundubbera Regional Art Gallery – Mixed Media Art Workshop - \$1,810

This project involves engaging a mixed media visual artist, Jo Williams, to facilitate a two-day workshop for local artists to create multi-panelled canvases through the theme of “Ma Space” – a Japanese term when translated into English means “leave a space for the bird to fly through”. This workshop aims to provide valuable skills development for local artists and establish connections between participants.

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

- All assessors were generally supportive of funding this project.
- An error was noted in the budget figures for administration costs and venue hire, however, this did not affect the outcome of RADF funds requested.
- Demonstration of participant and in-kind support for the project could have been higher.
- It was noted that the applicant had experience in holding art workshops and would likely have a good outcome for the community.

**Motion:** That the committee recommend funding to the value of **\$1,810**.

**Moved:** G Nicholl

**Seconded:** J Bohm-Parr

**Carried:** 5/5

8.5 RADF2324R300060 – Monto Art Group – Jo Stacey Workshop - \$2,044

This project involves engaging visual artist, Jo Stacey, to facilitate a workshop and teach methods on painting rural scenes. Participants will apply their learnings to depict life in the Monto district during the past 100 years. Completed artworks from this workshop will be on display in the Three Moon Historical and Cultural Complex during Monto’s Centenary celebrations in October 2024.

The committee had a comprehensive discussion on the project proposal:

- It will be a good opportunity to showcase the artwork at the Centenary in Monto this year.
- The Monto Art Group are active in their community and are known for sharing their skills and talents with the community.
- The project’s objectives are realistic, and it looks well planned.
- The historical theme of the workshop ties in well with the Monto Centenary celebrations.

**Motion:** That the committee recommend funding to the value of **\$2,044**.

**Moved:** J Bohm-Parr

**Seconded:** M Langston

**Carried:** 5/5

8.6 RADF2324R300061 – Gayndah and District Historical Society – Traditional Blacksmithing Workshop - \$4,740

This project involves engaging a professional blacksmithing artist, Wayne Schmidt, to facilitate a workshop on the art of blacksmithing through expert-led demonstrations and hands-on learning. Participants will utilise hand tools and traditional techniques to create pieces that celebrate cultural heritage.

The Committee had a comprehensive discussion on the project proposal:

- It was noted that whilst the applicant had made previous application for this type of workshop, assessors commended the applicant for the resubmission.
- The Committee agreed this application met RADF objectives, and the outcomes would be within RADF guidelines.

- There was evidence of good community support for the project.
- The project was well explained, and objectives were clear and achievable.

**Motion:** That the committee recommend funding to the value of \$4,740

**Moved:** M Langston                                      **Seconded:** G Nicholl                                      **Carried:** 5/5

8.7     RADF2324R300062 –North Burnett Community Service – Young Artists School Holiday Program - \$3,397

This project involves engaging a visual artist and sculptor, Dianne Wilson, to teach a textile beginner workshop and a recycled sculpture workshop for young people. The workshops will be held in Eidsvold and Mundubbera during the 2024/25 school holiday periods.

The committee had a comprehensive discussion on the project proposal:

- The assessors appreciated that it was a school holiday art activity to benefit the young people of our region.
- It was noted that there are benefits of teaching the principles of recycling and repurposing.
- Venue hire cost appeared high and members queried the need for catering. Quotes were not provided to substantiate high catering costs.
- Recommended funding project with a reduced amount for catering.

**Motion:** That the committee recommend funding to the value of **\$3,000**

**Moved:** G Nichol    **Seconded:** M Langston    **Carried:** 4/5

Note: J Bohm-Parr had accidentally omitted to assess this application and therefore abstained from participating in the discussion or voting process.

8.8     RADF2324R300064 – Monto Museum of Art – Building Place-Based Art Workshops - \$6,095

Funding is sought to engage emerging art and cultural worker, Matthew Jamieson, and artist Seini Huakau, to facilitate a series of workshops with students from three local schools and local artists. This project will focus on building place-based art and explore the region’s significant artists and the Gil Jamieson collection. Completed artworks from the workshops will be displayed at an art exhibition at the Monto Museum of Art, to coincide with Monto’s Centenary celebrations.

The committee had a comprehensive discussion on the project proposal:

- Very positive feedback from previous workshops.
- A concern was raised and discussed on the credentials of the facilitator.
- Opportunity for the work to be displayed.
- Consideration for other galleries to display the artworks.
- Great to have three schools involved in the projects.

**Motion:** That the committee recommend funding to the value of \$6,095.

**Moved:** G Nichol    **Seconded:** Cr M Jones    **Carried:** 3/5

8.9     RADF2324R300066 – auspiced by Mt Perry Art Group Inc – Holly Milner Professional Development - Mentor in Art Judging Cultural Events - \$1,500

Funding is sought to engage two respected internationally renowned artists, Sue Robinson, and Colleen Helmore to mentor Holly Milner, an artist from the Sunshine Coast, in the art of Art Judging.



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

- The applicant is not a resident or known as an artist involved in the North Burnett region.
- The assessors were supportive of the concept, however, would discussed that it was iprefer to see a local artist developed in these skills to ensure there was an ongoing benefit to the region.
- The applicant may seek assistance from the Sunshine Coast’s RADF Program.

<b>First Motion:</b> That the committee accept the application for discussion:		
<b>Moved:</b> G Nicholl	<b>Seconded:</b> J Bohm-Parr	<b>Carried:</b> 5/5
<b>Second Motion:</b> That the committee move to decline the application.		
<b>Moved:</b> J Bohm-Parr	<b>Seconded:</b> G Nicholl	<b>Carried:</b> 3/5

**9. GENERAL BUSINESS**

9.1 RADF Committee Initiatives - Update

9.1.1 **Initiative 1: Arts, Culture and Heritage community grant writing workshops**

T Fraser gave an update on the planning to date for this initiative. It is anticipated that six workshops will be scheduled, one in each North Burnett town, commencing mid-July.

The quote received from the workshop facilitator, Oliva Everitt, was above the endorsed amount of \$6,500 when factoring a workshop in each town and travel costs. The workshops are for a three-hour duration held over lunch-time and evening time-slots, there is benefit in providing nominal catering to maximise the number of attendees.

The Committee agreed the workshop should be place-based (offered in each town) and support the additional funding to enable this to occur.

<b>Motion:</b> That additional funds of \$1,500 be allocated to the Committee Initiative: Arts, Culture and Heritage community Grant Writing Workshops, increasing the budget allocation from \$6,500 to \$8,000 to cover additional travel fees and workshop catering costs.		
<b>Moved:</b> G Nicholl	<b>Seconded:</b> J Bohm-Parr	<b>Carried:</b> 5/5

9.1.2 **Initiative 2: Public Art Masterclass Bursary Program**

T Fraser updated the committee on the bursary program. The following was discussed:

- Council endorsed a professional development opportunity for artists and arts workers to attend a Public Art Masterclass in Bundaberg 13-14 April 2024. Budget was \$3000.
- CQUniversity and Bundaberg Regional Council agreed to reserve up to five places for North Burnett participants, and additional places if tickets were available.
- Five Expressions of Interest (EOI) were received from North Burnett community and assessed by the NBACAC Committee 9 April 2024.
- The following Local Artists and art workers were awarded up to a \$250 bursary to attend the Public Art Masterclass: Seini Huakau, Vivienne Crombie, Emma Scragg, Judith Bohm-Parr, and Irene Duda.
- Total funds expended: \$1,232 Total funds unspent: \$1,768. It is recommended that unspent funds contribute towards other Committee initiatives.
- Feedback received from participants:
  - “It truly was a very enjoyable and informative course and hopefully can use this information in the future with some Public Artworks in our shire”. Vivienne Crombie
  - “It was an informative workshop and I'm glad that I got to check-list it against Jane's project in Gayndah!” Seini Huakau
  - “Thank you for the great opportunity to attend the weekend masterclass”. Emma Scragg
  - “The workshop was awesome and well worth attending.” Jude Bohm-Parr.

### 9.2 NBACAC Committee Invitations to RADF Funded Community Events

Dr Geoff Walden asked if the NBACAC could be made aware of upcoming RADF funded community events so that those who were interested, could plan to attend.

**Action:** T Fraser to include in Letters of Offer the requirement for applicants to advise the Communities Team of upcoming RADF funded events for referral to the NBACAC Committee members.

### 9.3 NBACAC – Proposed Extension of Service for current committee

The current Terms of Reference (TOR) for the NBACAC committee allows for committee members to serve continuously up to four years before being asked to step down for a period of twelve months. The following four members of the current NBACAC Committee are due to step down from the committee in November 2024 as their four-year term will have been served:

- Dr Geoff Walden
- Cr Melinda Jones
- Gillian Nichol
- Kerry Slack

J Hall asked the members present if they would consider extending their participation in the committee (subject to approval) to progress proposed Committee Initiatives: Arts, Culture and Heritage Strategy and the subsequent reviewing of the current RADF Guidelines.

Dr Geoff Walden, Cr Melinda Jones and Gillian Nicholl all said that they would be very interested to remain on the committee until these projects are completed, should this be made possible.

### 9.4 Camerata – Update

J Hall gave a verbal update on the outcomes achieved and special moments encountered on the Camerata Tour of the North Burnett Region 30 May – 1 June 2024. Two wonderful community concerts were enjoyed by over 450 people in Monto and Mundubbera, with additional visits by Camerata to a Mundubbera Kindergarten, aged-care facilities in Gayndah and Monto, schools in Mundubbera and Monto, and a community concert in Mt Perry left the community enthralled and asking when they will next visit the region. J Hall mentioned that Camerata may potentially return to the region in two years' time and thanked the NBACAC committee for their role in the planning of the Camerata tour.

## 10. 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
23/10/23 Returned project funds – Kaiden Ratcliff auspiced by GDA	\$510
<b>Sub-total: Funding as per agreement</b>	<b>\$60,268</b>
<b>Total Funding</b>	<b>\$60,268</b>

### 2023-24 RADF Grant funding awarded

Funding	Funds Available	Approved Applications	Committee Initiatives	RADF Funds Remaining
<b>Round 1</b>	\$60,268	\$0	\$0	<b>\$60,268</b>
<b>Round 2</b>	\$60,268	\$14,046	\$7732	\$38,490
<b>Round 3 (if endorsed)</b>	\$38,490	\$32,214	\$1,500	\$4,776
<b>Total funds remaining after completion of Round 3</b>				<b>\$4,776</b>

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

**11. 2024/25 ROUND 1 ASSESSMENT MEETING**

*Action: J Hall and T Fraser to finalise next meeting details once 2024/25 RADF Program endorsed, and funding approved.*

**12. CLOSURE OF MEETING**

Meeting closed at 2.43pm. Dr Geoff thanked everyone for their time and attendance.

**Summary of Action Items from Meeting**

<b>SUMMARY OF ACTION ITEMS</b>			
<b>Item</b>	<b>Actions</b>	<b>Response to action items / questions</b>	<b>Status</b>
5.3	<b>Funding Guidelines</b> J Hall to send draft guidelines and examples to committee members and schedule RADF guidelines review meeting.	Item on hold pending outcomes of 2024-25 RADF funding submission.	Item on hold
5.5	<b>Collate list of arts and cultural workers.</b> Each committee member to create a list of arts and cultural workers in their town and present this information at the next NBACAC meeting.	Tania to send out follow up to NBACAC - provide a scope for the information being sought.	In progress
9.2	<b>Advise NBACAC of upcoming RADF Funded Events</b> T Fraser to update Letter of Offer to include the requirement for applicants to advise the Communities Team of upcoming RADF funded events for referral to the NBACAC Committee members.		In progress
9.3	<b>Report to Council – NBACAC TOR</b> J Hall to investigate if a variation to the NBACAC TOR can occur to increase the length of service for the current committee members.		In progress
11	<b>24/25 RADF Round 1</b> J Hall / T Fraser to determine next meeting date once 2024/25 RADF program endorsed, and funding approved.		In progress
	<b>Collate list of arts and cultural workers.</b> Each committee member to create a list of arts and cultural workers in their town and present this information at the next NBACAC meeting.	Tania to send out follow up to NBACAC - provide a scope for the information being sought.	In progress

## 10.2 FINANCE REPORT TO 31 MAY 2024

**Doc Id:** 1228154

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

**Authoriser:** Kim Mahoney, General Manager Corporate and Community

**Attachments:** 1. Finance Report - May 2024.pdf [1229337]

### EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget, for the financial year to 31 May 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 31 May 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 May 2024 include:

- Rates, Levies and Charges recorded in May 2024 totalling \$21.166m, are lower than the budget year-to-date figure of \$21.647m, resulting in a \$481,231 or 2.22% variance. Rates overdue have decreased from April 2024 \$1,449,636 to May 2024 \$1,192,893 as rates for the period 1 January to 30 June 2024 became due.
- Employee Benefits – The Employee Benefits balance of \$14.781m is above budget of \$14.299m by \$481,951 or 3.37% variance which has been impacted by the current level of contract and recoverable works being completed.
- Materials and Services – Materials and Services balance of \$17.799m is higher than YTD budgeted amount of \$16.474m (variance of \$1.324m equivalent to 8.04%).
- Depreciation is above the forecast budget of \$16.800m, at \$17.340m (resulting in a \$539,788 variance and 3.21% difference) this is a timing issue of when the budget was prepared as there was significant indexation prior to completion of the 30.06.2023 accounts.
- 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 \$9,631,581
    - landfill management levy of \$8,287,087
    - state government prepaid waste management levy of \$1,315,454.

- 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 May 2024 is 2.40:1. After consideration of funds held for external and internal restrictions (as above), Council's current ratio at April 2024 is 1.59:1.
- Cash and investments as at 31 May 2024 totals \$33,197,000. After consideration of funds held for external and internal restrictions (as above), the total unrestricted cash balance available for operational purposes is currently \$13,955,000.

## **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 May 2024)**

**Areas to note**

Overall, the council reported a YTD actual net operating loss before capital grants and contributions as at 31 May 2024 which is currently \$830,000 higher than predicted. The net difference is comprised of revenue higher than budget by \$1,505,000 and operating expenses higher than budget of \$2,335,000.

**Operating Revenue**

- Rates, levies, and charges revenue is below budget by \$481,231, *Natural Resource Management Levy* is higher than budget by \$36,193, *Local Disaster Management Levy* is higher than budget by \$30,267 and *Waste Management* has increased to budget by \$25,874. Whereas *Discounts* have increased to budget by \$370,078, *Other Levies* are lower than budget by \$95,574, *Water Consumption* is below budget by \$66,193, we are likely to accrue water consumption of approximately over \$500,000 at end of year. *General Rates* are lower than budget by \$37,211 *Sewerage* has decreased by \$1,019 to budget and *Water* has decreased to budget by \$3,490.
- Fees and Charges have increased to budget in May by \$309,401 due to additional *Caravan Park Takings* that are above budget by \$177,302 mainly due to increases in Mt Perry, Mingo Crossing and Biggenden, *Building and Development Fees* have increase by \$74,582, *Other Fees and Charges* have increased by \$50,309 mainly due to rates search fees & charges and aviation fuel sales, *Trade Waste & Recycling* revenue has increased by \$46,586 mainly relating to Biggenden and Mt Perry waste management facilities, *Community Service Fees* are above budget by \$15,153 Whereas *Licences and Registrations* have decreased to budget by \$35,541 and *Water and Sewer Fees* have decreased to budget by \$18,990 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 higher than budget by \$44,863 due to State Waste Levy being above budget by \$23,914, which is a timing issue between when budget was set & when notification was received, bus revenue is above budget by \$13,453 administration sundry Income being above budget by \$9,696 and potable water sales are above budget by \$8,529. Whereas *Washdown Bays* in Gayndah, Eidsvold, and Monto are below budget by \$8,392, and *Reginal Murray Williams Centre* is below budget by \$5,991, other varying small amounts make up the difference.
- Recurrent Grants, subsidies, contributions are above budget by \$1,982,118 due to timing of receipt of grant income as compared to forecast.
- Rental Income has decreased from budget by \$107,785, which relates to Council housing below budget of \$63,576 and Council Facilities below budget of \$44,209 mainly due to timing difference in invoicing and the sale of an asset that were previously held by Council.
- Contract and Recoverable Works is below budget by \$1,141,285, which is due to Private Works income being above budget by \$66,997 whereas Road Maintenance Performance Contract (RMPC) income is below budget by \$235,762 and Roadworks Performance Contract (RPC) is below budget by \$972,520 however there are outstanding claims in progress.

**Operating Expenditure**

- Materials & Services is above budget by \$1,324,483 which will align more closely to budget as more work is completed on disaster recovery.
- Depreciation is above budget by \$539,788 as at 31st May 2024. We are above the full year budget for depreciation at only 92% of the year as significant indexation prior to preparation of the 30.06.23 accounts led to a related increase in depreciation expense.

**Capital revenue and expenses**

- Capital Revenue is progressing as expected.

**Financial Year 2023 - 2024**

	Actual YTD	Budget YTD	Full Year Budget	Variance Actual Vs YTD \$000	%	Impact on net result
<b>Recurrent Revenue</b>	<b>\$000</b>	<b>\$000</b>				
Rates, levies and charges	21,166	21,647	22,466	(481)	(2%)	
Fees and charges	1,627	1,318	1,538	309	23%	▲
Interest Received	1,480	580	714	900	>100%	▲
Other Income	1,077	1,033	1,185	44	4%	
Recurrent Grants, subsidies, contributions and donations	2,921	939	16,316	1,982	>100%	▲
Rental Income	192	300	362	(108)	(36%)	▼
Contract and Recoverable Works	3,095	4,236	7,251	(1,141)	(27%)	▼
<b>Total Operating Revenue</b>	<b>31,558</b>	<b>30,053</b>	<b>49,832</b>	<b>1,505</b>	<b>5%</b>	
<b>Recurrent Expenses</b>						
Employee Benefits	(14,781)	(14,299)	(16,257)	(482)	(3%)	
Materials & Services	(17,799)	(16,474)	(20,973)	(1,324)	(8%)	
Depreciation	(17,340)	(16,800)	(16,583)	(540)	(3%)	
Finance Costs	(83)	(94)	(215)	11	12%	▲
<b>Total Operating Expense</b>	<b>(50,002)</b>	<b>(47,667)</b>	<b>(54,028)</b>	<b>(2,335)</b>	<b>(5%)</b>	
<b>Operating Profit / (Loss)</b>	<b>(18,444)</b>	<b>(17,614)</b>	<b>(4,196)</b>	<b>(830)</b>	<b>(5%)</b>	
<b>Capital Revenue and Expenses</b>						
Capital Revenue	9,020		26,806	0	0%	
Capital Expenses	0			0	0%	
<b>Net Capital Income Gain / (Loss)</b>	<b>9,020</b>		<b>26,806</b>	<b>0</b>	<b>0%</b>	
<b>Net Result</b>	<b>(9,424)</b>		<b>22,610</b>	<b>(830)</b>	<b>0%</b>	

Legend:

- ▲ favourable movement
- ▼ unfavourable movement

### FINANCIAL PERFORMANCE (as at May 2024)

	YTD FY2024	FY 2024
	<i>Actual</i>	<i>Budget</i>
	<b>\$000</b>	<b>\$000</b>
<b>Current Assets</b>		
Cash and cash equivalents	33,197	26,134
Inventories	521	515
Trade and other receivables	4,043	2,626
Contract Assets	3,411	2,787
Other Assets		718
	<b>41,172</b>	<b>32,780</b>
<b>Non-Current Assets</b>		
Property, plant and equipment	965,596	941,171
	<b>965,596</b>	<b>941,171</b>
<b>Total Assets</b>	<b>1,006,767</b>	<b>973,951</b>
<b>Current Liabilities</b>		
Current Borrowings QTC	(34)	(170)
Contract Liabilities	(9,632)	(2,500)
Other Current Liabilities	(3,047)	(1,724)
Current Provisions	(2,409)	(2,274)
Trade and other payables	(2,039)	(2,620)
	<b>(17,161)</b>	<b>(9,288)</b>
<b>Non Current Liabilities</b>		
Borrowings Non Current	(1,513)	(1,333)
Other Non Current Liabilities	(891)	(876)
Provisions Non Current	(13,468)	(7,263)
	<b>(15,872)</b>	<b>(9,472)</b>
<b>Total Liabilities</b>	<b>(33,033)</b>	<b>(18,760)</b>
<b>Net Community Assets</b>	<b>973,734</b>	<b>955,191</b>
<b>Community Equity</b>		
Asset revaluation reserve	(239,795)	(176,757)
Retained surplus/(deficiency)	(733,939)	(778,434)
<b>Total Community Equity</b>	<b>(973,734)</b>	<b>(955,191)</b>

### Areas to note

#### Assets

- YTD Cash and cash equivalents has decreased from 30 April 2024 to 31 May 2024 by \$4,016,000. This is predominantly due to Council progressing the 2023-2024 capital expenditure program. In addition, to a timing issue relating to funding of QRA's disaster recovery prior to claims being processed and paid as reflected with additional Materials and Services costs.

- Trade and other receivables have increased slightly from 30 April 2024 to 31 May 2024 by \$541,000 after the rating period has ended it is unlikely to have much revenue being received, the increase is mainly due to RMPC and RPC accruals.

- Contract assets represent predominantly works carried out for flood recoveries to date and payable through Disaster Recovery Funding Arrangements (DRFA).

#### Liabilities

- Current Liabilities have decreased 30 April 2024 to 31 May 2024 by \$314,000 in line with recognition of revenue received and work completed for grant funded projects. Contract liabilities of \$9,631,580 relates to capital grants received in advance and as respective projects are completed, the revenue is therefore able to be recognised for these grants.

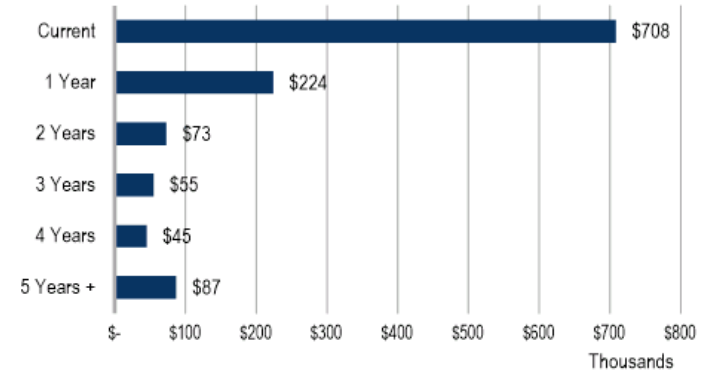
- Other non-current liabilities of \$891,535 relate to the prepayment of the state government waste levy charges for the years 2024-2025 to 2025-2026. These payments will be brought to account in their respective future years.

### RATES OVERDUE (as at May 2024)

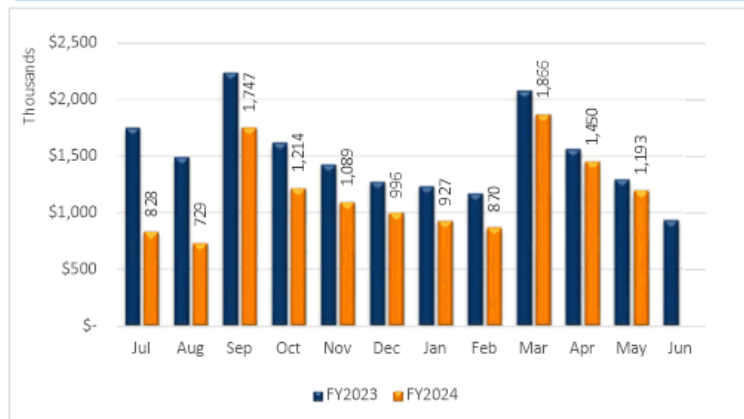
#### Areas to note

- In May 2024 the rates overdue has decreased from April 2024. This has been a decrease from April (\$1,449,636) to May (\$1,192,893) of \$256,743.
- In May 2024 the rates overdue balance has decreased by 17.71%.
- Approximately 78.16% of rates overdue as at 31 May 2024 are less than one year overdue.
- Discount take up for 23/24 year to date is 87.22% compared to discount take up in the 22/23 year of 89.44%.

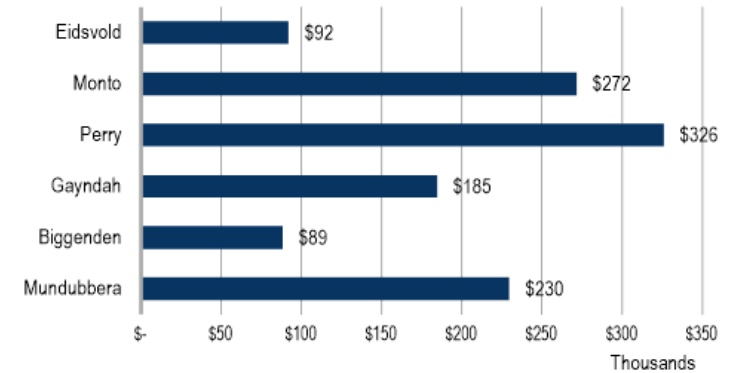
#### Overdue rates by age



#### Overdue rates balance



#### Overdue rates by location





**11 WORKS**

Nil.

## 12 COUNCILLOR REPORTS

### 12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - MAY 2024

**Doc Id:** 1227924

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

**Authoriser:** Anna Scott, Acting Chief Executive Officer

**Attachments:**

1. Mayor Hotz - Monthly Snapshot Report - May 2024 [1227875]
2. Cr Jones - Monthly Snapshot Report - May 2024 [1230218]
3. Cr Vaughan - Monthly Snapshot Report - May 2024 [1230209]
4. Cr McGilvery - Monthly Snapshot Report - May 2024 [1230195]
5. Cr Thompson - Monthly Snapshot Report - May 2024 [1230201]

#### INTRODUCTION/BACKGROUND

This report is a summary of information provided by the Mayor and Councillors outlining their attendance at meetings and functions representing Council for the period 1 May 2024 to 31 May 2024.

#### OFFICER COMMENTS/CONCLUSION

##### Councillors Onboarding Program

In addition to the attached, Councillors attended several induction sessions as part of the Councillor Onboarding Program concluding on 13 May 2024. These sessions included presentations by the Executive Leadership Team and Officers, training facilitated by the Department of Local Government, divisional tours, and more.

##### Councillor Information Workshops

Four (4) Councillor Information Workshops were held during the reporting period:

- 1 May 2024 in Gayndah
- 8 May 2024 in Mundubbera
- 29 May 2024 in Eidsvold
- 30 May 2024 in Gayndah

Workshops provide Council Officers with an opportunity to update Councillors on ongoing projects and regional matters.

##### Council Meetings

A Special Meeting, General Meeting and Audit and Risk Committee were convened during the reporting period:

- Council Special Meeting 1 May 2024 in Gayndah
- Council General Meeting 29 May 2024 in Eidsvold
- Audit and Risk Committee Meeting 30 May 2024 in Gayndah

#### OFFICERS RECOMMENDATION

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



**MONTHLY SNAPSHOT – MAYOR HOTZ**

**MAY, 2024**

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
3 May 2024	Wide Bay Burnett Regional Pan 2023	Teams Meeting	Briefing from Mayor Blackburn (Bundaberg Regional Council) relating to the Community Meeting held at Bullyard Hall 4 May 2024.
9 May 2024	Paradise Dam Reference Group Meeting No. 7	Bundaberg	Seventh meeting of the Paradise Dam Reference Group. A separate report was presented to Council at the General Meeting on 29/5/24.
16 May 2024	Monto Hospital Community Reference Group	Monto	Meeting was well attended by local personnel. Doctors shortage remains an issue.
23 May 2024	Wide Bay Burnett RRTG Committee Meeting	Maryborough	Meeting attended by myself and Cr Dingle in person with Officers online. Refer to separate report at this General Meeting 26/6/24.
26 May 2024	Meeting with Monto Historical Society	Monto	Held at Slene Hall Monto. Well attended. Discussion centred around proposed 100-year Anniversary activities.
28 May 2024	Meeting with National Disability Insurance Scheme (NDIS)	Gayndah	Main discussion was regarding TAFE group enrolments and offered to make a Deputation at the Council meeting on 25/9/24.
28 May 2024	Coalstoun Lakes Development Group Meeting	Coalstoun Lakes	Information night regarding recent culling of feral pigs in the area. A video of same was provided for further promotion of the project.



## MONTHLY SNAPSHOT – MAYOR HOTZ

MAY, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
31 May 2024	Wide Bay Burnett Regional Organisation of Councils (WBBROC) Meeting	Goomeri	Bundaberg Regional Council was reassociated to the group. Mayor Blackburn was elected Deputy Chairperson. Debate was held regarding the proposed motion in relation to Renewable Energy impacts on our region.
31 May 2024	Meeting with Bryson Head MP	Telephone only	Several matters were raised including Washdown Bays, Bon Accord Bridge, Show Societies and Gayndah Drainage issues.



**MONTHLY SNAPSHOT – CR JONES**

**MAY, 2024**

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
15 May 2024	Monto ADRA Community Consultative Committee	Online	Meeting of the committee to discuss ADRA operations and their internal funding support for regional initiatives
20 – 22 May 2024	LGAQ Civic Leaders Summit	Gold Coast – Home of the Arts	LGAQ's Civic Leaders Summit is an exclusive event that brings together Queensland's mayors, deputy mayors, councillors, CEO's and senior officers. presentations and workshops, with open and candid questions, discussions and the sharing by peers of challenges, solutions and lessons learned along the way. See agenda Councillor Engagement & Insights report for this summit.
23 May 2024	Resilience Canopy – Resilience Practitioner Training	Online session	Self-funded attendance to strengthen skills to engage and empower communities to adapt, survive and thrive and lead their own resilient futures, using the Resilient Canopy proven 6 Step Framework and engagement model.
24 May 2024	Interim CEO informal discussions	LGAQ head office	Attendance with the Mayor in regards to informal CEO discussions and LGAQ support for facilitating the interim and recruitment process
26 – 30 May 2024	Resilience Canopy – Resilience Practitioner Training	In person training in Melbourne	Self-funded attendance.



**MONTHLY SNAPSHOT – CR TRINA VAUGHAN**

**MAY, 2024**

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
1 May 2024	Edon Place - Candle Lighting Ceremony	Gayndah	Ceremony to reflect on continuing domestic violence and pay respect to the lives lost daily due to these situations
15 May 2024	LGAQ - Environment and Biodiversity Update Webinar	Online	Update on current and future environmental and biodiversity matters at a national and state level
15 May 2024	LGAQ - Biosecurity and Stock Routes Update Webinar	Online	Update on current and future biosecurity and stock route matters at a national and state level,
21 – 22 May 2024	LGAQ Civic Leaders Summit	Gold Coast	
28 May 2024	Coalstoun Lakes Development Group Meeting	Coalstoun Lakes	Information session regarding culling of feral pigs, highlighting the high numbers of animals at the moment, and the concern for loss of income/ production and possible biosecurity risks in the future if numbers are not culled.



## MONTHLY SNAPSHOT – CR RENEE MCGILVERY

MAY, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
16 May, 2024	Walk for Awareness with Edon Place	Gayndah River Walk	Raising awareness of DV in the Month of May.
21/22 May, 2024	Civic Leaders Summit	Gold Coast	Was a great 2 days of learning and engaging with fellow Councillors and Councils from across QLD.
28 May, 2024	Coulston Lakes Development Group	Coulston Lakes Hall	Attended a presentation of their recent feral pig cull.
31 May, 2024	BIEDO Small Business Breakfast	Nourished Cafe, Gayndah	We listened to two guest speakers speak about the challenges they face in small business in our region and also the wins that they have had.



## MONTHLY SNAPSHOT – CR THOMPSON

MAY 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
Friday 3 May	Met with residents at Council caravan dump point	Walsh Street, Biggenden	Concerned residents were very happy with the new dump point, photos were taken, and the resident wrote a story for North Burnett News thanking Council. This was a Biggenden Chamber of Commerce initiative going back 4 years.
Wednesday 22 May 1pm	Biggenden Hospital Community Reference Group	Biggenden Hospital	A bimonthly meeting was held to share health updates across the Wide Bay area and locally. Positive feedback was received from patients regarding the care and emergency attention at Biggenden MPHF. Lions Community Care is actively seeking new members. I provided an overview of the Council's engaging onboarding program.
Wednesday 22 May 7pm	Biggenden Chamber of Commerce	Commercial Hotel, Biggenden	RV Park generating income but waiting on Council for approval of entry sign. Interested in having an event for Qld Day, 2025. Participation in the Chamber by business and locals has dropped and this is of concern.
Tuesday 28 May 7pm	Coalstoun Lakes Development Group and the recent pig eradication	Coalstoun Lakes Hall	The evening was informative and attracted many farmers, featuring a slideshow on the culling of several hundred pigs by a helicopter and a specially trained marksman.



**MONTHLY SNAPSHOT – CR THOMPSON****MAY 2024**

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
Thursday 30 May 6pm	Noosa Film Academy presentation	Biggenden Memorial Hall	The Noosa Academy of Film presented a project created by students at Biggenden State School. The event, funded by RADF and supported by NBRC, saw great attendance from both students and families.

**12.2 COUNCILLOR REPORT - LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) CIVIC LEADERS SUMMIT****Doc Id:** 1230245**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor**Authoriser:** Anna Scott, Acting Chief Executive Officer**Attachments:** 1. Councillor Engagements - LGAQ Civic Leaders Summit May 2024 [1230243]**INTRODUCTION/BACKGROUND**

Cr Jones, Cr Vaughan and Cr McGilvery attended the Civic Leaders Summit hosted by the Local Government Association of Queensland (LGAQ) held on 21 – 22 May 2024 at Home of The Arts (HOTA), Gold Coast. This exclusive event brought together Queensland's Mayors, Deputy Mayors, Councillors, CEOs, and Senior Officers. The theme for this year's summit was "Enhancing Local Leadership".

**OFFICER COMMENTS/CONCLUSION**

The attending councillors shared their reflections on the forum as detailed in the attached form.

**OFFICERS RECOMMENDATION**

That Council receive the Councillor Report in relation to participation at the LGAQ Civic Leaders Summit held on the Gold Coast on 21 – 22 May 2024.

## Councillor Engagements & Insights Form

Reflections on attendance at Conferences, Seminars, Forums, Assemblies, and similar events.



### EVENT DETAILS

**Event Name**

LGAQ Civic Leaders Summit

**Event Location**

Gold Coast – Home of the Arts

**Event From Date**

21/05/2024

to

**Event End Date**

22/05/2024

**Event Theme (if applicable)**

Enhancing Local Leadership

**Event Purpose**

LGAQ's Civic Leaders Summit is an exclusive event that brings together Queensland's mayors, deputy mayors, councillors, CEO's and senior officers. presentations and workshops, with open and candid questions, discussions and the sharing by peers of challenges, solutions and lessons learned along the way.

### COUNCILLOR ATTENDANCE

**Name (press tab to add lines)**

Renee McGilvery

Trina Vaughan

Melinda Jones

**Title**

Cr

Cr

Cr/Deputy Mayor

**Division**

Division 4

Division 2

Division 1

### OVERVIEW OF SESSION/S AND KEYNOTE SPEAKER/S

What topic/s were discussed? Highlight/s of the keynote speakers address (press tab to add lines).

The LGAQ's Civic Leaders Summit featured presentations and workshops, conducted under the Chatham House Rule, which enabled some very candid questions, discussions and the sharing by peers of challenges, solutions and lessons learned along the way.

The theme for this year's summit was **Enhancing local leadership**.

Key topic areas were:

Liveability and what that means to your community

How to sell your story

Recruitment

Excellence in Advocacy

Campaign Kitchen

Risk Management

Workforce Strategy

Disaster Management

Financial Sustainability

Valuations and Ratings

Guide to Asset Management

Office of Independent Assessor

What makes for a successful Council

Leading with Purpose – Katarina Carrol

Available presentations are attached to this report

## LEARNINGS AND TAKEAWAYS

What are your learnings and takeaways from each speaker / session (press tab to add lines)?

There were many learnings from the Civic Leaders Summit but below is the key highlights that Councillors attended have collectively put together.

### Liveability and what that means to your community

Key session takeaways

- Learnt that we should be asking ourselves 'what does liveability look like in the NBRC – are we a council with comparable living, what is our Council proud of?'
- Becoming more invested in looking after our community, creating a regional council who can recognise issues regarding liveability and work towards creating unique opportunities to assist with growing and supporting our ratepayers.
- Gained a clearer understanding why the LGAQ is focusing on liveability as an advocacy priority, more so, why we should be, rather than divesting from the liveability of our communities.
- Consider how the liveability agenda fits with our council's own advocacy agenda.
- Identify how liveability can be incorporated into our local community engagement activities as well as our own advocacy to the state.
- Our priorities should be focused on keeping our communities liveable and advocating to other levels of government and the private sector to support our region to thrive.
- We heard about the impact of cost shifting from other levels of governments, and the private sector, that has been either been posed upon or taken up by Local Government to ensure our communities are liveable communities.

### How to sell your story

Key session takeaways

- We need to be more focused on sharing the good work that the Council is doing publicity wise, if we don't tell our story someone else will and they'll rewrite the narrative.
- We need to plan good stories and get them out and not just react to bad ones.
- Gained insights into the changing communications landscape and the lessons and opportunities for councils.
- Learnt strategies and tactics for better engagement and communication with residents and ratepayers.
- Heard why positive promotion of local government is increasingly important and why all councillors need to play a role.

### Excellence in Advocacy

Key session takeaways

- We need to really focus on what we want to advocate for, have a real plan, be ready and when the window opens to allow us we jump in.
- We heard from Cr Andrew Martin, Mayor, Blackall-Tambo Regional Council, Cr Shaun Radnedge, Mayor, Murweh Shire Council, Cr Ben Hall, Mayor, Quilpie Shire Council, Justin Hancock, CEO, Quilpie Shire Council and how they have been collectively advocating for the Great Artesian Basin

### Office of Independent Assessor

Key session takeaways

- Developing positive and supportive relationships within our team of councillors – working as a cohesive team and ensuring that we are a united front to the public, and have a nurturing outlook to fellow councillors/ Mayor and CEO
- Interpersonal conduct between Councillors will be dismissed (or in Bronwyn Blagoev words 'Knocked out').

### Financial Sustainability

Presentation from the Queensland Audit Office and Queensland Treasury Corporation

- No real learnings from the presenters but from the collective frustration of depreciation from the floor, especially when Councils have no intention of replacing an asset when it reaches the end of life. As well as the united voice of cost shifting and growing concerns over reports that paint a dismal picture of the demise of local governments with the constant recommendations that destroy the liveability of our regions

### RECOMMENDATIONS

What is something you would recommend to the organisation as a result of these learnings/takeaways (press tab to add lines)?

- To ask ourselves 'what does liveability look like in the NBRC – are we a council with comparable living, what is our Council proud of?'
- Focus on sharing the good work that the Council is doing publicity wise, if we don't tell our story someone else will and they'll rewrite the narrative.
- We need to plan good stories and get them out and not just react to bad ones.
- We need to really focus on what we want to advocate for, have a real plan, be ready and when the window opens to allow us we jump in.
- Advocacy and gathering our data/evidence of the impact of cost shifting from other levels of governments, and the private sector, that has been either been posed upon or take up by Local Government to ensure our communities are liveable communities.
- Showcase cost shifting services and what the impact is for our region and what it would be without it in our region
- Share the heart of our region, the stories of 'why North Burnett Regional Council does what it does' even if it sits outside our legislative and corporate responsibilities.
- Team building workshops, learning to be supportive of differing opinions, creating positive interactions with the public.
- Supporting the OIA by keeping interpersonal conduct matters between Councillors to ourselves, ensuring it is not ignored, but addressed and handled accordingly. To be positive towards each other (especially in the public eye), to build a team and to build a culture of supportiveness.
- Advocacy and support of the collective frustration of depreciation from the floor when Councils have no intention of replacing an asset when it reaches the end of life.

### IMPROVEMENTS

What is something you will personally strive to improve as an outcome of this event (press tab to add lines)?

Cr McGilvery - Sell our story, spread the good work we are doing before giving others the chance to change the narrative.

Cr Vaughan – To think outside the box regarding opportunities to utilise our facilities/ resources to assist with liveability.

Cr Jones – To stand on my soap box and advocate for our region's liveability, as well as support our Council team to share our stories, what we do well (especially if it sits outside our legislative and corporate responsibilities). To also support fellow Councillors, and the OIA, with interpersonal conduct matters through open, honest, vulnerable, respectful conversations.

### OTHER COMMENTS OR FEEDBACK

Did you have any other comments or feedback (press tab to add lines)?

Cr McGilvery – I really took a lot away from these few days, I relish the opportunity to learn and grow and it made me excited about NBRC and what we can achieve in the future.

Cr Vaughan – This was an excellent opportunity for me to see how other councils work together and see that the challenges we face are not limited to just our region. I was also grateful to be able to discuss some

of my queries with others who were also seeking similar answers and see the diverse ways that others interpreted information

Cr Jones – Thank you to the Mayor for investing in me and delegating his attendance to myself. The Civic Leaders Summit is a highly valuable event as there is limited opportunities to engage with such a wide range of experience and skills in one place. It provides an opportunity to learn from others who are facing similar challenges to us. It also gives us an insight into the common issues faced by Councils and how we can advocate better, and stronger, for our region.

**PREPARED BY**

Name	Signature	Date
Renee McGilvery	R McG	28/05/2024
Trina Vaughan	P.V	
Melinda Jones	M Jones	

**12.3 MAYORS REPORT - WIDE BAY BURNETT REGIONAL ROADS AND TRANSPORT GROUP (WBBRRTG) MEETING - MAY 2024****Doc Id:** 1228604**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor**Authoriser:** Anna Scott, Acting Chief Executive Officer**Attachments:** Nil**INTRODUCTION/BACKGROUND**

Mayor Hotz and Cr Dingle attended the Wide Baby Burnett Regional Roads and Transport Group (WBBRRTG) meeting hosted by Fraser Coast Regional Council in Maryborough on 23 May 2024. This was the first meeting since the Local Government elections in March 2024.

RRTGs are the primary decision-making bodies of the Roads and Transport Alliance.

Regional Roads and Transport Groups take into consideration the economic, social, environmental, and geographic characteristics of a region and should influence the planning and management of the regional transport network. The Group is made up of representatives from North and South Burnett, Cherbourg, Gympie, Bundaberg and Fraser Coast Councils, Local Government Association of Queensland (LGAQ) and Department of Transport and Main Roads

The objectives of the Alliance are:

- a) Benefit focused – maximise the investment on Queensland's road and transport network to achieve economic, social and environmental benefits;
- b) Collaborative – achieve maximum efficiencies through collaboration and innovation in network planning, program development and delivery;
- c) Capability development – improve technical skills through training, technology and knowledge transfer; and
- d) Safe and efficient road and transport network – optimise road safety on Queensland's road and transport network.

**OFFICER COMMENTS/CONCLUSION**

At this meeting, Mayor of South Burnett Regional Council, Cr Kathy Duff was appointed as the WBBRRTG Chair and Fraser Coast Councillor Denis Chapman was elected Deputy Chair.

The group received reports from the WBBRRTG Technical Committee specifically from Technical Coordinator Allen Christensen, and heard presentations from Roads and Transport Alliance, LGAQ, TMR and the WBBRRTG itself.

Further discussion was held regarding Transport Infrastructure Development Scheme (TIDS) funding and expenditure of same. A portion of North Burnett Regional Council (NBRC) 23/24 unspent funds will be utilised by a neighbouring Council and reassigned to NBRC in the 24/25 FY for expenditure on the Gayndah Mt Perry Road.

**OFFICERS RECOMMENDATION**

That Council receive the Mayors Report on his participation at the Wide Baby Burnett Regional Roads and Transport Group (WBBRRTG) meeting held on 23 May 2024.

**12.4 MAYORS REPORT - WBBROC MEETING - MAY 2024****Doc Id:** 1228610**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor**Authoriser:** Anna Scott, Acting Chief Executive Officer**Attachments:** Nil**INTRODUCTION/BACKGROUND**

The Wide Bay Burnett Regional Organisation of Councils Inc. (WBBROC) was formed in 1999 to represent the interests of all councils within the Wide Bay Burnett region.

WBBROC advocates to Federal and State Governments on matters of common interest and is often the point of contact for other levels of Government seeking the views of Councils within the region.

Mayor Hotz and Acting CEO, Ms Anna Scott, attended a WBBROC meeting on 31 May 2024 in Goomeri hosted by Gympie Regional Council.

**OFFICER COMMENTS/CONCLUSION**

The meeting centered on collaboration of shared issues and covered various administrative matters, including adopting new Rules of Association and Membership. Presentations were delivered by the Local Government Association of Queensland (LGAQ) and the Wide Bay Burnett Regional Roads Transport Group (WBBRRTG). RRTG's Technical Coordinator, Allen Christensen, discussed their role within the region and the broader context of local government.

Members welcomed the rejoining of Bundaberg Regional Council to WBBROC. Mayor Helen Blackburn from Bundaberg Regional Council was appointed Vice-President.

Fraser Coast Mayor George Seymour continues as the WBBROC President, with Fraser Coast Regional Council CEO Ken Diehm serving as Secretary/Treasurer.

During the meeting, WBBROC resolved to write to the State Government, requesting improved regulation of large-scale wind, solar, nuclear, battery energy storage systems, pumped hydro, and related transmission projects. The goal is to ensure that local communities have a voice and are not adversely affected by the construction and ongoing activities of these projects.

**OFFICERS RECOMMENDATION**

That Council receive the Mayors Report regarding participation at the WBBROC meeting held on 31 May 2024.



### 13 URGENT BUSINESS

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.

Should a Councillor wish to raise a matter of urgent business, the following motion must be moved:

*That the [insert item title] be tabled as an Urgent Matter of Business so that it may be considered by Council.*

### 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 Queensland Audit Office (QAO) 2024 Audit and Risk Committee Briefing Paper and External Audit 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.

#### 14.2 Progress Report on the Implementation of Internal and External Audit Recommendations.

This matter is considered to be confidential under 254J - 254J(3)(i) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

#### 14.3 Proposed Lease

This matter is considered to be confidential under 254J - 254J(3)(g) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

### 15 CLOSURE OF MEETING