

# 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**

**28 August 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 Gayndah Boardroom on Wednesday, 28 August 2024 commencing at 9:00 AM.

An agenda is attached for your information.



Craig Matheson  
**Interim 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>Neville Kunkel</i>	<i>Biggenden</i>
<i>Ashley Shadford</i>	<i>Gayndah</i>
<i>Gotthardt Buchholz</i>	<i>Gayndah</i>
<i>Inge Augenstein</i>	<i>Monto</i>
<i>Lloyd Dahtler</i>	<i>Monto</i>
<i>Raymond Grocke</i>	<i>Mount Perry</i>
<i>Andrew McBurnie</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 31 JULY 2024**

**Doc Id:** 1238984

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Minutes of the General Meeting held on 31 July 2024

**OFFICERS RECOMMENDATION**

That the Minutes of the General Meeting held on 31 July 2024 be confirmed.



**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
GENERAL MEETING  
HELD AT THE BIGGENDEN BOARDROOM  
ON WEDNESDAY, 31 JULY 2024 AT 9.00AM**

**1 WELCOME/HOUSEKEEPING**

The Mayor declared the meeting open at 9.02am 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>		
	Craig Matheson	(Interim Chief Executive Officer)
	Anna Scott	(General Manager Works)
	Kim Mahoney	(General Manager Corporate and Community)
	Garth Nolan	(Planning and Environment Manager)
	Jane Sutherland	(Assets, Facilities and Fleet Manager) <sup>^*</sup>
	Jess Marteene	(Administration Officer – Executive Services)
	Kat Bright	(Senior Executive Assistant to the CEO & Mayor)
	Kath Hamilton	(Executive Assistant to the GM C&C) <sup>^</sup>
	Marlene Carstens	(Executive Assistant to the GM Works) <sup>^</sup>
	Michael Cartwright	(Governance, Policy and Risk Advisor) <sup>^</sup>
	Nori Luff	(Financial Services Manager)
	Rhys Habermann	(Executive Manager – Strategic Operations)
	Shaun Johnston	(Water and Wastewater Manager) <sup>*</sup>

*\*attended part of the meeting*

*^attended via Microsoft Teams*

**3 APOLOGIES/LEAVE OF ABSENCE**

The Mayor noted Cr Melinda Jones request for a leave of absence from the General Meeting scheduled for 28 August 2024.

**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.

*Bevan Haupt Biggenden*

*Edward Neumann Gayndah*

*Ronald Hampson Monto*

*Willian Allen Monto*

**6 DEPUTATIONS/PETITIONS**

Nil.

**7 DECLARATIONS OF INTEREST**

Nil.

**8 CONFIRMATION OF MINUTES****8.1 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.

**RESOLUTION 2024/175**

Moved: Cr Melinda Jones

Seconded: Cr Renee McGilvery

That the Minutes of the Special Meeting held on 12 June 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 GENERAL MEETING HELD ON 26 JUNE 2024****OFFICERS RECOMMENDATION**

That the Minutes of the General Meeting held on 26 June 2024 be confirmed.

**RESOLUTION 2024/176**

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That the Minutes of the General Meeting held on 26 June 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 BUDGET MEETING HELD ON 10 JULY 2024

#### OFFICERS RECOMMENDATION

That the Minutes of the Budget Meeting held on 10 July 2024 be confirmed.

Cr Payne requested an administrative amendment to the minutes on page 72 of the agenda. The proposed amendment is to encourage the private sector to provide new housing, thereby freeing up housing owned by contractors for itinerant workers. Through the Chair, Mr Matheson confirmed that the administrative amendment would be made before the minutes are officially published.

#### RESOLUTION 2024/177

Moved: Cr Susan Payne  
Seconded: Cr Michael Dingle

That the Minutes of the Budget Meeting held on 10 July 2024 as amended 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 and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 30 June 2021 to 23 July 2024.

#### RESOLUTION 2024/178

Moved: Cr Susan Payne  
Seconded: Cr Moira Thompson

That Council receives and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 30 June 2021 to 23 July 2024.

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

Against: Nil

**CARRIED 7/0**

**9.2 2023-2024 (FY24) - QUARTERLY PROGRESS REPORT (Q4)****OFFICERS RECOMMENDATION**

That Council receive and note the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

**RESOLUTION 2024/179**

Moved: Cr Susan Payne

Seconded: Cr Renee McGilvery

That Council receive and note the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

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 33 QON - JUNE 2024 FLEET AUCTION COMMUNICATION TO COUNCILLORS**

Cr Payne enquired about the fleet auction held in June 2024, as noted on page 161 of the agenda, questioning whether Councillors were informed that this event was occurring. Ms Scott indicated that she understood that notice had been provided to Councillors and that the auction was promoted through Council's website and Facebook presence. Ms Scott advised that further clarification would be provided, taking the question on notice.

**GM ACTION 34 QON - CLARIFICATION ON ANIMAL IMPOUNDMENTS**

Cr Payne asked about the increase in animal impoundments as noted on page 185 of the agenda specifically asking if these impoundments were dogs. Ms Mahoney noted that clarification would be provided, taking the question on notice.

**GM ACTION 35 QON - ONLINE PAYMENT SYSTEM ETA**

Cr Jones enquired about the estimated time for completion of testing and commissioning of the online payment system, as noted on page 126 of the agenda. Ms Mahoney noted that clarification would be provided, taking the question on notice.

**GM ACTION 36 COMMUNICATION REGARDING THE RESEAL PROGRAM**

On page 158 of the agenda, Cr Jones requested communication to residents regarding the reseal program due to concerns raised by community of unfinished works. Ms Scott noted that the specific works in question were contracted out and that efforts are being made to consolidate work into targeted areas rather than distributing this across the region. Additionally, weather conditions have impacted the progress of these works. Mr Haberman confirmed that communication would be provided.

**GM ACTION 37 COMMUNITY AWARENESS OF GRADING ZONES**

Cr Thompson enquired about grading zones on page 155 of the agenda, asking if the locations of each zone was known to community. Mr Matheson confirmed that a link to the zone maps would be provided in future reports and also suggested that this would be included on Councils website.

**10 CORPORATE AND COMMUNITY****10.1 FINANCE REPORT TO 30 JUNE 2024****OFFICERS RECOMMENDATION**

That Council, in accordance with section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 30 June 2024 at **Attachment 1**.

**RESOLUTION 2024/180**

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council, in accordance with section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 30 June 2024 at **Attachment 1**.

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 37 COMMUNICATION RE. PRIVATE WORKS AND JET PATCHER AVAILABILITY**

Cr Payne enquired on page 196 about private works exceeding budget, asking for clarification on this matter. Ms Scott explained that Council's position is to not offer to undertake private works. However, Council does consider requests on a case by case basis to seal driveways while the Jet Patcher is in the vicinity, as no other affordable service providers are available in the region. The Mayor requested that the community be informed of Council undertaking such works on this basis.

**GM ACTION 38 ENHANCED COMMUNICATION FOR RATES PAYMENT OPTIONS**

Cr Thompson enquired whether information on payment options for rates is provided, such as weekly and fortnightly payments. Through the Chair, Mr Matheson confirmed that payment options are included in the rates notice and suggested that additional communications could be shared on social media when rates are issued.

**GM ACTION 39 QON - PROVIDE UTILISATION DATA OF RATES PAYMENT OPTIONS**

Cr Thompson also enquired if Council had data on the number of people utilising the different payment options. Mr Matheson noted that the information would be provided to Councillors, taking the question on notice.

## 10.2 2024 INTERIM AUDIT REPORT

### OFFICERS RECOMMENDATION

That Council receives and notes the Queensland Audit Office 2024 Interim Report for the year ended 30 June 2024 at **Attachment 1**.

#### RESOLUTION 2024/181

Moved: Cr Susan Payne

Seconded: Cr Melinda Jones

That Council receives and notes the Queensland Audit Office 2024 Interim Report for the year ended 30 June 2024 at **Attachment 1**.

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 40 DISTRIBUTE REVALUATIONS WORKING PAPER TO COUNCILLORS

Cr Dingle raised a concern about the onsite valuation of roads and bridges not being updated in the asset management plan. Through the Chair, Ms Scott noted that a full onsite valuation was conducted approximately two years ago and that the 2024/2025 budget process highlighted the need for a review due to high infrastructure and road depreciation. Mr Matheson added that a revaluation of assets is required every five years. Ms Mahoney stated that Councillors would be provided with the revaluations working paper tabled at the previous Audit and Risk Committee Meeting, detailing the works to be completed.

### 10.3 PLANNING SCHEME AMENDMENT

#### OFFICERS RECOMMENDATION

That Council:

1. Approve the consultation program for the 'Major Amendment – Business Resilience Amendment' planning scheme amendment in accordance with the Communications Strategy provided at **Attachment 1**.
2. Authorise the Chief Executive Officer to commence consultation for at least the minimum 20 business days as soon as practicable, whilst ensuring that matters like the timing of the September school holidays period is taken into account in terms of determining the overall duration of the consultation program.

#### RESOLUTION 2024/182

Moved: Cr Moira Thompson

Seconded: Cr Renee McGilvery

That Council:

1. Approve the consultation program for the 'Major Amendment – Business Resilience Amendment' planning scheme amendment in accordance with the Communications Strategy provided at **Attachment 1**.
2. Authorise the Chief Executive Officer to commence consultation for at least the minimum 20 business days as soon as practicable, whilst ensuring that matters like the timing of the September school holidays period is taken into account in terms of determining the overall duration of the consultation program.

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

Against: Nil

**CARRIED 7/0**

## 11 WORKS

### 11.1 PARADISE DAM REFERENCE GROUP MEETING SUMMARY - 9 MAY 2024

#### OFFICERS RECOMMENDATION

That Council notes the meeting summary provided by Sunwater following the Paradise Dam Reference Group Meeting held on 9 May 2024.

#### RESOLUTION 2024/183

Moved: Cr Trina Vaughan

Seconded: Cr Melinda Jones

That Council notes the meeting summary provided by Sunwater following the Paradise Dam Reference Group Meeting held on 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**

### 11.2 TRADE WASTE POLICY REVIEW

#### OFFICERS RECOMMENDATION

That Council adopts the revised Governance Policy 2232 - Trade Waste.

#### RESOLUTION 2024/184

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That Council adopts the revised Governance Policy 2232 - Trade Waste.

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

Against: Nil

**CARRIED 7/0**



### 11.3 ASSET MANAGEMENT POLICY

#### OFFICERS RECOMMENDATION

That Council adopt the amended Policy 2256 - Asset Management.

#### RESOLUTION 2024/185

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

That Council adopt the amended Policy 2256 - Asset Management.

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 - JUNE 2024

#### OFFICERS RECOMMENDATION

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

#### RESOLUTION 2024/186

Moved: Cr Melinda Jones

Seconded: Cr Trina Vaughan

That Council receives the Councillor Reports for the period 1 June 2024 to 30 June 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 MAYOR AND DEPUTY MAYORS REPORT - ALGA NGA 2024****OFFICERS RECOMMENDATION**

That Council:

1. Acknowledges the feedback from the Mayor and Deputy Mayor regarding their attendance at the 2024 ALGA National General Assembly; and
2. Requests the Chief Executive Officer to provide feedback to the ALGA Board regarding the limited debate opportunities for motions grouped in Section A, including the inadequate four-hour allotted debate time and insufficient adherence to debating rules.

**RESOLUTION 2024/187**

Moved: Cr Moira Thompson

Seconded: Cr Michael Dingle

That Council:

1. Acknowledges the feedback from the Mayor and Deputy Mayor regarding their attendance at the 2024 ALGA National General Assembly; and
2. Requests the Chief Executive Officer to provide feedback to the ALGA Board regarding the limited debate opportunities for motions grouped in Section A, including the inadequate four-hour allotted debate time and insufficient adherence to debating rules.

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

Against: Nil

**CARRIED 7/0**

### 12.3 CR PAYNE - COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - LOCAL AUTHORITY WASTE MANAGEMENT ACTION COMMITTEE (LAWMAC) WORKSHOP, AGM & GENERAL MEETING

#### OFFICERS RECOMMENDATION

That Council receive the Councillor Payne's report on her participation at the LAWMAC events held in Cairns on 20 & 21 June 2024

#### RESOLUTION 2024/188

Moved: Cr Melinda Jones  
Seconded: Cr Moira Thompson

That Council:

1. Receive the Councillor Payne's report on her participation at the LAWMAC events held in Cairns on 20 & 21 June 2024; and
2. Note that the opening address was conducted by Councillor Brett Mollier.

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

Against: Nil

**CARRIED 7/0**

**NOTE:** Mayor Hotz commended Councillors for their efforts in providing engagement and insight reports to Council. Mr Matheson advised (in response to the discussion) that moving forward, when recommendations or suggestions are identified, a report would be presented to Councillors at an appropriate General Meeting or Councillor Workshop.

### 12.4 CR VAUGHAN - COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - SUSTAINABLE FUTURES FESTIVAL GYMPIE

#### OFFICERS RECOMMENDATION

That Council receive the Councillor Vaughan's report on her attendance at the Sustainable Futures Festival on 23 June 2024.

#### RESOLUTION 2024/189

Moved: Cr Renee McGilvery  
Seconded: Cr Melinda Jones

That Council receive the Councillor Vaughan's report on her attendance at the Sustainable Futures Festival on 23 June 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 41 FUTURE RENEWABLES PRESENTATION BY THE DEPARTMENT OF ENERGY AND CLIMATE**

Cr Jones queried whether the Department of Energy and Climate could be invited to present to Council and Community to discuss the future of renewables and potential opportunities in the region. Through the Chair, Mr Matheson suggested that officers would investigate upcoming opportunities for such a presentation.

**13 URGENT BUSINESS**

Nil.

**14 CONFIDENTIAL REPORTS**

Nil.

**15 CLOSURE OF MEETING**

The Meeting closed at 11.16am.

The minutes of this meeting were confirmed at the General Meeting held on 28 August 2024.

.....  
**CHAIRPERSON**

**8.2 MINUTES OF THE SPECIAL MEETING HELD ON 7 AUGUST 2024**

**Doc Id:** 1238983

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Minutes of the Special Meeting held on 7 August 2024

**OFFICERS RECOMMENDATION**

That the Minutes of the Special Meeting held on 7 August 2024 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
SPECIAL MEETING  
HELD AT THE MUNDUBBERA BOARDROOM  
ON WEDNESDAY, 7 AUGUST 2024 AT 3:00 PM**

**1 WELCOME/HOUSEKEEPING**

The Mayor declared the meeting open at 3.00pm 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 Moira Thompson	(Division 6)
<b>OFFICERS:</b>	Kat Bright	(Senior Executive Assistant to the CEO & Mayor)

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

**3 APOLOGIES/LEAVE OF ABSENCE**

**LEAVE OF ABSENCE REQUEST**

**RESOLUTION 2024/190**

Moved: Cr Melinda Jones

Seconded: Cr Renee McGilvery

That leave of absence from Cr Dingle be received and accepted.

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

Against: Nil

**CARRIED 6/0**

**4 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor extended an Acknowledgement of Country on behalf of Council.

**5 DECLARATIONS OF INTEREST**

Nil.

## 6 CONFIDENTIAL REPORTS

### 6.1 CEO RECRUITMENT PROCESS - APPLICATION REVIEW AND INTERVIEW PREPARATION

#### 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 CEO Recruitment Process - Application Review and Interview Preparation

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 2024/191

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

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 CEO Recruitment Process - Application Review and Interview Preparation

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 and Moira Thompson

Against: Nil

**CARRIED 6/0**

#### THE MEETING MOVED INTO A CLOSED SESSION AT 3.03PM.

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

#### RESOLUTION 2024/192

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That Council moves out of Closed Session into Open Session.

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

Against: Nil

**CARRIED 6/0**

**THE MEETING MOVED BACK INTO AN OPEN SESSION AT 3.10PM.****OFFICERS RECOMMENDATION**

That Council:

1. Receive and review all candidate applications for the position of Chief Executive Officer.
2. Review and, if necessary, revise the draft interview questions to ensure they align with the requirements and expectations of the CEO role.
3. Submit the finalised interview questions to the Facilitator for consideration and any necessary amendments.
4. Invite [number] shortlisted candidates to participate in interviews to be scheduled on Tuesday, 3 September 2024. These interviews will precede Councils final decision on the appointment of the permanent Chief Executive Officer.

**RESOLUTION 2024/193**

Moved: Cr Melinda Jones  
Seconded: Cr Moira Thompson

That Council:

1. Receive and review all candidate applications for the position of Chief Executive Officer.
2. Invite four (4) shortlisted candidates to participate in interviews. These interviews will precede Councils final decision on the appointment of the permanent Chief Executive Officer.

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

Against: Nil

**CARRIED 6/0**

**7 CLOSURE OF MEETING**

**The Meeting closed at 3.12pm.**

**The minutes of this meeting were confirmed at the General Meeting held on 28 August 2024.**

.....  
**CHAIRPERSON**



**8.3 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 15 AUGUST 2024**

**Doc Id:** 1241215

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Minutes of the Audit and Risk Committee Meeting held on 15 August 2024

**OFFICERS RECOMMENDATION**

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

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE GAYNDAH BOARDROOM  
ON THURSDAY, 15 AUGUST 2024 AT 10:00 AM**

## **1 WELCOME/HOUSEKEEPING**

The Chair declared the meeting open at 10.06am and welcomed all attendees.

## **2 ATTENDEES**

<b>MEMBERS:</b>	Peter Cochrane (Chair - Independent Member) Genevieve Dent (Independent Member) Wendy Peebles (Independent Member)^ Mayor Les Hotz (Councillor) Cr Renee McGilvery (Councillor)
<b>OBSERVERS:</b>	Cr Meling Jones (Deputy Mayor, Councillor Division 1)^ Cr Trina Vaughan (Councillor Division 2) Cr Susan Payne (Councillor Division 3)^ Cr Michael Dingle (Councillor Division 5) Cr Moira Thompson (Councillor Division 6)^
<b>OFFICERS:</b>	Craig Matheson (Interim Chief Executive Officer) Jane Sutherland (Acting General Manager, Works) Kim Mahoney (General Manager Corporate & Community) Michael Cartwright (Governance, Integrity & Risk Advisor) Merrilyn Cox (Financial Services Manager)^ Nori Luff (Financial Services Manager) Rhys Habermann (Executive Manager - Strategic Operations)
<b>INVITEES:</b>	Alan Flynn (Senior Manager, QAO)^ Ben Rogers (Manager - Assurance and Advisory, HLB)^
<b>MINUTES:</b>	Kat Bright (Senior Executive Assistant to the CEO and Mayor)^

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

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

An apology was received for Jaques Coetzee (Director, QAO) and Adam Bradfield (Engagement Partner, HLB).

## **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.

## **5 DECLARATIONS OF INTEREST**

Nil.

## 6 CONFIRMATION OF MINUTES

### 6.1 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 confirmed.

Ms Peebles requested an amendment to the meeting minutes, specifying that the meeting was declared open at 10:05am, not 9:05am.

#### COMMITTEE RESOLUTION 2024/25

Moved: Mrs Wendy Peebles

Seconded: Cr Renee McGilvery

That the Minutes of the Audit and Risk Committee Meeting held on 30 May 2024 be confirmed, subject to the amendment of the opening time from 9:05am to 10:05am.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 7 FINANCIAL REPORTING

### 7.1 FINANCE REPORT TO 30 JUNE 2024

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee receives the Finance Report for the period ended 30 June 2024 (**Attachment 1**).

#### COMMITTEE RESOLUTION 2024/26

Moved: Cr Renee McGilvery

Seconded: Mr Peter Cochrane

That the Audit and Risk Committee receives the Finance Report for the period ended 30 June 2024 (**Attachment 1**).

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 7.2 PREPARATION OF GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE 2023-2024 FINANCIAL YEAR

### OFFICERS RECOMMENDATION

That the Audit and Risk Committee:

1. Receive and note the working draft General Purpose Financial Statements for the year ended 30 June 2024.
2. Note the General Purpose Financial Statements for the year ended 30 June 2024 will be finalised and provided to the Audit and Risk Committee and Council for consideration at respective meetings to be held in October 2024.
3. Agree to reschedule the Audit and Risk Committee meeting from 10 October 2024 to 17 October 2024 to facilitate completion and review of the General Purpose Statements.
4. Recommend the Chief Executive Officer (CEO) convene a Special Meeting of Council on 25 October 2024 to consider the General Purpose Financial Statements for the year ended 30 June 2024 and the Queensland Audit Office (QAO) closing report.

### COMMITTEE RESOLUTION 2024/27

Moved: Mrs Wendy Peebles

Seconded: Cr Renee McGilvery

That the Audit and Risk Committee:

1. Receive and note the working draft General Purpose Financial Statements for the year ended 30 June 2024.
2. Note the General Purpose Financial Statements for the year ended 30 June 2024 will be finalised and provided to the Audit and Risk Committee and Council for consideration at respective meetings to be held in October 2024.
3. Agree to reschedule the Audit and Risk Committee meeting from 10 October 2024 to 17 October 2024 to facilitate completion and review of the General Purpose Statements.
4. Recommend the Chief Executive Officer (CEO) convene a Special Meeting of Council on 25 October 2024 to consider the General Purpose Financial Statements for the year ended 30 June 2024 and the Queensland Audit Office (QAO) closing report.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

### ARC ACTION 25 CLARIFY THE CASH FLOWS FROM INVESTING ACTIVITIES RECEIPTING FIGURE

Clarification to be provided to the ARC with reference to the amount cited under "Cash Flows from Investing Activities". Ms Mahoney agreed to clarify this matter and circulate information to the Committee members and Councillors after the meeting.

### 7.3 DIFFERENTIAL RATING CATEGORIES

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee note a review of Council's Differential Rating Categories (**Attachment 1**) will be undertaken as part of the 2025-2026 Budget development process to test whether the categories are the most appropriate for the North Burnett Regional Council.

#### COMMITTEE RESOLUTION 2024/28

Moved: Mr Peter Cochrane  
Seconded: Mrs Genevieve Dent

That North Burnett Regional Council consider commissioning a review of the differential rating system focusing on:

1. Streamlining the number of differential rating categories;
2. Utilising the wide rating powers under the Local Government Act;
3. Examining alternative rating strategies used by Queensland Councils; and
4. Exploring opportunities for increased revenue together with an overall fair and equitable system

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

**AT 11.07AM, THE MEETING ADJOURNED FOR A REFRESHMENT BREAK.**

**AT 11.19AM, THE MEETING RECONVENED.**

## 7.4 2024-2025 BUDGET SUMMARY REPORT

### OFFICERS RECOMMENDATION

That the Audit and Risk Committee notes:

1. The final Budget Papers FY2024-2025 as detailed in **Attachment 1** and **2**.
2. The Budget Comparisons document (**Attachment 3**) providing a comparison of the FY24 budget, FY24 estimated actuals and the FY25 budget.
3. The Service Delivery document (**Attachment 4**) providing a list of the increase revenue and decreased expenditure for the FY2024-2025 budget.
4. The Draft Budget Preparation Planning Calendar (**Attachment 5**) which sets out the actions to be taken to plan, prepare and deliver the FY2025-2026 budget for Council.

### COMMITTEE RESOLUTION 2024/29

Moved: Mr Peter Cochrane

Seconded: Mrs Genevieve Dent

That the Audit and Risk Committee notes the 10-year budget forecast relating to overall income and expenditure and requests that a report be prepared for consideration by the Committee outlining the short and long-term policy initiatives aimed at addressing the current deficit.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent and Mayor Leslie Hotz

Abstained: Cr Renee McGilvery

**CARRIED 4/1**

### COMMITTEE RESOLUTION 2024/30

Moved: Cr Renee McGilvery

Seconded: Mr Peter Cochrane

That the Audit and Risk Committee notes:

1. The final Budget Papers FY2024-2025 as detailed in **Attachment 1** and **2**.
2. The Budget Comparisons document (**Attachment 3**) providing a comparison of the FY24 budget, FY24 estimated actuals and the FY25 budget.
3. The Service Delivery document (**Attachment 4**) providing a list of the increase revenue and decreased expenditure for the FY2024-2025 budget.
4. The Draft Budget Preparation Planning Calendar (**Attachment 5**) which sets out the actions to be taken to plan, prepare and deliver the FY2025-2026 budget for Council.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

### ARC ACTION 26 CLARIFY DEPRECIATION TREATMENT FOR GRANT FUNDED CAPITAL EXPENDITURE

The Queensland Audit Office was requested to provide a briefing on the depreciation treatment for assets constructed as a result of grant funding, including clarification on why depreciation from grant-funded capital expenditure cannot be treated differently from depreciation of other assets.

**ARC ACTION 27      DEPRECIATION BREAKDOWN AND ASSET REGISTER REVIEW**

The Interim CEO agreed to provide the ARC and Councillors with a breakdown of depreciation expense forecast for 2024-2025 across each asset class. The Interim CEO also confirmed that Council would continue to remain focussed on reviewing the assets held by Council and the need for maintenance and retention as part of the 2025-2026 budget process.

**ARC ACTION 28      SERVICE DELIVERY DISCUSSIONS IN FY 24/25 BUDGET PROCESS**

The Interim CEO confirmed that the ARC would be kept informed of progress with the service standards reviews and measures considered by Council as part of the development of the 2025-2026 budget, with a report on this matter likely to be provided to the Committee in approximately six months' time.

**ARC ACTION 29      QON - CLARIFICATION OF LEVIES ON PAGE 20 OF THE BUDGET MEETING MINUTES**

Ms Mahoney agreed to clarify a matter raised by Ms Dent regarding levies on page 20 of Council's Budget Meeting Minutes from 10 July 2024.

**8      EXTERNAL AUDIT REPORTS****8.1      2024 INTERIM AUDIT REPORT****OFFICERS RECOMMENDATION**

That the Audit and Risk Committee notes the Queensland Audit Office 2024 Interim Report as at **Attachment 1** for the year ended 30 June 2024.

**COMMITTEE RESOLUTION 2024/31**

Moved: Mr Peter Cochrane  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes the Queensland Audit Office 2024 Interim Report as at **Attachment 1** for the year ended 30 June 2024.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 8.2 QUEENSLAND AUDIT OFFICE (QAO) 2024 AUDIT AND RISK COMMITTEE BRIEFING PAPER

### OFFICERS RECOMMENDATION

That the Audit and Risk Committee:

1. Notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**; and
2. Recommends that Council notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**.

### COMMITTEE RESOLUTION 2024/32

Moved: Mr Peter Cochrane

Seconded: Cr Renee McGilvery

That the Audit and Risk Committee:

1. Notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**; and
2. Recommends that Council notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

**NOTE:** The Committee made the decision to block resolve the remaining items as noted. Mr Matheson requested that if Committee members had any questions regarding the remaining items, they should send their queries directly to the Interim CEO and the General Manager of Corporate and Community. A written response will be circulated to the Committee and Councillors thereafter.



## 9 INTERNAL AUDIT REPORTS AND INTERNAL CONTROLS

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

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee notes the progress updates provided in the Internal Audit Recommendations Status Register at **Attachment 1** and the External Audit Recommendations Status Register at **Attachment 2**, updated August 2024.

#### COMMITTEE RESOLUTION 2024/33

Moved: Mr Peter Cochrane  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes the progress updates provided in the Internal Audit Recommendations Status Register at **Attachment 1** and the External Audit Recommendations Status Register at **Attachment 2**, updated August 2024.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 10 PERFORMANCE REPORTING

### 10.1 2023-2024 (FY24) - QUARTERLY PROGRESS REPORT (Q4)

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee receive and note the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

#### COMMITTEE RESOLUTION 2024/34

Moved: Mr Peter Cochrane  
Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 11 RISK MANAGEMENT REPORTS

### 11.1 WORK HEALTH AND SAFETY MANAGEMENT FY24 Q4 REPORT

#### OFFICERS RECOMMENDATION

That the Audit and Risk Committee notes:

1. Work Health and Safety - 2024 Quarter 4 Report at **Attachment 1**; and
2. The Excessive Leave Report at **Attachment 2**.

#### COMMITTEE RESOLUTION 2024/35

Moved: Mr Peter Cochrane

Seconded: Cr Renee McGilvery

That the Audit and Risk Committee notes:

1. Work Health and Safety - 2024 Quarter 4 Report at **Attachment 1**; and
2. The Excessive Leave Report at **Attachment 2**.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## 12 REGULATORY AND LEGISLATIVE COMPLIANCE REPORTS

### 12.1 BUDGET COMPLIANCE REGISTER

#### OFFICERS RECOMMENDATION

The Audit and Risk Committee:

1. Note the implementation of the Budget Compliance Register (**Attachment 1**) as part of the 2024-25 Annual Budget preparation process;
2. Support the proposed additional control mechanisms for future budget cycles; and
3. Recommends that Council note the Budget Compliance Register implemented for the 2024-25 Annual Budget preparation process, and the proposed additional control mechanisms to be presented to a later Audit and Risk Committee meeting.

#### COMMITTEE RESOLUTION 2024/36

Moved: Mr Peter Cochrane  
Seconded: Cr Renee McGilvery

The Audit and Risk Committee notes the implementation of the Budget Compliance Register (**Attachment 1**) as part of the 2024-25 Annual Budget preparation process.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

**13 GOVERNANCE REPORTS**

**13.1 OUTSTANDING AUDIT AND RISK COMMITTEE RESOLUTIONS, QUESTIONS ON NOTICE AND ACTIONS REPORT**

**OFFICERS RECOMMENDATION**

That the Committee receives the Outstanding ARC Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 15 February 2024 to 5 August 2024.

**COMMITTEE RESOLUTION 2024/37**

Moved: Mr Peter Cochrane  
 Seconded: Cr Renee McGilvery

That the Committee notes the Outstanding ARC Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 15 February 2024 to 5 August 2024.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

**14 CONFIDENTIAL REPORTS**

Nil.

**7 GENERAL BUSINESS**

Nil.

**8 CLOSURE OF MEETING**

The Meeting closed at 12.33pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 17 October 2024.

.....  
**CHAIRPERSON**

## 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

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

**Doc Id:** 1238969

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:**

1. Outstanding Resolutions Report as at 14082024 [1240652]
2. Outstanding QON Report as at 14082024 [1240653]
3. Outstanding Actions Report as at 14082024 [1240654]

#### INTRODUCTION/BACKGROUND

This report provides a comprehensive review of outstanding Council resolutions, questions on notice and actions covering the period from 30 June 2021 to 14 August 2024. The scope of this report is defined by the preparation date and the earliest unresolved items.

#### OFFICER COMMENTS/CONCLUSION

This report will continue to be presented monthly at the General Meeting of Council, so that Council and the community are informed and able to monitor the responsiveness to undertakings made by Council officers at Council meetings. Regular reporting demonstrates our commitment to transparency, accountability, responsiveness to the elected Council and the effective management of the resolutions and actions of Council.

#### 1. Outstanding Resolutions

A resolution of council is an official decision made by Council. At the time of preparing this report, there were thirty-one (31) outstanding resolutions. Pleasingly, during the reporting period a total of thirteen (13) resolutions were successfully completed, leading to a reduction in the number of unresolved resolutions to eighteen (18). **Attachment 1** details information on each resolution's status.

#### 2. Outstanding Questions on Notice

A question taken on notice involves seeking additional information or clarification on a specific query. As of 14 August 2024, there were sixteen (16) outstanding questions. Twelve (12) questions were resolved within the reporting period, resulting in four (4) remaining outstanding questions. **Attachment 2** details information on each questions status.

#### 3. Outstanding Actions

Actions recorded during General Meetings involve taking steps to address various matters. As of 14 August 2024, there were twelve (12) outstanding actions. Of these, one (1) action was completed during the reporting period, leaving eleven (11) unresolved actions. **Attachment 3** details information on each actions status.

#### OFFICERS RECOMMENDATION

That Council receives and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 30 June 2021 to 14 August 2024.









Division: All  
 Committee: General Meeting  
 Officer: All

Date From: All  
 Date To: All  
 Doc ID: 1240652

Outstanding Resolutions Report

Printed: Wednesday 14 August 2024 4:57:32 PM

#	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 update this month.</i></p> <p>Completed. This has been integrated into our regular workflow as a business-as-usual activity.</p> <p>The investigation into the condition of all pool facilities is ongoing. Works on the Mundubbera 50m pool is progressing, with painting preparations currently underway.</p> <p>The development of an asset management strategy to secure funding for replacing existing pools will begin in Q1 2024/25. The scope of works for this project is currently in progress.</p> <p>The review of operating agreements to ensure effective delivery of services to the community is part of our ongoing business operations.</p>
2	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 update this month.</i></p> <p>Officers are investigating options to progress this matter with an update expected to be provided in September 2024.</p> <p>On hold pending outcome of item 1 above.</p>

● Completed 
 ● Work In Progress 
 ● On Hold 
 ● Outstanding








Division: All  
 Committee: General Meeting  
 Officer: All

Date From: All  
 Date To: All  
 Doc ID: 1240652

Outstanding Resolutions Report

Printed: Wednesday 14 August 2024 4:57:32 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
3	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>1. Endorse Biggenden Rural Fire Brigade's request to utilise Rural Fire Levy funds to the value of \$35,813.15 towards construction of a suitably approved shed at Saleyards Road, Biggenden; and</li> <li>2. Endorse Mount Perry Rural Fire Brigade's request to utilise Rural Fire Levy Funds to the value of \$900.00 to install a Wireless Access Point at 11 Elliot Street, Mount Perry.</li> </ol>	Office of the CEO	  	<p><i>No further update this month.</i></p> <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>
4	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 update this month.</i></p> <p>Completed.</p> <p>Completed.</p> <p>A presentation was tabled at the Councillor Information Workshop on 12 June 2024 to ensure that new Councillors could be brought up to speed on this matter. A report is expected to be tabled at an upcoming General Meeting.</p>

● Completed  
 ● Work In Progress  
 ● On Hold  
 ● Outstanding



**Division:** All  
**Committee:** General Meeting  
**Officer:** All

**Date From:** All  
**Date To:** All  
**Doc ID:** 1240652

**Outstanding Resolutions Report**

**Printed: Wednesday 14 August 2024 4:57:32 PM**

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
5	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	●	The Round 2 program guidelines for the Growing Regions Program were released on 16 August 2024. The minimum project value stipulated is \$1m with a 50% co-contribution requirement, as Council is classified within Group 3 (Outer Regional Australia). Officers will provide a detailed briefing at an upcoming Councillor Information Workshop.
6	27/09/2023	Reginald Murray Williams Australian Bush Learning Centre - Rescission Motion	<p><b>RESOLUTION 2023/174</b></p> <p>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.</p>	Office of the CEO	●	An updated is tabled for the Councillor Information Workshop scheduled for 6 November 2024.
7	25/10/2023	Lease renewals - Telstra and Optus over part 1 M5825	<p><b>RESOLUTION 2023/199</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Renew the Trustee Lease within Lot 1 M5825 to Telstra 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 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.</li> <li>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.</li> </ol>	Contracts & Leasing	● ● ●	<p>The Telstra lease remains unsigned. Industry representatives have been engaged to assist on Council's behalf. Further updates will be provided as they become available.</p> <p>Awaiting executed lease from Optus.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding





Division: All  
 Committee: General Meeting  
 Officer: All

Date From: All  
 Date To: All  
 Doc ID: 1240652

Outstanding Resolutions Report

Printed: Wednesday 14 August 2024 4:57:32 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			4. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years within Lot 1 M5825, to Optus Mobile Limited.		●	
8	25/10/2023	Lease renewal over part 113 BON1559	<b>RESOLUTION 2023/200</b> That Council: 1. Renew the Trustee Lease over part of Lot 113 BON1559 to Visy Board Proprietary Limited; pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of the Trustee Lease over part of Lot 113 BON1559, with Visy Board Proprietary Limited.	Contracts & Leasing	●  ●	Completed. Visy Board Proprietary Limited informed of Council's decision to renew lease on 20 October 2023.  Completed. Visy executed Trustee Lease.
9	22/11/2023	Drainage Easement - Fielding Street, Gayndah	<b>RESOLUTION 2023/211</b> 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.	Contracts & Leasing	●	The lessee has declined to consent to the easement. The matter has been referred back to Council's Civil Works department for further evaluation to determine whether the easement is essential at this time or if it should be addressed during the lease renewal process. Civil Works is currently engaged in discussions with the Planning department to explore the appropriate next steps.
10	22/11/2023	Mount Perry Stairs	<b>RESOLUTION 2023/212</b> Council resolves to reinstate the stairs and retaining wall in front of the Mount Perry Customer Service and Library Centre to reflect their original state. The tendered cost and estimated total project costs to be presented to Council before starting works.	Works	●	The project's estimated value was initially set at \$56,000 based on engineering drawings, which allowed Council to seek quotations from at least three contractors rather than conducting a full tender process, as per section 225 of the <i>Local Government Regulation 2012</i> . Four contractors were invited to submit quotations, but none were received. Efforts are now underway to seek new quotes from contractors. Once received, officers will report the quotations back to Council.

● Completed ● Work In Progress ● On Hold ● Outstanding



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 Date To: All  
 Doc ID: 1240652

Outstanding Resolutions Report

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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
11	24/01/2024	Monto Administration Building - Outcome of additional structural investigations	<b>RESOLUTION 2024/16</b> That Council amend part 1 of Resolution 2023/22 to: 1. 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.	Works	●	Completed. Refer to Resolution 2024/74 - Remediation works are underway.
12	13/03/2024	Regulated Dog Inspection Program	<b>RESOLUTION 2024/34</b> That Council: 1. 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. 2. That Council notes: a) the Selective Inspection Program will commence on 1 April 2024 and conclude on 30 September 2024. b) inspections under the Selective Inspection Program will be conducted by Authorised Officers between 7am and 5pm, Monday to Friday.	Corporate & Community	●  ●	<i>No further update this month.</i>  Noted.  Inspections are currently underway due to conclude on 30 September 2024.
13	24/04/2024	Councillor Portfolios	<b>RESOLUTION 2024/56</b> That Council lay Councillor Portfolios on the table until presented at an upcoming Councillor Information Workshop.	Office of the CEO	●	Completed. Refer to Resolution 2024/95.

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
14	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> <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>	Office of the CEO	<p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>Early Bird Registrations must be completed by 23 September 2024. We are awaiting the outcome of the permanent CEO recruitment process which is currently underway.</p> <p>Noted.</p> <p>Meeting date updated on Councils website.</p> <p>Meeting location updated on Councils website.</p>
15	24/04/2024	Regional Library Hours of Operation Review	<p><b>RESOLUTION 2024/67</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Conduct a review of library operation hours in Eidsvold, Biggenden, and Mt Perry.</li> <li>2. Officers bring this matter back to a Councillor Information Workshop with a proposed way forward including consideration of costs and consultation.</li> </ol>	Corporate & Community	<p>●</p> <p>●</p>	<p>Council passed Resolution 2024/136 returning Eidsvold Library Hours to full time five days per week. The review of Biggenden and Mt Perry hours is a work in progress.</p> <p>An update will be tabled at an upcoming Councillor Information Workshop following the review.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
16	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 / Corporate & Community	●	Refer to Resolution 2024/16 - Remediation works are underway, with the budget amendment to be processed in the financial system.
17	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	●	Completed. Meeting held on Monday 5 August 2024 at the Eidsvold Showgrounds to discuss Council's resignation as Trustee.
18	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 was tabled at the Councillor Information Workshop held on 14 August 2024. A report is expected to be tabled at the General Meeting scheduled for 25 September 2024.
19	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 was tabled at the Councillor Information Workshop held on 14 August 2024. A report is expected to be tabled at the General Meeting scheduled for 25 September 2024.
20	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 is tabled for a Councillor Information Workshop in September 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
21	26/06/2024	Proposed Divestment of Reserve	<p><b>RESOLUTION 2024/123</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>		  	<p>Refer to resolution 2024/143 further.</p> <p>The Deed of Agreement has been drafted and is ready for execution by the President. The Board was going to inform Council of their decision at a meeting on or about 14 August 2024. There has been no update provided thus far.</p> <p>On hold pending outcome of point 1 above.</p>
22	26/06/2024	Local Government Association of Queensland (LGAQ) Annual Conference 2024 Motions	<p><b>RESOLUTION 2024/124</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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:                             <ol style="list-style-type: none"> <li>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.</li> </ol> </li> </ol>	Office of the CEO		Completed.

Completed Work In Progress On Hold Outstanding





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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			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 rate base councils, subsidising 100% of the operational costs of kerbside recycling collection, paid in arrears on a fixed price, per bin lift basis. d) That the Local Government Association of Queensland (LGAQ) calls on the federal government to ban the importation and use of products containing PFAS-group chemicals by the end of 2026, including products not covered by the Industrial Chemicals Environmental Management Standard (cosmetics, personal care products, food packaging, clothing), rather than requiring local government water service providers to upgrade treatment technology to protect community health and the environment from these chemicals. 2. Authorise the Acting Chief Executive Officer (CEO) to negotiate with the Local Government Association of Queensland regarding minor changes to the motions.			
23	26/06/2024	Change in Operating Hours for Eidsvold Customer Service and Library	<b>RESOLUTION 2024/137</b> That Council approves the change of operating hours for the Eidsvold Customer Service and Library to be open from 8:30 AM – 11:30AM and 12:30PM - 4:30 PM, Monday to Friday commencing Monday 29 July 2024.	Corporate & Community	●	Completed. The change in operating hours commenced on 29 July 2024 as resolved by Council.

● Completed ● Work In Progress ● On Hold ● Outstanding



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Outstanding Resolutions Report

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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
24	26/06/2024	Proposed Lease	<b>RESOLUTION 2024/143</b> That Council authorises the Chief Executive Officer to enter into a lease agreement with the Mount Perry Community Development Board Inc. on the basis of Councils standard lease terms and conditions, pursuant to option 4 as contained within this report.	Office of the CEO	●	Refer to resolution 2024/123 further.  The Board was going to inform Council of their decision at a meeting on or about 14 August 2024. There has been no update provided thus far.
25	26/06/2024	Harkness Creek Bridge and Shared Path Eidsvold	<b>RESOLUTION 2024/144</b> That Council:  1. Accepts ownership and maintenance responsibilities associated with a new off-road shared path between Esplanade Street and the Reginald Murray Williams Australian Bush Learning Centre in Eidsvold; and 2. Retains ownership and ongoing maintenance responsibilities for the new footbridge crossing over Harkness Boundary Creek in Eidsvold.	Works	●  ●	Completed. Acceptance letter issued to TMR 28 June 2024.  Completed. Ownership & ongoing maintenance will come into effect once new bridge and shared path is constructed.
26	31/07/2024	2023-2024 (FY24) – Quarterly Progress Report (Q4)	<b>RESOLUTION 2024/179</b> That Council receive and note the 2023-2024 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at Attachment 1.	Office of the CEO	●	Completed.
27	31/07/2024	Planning Scheme Amendment	<b>RESOLUTION 2024/182</b> That Council:  1. Approve the consultation program for the 'Major Amendment – Business Resilience Amendment' planning scheme amendment in accordance with the Communications Strategy provided at Attachment 1. 2. Authorise the Chief Executive Officer to commence consultation for at least the minimum 20 business days as soon as practicable, whilst ensuring that matters like the timing of the September school holidays period is taken into account in terms of	Corporate & Community	●	Consultation is planned to commence on 26 August and close on 4 October. Dates for community drop-in sessions are being finalised, with two (2) daytime sessions proposed. Councillors can expect to receive information week ending 23 August 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
			determining the overall duration of the consultation program.			
28	31/07/2024	Trade Waste Policy Review	<b>RESOLUTION 2024/184</b> That Council adopts the revised Governance Policy 2232 - Trade Waste.	Works	●	Completed.
29	31/07/2024	Asset Management Policy	<b>RESOLUTION 2024/185</b> That Council adopt the amended Policy 2256 - Asset Management.	Works	●	Completed.
30	31/07/2024	Mayor and Deputy Mayors Report – ALGA NGA 2024	<b>RESOLUTION 2024/187</b> That Council: 1. Acknowledges the feedback from the Mayor and Deputy Mayor regarding their attendance at the 2024 ALGA National General Assembly; and 2. Requests the Chief Executive Officer to provide feedback to the ALGA Board regarding the limited debate opportunities for motions grouped in Section A, including the inadequate four-hour allotted debate time and insufficient adherence to debating rules.	Office of the CEO	● ●	Noted. Completed.
31	7/08/2024	CEO Recruitment Process - Application Review and Interview Preparation	<b>RESOLUTION 2024/193</b> That Council: 1. Receive and review all candidate applications for the position of Chief Executive Officer. 2. Invite four (4) shortlisted candidates to participate in interviews. These interviews will precede Councils final decision on the appointment of the permanent Chief Executive Officer.	Office of the Mayor	● ●	Completed. Completed.

● Completed ● Work In Progress ● On Hold ● Outstanding



 <p><b>Outstanding Questions on Notice Report</b></p>	<p><b>Division:</b> All</p> <p><b>Committee:</b> General Meeting</p> <p><b>Officer:</b> All</p>	<p><b>Date From:</b> All</p> <p><b>Date To:</b> All</p> <p><b>Doc ID:</b> 1240653</p>
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#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
1	26/06/2024	Funding Status and Update for Biggenden Rural Fire Brigade Facility	Cr Payne requested information regarding outstanding resolution number 4, relating to the Biggenden Rural Fire Brigade, specifically concerning funding. Through the Chair, Ms Mahoney (General Manager Corporate & Community) responded, noting that there is a state funding budget allocation to establish the facility. Ms Mahoney added that a further update would be provided on Councils contribution, clarifying what funds have been released/allocated and what remaining funds may be available.	Corporate & Community	●	Officers aim to provide a response by week ending 23 August 2024.
2	26/06/2024	Trade Waste and Recycling Increased Revenue	Cr Payne queried the increase in Trade Waste & Recycling by \$46,000 on page 78 of the agenda. Through the Chair, Ms Cox (Financial Services Manager) responded noting that further investigation is needed and took the question on notice.	Corporate & Community	●	Officers aim to provide a response by week ending 23 August 2024.
3	10/07/2024	Categorisation of Renewables and Battery Storage	Cr Payne raised a question regarding renewables and battery storage, specifically referring to their categorisation under either Category 51 or 53 on page 72 of the agenda. Through the Chair, Mr Matheson acknowledged the query and indicated the application of these categories to land used for battery storage would be taken on notice and legal interpretation of the category definition would be sought. Further, Ms Summers noted that this matter hadn't been specifically addressed by North Burnett Regional Council, but other councils typically handle this use separately from land used for generation purposes.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
4	10/07/2024	Review of Hall Hire and Cleaning Procedures	Cr Payne raised a query concerning cleaning practices related to the addition of item 1 (b) above. Through the Chair, Ms Scott explained that each hall has its own cleaning arrangements, managed through contractors and staff who schedule cleanings regularly or after bookings based on usage. Ms Scott noted that one hall is occasionally used without prior bookings,	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding

	<b>Division:</b> All <b>Committee:</b> General Meeting <b>Officer:</b> All	<b>Date From:</b> All <b>Date To:</b> All <b>Doc ID:</b> 1240653
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**Outstanding Questions on Notice Report**

#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
			<p>necessitating additional cleaning measures. Cr Payne questioned why there were instances of hall usage without bookings. Ms Scott indicated that work was in progress to improve control over hall access, including measures such as reclaiming access fobs and cancelling unauthorised access.</p> <p>Through the Chair, Mr Matheson responded by acknowledging the validity of Cr Payne's concerns and highlighted two key issues: the need to address unauthorised use and ensuring there is a clear obligation established and agreed to by all hirers (including community not for profit organisations) that they bear the cost of any additional cleaning or maintenance required as a result of their hiring and use of a hall. Mr Matheson confirmed that he had received advice that there is a form of of hiring agreement in place. In closing, Mr Matheson advised that there would be a review of the terms of the hiring agreement to ensure there was a clear and unequivocal obligation entered into by all hirers to bear the cost of any additional cleaning or maintenance required following a hiring of a hall.</p> <p>Mr Matheson also indicated that usage data for the halls would be included in future quarterly reports to enable Councillors to gauge whether the nil hiring cost for community not for profit organisations is having a positive impact on usage of these community assets.</p>			
5	10/07/2024	Enquiry into Minimum Rate and CSO Cost Analysis	The Mayor expressed satisfaction at the prospect of the minimum rate lifting, recalling that 20 years ago, the intention was for the minimum general rate needed to be set at \$1000 to cover the cost to deliver Council's community service obligations (CSOs). The Mayor then enquired about the current cost of CSOs divided by rateable properties and its impact on Council. Mr Matheson responded indicating that the question would	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding

 <p><b>Outstanding Questions on Notice Report</b></p>	<p><b>Division:</b> All</p> <p><b>Committee:</b> General Meeting</p> <p><b>Officer:</b> All</p>	<p><b>Date From:</b> All</p> <p><b>Date To:</b> All</p> <p><b>Doc ID:</b> 1240653</p>
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#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
			be taken on notice as the specific data would need to be gathered and provided to Councillors at a later date.			
6	10/07/2024	Enquiry into Revenue from Natural Resource Levy	The Mayor raised a question regarding whether the revenue generated from the Natural Resources Levy was enabling full cost recovery for the delivery of the services attributed to this Levy. In this context, the Mayor also noted that Council had vacancies in this area that might suggest all Levy funds were not being expended. Through the Chair, Ms Mahoney acknowledged the query and indicated that she would need to provide the information at a later time, taking the question on notice.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
7	10/07/2024	Enquiry into the Natural Resources Levy Expenditure from Prior Years	Cr Vaughan enquired about the expenditure incurred in the previous year. Similar to the Mayor's query, Mr Matheson indicated that a further report would be provided to Councillors at a future workshop on revenue collected via the Natural Resources Levy for each of the last five years and the expenditure incurred against that revenue each year.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
8	10/07/2024	Clarification on unexpended Natural Resources Levy Revenue from Prior Years	Cr Payne questioned whether unexpended revenue from prior years was retained in restricted cash reserves and accounted for in provisions. Through the Chair, Ms Cox responded that she was unsure if the funds were isolated in reserves and confirmed that this detail would be provided at a later time, taking the question on notice.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
9	10/07/2024	Kerbside Waste Collection Cost Recovery Assessment	Cr Jones sought clarity on whether the charge for kerbside waste collection aimed to fully recover its costs. Through the Chair, Ms Cox responded that there is currently a small overall loss in waste operations. Ms Mahoney took the question on notice and advised that a further review planned to assess and possibly adjust the cost recovery approach in this space.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding

	<b>Division:</b>	All	<b>Date From:</b>	All
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#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
10	10/07/2024	Air Conditioner Replacement Location Enquiry	Cr Vaughan enquired about the location for the air conditioner replacements. Ms Scott clarified that this was specifically regarding the replacement of existing units but noted that further information on the specific location(s) would need to be obtained, taking the question on notice.	Works	●	Response circulated to Councillors.
11	10/07/2024	Washdown Bay Upgrades in Monto and Eidsvold	Cr Vaughan queried if the Washdown Bay upgrades in Monto and Eidsvold were going ahead. Through the Chair, Ms Mahoney clarified that funding had been identified for these specific locations, adjacent to cattle yards, and that a detailed report would be forthcoming to Council. Cr Payne expressed her understanding that this project was for Council's internal depots. Mr Johnston explained that the project may be incorrectly described, with further clarification needed and the question being taken on notice.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
12	10/07/2024	Sporting Facilities Planning Enquiry	Regarding planning for sporting facilities, Cr Vaughan enquired about the specific locations, particularly mentioning Eidsvold. Ms Mahoney noted that there is an identified opportunity in Eidsvold requiring co-contribution from Council, although the exact location was to be confirmed. The question would be taken on notice.	Corporate & Community	●	Response provided at the Councillor Information Workshop held on 7 August 2024.
13	31/07/2024	June 2024 Fleet Auction Communication to Councillors	Cr Payne enquired about the fleet auction held in June 2024, as noted on page 161 of the agenda, questioning whether Councillors were informed that this event was occurring. Ms Scott indicated that she understood that notice had been provided to Councillors and that the auction was promoted through Council's website and Facebook presence. Ms Scott advised that further clarification would be provided, taking the question on notice.	Works	●	Response provided at the Councillor Information Workshop held on 14 August 2024.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding

	<b>Division:</b>	All	<b>Date From:</b>	All
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<b>Outstanding Questions on Notice Report</b>			<b>Printed: Wednesday 14 August 2024 4:58:19 PM</b>	

#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
14	31/07/2024	Clarification on Animal Impoundments	Cr Payne asked about the increase in animal impoundments as noted on page 185 of the agenda specifically asking if these impoundments were dogs. Ms Mahoney noted that clarification would be provided, taking the question on notice.	Corporate & Community	●	Response circulated to Councillors.
15	31/07/2024	Online Payment System ETA	Cr Jones enquired about the estimated time for completion of testing and commissioning of the online payment system, as noted on page 126 of the agenda. Ms Mahoney noted that clarification would be provided, taking the question on notice.	Corporate & Community	●	A communication plan is being developed for the rollout of the Online Payment Portal. Updates will be provided as the project progresses.
16	31/07/2024	Provide Utilisation Data of Rates Payment Options	Cr Thompson also enquired if Council had data on the number of people utilising the different payment options. Mr Matheson noted that the information would be provided to Councillors, taking the question on notice.	Corporate & Community	●	Officers are in the process of collecting data from various payment methods and anticipate delivering a detailed update by the end of August.  Payment options are outlined in the rates notice and are available on the Council's website. Additionally, there may be further communications on social media when rates are issued, which will be assessed as part of a broader communications review.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding



	<b>Division:</b>	All	<b>Date From:</b>	All
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<b>Outstanding Actions Report</b>			<b>Printed: Wednesday 14 August 2024 5:00:10 PM</b>	

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
1	24/04/2024	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.
2	24/04/2024	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	●	A a briefing on the proposed motions will be scheduled closer to the event for Councillors attending.
3	29/05/2024	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 is tabled at a Councillor Information Workshop in September 2024.
4	26/06/2024	WBBROC Discussion on Equitable Grant Fund Distribution	The Mayor and CEO to table a discussion at the next WBBROC meeting to address Cr Payne's concerns about administrative support, ensuring that grant funds are distributed equitably among all member councils.	Office of the CEO	●	Will be tabled at the next WBBROC meeting scheduled for 6 September 2024 with an update to come back to Councillors following.
5	26/06/2024	Distribution of MOU on Project Manager Appointment and Briefing on WBRWMP Funding	Provide councillors with a copy of the Memorandum of Understanding (MOU) outlining the decision to appoint a Project Manager to Fraser Coast Regional Council for the Wide Bay Regional Waste Management Plan (WBRWMP).  Additionally, schedule a briefing session at an upcoming councillor workshop to discuss the WBRWMP, including details of specific funding arrangements pursued.	Corporate & Community	●  ●	Officers aim to provide a response by week ending 23 August 2024.  The briefing on WBRWMP is proposed for a Councillor Information Workshop scheduled for September 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding



**Division:** All  
**Committee:** General Meeting  
**Officer:** All

**Date From:** All  
**Date To:** All  
**Doc ID:** 1240654

**Outstanding Actions Report**

**Printed: Wednesday 14 August 2024 5:00:10 PM**

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
6	10/07/2024	Request for Workshop: Landfill Capping Program and Facility Utilisation	<p>Cr Jones asked whether there was a specified end date for the capping program. Through the Chair, Ms Mahoney responded, explaining that there is a comprehensive schedule for capping at all facilities, with the tender process underway for this work for the Monto and Mt Perry waste management facilities. Ms Mahoney added that Council intends to cap one (1) or two (2) facilities each year over the next few years, adhering to a structured schedule for this work, to meet Council's environmental compliance obligations.</p> <p>Cr Jones requested a workshop to discuss the landfill capping plan further, focusing on utilisation of waste management facilities and the transition history from dumps to transfer stations. Ms Mahoney confirmed the request, indicating that an update at a Councillor Information Workshop would provide detailed insight into the strategy and timeline.</p>	Corporate & Community	●	<p>At the Councillor Information Workshop on 7 August 2024, an update was provided to Councillors. Additional details, including the utilisation of waste management facilities and the transition from waste facilities to transfer stations, will be provided at the next Councillor Information Workshop on 13 November 2024.</p> <p>Officers aim to circulate the timetable for capping at all facilities to Councillors for their information by week ending 23 August 2024.</p>
7	10/07/2024	Request for Workshop: Capital Revenue Clarification Enquiry & Provisions Discrepancy Clarification	<p>Cr Payne raised a query regarding capital revenue, specifically referencing page 267 of the agenda. Cr Payne noted estimated actuals of \$8.5 million and enquired about the differences between original and revised figures. Through the Chair, Ms Cox explained that carry-over amounts were reflected in the proposed 2024-2025 capital budget, with estimated works adjusted in collaboration with QRA (Queensland Reconstruction Authority) over a two (2) year period. Additionally, a package nearing \$20 million was being evaluated by the QRA for the 2025/2026 financial year.</p> <p>The Mayor requested this matter be discussed at an upcoming Councillor Information Workshop to delve deeper into understanding capital works and their budget implications.</p> <p>Cr Payne also highlighted provisions amounting to \$12 million but budgeted for \$7 million, seeking clarification on this process and why such a big difference. The</p>	Corporate & Community	●	<p>At the Councillor Information Workshop on 7 August 2024, an update was provided to Councillors.</p> <p>Details on the 2024-2025 capital budget and the potential \$20 million QRA funding package for capital works for the 2025/2026 financial year will be circulated to Councillors by week ending 23 August 2024.</p>

● 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>	1240654
<b>Outstanding Actions Report</b>			<b>Printed: Wednesday 14 August 2024 5:00:10 PM</b>	

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
			Mayor confirmed that this topic would be included in the upcoming workshop discussions.			
8	10/07/2024	Request for Workshop: Fleet Replacement Program Approval	Cr Dingle asked if the Fleet Replacement Program would be coming back to Council for approval. Mr Matheson confirmed that a report on the fleet replacement proposals, including justifications, would be brought to a Councillor workshop in the future for further discussion.	Works	●	The program was tabled at the Councillor Information Workshop held on 14 August 2024. A report is expected to be tabled at the General Meeting scheduled for 25 September 2024.
9	31/07/2024	Community Awareness of Grading Zones	Cr Thompson enquired about grading zones on page 155 of the agenda, asking if the locations of each zone was known to community. Mr Matheson confirmed that a link to the zone maps would be provided in future reports and also suggested that this would be included on Councils website.	Works	●	Officers are looking to integrate Pozi Online Mapping on Councils website, ensuring the Grading Zones are clearly referenced.
10	31/07/2024	Communication re. Private Works and Jet patcher Availability	Cr Payne enquired on page 196 about private works exceeding budget, asking for clarification on this matter. Ms Scott explained that Council's position is to not offer to undertake private works. However, Council does consider requests on a case by case basis to seal driveways while the Jet Patcher is in the vicinity, as no other affordable service providers are available in the region. The Mayor requested that the community be informed of Council undertaking such works on this basis.	Works	●	The existing arrangements are currently being reviewed, with a communication plan being considered to ensure clarity and effectively manage expectations
11	31/07/2024	Communication regarding the Reseal Program	On page 158 of the agenda, Cr Jones requested communication to residents regarding the reseal program due to concerns raised by community of unfinished works. Ms Scott noted that the specific works in question were contracted out and that efforts are being made to consolidate work into targeted areas rather than distributing this across the region. Additionally, weather conditions have impacted the progress of these works. Mr Haberman confirmed that communication would be provided.	Works	●	An update on the reseal program was included in the civil works section of the Mayoral update for week ending 16 August 2024. Further consideration is being given to a standalone public notice and/or social media posts.

● 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> 1240654
<b>Outstanding Actions Report</b>		<b>Printed: Wednesday 14 August 2024 5:00:10 PM</b>

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
12	31/07/2024	Future Renewables Presentation by the Department of Energy and Climate	Cr Jones queried whether the Department of Energy and Climate could be invited to present to Council and Community to discuss the future of renewables and potential opportunities in the region. Through the Chair, Mr Matheson suggested that officers would investigate upcoming opportunities for such a presentation.	Corporate & Community	●	Officers are liaising with the Department of Energy and Climate to coordinate a presentation for Councillors.  Additionally, a presentation is scheduled for the Councillor Information Workshop on 2 October 2024 to discuss the approval process for renewable energy projects.

● Completed   ● Work In Progress   ● On Hold   ● Outstanding

## 9.2 STATUTORY POLICY 1022 COUNCILLOR CONDUCT INVESTIGATIONS

**Doc Id:** 1237031

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Revised Draft 1022 Investigation Policy.pdf [1241810]

### EXECUTIVE SUMMARY

Section 150AE(1) of the *Local Government Act 2009* (the 'Act') mandates that a local government must adopt, by resolution, an Investigation Policy to handle suspected Councillor conduct breaches where those matters are referred to Council by the Office of the Independent Assessor (OIA).

On 29 May 2024, Council adopted the Department of Housing, Local Government, Planning and Public Works draft Investigation Policy. However, that policy includes procedural elements that exceed legislative requirements, making the process more complex, costly and resource intensive.

The purpose of this report is to propose a revised policy to better align with statutory requirements in the Act and Council's operating environment – whilst maintaining compliance with the Act and natural justice principles.

### CORPORATE PLAN

**OUR VISION:** By 2030, the North Burnett will be a region of choice for people to live, work and play.

#### OUR ROLE:

*A Regulator*

#### OUR PRIORITY AREAS:

5. *Our efficient and effective council*

### OFFICERS RECOMMENDATION

That in accordance with section 150AE of the *Local Government Act 2009*, Council adopt by resolution Statutory Policy 1022 – Councillor Conduct Investigations at **Attachment 1** to this report, to replace Statutory Policy 1022 – Councillor Conduct Investigations which was adopted by Council on 29 May 2024.

### REPORT

Following the release of the Belcarra Report in 2017, legislative reforms have been progressively implemented to expand and enhance the integrity regime that applies to the conduct and actions of elected Councillors and the to the system of local government in Queensland.

As a result of amendments to the Act that came into effect on 22 November 2023, the Act now provides that:

- the OIA must refer certain conduct breaches by Councillors back to the local government to investigate and decide; and
- Councils must adopt by resolution, an investigation policy ("policy") to deal with such suspected conduct breaches.

The policy must:

- a) include a procedure for investigating the suspected conduct breaches of councillors; and
- b) state the circumstances in which another entity may investigate the conduct; and
- c) be consistent with the principles of natural justice; and
- d) require the local government to prepare a report about each investigation; and

- e) require councillors and persons who make complaints about Councillors' conduct to be given notice about the outcome of investigations; and
- f) include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

On 29 May 2024, Council adopted the Department of Housing, Local Government, Planning and Public Works draft Investigation policy. That policy includes procedural elements that exceed legislative requirements when assessing and conducting an investigation of a suspected Councillor conduct breach. These elements (which are not requirements in the Act, but potentially add costs to Council and may not necessarily be appropriately cognisant of both practical and natural justice considerations) include:

- 1) The Mayor being responsible for investigating a Councillor conduct breach
- 2) The Deputy Mayor being responsible for investigating the Mayor's conduct breach
- 3) If the Mayor and Deputy Mayor are conflicted, then another Councillor is to be appointed as the responsible person for the conduct of the investigation.
- 4) The formation of a Committee to decide the Mayor's conduct breach, following investigation
- 5) The requirement to inform all Councillors of a conduct breach on receipt of a Referral Notice issued by the OIA.

In the interests of ensuring a legislatively compliant but practically appropriate policy applies to dealing with such referrals from the OIA, a revised policy is presented at **Attachment 1** for Council's consideration. The revised policy has been adapted (where appropriate) from the Department's draft policy, with changes made to best meet the operating environment and governance standards of Council.

The changes proposed are as follows:

- 1) The Chief Executive Officer (CEO) will manage the investigation of a suspected conduct breach relating to the Mayor or Councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation.
- 2) If the investigator obtains information which indicates the Mayor or a Councillor may have engaged in misconduct, the investigator must cease the investigation and advise the CEO. The CEO will then provide relevant information to the OIA.
- 3) If the Investigator obtains information which indicates the Mayor or a Councillor may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the CEO. The investigator and/or the CEO will then provide relevant information to the Crime and Corruption Commission.
- 4) Council (not a Committee) must decide as to whether the Mayor has engaged in a conduct breach. This is in line with the decision-making in respect of suspected conduct breaches by other Councillors.
- 5) All Councillors will be provided a copy of the Summary Investigation Report, and final Investigation Report before the General Meeting where the Councillors will consider and decide the conduct.
- 6) When deciding the conduct, if the Council cannot achieve and maintain a quorum due to the number of conflicted Councillors or another reason, the matter is to be deferred to another date when a quorum will be present; or the matter is to be delegated consistent with section 257 (2) of the Act.

## CONSULTATION

Councillors were consulted about the proposed changes during the Councillor Information Workshop held 14 August 2024.

Internal consultation was facilitated by the Interim Chief Executive Officer.

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

Council policies and procedures assist to guide actions, shape organisational direction and minimise risk through promoting consistency, establishing precedents and expected actions/outcomes, helping to avoid inefficient, inconsistent and ineffective decisions. Council policies are of direct relevance to ratepayers and the community and help establish parameters that align with community expectations, ensuring legislative and statutory compliance and therefore assisting in risk management processes.

**Occupational Health & Safety (WHS)**

As far as is reasonably practicable, Council will ensure that the organisation's operations do not place people, property or the environment at unacceptable levels of risk or harm. This includes, but is not restricted to, observing procedures agreed between management, employees, committees, volunteers and contractors.

**Financial Impact**

This policy update will not have a material impact on Council's financial position but aims to improve operational efficiency.

**Legal & Regulatory**

Section 150AE(1) of the *Local Government Act 2009* sets out that a local government must adopt, by resolution a policy about how it deals with the suspected conduct breaches of Councillors, referred, by the Independent Assessor to Council to be dealt with.

It is noted that this policy is compatible with Council's obligations under the *Human Rights Act 2019*.

**Environmental**

Not Applicable.

**Property & Infrastructure**

Not Applicable.

**Human Resources**

Not Applicable.

**Information Communications Technology**

Not Applicable.

**Service Delivery**

Not Applicable.

**Climate**

Not Applicable.

**KEY MESSAGE**

Council is committed to maintaining an ethical and effective workplace. Investigation management is closely connected to the Councillors Code of Conduct, corruption prevention activities and other complaints management systems.

## Draft 1022 Investigation Policy

### Statutory Policy



#### PURPOSE

This is North Burnett Regional Council's investigation policy for how complaints about a suspected conduct breach of a Councillor (including the Mayor) will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the 'Act').

#### SCOPE

This policy applies to investigations and determinations by Council about the suspected alleged inappropriate conduct of a Councillor including the Mayor, which has been referred by the Independent Assessor. As required, this policy:

- Provides a procedure for investigating a suspected conduct breach of a Councillor;
- states the circumstances in which another entity may investigate the conduct;
- is consistent with the principles of natural justice;
- specifies the requirement to prepare a report about each investigation;
- incorporates the requirement for a notice about the outcome of investigations to be provided to:
  - i. the Independent Assessor;
  - ii. to the Councillor who is the subject of the investigation; and
  - iii. persons who made the complaint about the Councillors conduct.
- Includes a procedure about when a decision may be made to not start, or to discontinue, an investigation under section 150AEA.

This policy requires that:

- The Councillor to whom the complaint relates is given information about the suspected conduct breach, including details about the evidence of the conduct;
- The Councillor who is the subject of the complaint is given a notice if an investigation is not started or is discontinued;
- For the person who made the complaint, if the contact details of a person are known, to be provided with a notice if an investigation is not started or is discontinued;
- The Councillor who is the subject of the complaint is given the preliminary findings of the investigation before preparation of an investigation report about the investigation;
- The Councillor who is the subject of the complaint is able to give evidence or a written submission to Council about the suspected conduct and preliminary findings;
- Any evidence and written submission given by the Councillor who is the subject of the complaint are considered in the preparation of the investigation report for the investigation; and
- The investigation report includes:
  - If evidence is given by the Councillor, a summary of the evidence; and
  - if the Councillor gives a written submission a full copy of the written submission.

This policy does not relate to more serious Councillor conduct such as misconduct or corrupt conduct which are dealt with under separate legislative provisions.

This policy also does not deal with unsuitable meeting conduct or any conduct undertaken in a personal capacity by a Councillor for example a sitting Councillor campaigning for re-election or attending a private social function.

#### POLICY STATEMENT

Chapter 5A of the Act prescribes the Councillor conduct management system.

Section 150CT of the Act establishes an Independent Assessor to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about Councillor conduct.

After undertaking a preliminary assessment of a Councillor conduct matter if the Independent Assessor reasonably suspects a Councillor has engaged in a conduct breach, the Independent Assessor may decide to refer a suspected conduct breach to Council to deal with under section 150SD(4)(a) or 150W(b) of the Act.

Upon receipt of the referral notice of a complaint of a suspected conduct breach, Council must deal with the Councillors conduct as prescribed under section 150AF of the Act unless a decision is made not to start, or to discontinue, the investigation under section 150AEA of the Act. In conducting the investigation, Council must comply with this policy.

Council may decide to not start, or to discontinue, an investigation if:

- The complaint is withdrawn by the complainant; or
- The complainant consents to the matter being withdrawn, for example, the matter has been resolved and it is unnecessary for the Council to investigate the matter; or
- The complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed, or the office of the Councillor becomes vacant for any reason, i.e. the person has resigned or was not re-elected and is no longer a Councillor.

### Confidentiality

Matters relating to the investigation of a suspected conduct breach of a Councillor are confidential during the investigation period, other than:

- To give the Councillor information about the suspected conduct, including details about the evidence of the conduct;
- To give the Councillor the preliminary findings of the investigation before preparing an investigation report about the investigation;
- To give the Councillor a notice if an investigation is not started or is discontinued; and
- For conduct the subject of a complaint to give the person who made the complaint, and the Independent Assessor and notice if an investigation is not started or is discontinued.

Once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by Council. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or provided a statement or affidavit the summary report must also not include any transcripts of interviews conducted by the Investigator.

Once the matter has been investigated the matter will be placed on an ordinary meeting agenda. The investigation report and any recommendations of the Investigator may be considered during the ordinary meeting. The debate on the investigation report may occur in closed session under section 254J(3)(j) of the *Local Government Regulation 2012* (the 'Regulation').

A decision by resolution during an open Council meeting, must be made to determine whether a Councillor engaged in a conduct breach and if so, any decision about orders that are made under section 150AH of the Act. Any decision that is not consistent with the recommendations of the investigation report must state the reason for the decision in the meeting minutes the minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision to deviate from the recommendations of the investigation report.

The full investigation report must be made publicly available within 10 business days of Council deciding by resolution about whether the Councillor engaged in a conduct breach. The published full investigation report must not contain any names or identifying information about the complainant persons who were interviewed, any transcript of interview, or statement or affidavit by a witness or person interviewed, unless the complainant is a Councillor or the chief executive officer of the Council.<sup>1</sup>

When deciding what Action to take Council may consider:

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<sup>1</sup> *Local Government Act 2009*, section 150AGA(4)(a)



- any previous conduct breach of the Councillor;
- any allegation made in the investigation that was admitted, or not challenged, and the Council is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Independent Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the Act.

### **Natural Justice**

Any investigation of a suspected conduct breach of a Councillor/s must be carried out in accordance with natural justice principles.

Natural justice or procedural fairness, refers to three key principles:

- That the Councillor who is the subject of the suspected conduct breach has a chance to have his or her say before adverse findings are made and before any adverse action is taken (fair hearing);
- That the Investigator should be objective and impartial (absence of bias<sup>2</sup>); and
- That any action taken, or decisions made are based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected conduct breach will receive information about the suspected conduct, including:

- Information about the suspected conduct, including details about the evidence of the conduct;
- The preliminary findings of the investigation before the preparation of an investigation report about the investigation outcome and afforded the opportunity to respond to the preliminary findings;
- A notice if an investigation is not started or is discontinued including the reasons for the decision;
- Allowing the Councillor to give evidence or written submission to Council about the suspected conduct breach and any preliminary findings;
- Requiring Council to consider the evidence for written statement from the Councillor in preparing the investigation report; and
- Include if evidence is given by the Councillor, a summary of the evidence and, if a written submission is provided, a full copy off the written submission, in the investigation report.

Notice must be given to the following parties if an investigation is not started or discontinued including the reasons for the decision:

- the person who made the complaint; and
- the Independent Assessor.

### **Standard of proof**

The civil standard of proof is to be applied by the Investigator when determining whether a Councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities' which means the weighing up and comparison of the likelihood of the existence of competing acts or conclusions.

An allegation is sustained 'on the balance of probabilities,' if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.<sup>3</sup>

### **Timeline**

<sup>2</sup> An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality. A proper examination of all issues means the investigation must give a proper and genuine consideration to each parties case. It must be kept in mind that the matter, when referred, is suspected and not yet proven.

<sup>3</sup> Briginshaw v Briginshaw [1938] 60CLR 336 considered how the requisite standard of proof should operate in civil proceedings. The case affirmed that the standard of proof that applies to all civil matters is the balance of probabilities. Matters involving allegations of a more serious nature may require stronger evidence to be adduced to establish the cause of action.

The Councillor conduct framework must be effective and efficient. The Investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation.<sup>4</sup>

### Expenses

Council will pay the expenses associated with the investigation of suspected conduct breach of a Councillor including any costs of:

- an independent Investigator engaged on behalf of the Council;
- travel where the Investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.<sup>5</sup>

### Councillor conduct register

The Chief Executive Officer must ensure decisions and any orders under section 150AH of the Act made about suspected conduct breach of a Councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the Act, are entered into the relevant Councillor Conduct Register.

### Deciding not to start, or to discontinue an investigation

Depending on the circumstances of the matter, Council may determine to not start, or to discontinue an investigation about a Councillors conduct after receiving a Referral Notice if:

- The complainant withdraws the complaint or consents to the investigation not being started or being discontinued; or
- the complainant does not comply with the request from Council for further information; or
- there is insufficient information to investigate the conduct.

Council will discontinue or not start an investigation and will not make a decision if the office of the Councillor is vacated during the process.

Should Council decide not to start or discontinue an investigation of a Councillors conduct, it will provide a notice to the Independent Assessor stating the decision and the reasons for same.

### Procedure for investigation

The Chief Executive Officer will manage the investigation of suspected conduct breach matters relating to the Mayor or a Councillor by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation.

If the Investigator obtains information which indicates the Mayor or a Councillor may have engaged in misconduct, the Investigator must cease the investigation and advise the CEO. The CEO will then provide relevant information to the Independent Assessor.

If the Investigator obtains information which indicates the Mayor or a Councillor may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the CEO. The Investigator and/or the CEO will then provide relevant information to the Crime and Corruption Commission.

Once the investigation is finalised the Investigator will prepare a report for Council including the following details:

- The investigation process;
- Any witnesses interviewed;
- Documents or other evidence obtained;
- A statement of the relevant acts ascertained.

<sup>4</sup> Note: If the Investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the CEO or delegate to seek an extension of time.

<sup>5</sup> Note: Council may order the subject Councillor to reimburse all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the Investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject Councillor will not be met by Council. Where possible, costs should be kept to a reasonable rate, taking into consideration the costs for more serious matters dealt with by, for example, the Councillor conduct tribunal or other jurisdictions who deal with conduct matters.



- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint any evidence compiled;
- The investigation findings and any response by the Councillor the subject of the complaint to the findings;
- A statement of any relevant previous disciplinary history;
- Any recommendations about dealing with the conduct; and
- A record of the investigation costs.

## Completion of investigation

### Findings and recommendations

The Investigator must prepare a statement of preliminary findings and must give the preliminary findings to the Councillor before preparing the final investigation report. The Investigator must allow the Councillor to give evidence or a written statement about the conduct and any preliminary findings.

The Investigator must consider any evidence or written submission given by the Councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

### Investigation report

The Investigator must prepare an investigation report about the investigation of a suspected conduct breach referred by the Independent Assessor to Council under section 150AFA of the Act.

A summary investigation report must be prepared and made publicly available before the meeting where the Councillors will consider the matter. The summary report must be made available:

- 5:00 PM on the next business day after the nose of the meeting at which a decision is to be made has been provided to the Councillors; or
- And time when the agenda for the meeting at which a decision is to be made is publicly available.

The summary report must include:

- The name of the Councillor whose conduct has been investigated; and
- A description of the alleged conduct; and
- A statement of the fActs established by the investigation; and
- A description of how natural justice was afforded to the Councillor during the conduct of the investigation; and
- A summary of the findings of the investigation; and
- Any recommendations made by the Investigator who investigated the conduct.

The following information must not be made publicly available:

- if the investigation relates to the conduct of a Councillor that was the subject of a complaint:
  - The name of the person who made the complaint or any other person, other than the Councillor; or
  - Information that could reasonably be expected to result in identifying a person who made the complaint or any other person; or
  - If a person, other than the Councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
    - The name of the person; or information that could reasonably be expected to result in identifying the person or any other person, I'll go then the Councillor; or
    - Any other information the Council is entitled or required to keep confidential under a law.

**Making a decision about the investigation**

Council must decide as to whether the subject Councillor has engaged in a conduct breach.

When debating the matter the subject Councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest. The eligible Councillors i.e. those who do not have a conflict of interest in the matter, can decide by resolution if the subject Councillor can remain in the meeting during the debate and may answer questions to assist the eligible Councillors in deciding.

Alternatively, the eligible Councillors may resolve that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the consideration and all vote on the matter.

Should the complainant be a Councillor, that Councillor has a declarable conflict of interest in the matter and must follow that the declarable conflict of interest procedures set out in Councils Standing Orders Model Meeting Procedures and the Act.

If the Council cannot achieve and maintain a quorum due to the number of conflicted Councillors or another reason, the matter is to be deferred to another date when a quorum will be present; or the matter is to be delegated consistent with section 257 of the Act.

The eligible Councillors at the meeting will consider the findings and recommendations of the Investigators report, decide whether the subject Councillor engaged in a conduct breach and what, if any, action it will take under section 150AH of the Act.

After deciding about the conduct breach, Council must make the investigation report for the investigation publicly available the earlier of:

- On or before the day and time prescribed by regulation, or within 10 business days after the decision is made; or
- On the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must not be made publicly available:

- If the investigation relates to the conduct of a Councillor that was the subject of a complaint
  - The name of the person who made the complaint or any other person, other than the Council even if that person has a declarable conflict of interest; or
  - information that could reasonably be expected to result in identifying a person.
- If a person, other than the Councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
  - The name of the person; or
  - Information that could reasonably be expected to result in identifying the person or any other person, other than the Councillor; or
  - The submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview; or
  - Any other information Council is entitled or required to keep confidential under a law e.g. Documents subject to legal professional privilege or information that is part of a public interest disclosure made under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made their complaint if:

- The person is a Councillor or the Chief Executive Officer of Council; and
- The person's identity as the complaint was disclosed at the meeting at which the report for the investigation was considered.

**Disciplinary Action against Councillors**

If Council decides that a Councillor has engaged in a conduct breach, any of the following orders may be imposed:

- Order that no Action be taken against the Councillor; or
- Make an order outlining what action Council will take to discipline the Councillor under section 150AH of the Act. Under this section the Council may make one or more orders in accordance with those set out in section 150 AH(b)(i) – (vii) of the Act.

**Notice of outcome of investigation**

After an investigation is finalised, Council must give notice about the outcome to:

- The Independent Assessor; and
- The person who made the complaint about the Councillors conduct that was the subject of the investigation; and
- The subject Councillor who was investigated.

**CONDUCT BREACH – DISCIPLINARY ACTION MATRIX**

**Matrix guidance**

It is open to Council to decide which order/s are suitable when a Councillor is found to have engaged in inappropriate conduct. The OIA stresses that the particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a Councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

Section 150L of the ACT provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take Action under s150AG to discipline the Councillor for a conduct breach on three occasions within a 1 year period.

The table below may assist Councillors to decide what disciplinary Action is suitable in various circumstances.

**Types of orders**

Order	First instance engaging in a conduct breach	Second instance engaging in a conduct breach	Third instance engaging in a conduct breach
No Action be taken against the Councillor	✓		
An order for the Councillor to make a public apology in the way decided by the local government, for the conduct	✓*	✓*	✓*
An order reprimanding the Councillor for the conduct	✓#	✓#	✓#
An order that the Councillor attend training or counseling addressing the Councillors conduct including at the Councillors expense	✓#	✓#	✓#
An order that the Councillor be excluded from a stated local government meeting		✓	✓
An order that the Councillor is removed or must resign from a position representing the local government other than the office of Councillor			✓

An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct	✓ ^	✓	
An order that the Councillor reimburse the local government for all or some of the costs arising from the Councillors inappropriate conduct **		✓	✓

- \* May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct.
- # May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person.
- ^ For more serious and deliberate inappropriate conduct by an experienced Councillor.
- \*\* Costs arising from the Councillor’s inappropriate conduct includes investigative costs, legal costs, and support costs.

**RELEVANT LAW**

Local Government Act 2009  
 Local Government Regulation 2012  
 Crime and Corruption Act 2001  
 Public Interest Disclosure Act 2010  
 Public Sector Ethics Act 1994

**RELATED POLICIES AND PROCEDURES**

Councillor Code of Conduct  
 Public Interest Disclosure Policy and Procedures  
 Information, Communication and Technology (ICT)  
 Councillor Acceptable Requests Guideline  
 Standing Orders and Model Meeting Procedures

**DEFINITIONS**

Term	Definition
Independent Assessor	means the Independent Assessor appointed under section 150CV of the Act
Behavioural standard	means a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150D and 150E of the Act
Conduct	includes— (a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct
Councillor Conduct Register	means the register required to be kept by Council as set out in section 150DX and 150DY of the Act
Conduct breach	see section 150K of the Act
Corrupt conduct	see section 15 of the <i>Crime and Corruption Act 2001</i>
Investigator	means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a Councillor or Mayor
Investigation Report	means a report provided by the Investigator to the local government
Act	means the <i>Local Government Act 2009</i>
Local Government Meeting	means a meeting of— (a) a local government; or (b) a committee of a local government
Misconduct	see section 150L of the Act
Referral Notice	see section 150AC of the Act



Tribunal	means the Councillor Conduct Tribunal as established under section 150DK of the Act
Unsuitable meeting conduct	see section 150H of the Act

### APPROVAL

The investigation policy was adopted by Council resolution on **<date> 2024** and applies from this day.

### REVIEW

This policy will be reviewed by Council every four years and will be due for review **<Month> 2028**. The Office of the Chief Executive Officer will continue to monitor this policy and is authorised to make administrative amendments as required to ensure currency is maintained.

### REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	28 November 2018	New policy
2	General	16 December 2020	Revised
3	Administrative December 2022	review	No changes required
4	General	29 May 2024	Council has adopted the Queensland Government Template Policy
<b>5</b>	<b>General</b>	<b>&lt;TBA&gt;</b>	<b>Reverting to a tailored Policy</b>

**9.3 PROPOSED DIVESTMENT OF RESERVE****Doc Id:** 1240918**Author:** Michael Cartwright, Governance, Integrity and Risk Advisor**Authoriser:** Craig Matheson, Interim Chief Executive Officer**Attachments:** Nil**EXECUTIVE SUMMARY**

This report proposes that, given the advent of additional information received since June 2024, Council resolve to rescind Resolution 2024/123 – Divestment of Land, Wolca Reserve by Deed of Transfer negotiations with the Mount Perry Community Development Board Incorporated and proceed to issue a Notice of Vacation of Office by Trustee without negotiating a Deed of Transfer with any specific party.

**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:

1. Council Resolution 2024/123 be rescinded.
2. Council authorises the Chief Executive Officer under section 50 of the *Land Act 1994*, to file a Notice of Vacation of Office by Trustee with the State Department of Resources.

**REPORT**

On 26 June 2024 Council resolved as follows:

**RESOLUTION 2024/123**

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

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.

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

**Against:** Nil

**CARRIED 7/0**

Since that decision was made, Council officers have been made aware that at least one other party may have an interest in being considered for the appointment of Trustee for the Reserve. Council is not required to undertake a competitive process to determine whom the Trustee should be, as the determination of the Trustee is a matter for the Department of Resources to undertake. That said, given the existence of more than one party who may have an interest in being appointed as Trustee of the Reserve, it is considered prudent that Council not proceed to negotiate a Deed of

Agreement to transfer the Trusteeship with any one particular party – but rather leave it to the processes of the Department of Resources to determine the appropriate Trustee.

On this basis it is proposed that Council proceed directly to file a Notice of Vacation of Office by Trustee with the Department of Resources, and let the State as owner of the Reserve, determine the Trustee appointment.

## **CONSULTATION**

All Councillors and the Interim Chief Executive Officer have been consulted on this development.

The Mount Perry Community Development Board Incorporated has been informed of this proposed course of action.

## **RISK IMPLICATIONS**

### **Reputation / Political**

The eventual appointment of a new Trustee of the Reserve will be a decision for the Queensland Government. Council will retain responsibility for managing and maintaining the Reserve until the Department until the Notice of Vacation takes effect.

After this date, should no new Trustee be appointed, the responsibility for the management and maintenance of the Reserve will rest with the Department of Resources.

### **Occupational Health & Safety (WHS)**

Not Applicable.

### **Financial Impact**

Once Council divests its interest in the Reserve, the cost to manage and maintain this facility will no longer be borne by Council, resulting in a cost saving to the ratepayers of the region.

### **Legal & Regulatory**

A Notice of Vacation of Office by Trustee with the State Government Department of Resources can be a complex process, with procedures governed by the *Lands Act 1994*.

### **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**

Applicants seeking to be appointed Trustee of the Wolca Reserve will be determined by the State and are encouraged to engage directly with the Department of Resources.

## 9.4 2024 END-OF-YEAR CLOSURE AND ESSENTIAL SERVICE PROVISION

**Doc Id:** 1237688

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

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** Nil

### EXECUTIVE SUMMARY

North Burnett Regional Council will observe a brief closure between Christmas and New Year, in line with common local government practice and the obligations under our Certified Agreement. Customer facing services will cease at the close of business on Tuesday, 24 December 2024, and will resume on Thursday, 2 January 2025. Essential services will remain operational with a reduced workforce, and on-call provisions will be in place to address urgent needs.

### CORPORATE PLAN

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#### OUR PRIORITY AREAS:

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

### OFFICERS RECOMMENDATION

That Council notes:

1. The closure of Council offices, including Customer Service and Library Centres, from close of business on Tuesday, 24 December 2024, reopening at 8:30am on Thursday, 2 January 2025.
2. The outside workforce will conclude duties on Friday, 13 December 2024, and recommence on Monday, 6 January 2025, in accordance with the Certified Agreement provisions.

### REPORT

North Burnett Regional Council will close its customer service points from close of business on Tuesday, 24 December 2024, until 8:30am on Thursday, 2 January 2025. This closure is part of Council's standard practice during the festive season to allow staff to spend time with their families and ensure a period of rest and recuperation.

Essential services, including Water and Wastewater, Civil Works, Parks and Open Spaces, and Fleet Management, will continue to operate with skeleton staff during this period to ensure that critical operations and maintenance are not disrupted. Additionally, Disaster Management, Compliance, and other on-call personnel will be available to respond to any urgent issues or emergencies that may arise.

During the closure, Council's after-hours telephone contact service will remain accessible to the community for any emergency or urgent matters, ensuring that there is always a way for residents to seek assistance if needed.

Appropriate communications will be disseminated to the community well in advance of the closure. This will include public notices, updates on the Council's website, and announcements on social media platforms to ensure that residents are fully informed about the closure period and the availability of essential services.

### CONSULTATION

The closure dates were endorsed by the Executive Leadership Team and communicated to all staff on Friday, 26 July 2024.



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

There is a minor risk of dissatisfaction among customers and ratepayers due to the temporary closure of Council services. To mitigate this, comprehensive communication will be undertaken well in advance, including public notices, website updates, and social media announcements to inform the community about the closure period and the availability of essential services.

**Occupational Health & Safety (WHS)**

The shutdown period allows staff to spend quality time with family and to recuperate, contributing to their overall well-being. Managers and Team Leaders will ensure essential services are covered by a roster of skeleton staff and on-call personnel, minimising the workload on any single employee and maintaining a healthy work-life balance.

**Financial Impact**

The financial impact is expected to be negligible as essential services will continue to operate with skeleton staff, and the closure period is factored into annual budgeting processes.

**Legal & Regulatory**

Non-compliance with legal and regulatory requirements could arise if services are not maintained during the closure. To prevent this, essential services will remain operational with designated staff on-call to address any urgent matters, ensuring all legal and regulatory obligations are met during the shutdown period.

**Environmental**

Not Applicable.

**Property & Infrastructure**

Not Applicable.

**Human Resources**

Managers and Team Leaders will ensure that skeleton crews are scheduled to maintain essential services. Additional staff will be on-call for any ad hoc requirements.

**Information Communications Technology**

Not Applicable.

**Service Delivery**

The temporary reduction in service delivery may lead to delays in addressing non-urgent issues, impacting customer satisfaction. To mitigate the impact, skeleton crews will be rostered to provide essential services such as Water and Wastewater, Civil Works, Parks and Open Spaces, and Fleet operations. Disaster Management, Compliance, and other on-call workers will be available to provide urgent assistance during the shutdown period.

The after-hours telephone contact service will remain accessible for any emergency or urgent matters, ensuring continuity of critical services.

**Climate**

Not Applicable.

**KEY MESSAGE**

A brief closure between the festive season and New Year is a common practice for local governments and aligns with the obligations under North Burnett Regional Council's Certified Agreement.

## 10.1 FINANCE REPORT AS AT 31 JULY 2024

**Doc Id:** 1240919

**Author:** Nori Luff, Financial Services Manager

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Finance Report PE 31072024.pdf [1242300]

### EXECUTIVE SUMMARY

This report provides a summary of Council's financial performance against budget for the period ending 31 July 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 in accordance with section 204 (2) (b) of the *Local Government Regulation 2012*, Council receive and note the Finance Report for the period ending 31 July 2024 at **Attachment 1** to this report.

### REPORT

#### Monthly Report – July 2024

The monthly financial report (see **Attachment 1**) includes the following information:

- Statement of Comprehensive Income
- Statement of Financial Position
- Rates Debtor Analysis
- Capital Expenditure
- Capital Projects Status
- Debt Analysis
- Investment Performance

The report provides explanations for key variances between the budget and the year-to-date (YTD) actuals. This month marks the first inclusion of Capital Expenditure projections, Debt Analysis, an outline of Investment Performance, Overdue Rates by Category and a Capital Projects Status Report.

Key results as at 31 July 2024 include:

- Recurrent grants and subsidies include a significant favourable variance in revenue, primarily due to Council receiving 85% of the 2024-2025 Commonwealth Financial Assistance Grant. This initial payment of \$10.38 million was received on 2 July 2024. This payment had originally been forecast to be received in late June 2024.
- Rates, Levies and Charges YTD in July 2024 total \$10.946 million and are lower than the revised budget forecast of \$10.986 million, resulting in a \$40,915 or 0.17% variance.
- Employee Benefits YTD of \$1.112 million is below budget forecast of \$1.187 million, resulting in a \$74,841 (or 0.43%) favourable variance. This reflects to some extent the impacts of current vacancies across the workforce.
- Materials and Services YTD of \$1.236 million is lower than the budget forecast of \$1.852 million, resulting in a \$616,161 (or 2.22%) variance. This is due to lower than anticipated expenditure across a number of areas including private works, Information Technology

operating expenses and repairs and maintenance of some sewerage infrastructure (across all towns/areas).

- Depreciation YTD of \$1.555 million is above the budget forecast of \$1.520 million, resulting in a \$35,257 (or 0.20%) unfavourable variance. Depreciation is a non-cash expense. This variance is primarily due to the recognition of the Biggenden Water Treatment Plant after the preparation of the budget that was adopted by Council on 10 July 2024.

### Financial Sustainability Measures

Financial sustainability measures are to be calculated and published by every Council as part of their annual statutory financial reporting process. The Department of Housing, Local Government, Planning and Public Works Financial Management (Sustainability) Guideline details the ratios as per below:

#	Type	Measure	Rationale
1	Financial Capacity	Council Controlled Revenue Ratio <sup>^</sup>	Capacity to generate revenue internally
2	Financial Capacity	Population Growth Ratio <sup>*^</sup>	Population growth/decline pressures on council
3	Operating Performance	Operating Surplus Ratio	Holistic overview of council operating performance
4	Operating Performance	Operating Cash Ratio	Cash operating performance (less depreciation and other non-cash items)
5	Liquidity	Unrestricted Cash Expense Cover Ratio	Unconstrained liquidity available to council
6	Asset Management	Asset Sustainability Ratio	Capital renewals program performance
7	Asset Management	Asset Consumption Ratio	Extent to which assets are being consumed
8	Asset Management	Asset Renewal Funding Ratio <sup>**^</sup>	Asset replacement program performance
9	Debt Servicing Capacity	Leverage Ratio	Ability to repay existing debt

\*Data source - ABS category number 3235.0 (Population by Age and Sex, Regions of Australia) This ratio is calculated for the previous financial year i.e., FY2022-23 will report FY21-22 population growth. The Department will advise the councils of the figures to use for this ratio.

\*\*The transition periods for the Asset Renewal Ratio for council groupings can be found in the Asset Renewal Funding Ratio section.

<sup>^</sup> The Council-Controlled Revenue Ratio, Population Growth Ratio, and Asset Renewal Funding Ratio are contextual measures, which are published but not audited.

Performance against the Financial Sustainability Measures as outlined above is included in **Attachment 1**.

### Internally and Externally Restricted Cash

Council holds internally and externally restricted cash funds. These funds are only able to be used for specific purposes as identified by Council (internal) or by a third party (external) such as State government. Council holds restricted cash funds as follows:

- Internally restricted cash for building infrastructure of \$7,920
- Externally Restricted funds including:
  - unspent capital grants and subsidies of \$10.891 million
  - landfill management levy of \$8.287 million and
  - state government prepaid waste management levy of \$928,682.

### Cash and Cash Investments

Cash and investments as at 31 July 2024 total \$37.047 million. After consideration of internally and externally restricted funds (as noted above), the total unrestricted (controls on how funds are used) cash balance available for operational purposes is currently \$16.932 million.

### Future Monthly Reporting

The monthly report at **Attachment 1** is more comprehensive than those submitted previously to Council. The format of the monthly report will be progressively expanded and customised over time to provide better detail on Council's financial performance each month and to inform the preparation of the 2025/2026 budget.

## **CONSULTATION**

This report has been prepared with input from internal budget managers and delegation holders.

## **RISK IMPLICATIONS**

### **Reputation / Political**

Community confidence in the activities of Council and its use of public funds is underpinned by many factors, not least of which is its financial transparency and accountability. A lack of visibility of Council's financial performance can undermine public trust in Council.

Ensuring that financial reports are precise, timely and informative helps to demonstrate the importance which Council places on keeping the community informed and aware of Council's operating performance and capacity to meet the service and infrastructure needs of the community.

### **Occupational Health & Safety (WHS)**

The operational budget includes funding to improve Council's compliance with workplace, health and safety obligations. Management and mitigation of work health and safety risks is a key priority for management in the management of Council's financial, human and physical resources.

### **Financial Impact**

The report highlights the need to continue to closely monitor revenue and expenditure and maintain vigilance in identifying operational efficiencies.

### **Legal & Regulatory**

Council is required under section 170 of the *Local Government Regulation 2012* to adopt a budget for each financial year. Section 204 of the Regulation also requires a local government to prepare a financial report and the Chief Executive Officer to present this financial report at a meeting of the local government once a month.

The financial report must detail the progress made in relation to the local government's budget for the period of the financial year up to a date as close as practicable to the end of the month before the meeting.

### **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 provides for a reasonable and affordable program in support of the objectives articulated in the relevant asset management plans for each asset class.

### **Human Resources**

The operational budget supports the maintenance of a workforce and its efforts in advancing Council's corporate plan objectives and Operational Plan activities (within available resources) for the 2024-2025 financial year.

**Information Communications Technology**

The capital expenditure budget includes an asset replacement program for information and communication technology infrastructure, so that Council's digital architecture is maintained at an affordable and requisite standard.

**Service Delivery**

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

**Climate**

Where able to do so, the operating budget and the capital works program budget seek to support Council's efforts to prepare the organisation and its assets to adapt to the implications of a changing climate.

**KEY MESSAGE**

This monthly financial report is presented to provide information to Council and the community on the financial performance of Council after the first month of the new financial year.

Council exercises careful fiscal management practices commensurate with Council's commitment to supporting the community through the provision of services and facilities that matter most to residents, while continuing its pursuit of better longer-term sustainability.

**STATEMENT OF COMPREHENSIVE INCOME**  
**For the period ended 31 July 2024**

	<b>FY24/25 Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Variance Actual YTD Budget</b>	<b>%</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	
<b>Recurrent Revenue</b>					
Rates, levies and charges	23,611	10,986	10,946	(40)	(0%)
Fees and charges	1,833	116	148	32	2%
Interest Received	1,317	69	57	(12)	(1%)
Other Income	1,195	13	10	(3)	(0%)
Recurrent Grants, subsidies, contributions and donations	17,884	4	10,380	10,376	58%
Rental Income	302	28	4	(24)	(8%)
Sales Revenue	7,990	(39)	658	696	9%
<b>Total Operating Revenue</b>	<b>54,132</b>	<b>11,177</b>	<b>22,202</b>	<b>11,026</b>	<b>20%</b>
<b>Recurrent Expenses</b>					
Employee Benefits	(17,135)	(1,187)	(1,112)	75	0%
Materials & Services	(27,704)	(1,852)	(1,236)	616	2%
Depreciation	(17,792)	(1,520)	(1,555)	(35)	(0%)
Finance Costs	(106)	(3)	(2)	1	1%
<b>Total Operating Expense</b>	<b>(62,737)</b>	<b>(4,562)</b>	<b>(3,905)</b>	<b>657</b>	<b>1%</b>
<b>Operating Profit / (Loss)</b>	<b>(8,604)</b>	<b>6,616</b>	<b>18,297</b>	<b>11,682</b>	<b>&gt;100%</b>
<b>Capital Revenue and Expenses</b>					
Capital Revenue	35,729				0%
Capital Expenses	0				0%
<b>Net Capital Income Gain / (Loss)</b>	<b>35,729</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Result</b>	<b>27,125</b>	<b>6,616</b>	<b>18,297</b>	<b>11,682</b>	<b>43%</b>

## **STATEMENT OF COMPREHENSIVE INCOME**

### **For the period ended 31 July 2024**

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#### **AREAS TO NOTE:**

##### **Overall Performance (as at 31 July 2024):**

- Year-to-date (YTD) actual net operating profit, before capital grants and contributions, is \$18.297 million, which is \$11.683 million higher than predicted.
- The difference is mainly due to revenue exceeding budget by \$11.026 million and operating expenses being \$657,000 below budget.
- Variance in revenue is primarily due to Council receiving 85% of the 2024-2025 Financial Assistance Grant on 2 July 2024 (originally forecast to receive in 2023-2024 financial year).

##### **Operating Revenue**

###### **Rates, Levies, and Charges:**

- Below budget by \$40,915.
- Increases: Waste Management (\$11,265), Water (\$4,762), Sewerage (\$1,315), Natural Resource Management Levy (\$1,180), Local Disaster Management Levy (\$576), Water Consumption (\$12).
- Decreases: Mt Perry Special Levy (\$39,448), General Rates (\$18,606), Discounts (\$1,971).

###### **Fees and Charges:**

- Above budget by \$32,135.
- Increases: Caravan Park Takings (\$29,432), Community Service Fees (\$7,467), Building and Development Fees (\$5,632), Water and Sewer Fees (\$1,654), Licences and Registrations (\$885).
- Decreases: Other Fees and Charges (\$12,794), Trade Waste & Recycling revenue (\$141).

###### **Interest:**

- Lower than budget by \$11,267, however expected to align as the year progresses.

###### **Other Income:**

- Below budget by \$3,749.
- Increases: Recoverable Works (\$596), Records Income (\$350), Administration Sundry Income (\$140).
- Decreases: Reginald Murray Williams Centre (\$2,094), Washdown Bays (\$1,157), Bus Revenue (\$1,148), Stock Route Fees (\$436).

###### **Recurrent Grants, Subsidies, Contributions:**

- Above budget by \$10.376 million, mainly due to the Financial Assistance Grant (\$10.308 million).
- Decreases: Trainees Subsidy (\$2,628), Fuel Rebate (\$945), expected to align with budget after the July 2024 Business Activity Statement.

###### **Rental Income:**

- Below budget by \$23,740, due to lower than anticipated revenue from Council housing (\$16,234) and Rental Facilities (\$7,506).

###### **Sales Revenue:**

- Above budget by \$696,185, due to Road Performance Contract (RPC) (\$635,816) and Road Maintenance Performance Contract (RMPC) (\$60,369). The increase in RPC revenue is attributed to a claim for the Gayndah-Mt Perry Road project, which was under budget in June 2024. This variance is due to the timing of the claims process. No budget was allocated for RMPC revenue in July 2024, and this represents the first claim for FY25.

##### **Operating Expenditure**

###### **Materials & Services:**

- Below budget by \$616,161.
- Increases:
- Community Services: Higher operating expenses for caravan parks and swimming pool lease retainers (\$76,849).

## **STATEMENT OF COMPREHENSIVE INCOME**

**For the period ended 31 July 2024**

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- -Waste Management: Increased maintenance costs at Mundubbera Waste Facility (\$26,770)
- Planning & Development: Additional contractor expenses for compliance work (\$28,034.)
- • Decreases:
  - Transport Infrastructure: Reduced expenses in private works (\$607,729).
  - Corporate Governance: Lower IT operating expenses (\$99,295).
  - Sewerage Infrastructure: Under-budget for repairs and maintenance across all towns/areas (\$36,975)
  - Water Infrastructure (\$3,815)

### **Depreciation:**

- Slightly above budget by \$35,257 because of the addition of the Biggenden Water Treatment plant to the Asset Register during capitalisation process at end of year for financial statement preparation.



**STATEMENT OF FINANCIAL POSITION**  
**For the period ended 31 July 2024**

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	<i>Actual</i>	<i>Budget</i>
	<i>\$000</i>	<i>\$000</i>
<b>Current Assets</b>		
Cash and cash equivalents	37,047	45,747
Inventories	512	508
Trade and other receivables	13,428	2,484
Contract Assets	6,925	0
Other Assets		34
	<b>57,912</b>	<b>48,773</b>
<b>Non-Current Assets</b>		
Property, plant and equipment	963,769	987,620
	<b>963,769</b>	<b>987,620</b>
<b>Total Assets</b>	<b>1,021,681</b>	<b>1,036,393</b>
<b>Current Liabilities</b>		
Current Borrowings QTC	(170)	(170)
Contract Liabilities	(10,891)	(4,000)
Other Current Liabilities	(2,432)	(502)
Current Provisions	(2,375)	(4,561)
Trade and other payables	(3,844)	(700)
	<b>(19,712)</b>	<b>(9,933)</b>
<b>Non-Current Liabilities</b>		
Borrowings Non-Current	(1,335)	(1,163)
Other Non-Current Liabilities	(1,120)	(1,315)
Provisions Non-Current	(13,140)	(12,153)
	<b>(15,595)</b>	<b>(14,631)</b>
<b>Total Liabilities</b>	<b>(35,307)</b>	<b>(24,564)</b>
<b>Net Community Assets</b>	<b>986,374</b>	<b>1,011,829</b>
<b>Community Equity</b>		
Asset revaluation reserve	(239,795)	(239,795)
Retained surplus/(deficiency)	(746,580)	(772,036)
<b>Total Community Equity</b>	<b>(986,374)</b>	<b>(1,011,831)</b>

## STATEMENT OF FINANCIAL POSITION

### For the period ended 31 July 2024

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#### AREAS TO NOTE:

##### General

It is important to note the budget figures in the Statement of Financial Position represent the full-year budget; and does not include year to date budget due to unpredictability in transactions. Therefore, the following notes pertain to the movements between 30 June 2024 and 31 July 2024.

##### Assets

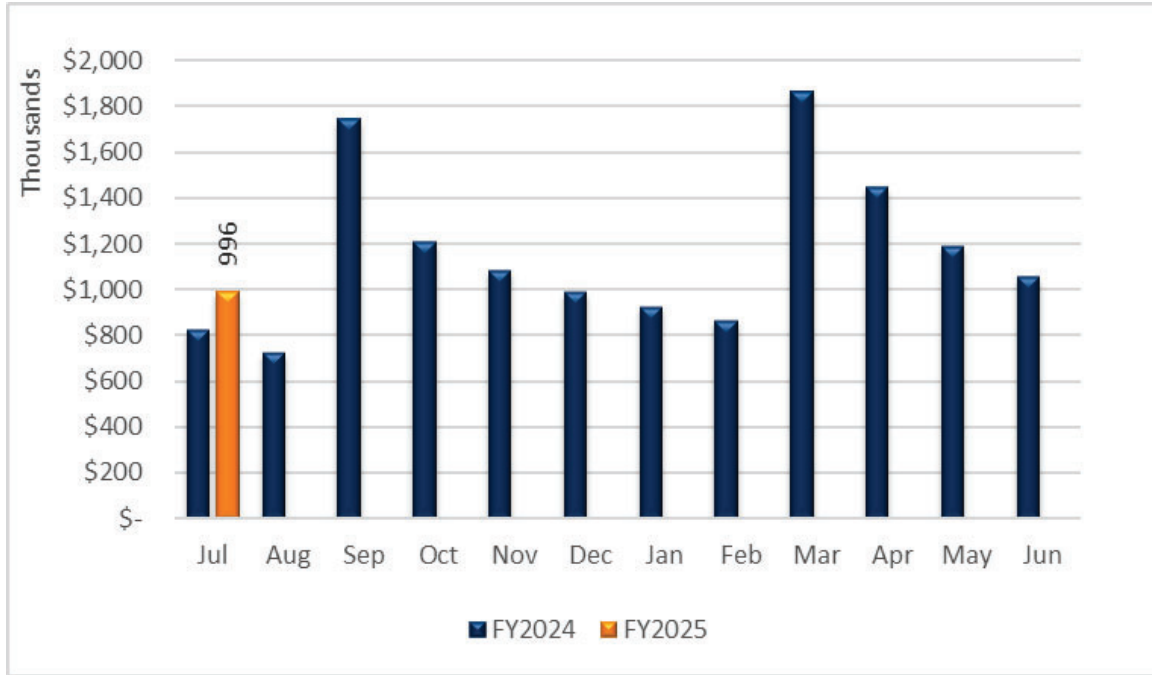
- **YTD Cash and cash equivalents** have increased from 30 June 2024 to 31 July 2024 by \$8,167,000. This increase is primarily due to the receipt of the Financial Assistance Grant being in July 2024.
- **Trade and other receivables** have increased by \$5,309,000 during the same period, attributed to rates being levied for payment by 13 September 2024.
- **Contract assets** largely represent works carried out for flood recovery, payable through Disaster Recovery Funding Arrangements (DRFA).

##### Liabilities

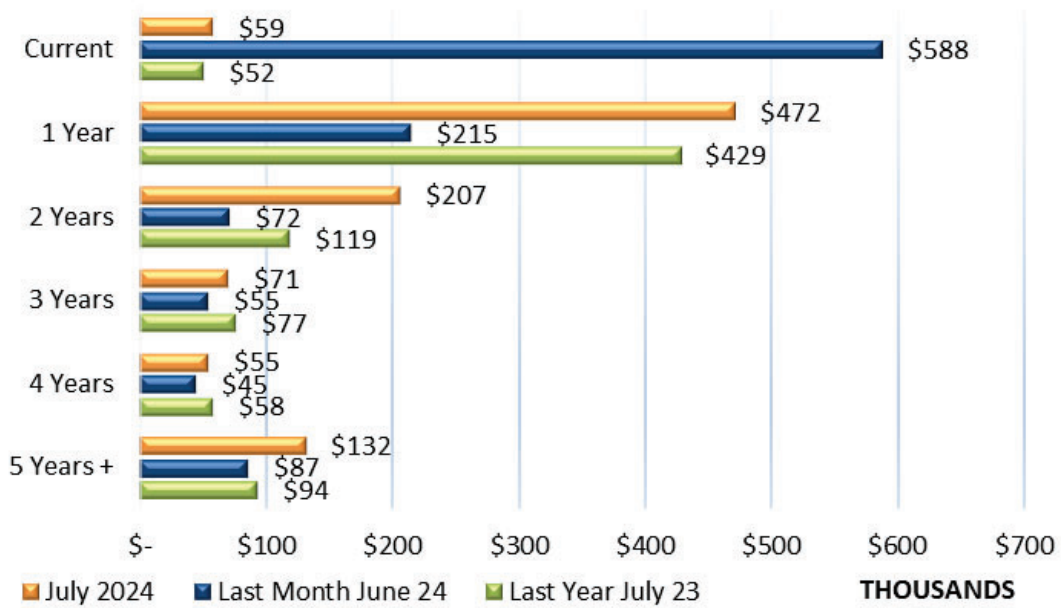
- **Current Liabilities** have decreased \$4,320,000 from 30 June 2024 to 31 July 2024 reflecting the recognition of revenue received, and work completed for grant funded projects.
- **Contract liabilities** amounting to \$10,891,209 relate to capital grants received in advance for projects to be completed., Revenue will be recognised. as milestones are achieved
- **Other non-current liabilities** of \$891,535 pertain to the prepayment of the state government waste levy charges for the years 2024-2025 to 2025-2026. These payments will be accounted for in their respective future years as they become due.
- **Retained Surplus** shows a significant variance between actuals and the full year budget. This variance can be primarily attributed to the following factors:
  - **Timing of Rates Revenue:** The budgeted figure of \$23.61 million reflects full-year rates revenue. However, as we only levy twice a year, the year-to-date (YTD) figure currently stands at \$10.09 million.
  - **Grant Recognition:** The budgeted grants amount is \$17.88 million, however, only \$4,000 has been recognised to date. This is due to the timing of grant revenue recognition within the first month of the financial year.

**RATES DEBTOR ANALYSIS**  
For the period ended 31 July 2024

**OVERDUE RATES BALANCE**

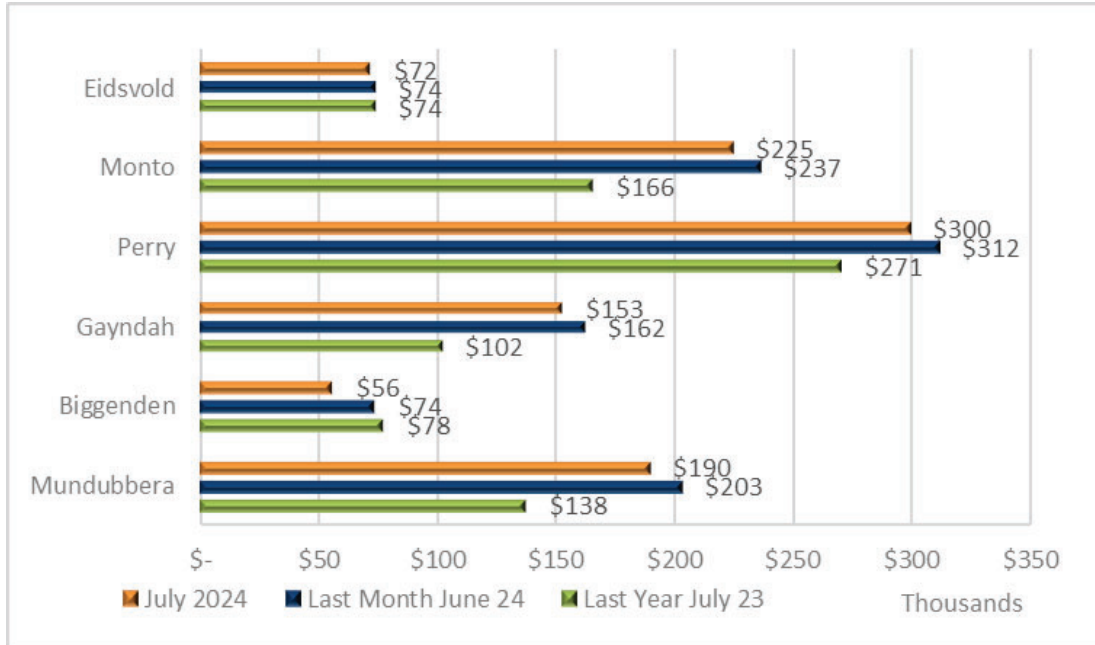


**OVERDUE RATES BY AGE**

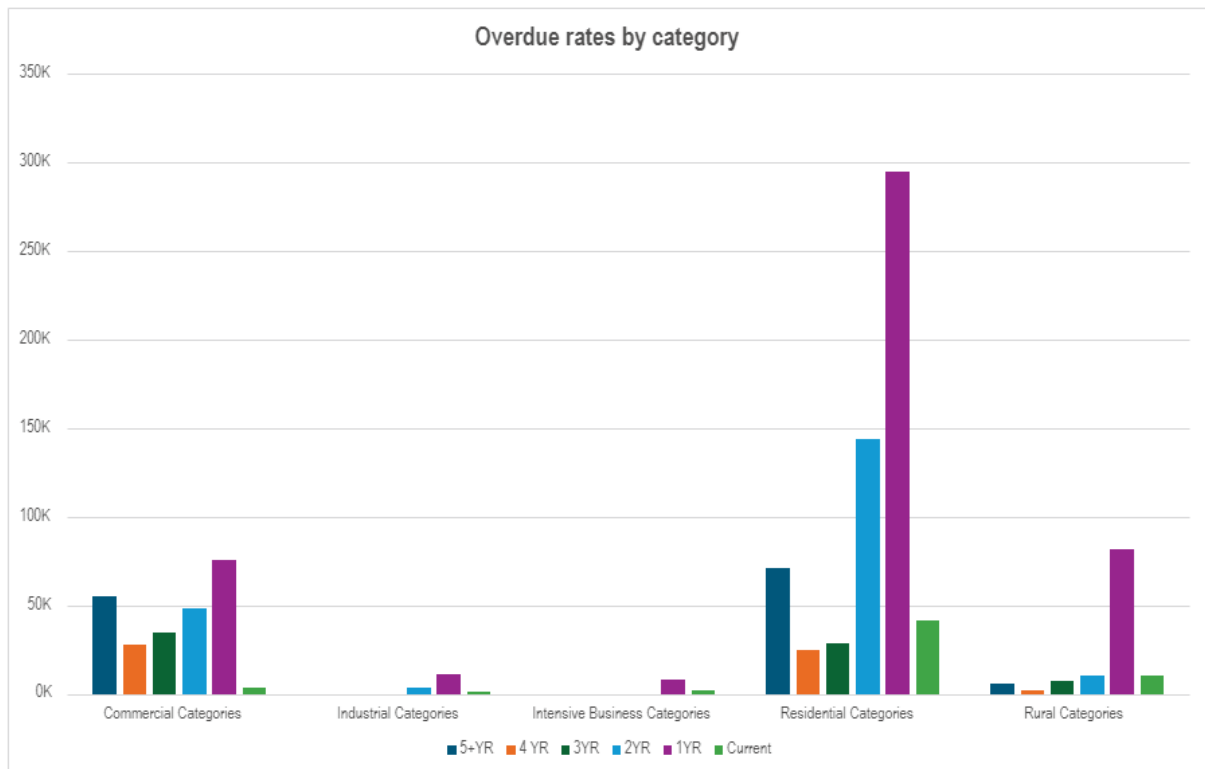


**RATES DEBTOR ANALYSIS**  
For the period ended 31 July 2024

**OVERDUE RATES BY LOCATION**



**OVERDUE RATES BY CATEGORY**



## **RATES DEBTOR ANALYSIS**

**For the period ended 31 July 2024**

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### **AREAS TO NOTE:**

- Rates overdue has decreased from \$1,063,105 at 30 June 2024 to \$995,680 at 31 July 2024 being a total reduction of \$67,425.
- As at 31 July 2024 the rates overdue balance has decreased by 6.34% compared to the outstanding balance at the 30 June 2024.
- The outstanding balance represents 4.17% of the total 2023-2024 Rates, Levies and Charges Revenue.
- 471 properties have an outstanding balance at 30 June 2024 representing 7% of the total number of rateable properties.
- 333 of the properties with outstanding balances had a balance of less than \$1,000 at the 31 July 2024. This number includes properties that have an acceptable repayment plan and have been referred for external debt collection.
- 111 properties have an acceptable repayment arrangement in place. 83 Properties were referred to external debt collection in June 2024.
- In July 2024 the outstanding rates balance is higher than the same time in the previous year. The outstanding Balance at the 31 July 2023 was \$828,460 and at 31 July 2024 is \$995,680 which is an increase of \$167,220.
- Approximately 53.32% of rates overdue as at 31 July 2024 are less than one year overdue. This is a decrease of 4.66% when compared to the July 2023 at 57.98%.
- Discount take up for 23/24 year was 87.29% compared to discount take up in the 22/23 year of 89.44%.

## Capital Expenditure

### 31 July 2024

Of Council's \$41.86M capital works budget, \$331K (0.79%) has been spent to date.

Expenditures include:

- ① \$30K - Monto Administration Building
- ② \$243K - DRFA - Restoration Rain Event Feb 22
- ③ \$14K - February 2022 Betterment Works | Bon Accord Bridge
- ④ \$31K - DRFA - Restoration Rain Event Jul 22
- ⑤ \$13K - BOR Regional Water Security Project

Capital Expenditure	2024/25 Budget	24/25 YTD Spend	% of FY Budget Spent
2. QLD Grant	2,171,000	0	
4. Building	747,310	30,475	4.08%
5. Other Structure	9,123,000	0	
6. Plant	3,150,000	0	
7. Furniture & Equipment	113,700	0	
8. Works	28,754,343	288,681	1.00%
9. Drainage Infrastructure	1,152,400	0	
91. Water	963,000	12,572	1.31%
92. Sewerage	1,215,000	0	
99. Finance	-5,525,000	0	
<b>Grand Total</b>	<b>41,864,753</b>	<b>331,728</b>	<b>0.79%</b>



# Capital Projects Status

Department Budget Name	Budget Item	Project Name	2024/25 Budget	Previous Years Spend	2024/25 YTD Spend	Outstanding Commitments	Total Project Cost to Date	BVA%	Comments
2. QLD Grant	W4Q 2024-27	Eidsvoid Recycled Water Extension & Sewer Highway Upgrade	180,000	0	0	0	0	0	Awaiting procurement
		Eidsvoid STP Rock Wash, Floating Wetland, Hexadisks	210,000	0	0	855	0	0	Awaiting procurement
		Grants W4Q 2024-27   Biggenden STP Compliance Upgrade	450,000	0	0	0	0	0	Awaiting procurement
		Grants W4Q 2024-27   Gayndah Animal Pound   Refurbishments	100,000	0	0	0	0	0	Preparing design scope
		Grants W4Q 2024-27   Solar Power - Eidsvoid WMF Office	50,000	0	0	0	0	0	Planning Stage.
		Grants W4Q 2024-27 Projects   Staff Housing (3yr project)	900,000	0	0	0	0	0	Awaiting procurement
		Grants W4Q 2024-27 Projects   YWYAN Replacement - Year 6	66,000	0	0	0	0	0	Awaiting procurement
		Mundubbera Raw Water Potassium Permanganate Dosing	45,000	0	0	0	0	0	Awaiting procurement
		Mundubbera Reservoir Aeration and Mixing	120,000	0	0	0	0	0	Awaiting procurement
		<b>W4Q 2024-27 Total</b>			<b>2,171,000</b>	<b>0</b>	<b>0</b>	<b>855</b>	<b>0</b>
2. QLD Grant Total	4. Building	Building Assets Cleaning   Forward Planning Buildings	100,000	0	0	0	0	0	Planning Stage.
		Canla Dam Caretaker Residence Refurbishment	150,000	0	0	0	0	0	Planning Stage.
4. Building Total	Buildings Total	Monte Administration Building	187,310	119,950	30,475	312,338	150,424	16%	Works underway, front wall has been deconstructed and works have commenced on external drainage. Estimated completion October 2024.
		Switchboard Upgrade Program (WHS)	60,000	0	0	0	0	0	Planning stages
5. Other Structure	LRCIP Round 4A	Building Assets   Eidsvoid Hall Repair & Paint (LRCIP 4A)	100,000	0	0	0	0	0	Works underway. Painters are preparing and clearing surfaces for painting. Estimated completion September 2024.
		Building Assets   Monto Hall Meeting Room Repairs (LRCIP 4A)	100,000	0	0	0	0	0	Planning Stage.
		Mt Perry Art Gallery Repaint External (LRCIP 4A)	50,000	0	0	0	0	0	Planning Stage.
		Counter Upgrade Mundubbera & Biggenden Libraries (LRCIP 4A)	250,000	0	0	0	0	0	Planning Stage.
		Eidsvoid Pool Cover over Filters (LRCIP 4A)	747,310	119,950	30,475	312,338	150,424	0	Planning Stage.
		Monto Pool 26m & Toddler Pool Repair & Repair (LRCIP 4A)	35,000	0	0	0	0	0	Planning Stage.
		Monto Pool Acid Shed Replacement (LRCIP 4A)	300,000	0	0	0	0	0	Planning Stage.
		Other Structures Assets   Pool Electrical Bonding (LRCIP 4A)	50,000	0	0	0	0	0	Works underway. Estimated completion September 2024.
		Develop Design for Operational Centre in Gayndah	50,000	0	0	0	0	0	Planning Stage.
		Eidsvoid STP Storage Shed Construction	30,000	0	0	0	0	0	Awaiting procurement
5. Other Structure Total	Other Structures	Gayndah Raw Water Potassium Permanganate Dosing Shed	60,000	0	0	0	0	0	Awaiting procurement
		Monto Landfill, Closure Plan & Capping of Site	2,500,000	0	0	0	0	0	Supers being awarded tenders
		Mt Perry Landfill, Closure Plan & Capping of Site	935,000	0	0	0	0	0	Supers being awarded tenders
		Mundubbera Landfill, Regional Expansion Stage 1 incl Capping	3,876,000	150,524	0	0	0	150,524	Tenders being awarded
		Other Structures Assets   A/C Feasibility Gayndah Hall	50,000	0	0	0	0	0	Feasibility completed in a prior year.
		Other Structures Assets   Air Conditioner Replacement	50,000	0	0	0	0	0	Budget for replacement of split system air conditioning units that fail and require replacement
		Other Structures Assets Cleaning   Mt Perry Stairs	40,000	0	0	0	0	0	Currently seeking quotes
		Planning for sporting facilities if grant funded - Council	42,000	0	0	0	0	0	Grant funding opportunity is expected to be released January 2025.
		Proj Superintendent & COA Landfill Capping Monto & Mt Perry	200,000	0	0	0	0	0	Tenders being awarded
		Relocate Solar Panels - Biggenden Caravan Park	200,000	0	0	0	0	0	Tenders being awarded
5. Other Structure Total	Other Structures Total	Washdown Bay Upgrade - Stage 1 & 2 (Monto and Eidsvoid)2	380,000	0	0	0	0	0	Planning Stage.
		<b>Other Structures Total</b>	<b>8,638,000</b>	<b>150,524</b>	<b>0</b>	<b>0</b>	<b>150,524</b>	<b>0</b>	
6. Plant	Plant	Plant Purchases 2023-2024	9,123,000	150,524	0	0	150,524	0	Tender process for 23-24 Fleet replacement plan delayed. Orders placed in June 2024. Items of plant are starting to arrive. Have received 4 light vehicles, backhoe and tractors to date.
		Plant Purchases 2024-2025	140,000	0	0	1,954,450	0	0	Specification development underway for required plant and equipment.
6. Plant Total	Plant Total		3,010,000	0	0	0	0	0	
		<b>Plant Total</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>1,954,450</b>	<b>0</b>	<b>0</b>	
7. Furniture & Equipment	Furniture & Equipment	Furniture and Equipment Assets   Power Replacement - UPS	21,000	0	0	0	0	0	
		Furniture and Equipment Assets   Power Replacement - PDU	7,700	0	0	0	0	0	
7. Furniture & Equipment Total	Furniture & Equipment Total	Furniture and Equipment Assets   Rod CCTV Camera (1 of 2)	40,000	0	0	0	0	0	Specification development completed.
		Furniture and Equipment Assets   Tecta Unit (1 of 2)	45,000	0	0	0	0	0	Planning completed
8. Works	FEB 22 - REPA	DRFA - Restoration Rain Event Feb 22	113,700	0	0	0	0	0	
		<b>FEB 22 - REPA</b>	<b>2,477,343</b>	<b>49</b>	<b>243,342</b>	<b>2,309,037</b>	<b>243,391</b>	<b>10%</b>	Project on track for completion by end of December

Department Budget Name	Budget Item	Project Name	2024/25 Budget	Previous Years' Spend	2024/25 YTD Spend	Outstanding Commitments	Total Project Cost to Date	BVA%	Comments
8. Works	FEB 22 - REPA Total		2,473,343	49	243,342	2,309,037	243,391		
	FEB 22 Betterment	February 2022 Betterment Works   Bon Accord Bridge	1,910,694	4,168,363	14,260	908,718	4,182,622	1%	Project on track for completion by end of October
	FEB 22 Betterment Total		1,910,694	4,168,363	14,260	908,718	4,182,622		
	Gravel Resheet	Gravel Resheets 2024-2025	1,840,233	0	0	0	0	0	Resheet program being developed
	Gravel Resheet Total		1,840,233	0	0	0	0	0	
	JUL 22 - REPA	DRFA - Restoration Rain Event Jul 22	19,366,106	49	31,080	2,172,410	31,129	0.2%	Tenders currently being advertised
	JUL 22 - REPA Total		19,366,106	49	31,080	2,172,410	31,129		
	LRCIP Round 1	Footpath/Kerb & channel Program	400,000	79,436	0	0	79,436		
	LRCIP Round 1 Total		400,000	79,436	0	0	79,436		
	LRCIP Round 4A	Gravel Resheets 2024-2025	791,767	0	0	0	0	0	Resheet program being developed
LRCIP Round 4A Total		1,500,000	0	0	0	0	0	Developing a resale list to go out to tender	
LRCIP Round 4B	Gravel Resheets 2024-2025	2,291,767	0	0	0	0	0	Resheet program being developed	
LRCIP Round 4B Total		168,000	0	0	0	0	0	Resheet program being developed	
Other Capital Projects	Gayndah CBD Infrastructure Plan	300,000	0	0	0	0	0	Still to be procured	
Other Capital Projects Total		300,000	0	0	0	0	0		
8. Works Total			28,754,343	4,247,897	288,681	5,390,165	4,536,578		
9. Drainage Infrastructure	LRCIP Round 4A	LRCIP 4A - Bridge Refurbishments	652,400	0	0	0	0	0	Refurbishment on Scrubby Ck 2 and Taylors Bridge programmed for September
	LRCIP Round 4A Total		652,400	0	0	0	0	0	
	Other Capital Projects	Drainage Structure Cleaning   Monto Drainage	500,000	0	0	0	0	0	Tender has been let
	Other Capital Projects Total		500,000	0	0	0	0	0	
	Water	BOR Regional Water Security Project	1,152,400	0	0	0	0	0	Pushing out slightly
	Water Total		493,000	1,425,612	12,572	476,966	1,438,184	3%	Programmed later in year
	Sewer	Elisvold Trunk Water Valve Installation	60,000	0	0	0	0	0	Programmed later in year
	Sewer Total		80,000	0	0	0	0	0	Programmed later in year
	Water Total		963,000	1,526,720	12,572	476,966	1,539,291		Awaiting procurement
	Sewer Total		160,000	0	0	0	0	0	Awaiting procurement
91. Water	Biggenden SPS 1 & 2 Switchboard Upgrades		30,000	0	0	0	0	0	Planning stages
	Biggenden SPS 2 Pump Upgrade		35,000	0	0	0	0	0	Awaiting procurement
	Gayndah Clear Water Pump 2 Refurbishment		140,000	0	0	0	0	0	Planning stages
	Gayndah STP Rock Wash, Floating wetland and Hexadisks		40,000	0	0	0	0	0	Quotes being sought
	Gayndah STP Stairs & Concrete Inlet Works Rep/Replacement		150,000	0	0	0	0	0	Awaiting procurement
	Monto STP Anaerobic Digester Lid Repairs		60,000	0	0	0	0	0	Awaiting procurement
	Pump Well Lid Replacement Program		150,000	38,822	0	0	38,822	0	Planning stages
	Regional Main/Manhole/Pump Station Repairs/Replacement		60,000	0	0	0	0	0	Planning stages (procurement via FCRC)
	Sewer Assets Clearing   Backflow Prevention Program		20,000	0	0	0	0	0	Planning stages
	Sewer Assets Clearing   Biggenden SPS 2 Upgrade		90,000	0	0	0	0	0	Awaiting procurement
Sewer Assets Clearing   Monto SPS 1 O/Wall Macerator		50,000	0	0	0	0	0	Awaiting procurement	
Sewer Assets Clearing   Monto STP Sludge Storage Pad		30,000	0	0	0	0	0	Awaiting procurement	
Sewerage Emergent Capital Works Program	Sewerage SPS Bypass Valve Installation Program		150,000	71,374	0	0	71,374	0	Not called on yet this year
Sewerage Emergent Capital Works Program		50,000	0	0	0	0	0	Planning stages	
Sewer Total		1,215,000	110,196	0	0	110,196	0	0	
92. Sewerage Total		1,215,000	110,196	0	0	110,196	0	0	Provision for work in progress to be completed in 25/26
99. Finance		-5,625,000	0	0	0	0	0	0	
99. Finance Total		-5,625,000	0	0	0	0	0	0	
Grand Total		41,864,753	6,155,286	331,728	8,134,774	6,487,014	0	0	



# Debt Analysis

## Financial Risk Management Information for QTC Borrowings North Burnett Regional Council Consolidated Report By Account

QTC Borrowings as at 30 June 2024							Contractual Undiscounted Cashflows	
Account Name	Book Value \$	Market Value \$	Current / Non-Current \$	Borrowing Rate %	Repayment Date	0 to 1 year \$	1 to 5 year \$	
Monto SC - Monto Water	34,099.44	34,945.56	16,508.45 17,590.99	7.002%	15 June 2026	18,367.58	18,367.4	
Monto SC - Muigildie Water	28,984.71	29,703.91	14,032.17 14,952.54	7.002%	15 June 2026	15,612.43	15,612.5	
Mt Perry Special Levy	100,449.07	97,665.58	32,626.11 67,822.95	2.815%	15 June 2027	34,994.21	69,988.3	
Nth Burnett RC - Council Bridges	535,889.10	534,666.05	51,500.06 484,389.04	4.795%	15 March 2033	75,202.25	300,808.9	
Nth Burnett RC- EIDWaterTreatPlant	805,270.02	718,223.01	57,489.45 747,780.57	3.019%	15 June 2036	80,145.30	320,581.2	
<b>Total</b>	<b>1,504,692.34</b>	<b>1,415,204.11</b>	<b>172,156.24</b> <b>1,332,536.09</b>	<b>3.804%</b>		<b>224,321.77</b>	<b>725,358.6</b>	

31 July 2024

As at 31 July 2024, Council's debt balance remains at \$1.51M, unchanged from 30 June 2024

Council recently engaged with the department concerning the Queensland Treasury Corporation's credit review process.

No provision for new borrowings was included in the 2024-25 budget.

## Investment Summary

Banking Institution	Account Type	Term	Interest Rate	Balance	Maturity Date	Days to Maturity
BOQ	Term Deposit	9 months	5.30%	\$ 1,000,000	13/09/2024	44
Bendigo	Term Deposit	9 months	5.06%	\$ 1,500,000	27/08/2024	27
Bendigo	Term Deposit	10 months	5.06%	\$ 1,500,000	12/12/2024	134
QTC	At-call	At-call	5.28%	\$ 28,667,004	At-call	At-call
QTC	At call	At call	5.27%	\$ 504,438	At call	At call
<b>Total Balance</b>				<b><u>\$ 33,171,442</u></b>		

### 31 July 2024

As at 31 July 2024, Council holds \$33.17M in Term Deposit and At-call accounts with an average interest rate of 5.19%

**North Burnett Regional Council**  
**Current-Year Sustainability Statement**  
For the period ended 31 July 2024

Type	Measure	Calculation	Target (Tier 5)	Actual Reporting Month	Overview
Operating Performance	Operating Surplus Ratio	$\frac{\text{Operating Result}}{\text{Total Operating Revenue}}$	Greater than -2%	82.4%	The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.
	Operating Cash Ratio	$\frac{\text{Operating Result add Depreciation and Amortisation add Finance Costs}}{\text{Total Operating Revenue}}$	Greater than 0%	89.4%	The operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs.
Liquidity	Unrestricted Cash Expense Cover Ratio	$\frac{\text{(Total Cash and Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash)}}{\text{(Total Operating Expenditure less Depreciation and Amortisation less Finance Costs)}}$	Greater than 4 months	7.2 months	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses.
Asset Management	Asset Sustainability Ratio	$\frac{\text{Capital Expenditure on Replacement of Infrastructure Assets (Renewals)}}{\text{Depreciation Expenditure on Infrastructure Assets}}$	Greater than 90%	TBC	The asset sustainability ratio approximates the extent to which the infrastructure assets (see <b>Definitions</b> ) managed by a council are being replaced as they reach the end of their useful lives.
	Asset Consumption Ratio	$\frac{\text{Written Down Replacement Cost of Depreciable Infrastructure Assets}}{\text{Current Replacement Cost of Depreciable Infrastructure Assets}}$	Greater than 60%	TBC	The asset consumption ratio approximates the extent to which council's infrastructure assets (see <b>Definitions</b> ) have been consumed compared to what it would cost to build a new asset with the same benefit to the community.
Debt Servicing Capacity	Leverage Ratio	$\frac{\text{Book Value of Debt}}{\text{Operating Results add Depreciation and Amortisation and Finance Costs}}$	0 - 3 times	0.1	The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance.
Financial Capacity	Council-Controlled Revenue Ratio <sup>a</sup>	$\frac{\text{Net Rates, Levies and Charges add Fees and Charges}}{\text{Total Operating Revenue}}$	N/A	50%	Council-controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.
	Population Growth <sup>b</sup>	$\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$	N/A	0.7%	Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.

<sup>a</sup> The Council-Controlled Revenue and Population Growth Ratio measures are reported for contextual purposes only and are not audited by the QAO

<sup>b</sup> Data source - ABS category number 3235.0 (Population by Age and Sex, Regions of Australia). This ratio is calculated for the previous financial year i.e., FY2022-23 will report FY21-22 population growth.

**Definitions:** Infrastructure Assets are those significant, enduring assets that facilitate ratepayers' access to social and economic facilities and services. These assets do not include land, plant and equipment, cultural and heritage assets, furniture and fittings, and intangible assets

## 10.2 2023-24 REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM

**Doc Id:** 1240617

**Author:** Jenny Hall, Customer Experience and Communities Manager

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** Nil

### EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the progress of the North Burnett Regional Council's 2023-24 Regional Arts Development Fund (RADF) Program and to recommend a Council-led initiative for inclusion in that program.

The total budget for the 2023-24 RADF program is **\$60,268**.

### 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 endorse a Regional Arts Development Fund Council-led Initiative to award each North Burnett region based Show Society a bursary payment of \$796.00 each, for the purpose of engaging local artists or emerging local artists to deliver an arts and cultural experience at a North Burnett Agricultural Show in 2025.

### REPORT

The North Burnett Regional Council partners with the Queensland Government through Arts Queensland (AQ) to deliver the RADF Program in our region. The 2023-24 RADF Program has a budget of **\$60,268** to be allocated through a Community Grants Program and Council-led Initiatives.

The Program has expended **\$55,492** of the total grant funding available with **\$4,776** remaining to be spent by the end of the 2023-24 RADF funding agreement, which is 15 September 2024. The unspent funds can either be allocated to an existing or new project, and any funds not expended by the end of the agreement must be returned to AQ.

To facilitate utilisation of RADF funds in a way that distributes benefit across the North Burnett region, it is proposed that the remaining unspent funds be distributed equitably to each North Burnett region Show Society to contribute to the delivery of an arts and cultural experience at their Agricultural Show in 2025, subject to meeting RADF guidelines.

The rationale underpinning this proposal reflects the following considerations:

- Agricultural Shows (Shows) have a long and proud history in the region and shows contribute to the cultural enrichment of the community.
- Shows have evolved from gatherings showcasing livestock and produce to multifaceted events celebrating rural life and include a variety of arts and cultural experiences (eg. live music).
- Shows provide a platform for local artists, musicians and craftspeople to exhibit their work and showcase the local community's story through different art mediums.
- Shows contribute to the preservation of history and cultural heritage by showcasing traditional arts and crafts and unique historical traditions.
- Shows provide an economic stimulus across the region as a Show is held in each major town.

It is proposed the unspent funds be shared equally (\$796.00 each) to the following six Show Societies:

- Biggenden and District Agricultural and Pastoral Society Incorporated
- Eidsvold Show Society Incorporated
- Gayndah Show Society
- Monto and District Show Society
- Mount Perry Show Society and
- Mundubbera Show Society.

The funding guidelines stipulate RADF is unable to cover 100% of project costs. It will be necessary for the Show Societies to contribute financially to their project, which can include a combination of cash and in-kind support.

#### RADF Bursary Application and Guidelines

Each Show Society will be allocated a bursary payment and must submit a project proposal outlining how the funds will be utilised to engage a local or emerging artist/s and contributes to or produces quality creative outcomes for the community.

Proposals will be considered by the North Burnett Arts and Cultural Advisory Committee (NBACAC) to determine that project proposals are in line with RADF guidelines.

The following are some example projects which conform with RADF guidelines:

- Roving entertainment (eg. local performer or clown) to engage with show attendees.
- A professional photographer to capture images of the Show for historical purposes or future promotion.
- Provide an opportunity for a local emerging artist/s to perform at the Show (eg. 30 minutes' time slot) to enable a paid opportunity for the emerging artist/s and to build their performance skills and confidence.
- Engage a local artist/s to hold a workshop to teach artistic practice and skills.
- Engage a local choir/singing group to perform at the Show to build performance skills, musicianship and confidence.

## **CONSULTATION**

Internal consultation has occurred within the Community Development team and Council's RADF Liaison Officer.

The RADF Program was discussed at the Councillor Information Workshop held on 14 August 2024. Councillor feedback included support for a Council-led initiative to add value to arts and cultural activities in the region, by utilising the remaining grant funding by the end of the 2023-24 RADF funding agreement.

## **RISK IMPLICATIONS**

### **Reputation / Political**

North Burnett Arts and Cultural Committee (NBACAC) is a Council endorsed Advisory Committee expected to serve the interests of the region. Whilst NBACAC has not commented on this project proposal, it is proposed that NBACAC assess proposals from the Show Societies to ensure projects are in line with Council and AQ's funding agreement and RADF Guidelines.

### **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

<b>Funding Source</b>	<b>Funding</b>
AQ – 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	\$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

<b>Funding</b>	<b>Funds Available</b>	<b>Approved Applications</b>	<b>Committee Initiatives</b>	<b>RADF Funds Remaining</b>
<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.*

AQ has informed Council any funds remaining at the end of the 2023-24 funding agreement (ie. 15 September 2024), must be returned. AQ has advised funds can either be allocated to an existing or new project, subject to AQ approval.

**Legal & Regulatory**

The RADF Program is administered in a way which complies with the *Local Government Act 2009*, the *Local Government Regulation 2012*, Council's 3207 Arts and Culture Policy, and Council and AQ's 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.

**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.

### 10.3 QUEENSLAND AUDIT OFFICE (QAO) 2024 AUDIT AND RISK COMMITTEE BRIEFING PAPER

**Doc Id:** 1240913

**Author:** Jess Marteene, Administration Officer (Executive Services)

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. 2024 NBRC - Audit and Risk Committee briefing paper - 15.08.2024 meeting.pdf [1239305]

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office (QAO).

#### 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 notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**.

#### REPORT

##### 2024 External Audit

The QAO provided the final external audit plan to the Chief Executive Officer on 23 April 2024. An interim audit has been completed, with findings and management responses reported on 10 July 2024. A copy of this letter is included in the External Interim Audit Report.

The QAO Briefing Paper includes updates on tabled reports to Parliament that may interest the Committee. Since the Committee's May meeting, the QAO has tabled the following reports to parliament:

- Reducing serious youth crime (Report 15: 2023-24)
- Queensland's regions 2023 (Report 14: 2023-24)
- Education 2023 (Report 13: 2023-24)
- Responding to and recovering from cyber-attacks (Report 12: 2023-24)

The QAO's forward work plan for 2024–27 outlines expected audit activities for the next three years, targeting strategic risks faced by public sector entities and local governments. The plan's six key focus areas for the upcoming year are:

- Technology risk and opportunities
- Sustainable communities and environment
- Governance of government
- Healthy and safe Queenslanders
- Infrastructure investment
- Economic risk and response.

The plan also includes an acquittal, detailing any changes to audit topics, timing, or scope from the previous year.

Full details of the plan can be found on the QAO's website.

## CONSULTATION

The QAO Briefing Paper is tabled at this general meeting for consideration and information. The Audit and Risk Committee passed the following resolution at the Committee Meeting held on 15 August 2024.

### COMMITTEE RESOLUTION 2024/32

Moved: Mr Peter Cochrane

Seconded: Cr Renee McGilvery

That the Audit and Risk Committee:

1. Notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**; and
2. Recommends that Council notes the 2024 Audit and Risk Committee Briefing Paper, as prepared by the Queensland Audit Office at **Attachment 1**.

In Favour: Mr Peter Cochrane, Ms Wendy Peebles, Ms Genevieve Dent, Mayor Leslie Hotz and Cr Renee McGilvery

Against: Nil

**CARRIED 5/0**

## RISK IMPLICATIONS

### Reputation / Political

QAO briefing papers provide a source of information for Council's reference and consideration and are of assistance when reviewing Council's controls and mechanisms to manage large amounts of public monies.

## KEY MESSAGE

The QAO Briefing Paper notes completion of the external audit plan in April 2023, the status of the interim audit, tabled reports to Parliament that may be of interest to the Committee and outlines key elements of the QAO's forward work plan for 2024–27.





## North Burnett Regional Council

06 August 2024

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### QAO representatives

Jacques Coetzee –Director (QAO)

Alan Flynn – Senior Manager (QAO)

Adam Bradfield—Engagement Leader (HLB)

Ben Rogers —Manager (HLB)

## 1. Summary

### Audit progress – On track

We have completed our interim audit which focussed on testing the operating effectiveness of controls identified as part of the planning phase. Our findings, together with management's responses, were communicated in our interim report dated 10 July 2024. A copy of the letter is included in the papers for this Committee meeting.

We have also completed our review of the proforma financial statements and feedback has been provided to management for consideration.

#### Financial reporting risks and areas of audit focus

Our external audit plan identified items we considered to be significant or at risk of material error to the financial statements. The current status of our audit procedures are as follows:

- *Valuation or property, plant and equipment* – Feedback on asset position papers has been provided to management. Workpapers supporting the indexation across asset classes and reconciliations by asset class will be provided to audit prior to the year-end audit.
- *Significant capital expenditure* – Work over this area of audit focus will be largely addressed during the year-end audit.
- *Revenue may be misstated due to fraud or the incorrect application of accounting standards* – Interim testing performed to date has not identified any significant findings, however work over this area of focus will continue during the year-end audit.
- *Completeness of estimates of Council's landfill and quarry rehabilitation provision* – Work over this area of audit focus will be largely addressed during the year-end audit.

## 2. Key financial audit milestones

The following table details the current status of key financial reporting and audit deliverable milestones for your entity as at 06 August 2024.

Planning	Agreed date	Completed date	
External audit plan issued to client	23 April 2024	23 April 2024	●
<b>Interim</b>			
Interim testing visit	29 April – 3 May 2024	29 April – 3 May 2024	●
Position papers on known accounting issues due to audit	31 May 2024	06 June 2024	●
Proforma financial statements due to audit	31 May 2024	06 June 2024	●
Interim report outlining preliminary audit findings issued to client	30 June 2024	24 July 2024	●
Feedback on position papers to client	30 June 2024	24 July 2024	●
Feedback on proforma financial statements to client	30 June 2024	24 July 2024	●
<b>Final</b>			
Year-end visit	2 – 6 September 2024	Not yet due	●
Complete draft financial statements to audit	2 September 2024	Not yet due	●
Feedback on draft financial statements to client	18 September 2024	Not yet due	●
QAO closing report summarising the audit findings issued to client	04 October 2024	Not yet due	●
Audit & Risk Improvement Committee clearance	Mid-late October 2024	Not yet due	●

Financial statements signed by management	Late October 2024	Not yet due	●
Audit report including our audit opinion issued to the client	Late October 2024	Not yet due	●
Final management report outlining the final audit findings issued to the client	Late October 2024	Not yet due	●

Note: Audit visit | NBRC deadline | QAO deadline      ● Completed | ● On track | ● Behind schedule

### 3. Update on new reports and resources

We present to you our update on reports and resources, as at 06 August 2024. It provides an overview of the information relevant to your entity, including learnings from our tabled reports to parliament, newly published resources such as our blog articles and fact sheets, and an update on our audits that are in progress.

#### Forward work plan

QAO’s forward work plan for 2024–27 is now available. Our plan provides our expected audit activity for the next 3 years in response to the strategic risks facing public sector entities and local governments. Our upcoming audits cover a broad range of government services. Auditing the right matters at the right time is key for ensuring we add value for the entities we engage with, and to ensure our work drives positive change. Our plan includes 6 focus areas for the coming year:

- Technology risk and opportunities
- Sustainable communities and environment
- Governance of government
- Healthy and safe Queenslanders
- Infrastructure investment
- Economic risk and response.

We also provide an acquittal with the plan outlining any changes to the topics, timing, or audit scope from the previous year’s plan.

Read the [Forward work plan 2024–27](#).

#### Other relevant reports in progress

The below reports to parliament do not directly involve your entity (as specified under section 6 of this paper) but are currently underway and may be of further interest to you.

Title	Audit status
<b>Managing Queensland’s Regional Water Quality</b>	This audit will assess how effectively state and local government entities ensure communities can access safe water. <b>Audit in the reporting stage. Likely tabling: August 2024</b>
<b>Insights on audit committees in local government</b>	Following our report <i>Effectiveness of audit committees in state government entities</i> (Report 2: 2020–21), this audit will provide insights into the effectiveness of audit committees at local governments. <b>Audit in the reporting stage. Likely tabling: September 2024</b>
<b>2024 status of Auditor-General recommendations</b>	Entities report to us on their progress in implementing recommendations from our performance audit reports. Each report will highlight common themes across recommendations and provide insights into the progress reported by entities. Each year our reports will also provide a further update on outstanding recommendations (recommendations not implemented or partially implemented) identified in our previous reports. <b>Audit in the conduct stage. Likely tabling: September 2024</b>

## Recently tabled reports to parliament

Since your last meeting, we have tabled the below reports to parliament. For more information on any of these reports, please see our website: [www.qao.qld.gov.au/reports-resources/reports-parliament](http://www.qao.qld.gov.au/reports-resources/reports-parliament)

### Top 5 most read reports published in the past 6 months

- 1 [Local government 2023](#) (Report 8: 2023–24)
- 2 [Minimising gambling harm](#) (Report 9: 2023–24)
- 3 [State entities 2023](#) (Report 11: 2023–24)
- 4 [Reducing serious youth crime](#) (Report 15: 2023–24)
- 5 [Responding to and recovering from cyber attacks](#) (Report 12: 2023–24)

Report	Summary
<p><b>Reducing serious youth crime</b> Report 15: 2023–24 Tabled 28 June 2024</p>	<p>Youth crime is complex and has been a growing public concern in recent years. It can have significant impacts – physical, emotional, psychological, and economical – for victims and the wider community. Most young offenders only commit a small number of offences and are diverted away from the youth justice system. However, a small proportion reoffend and commit serious offences. As the underlying causes of youth crime are multi-faceted, effectively addressing the problem requires a whole-of-system approach.</p> <p>This report assesses whether youth justice strategies and programs are effective in reducing crime by serious repeat offenders and improving community safety: <a href="http://www.qao.qld.gov.au/reports-resources/reports-parliament/reducing-serious-youth-crime">www.qao.qld.gov.au/reports-resources/reports-parliament/reducing-serious-youth-crime</a></p> <p><b>Wider learnings</b></p> <p><b>Multi-agency delivery and coordination</b></p> <p>Delivering government initiatives in a multi-agency operating model is inherently challenging. Entities typically have their own mandates, objectives, and leadership structures. To be successful, entities need clearly defined strategies, roles, and responsibilities, with coordination and oversight requiring effective cross-entity governance. Entities should commit to these models while ensuring a focus on both entity level and multi-entity strategies. They must be open to sharing information and collaborating, while maintaining focus on joint outcomes.</p> <p><b>Procurement and contract management practices</b></p> <p>Entities should base procurement decisions on sound needs and analysis. To achieve value for money, they should be regularly testing the market. They should sufficiently maintain documentation to help support their analysis and decisions. When engaging contractors, they need to include sufficient performance measures and targets within contracts, with a focus on both outputs and outcomes.</p> <p><b>Monitoring and evaluating the effectiveness of strategies and programs</b></p> <p>Entities should continuously evaluate the effectiveness of their strategies and programs. This must be informed by:</p> <ul style="list-style-type: none"> <li>the design and monitoring of clear and measurable performance indicators</li> <li>regular, ongoing monitoring, evaluation and reporting.</li> </ul> <p>It is crucial they have systems and processes in place to capture necessary data. Informed analysis, and measuring performance, can improve decision making. It also enables entities to adapt their strategies to changing circumstances.</p>
<p><b>Queensland’s regions 2023</b> Report 14: 2023–24 Tabled 13 June 2024</p>	<p>Queensland is the second largest state in Australia and has the most people living outside greater capital city areas. Queensland’s regions (referring to all areas outside Greater Brisbane) cover around 99 per cent of the state. It ranges from coastal cities, like the Gold Coast, through to the Far North, to more remote outback areas. Our regions are home to diverse regional economies and environments, reflected in significant industries like mining,</p>



Report	Summary
	<p>manufacturing, agriculture, and tourism.</p> <p>This report brings together insights from our financial audits across entities, and analyses data on state and local government service delivery and support to the state's regions: <a href="http://www.qao.qld.gov.au/reports-resources/reports-parliament/queenslands-regions-2023">www.qao.qld.gov.au/reports-resources/reports-parliament/queenslands-regions-2023</a></p> <p><b>Wider learnings</b></p> <ul style="list-style-type: none"> <li>• Entities may need to adapt their plans and services to accommodate changing community needs.</li> <li>• Having useful data is important for measuring the success of policy initiatives. Without it, entities cannot accurately track their progress against objectives.</li> </ul> <p>Entities across government must work together to effectively deliver initiatives, including working across internal boundaries, having clear roles and responsibilities for each entity, and implementing appropriate governance arrangements. Entities may need to contribute some of their own resources to achieve a common goal.</p>
<p><b>Education 2023</b> Report 13: 2023–24 Tabled 10 June 2024</p>	<p>Entities within Queensland's education sector help individuals transition through all stages of their schooling, giving them knowledge and skills they need for future education, training, or the workforce.</p> <p>This report summarises the results of our financial audits of the entities in Queensland's education sector, including the Department of Education; the Department of Employment, Small Business and Training; TAFE Queensland; 7 universities; 8 grammar schools; and other statutory bodies: <a href="http://www.qao.qld.gov.au/reports-resources/reports-parliament/education-2023">www.qao.qld.gov.au/reports-resources/reports-parliament/education-2023</a></p> <p>We have also published an interactive dashboard that allows you to explore education entities' financial performance, along with measures like student and staff numbers, and you can compare regions based on where you live: <a href="http://www.qao.qld.gov.au/2023-education-dashboard">www.qao.qld.gov.au/2023-education-dashboard</a></p> <p><b>Wider learnings</b></p> <p>Entities need to proactively identify and address security weaknesses in their information systems</p> <p>We continue to identify weaknesses in entities' internal controls relating to their systems, databases, and networks. Entities cannot 'set and forget' security controls – they should continuously review, improve, and strengthen all their information systems to respond to changes within the entity and to the evolving cyber security risk.</p> <p>We encourage all entities to review our report, <i>Responding to and recovering from cyber attacks (Report 12: 2023–24)</i>, including our 2 new better practice guides, and implement all relevant recommendations.</p> <p>Entities need to assess the risk of wage underpayment</p> <p>Entities must understand their enterprise agreements and comply with them to ensure they pay staff correctly. They should assess the risk of underpayment of wages, and review enterprise agreements, employment contracts, payroll system configuration, and historical pay practices. Entities may need to acquire specialised external support where they identify a risk of underpayment.</p> <p>Entities need to accurately record capital accruals</p> <p>Entities need to ensure they have appropriate processes to capture and record capital accruals at the year-end date. This includes estimating costs based on actual work completed rather than budgets, providing appropriate supporting evidence for accruals, implementing a formal methodology for staff to follow, and training relevant staff.</p> <p>Entities should complete regular and timely assessments of the condition of their assets</p> <p>Regular assessments of asset conditions give entities a comprehensive understanding of the state of their assets. They can use this information to inform their future maintenance programs and long-term asset management plans. When documenting the results of the condition assessments, entities should ensure they meet the requirements of the <i>Queensland Government Building Policy Guideline</i>.</p>
<p><b>Responding to and recovering from cyber attacks</b> Report 12: 2023–24</p>	<p>The nature, frequency, and severity of cyber attacks continues to grow and evolve. Public sector and local government entities, regardless of size or location, are a target because of what they do and the type of information they hold. Cyber incidents may compromise entities' information systems and business operations –significantly disrupting the delivery of</p>

Report	Summary
<p>Tabled 4 June 2024</p>	<p>critical public services. This can have long-lasting economic and social impacts. All entities need to proactively manage their cyber security risks, identify vulnerabilities, and ensure they can respond to an incident.</p> <p>This report discusses how prepared public sector entities are to respond to and recover from cyber security incidents. We examined 2 lead entities and their role in guiding cyber security across the Queensland Government, and 3 other entities with differing levels of resourcing and capability for managing cyber incidents: <a href="http://www.qao.qld.gov.au/reports-resources/reports-parliament/responding-recovering-cyber-attacks">www.qao.qld.gov.au/reports-resources/reports-parliament/responding-recovering-cyber-attacks</a></p> <p>We have published 2 better practice guides. Our checklist of key questions for those charged with governance (executive management, boards, and councillors) to consider when planning how they respond to and recover from cyber security incidents: <a href="http://www.qao.qld.gov.au/reports-resources/better-practice/cyber-response-recovery-governance-checklist">www.qao.qld.gov.au/reports-resources/better-practice/cyber-response-recovery-governance-checklist</a>. And a checklist for entities to map where they do or do not hold cyber capabilities: <a href="http://www.qao.qld.gov.au/reports-resources/better-practice/role-capability-checklist-cyber-attack-response-recovery">www.qao.qld.gov.au/reports-resources/better-practice/role-capability-checklist-cyber-attack-response-recovery</a>.</p> <p>Listen in to our podcast Cyber risk: what do we do now? as 2 of our senior directors and the Queensland Government Cyber Security Unit chat about what chief executives need to consider, including risk management, controls, and what to do if you experience an attack: <a href="http://www.qao.qld.gov.au/reports-resources/podcasts">www.qao.qld.gov.au/reports-resources/podcasts</a>.</p> <p><b>Wider learnings</b></p> <p>Take a business-led approach to cyber incident response</p> <p>Responding to a cyber attack requires a coordinated approach across the business. It is not simply a technical exercise. This 'business-led approach' focuses on the broader organisational impacts of a cyber incident rather than just the technical cyber and systems elements. Entities should bring key stakeholders such as legal, communications, and operational areas in with management and technical teams to coordinate the response.</p> <p>Periodically test preparedness</p> <p>Entities need to test their preparedness for managing and responding to cyber attacks. Just having plans in place is not sufficient. Testing these plans through exercises such as cyber simulations:</p> <ul style="list-style-type: none"> <li>• provides entities with valuable feedback on how they are managing risks and identifying vulnerabilities, and helps them identify any areas requiring improvement</li> <li>• gives key personnel experience in managing these incidents in a safe environment.</li> </ul> <p>Take ownership of third-party cyber-related risks</p> <p>Those charged with governance at public sector entities and local governments need to understand and be accountable for all of their cyber risks. Most entities have arrangements in place with third-party providers, which includes access to systems and to expertise and resources. Entities must understand risks that arise under these arrangements and be accountable for managing them.</p> <p>Collaborate and share learnings</p> <p>Most entities face similar cyber risks and use similar products, networks, hardware, systems, and applications. As such, it is critical that entities proactively share their knowledge and lessons learned, and collaborate to improve their preparedness. All entities should take part in central communities of practice and forums available to them, such as those the Queensland Government Cyber Security Unit leads.</p> <p>Evolve alongside changing cyber risks</p> <p>The changing nature of technology means that cyber security threats evolve rapidly. The development of new technologies, such as artificial intelligence and machine-learning, compounds this. Entities need to continually revisit and refresh their plans and risk assessments to ensure they are prepared for a cyber attack.</p>

**Podcast – Cyber risk: what do we do now?**

Alongside our recent report, *Responding to and recovering from cyber attacks (Report 12: 2023–24)*, we published a new podcast that shares some interesting findings and important recommendations from our report, as well as insights from our work over the years on cyber security.

Listen in as 2 of QAO’s senior directors and the Queensland Government’s Cyber Security Unit chat about what chief executives need to consider, including risk management, controls, and what to do if you experience a cyber attack: [www.qao.qld.gov.au/reports-resources/podcasts](http://www.qao.qld.gov.au/reports-resources/podcasts).

You can also view and download a range of resources related to cyber security from our website, including reports to parliament, blogs and better practice guidance: [www.qao.qld.gov.au/reports-resources](http://www.qao.qld.gov.au/reports-resources).

## Recent blog articles of interest

QAO’s blog, available at [www.qao.qld.gov.au/blog](http://www.qao.qld.gov.au/blog), provides updates on topical issues, insights from our work, and general news from QAO. Here are the latest posts you may be interested in.

### Top 5 most read blog posts published in the past 6 months

- 1 [\*Ex-gratia payments – what those charged with governance need to consider\*](#)
- 2 [\*New reporting and auditing requirements for the Corporations Act 2001\*](#)
- 3 [\*Managing risks associated with third-party providers\*](#)
- 4 [\*Advice on setting your risk appetite\*](#)
- 5 [\*Eight steps to consider for a systems approach to asset management\*](#)

Published	About
<p><b>Resources for new councillors</b> 31 July 2024</p>	<p>As elected members, Queensland’s councillors set the strategic direction of their councils and make crucial decisions that impact their delivery of services for the community. QAO has a range of resources for all councillors, including reports to parliament, better practice tools and guides, blogs, and an interactive data dashboard on council performance and demographics. Find out more about how these resources support effective financial decision-making, managing assets to meet community needs, practising good governance, and responding to cyber threats: <a href="http://www.qao.qld.gov.au/blog/resources-new-councillors">www.qao.qld.gov.au/blog/resources-new-councillors</a></p>
<p><b>Our new Forward work plan 2024–27</b> 16 July 2024</p>	<p>What does protecting students from bullying, reducing landfill waste, preparing for the Brisbane Games, and transferring risk in infrastructure projects mean for our future audit program? They are all topics important to Queenslanders, and where we can help influence positive change in how public services are delivered. Find out where we are focusing our work and why and how we develop forward work plan in this blog: <a href="http://www.qao.qld.gov.au/blog/our-new-forward-work-plan-2024-27">www.qao.qld.gov.au/blog/our-new-forward-work-plan-2024-27</a></p>
<p><b>Does your audit committee comply with Treasury’s composition requirements?</b> 21 June 2024</p>	<p>Queensland Treasury has released new audit committee guidelines, with implementation continuing until July 2025. As part of this release, Treasury introduced transitional requirements for entities to reach fully independent membership of audit committee. These changes can help make audit committees more transparent, remove the perception of any bias, and expand experience beyond the entity. Read this blog for our advice on how the guidelines impact and benefit our clients: <a href="http://www.qao.qld.gov.au/blog/does-your-audit-committee-comply-treasurys-composition-requirements">www.qao.qld.gov.au/blog/does-your-audit-committee-comply-treasurys-composition-requirements</a></p>
<p><b>Advice on setting your risk appetite</b> 19 June 2024</p>	<p>Risk appetite is an ever-evolving aspect of an organisation. It’s rarely a set and forget exercise and should be revisited regularly. Organisations can use it to drive decision-making, understand the extent of controls needed to manage risks, and assess how to take advantage of opportunities. The second blog in our risk series outlines how to set and monitor your risk appetite: <a href="http://www.qao.qld.gov.au/blog/advice-setting-your-risk-appetite">www.qao.qld.gov.au/blog/advice-setting-your-risk-appetite</a></p>

Published	About
<p><b>How do you maintain your buildings when funding and labour supply is limited?</b> 17 June 2024</p>	<p>Building asset maintenance is a key pillar of public service delivery. Failure to maintain assets can lead to public dissatisfaction, cost increases, and poor asset information. Reporting on asset maintenance can also be challenging when entities' have limited funding, and the cost of labour and supplies have increased due to inflation and supply chain limitations. This blog provides advice to help maintain your entity's building assets when there is limited funding and labour supply: <a href="http://www.qao.qld.gov.au/blog/how-do-you-maintain-your-buildings-when-funding-labour-supply-limited">www.qao.qld.gov.au/blog/how-do-you-maintain-your-buildings-when-funding-labour-supply-limited</a></p>

## Upcoming QAO events

### Briefing for audit committee chairs

QAO briefs the chairs of public sector and local government audit committees twice each year. The next briefing is on 3 December 2024. Invitations will be sent in August 2024.

The most recent briefing was held on 1 May 2024.

Copies of the presentations from our prior updates are available on our website: [www.qao.qld.gov.au/reports-resources/events](http://www.qao.qld.gov.au/reports-resources/events)

### Copies of event presentations

You can see the presentation packs from our events at: [www.qao.qld.gov.au/reports-resources/events](http://www.qao.qld.gov.au/reports-resources/events).

## Appointment of Queensland Auditor-General

Rachel Vagg will commence as Queensland's 24th Auditor-General on 12 August 2024. As per the *Auditor-General Act 2009*, her term is for a fixed period of 7 years. Rachel will succeed Brendan Worrall, who concluded his tenure on 10 July 2024.

Rachel has extensive government experience, including as an Assistant Auditor-General at the Queensland Audit Office and as a partner at a global consulting and advisory firm. Karen Johnson is the Acting Auditor-General until 12 August 2024.

Queensland's Auditor-General is an independent officer of Queensland's parliament and the chief executive and accountable officer for the Queensland Audit Office.

## 2023 Strategic review of the Queensland Audit Office

A key accountability measure contained within our legislation, the *Auditor-General Act 2009*, is an independent review of our organisation at least every 5 years.

The 2023 strategic review of our office commenced in July 2023. The reviewers provided the final report to the Queensland Premier for tabling in parliament on 4 December 2023, and it tabled in parliament on 15 February 2024.

We welcome the report as an opportunity to have our position and performance independently evaluated and improve our services into the future. We have commenced action on the review recommendations and will report our progress to the relevant parliamentary committee and our governance bodies.

You can read the report on our website: [www.qao.qld.gov.au/about-us/external-reviews](http://www.qao.qld.gov.au/about-us/external-reviews).





Jacques Coetzee  
Queensland Audit Office  
T: 07 3149 6066  
E: [jacques.coetzee@qao.qld.gov.au](mailto:jacques.coetzee@qao.qld.gov.au)

Adam Bradfield  
HLB Mann Judd Assurance GCNC Pty Ltd  
T: 1300 000 452  
E: [abradfield@hlbgcnc.com.au](mailto:abradfield@hlbgcnc.com.au)

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PO Box 15396, City East Qld 4002



**11 WORKS**

Nil.

## 12 COUNCILLOR REPORTS

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

**Doc Id:** 1240655

**Author:** Jess Marteene, Administration Officer (Executive Services)

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Cr McGilvery Monthly Snapshot - July 2024.docx [1240898]  
2. Cr Thompson Monthly Snapshot - July 2024.docx [1240899]

#### INTRODUCTION/BACKGROUND

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

#### OFFICER COMMENTS/CONCLUSION

##### Biggenden Water Treatment Plant Opening

Following the General Meeting on 31 July 2024, Mayor Hotz, alongside the Assistant Minister for Regional Development and Senator for Queensland, Anthony Chisholm, officially opened the newly upgraded Biggenden Water Treatment Plant. The event was attended by all Councillors and community representatives, marking a significant milestone in improving local water infrastructure and services.

##### Councillor Information Workshops

One (1) Councillor Information Workshop was held during the reporting period:

- 17 July 2024

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

##### Council Meetings

Councils 2024-2025 Budget Meeting and General Meeting were convened during the reporting period:

- Council Budget Meeting 10 July 2024 in Gayndah
- Council General Meeting 31 July 2024 in Biggenden

#### OFFICERS RECOMMENDATION

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



## MONTHLY SNAPSHOT – CR RENEE MCGILVERY

JULY, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
11 July 2024	Gayndah Development Association Meet and Greet	Grand Hotel, Gayndah	A casual evening put on by the GDA to allow new people and locals to meet and get to know each other
15 July 2024	Gayndah Development Association monthly meeting	Gayndah Showgrounds Hall	Monthly meeting to discuss upcoming plans and the future of the GDA
16 July 2024	Queensland Country Women's Association AGM	Gayndah QCWA Building	I had the pleasure of attending the Gayndah Branch Red Cross AGM. The event began with a lovely morning tea, followed by a meeting where we reviewed the branch's progress over the past 12 months.
25 July 2024	Red Cross AGM	Gayndah Showgrounds Hall	I was invited to attend the Gayndah Branch Red Cross AGM. We enjoyed a lovely morning tea before moving on to the meeting, where we heard about the branch's achievements and progress over the past 12 months.



## MONTHLY SNAPSHOT – CR MOIRA THOMPSON

JULY 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
9 July	Biggenden Historical Society	Biggenden Museum	Meeting discussed need to replace steps at entrance of Museum and what it might mean financially if the committee take over the Museum from Council. Have begun discussions with Council office staff regarding this.
9 July	Biggenden Show Society meeting	Biggenden Show Hall.	Listened to review of 2024 Show All very happy with increased attendance.
10 July	Biggenden Chamber of Commerce	Commercial Hotel Biggenden	Highlights: RV Park stopovers continue, signage and windmill upgrade. Concern raised over gravel dumps at entrance to Biggenden and water supply to RV stop. Would like information on land for development. Advised to contact Council. Qld Day 2025 plans in progress.
11 July	Biggenden State School P & C meeting	Biggenden State School	Asked to have a look at P & C Constitution and changes needed.
16 July	Biggenden QCWA AGM	Biggenden QCWA hall	Report highlighted strong membership and good financial position. All positions filled.
24 July	Dallarnil Show sports field upgrade	Dallarnil	Invited to see progress on the new toilet and shower block, as well as concern over the “heritage listed” long drop toilets and other obsolete structures. The committee is in close

DOC ID:

Page 1 of 2



**MONTHLY SNAPSHOT – CR MOIRA THOMPSON**

**JULY 2024**

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
			contact with Council regarding these issues. Also, they are very happy with all the improvements being made using their grant money.
30 July	Bundaberg Rural Fire Service Medal Presentation and Water Tanker handover	Biggenden Memorial Hall	Bundaberg Rural Fire staff presented Service Medals to members of North Burnett RFS brigades. They also advised that the new water tanker with a capacity of 12,000 litres can be used as backup for water supply. The truck will be based in Bundaberg. Biggenden's B51 appliance is at present being serviced and will be returned soon.

## 12.2 COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - ANZDEM CONFERENCE JULY 2024

**Doc Id:** 1241373

**Author:** Jess Marteene, Administration Officer (Executive Services)

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:** 1. Councillor Engagements and Insights Form - ANZDEM Conference.docx [1241391]

### INTRODUCTION/BACKGROUND

In accordance with Resolution 2024/98, Cr Vaughan and Cr McGilvery attended the Australia and New Zealand Disaster and Emergency Management (ANZDEM) Conference at the Gold Coast 21-23 July 2024. Cr Jones also attended the conference, covering all expenses personally.

The 2024 ANZDEM Conference focused on the theme "Leading in Times of Crisis: Empowering Change and Recovery through Learning, Innovation, and Adaptation." The conference aimed to promote unified leadership for safer outcomes by fostering collaboration across sectors, sharing best practices, and improving interagency communication.

### OFFICER COMMENTS/CONCLUSION

The conference featured keynote speeches, panel discussions, and breakout sessions, covering a wide array of topics crucial to disaster management. Key areas of focus included community resilience, leadership during crises, psychological safety, and interagency collaboration. Notable presentations included:

- "Unlocking Team Resilience and Performance: The Power of Psychological Safety" by Dr. Melanie Irons.
- "We Are All In This Together – Leading Through a Decade of Disasters" by John Price, Deputy Chief Executive of Emergency Management, New Zealand.
- Insights into the response and recovery from the Lahaina Fire Tragedy by Mona Curry, Emergency Manager, Hawaii.

Councillors attended sessions on grassroots community involvement, disaster response strategies, and the significance of inclusive disaster planning. Key takeaways underscored the vital importance of trust, community engagement, and proactive leadership in effective disaster management.

In the Councillor Engagements and Insights Form (**Attachment 1**), Councillors highlighted the value of deliberate leadership that balances strategic oversight with hands-on involvement. They committed to further developing their disaster management expertise and strengthening community connections to better serve in emergencies.

The conference underscored that disaster resilience extends beyond preparedness, requiring ongoing learning, adaptation, and active community engagement. Proactive strategies are essential to ensuring that our region remains prepared, connected, and resilient in the face of future challenges.

### OFFICERS RECOMMENDATION

That Council receive the report from Cr Vaughan, Cr McGilvery and Cr Jones regarding their participation at the Australia and New Zealand Disaster and Emergency Management (ANZDEM) Conference held on the Gold Coast from 21-23 July 2024.



# Councillor Engagements & Insights Form

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



## EVENT DETAILS

**Event Name**

Disaster & Emergency Management Conference (DEMC)

**Event Location**

RACV Royal pines Resort – Gold Coast

**Event From Date**

21/07/2024

to

**Event End Date**

23/07/2024

**Event Theme (if applicable)**

Leading In Times Of Crisis

**Event Purpose**

DEMC brings together professionals across the Emergency Services, Fire, Police, Ambulance, Defence Force, Federal, State and local government, Private sector and climate change agencies, Volunteer services and Indigenous business and Universities in the one place for two big days of learning, listening, strategising and conceptualising the future of the sector.

## COUNCILLOR ATTENDANCE

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

Melinda Jones

Renee McGilvery

Trina Vaughan

**Title**

Deputy Mayor, Cr

Cr

Cr

**Division**

Division 1

Division 4

Division 2

## 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).

This year's DEMC theme:

**Leading in Times of Crisis: Empowering Change and Recovery through Learning, Innovation and Adaptation**

**THE MISSION**

**United Leadership = Safer Outcomes**

- To support multi-sectoral collaboration and create a platform for knowledge sharing, case studies and learning opportunities to advance the outcomes of the D&E sector.
- To give professionals access to the latest research, projects, programs and strategies to help meet the diverse needs of the D&E sector.
- To share best practices, explore innovative concepts and facilitate meaningful connections to transform interagency collaboration and communication.
- To provide real solutions with applicable takeaways for all D&E professionals as we walk into a challenging future.

**Pre-Conference**

On the Sunday afternoon, prior to the conference, Councillors toured the Gold Coast Disaster Centre. This \$20+ Million-dollar Building is state of the art. It houses a media room - which can broadcast directly out, a full command centre, kitchen and sleeping facilities,

**Day One**

DEMC Day one started with an interactive pan-shop: Navigating Crisis: Learning, Innovation and Collaborating in Disaster and Emergency Management.



The Panel consisted of Key Note speakers Mona Curry (Emergency Manager, Board Member, Consultant) , James Hill (Mental Health Manager, Energy QLD), Wayne Snell (Acting Deputy Executive Director, Australian Civil Military Coordination Centre), Kete Retzki (Director, Research and Communications Office of the Inspector-General of Emergency Management- IGEM). With Moderator Des Hosie (National Operations Advisor at Fire Emergency New Zealand)

This session stressed the need for good communication during a crisis and working with community from a grass roots level to put plans into place pre crisis. Keeping community connected.

#### Breakout sessions

##### Cr McGilvery Attended –

- The First 72 Hour Program
- Panel – Insights from Wujal Wujal Aboriginal Shire – Ex Tropical Cyclone Jasper – A Local Government and Community Perspective
- Critical Infrastructure Response & Recovery – Central West Gas supply incident. November 2022
- From The Art to the Heart – First Nations People Taking on Gender and Disaster
- Harnessing Human Capital for Disaster Response Through Non Fulltime Workforces

##### Cr Vaughan Attended –

- The First 72 Hour Program
- Who Needs To Be At The Table? Building Inclusive & Disaster Resilient Communities (BIDRC) Project in Southern Downs
- Managing Aggressive or Inappropriate Public Behaviour: A Psychosocial Prevention and Intervention Framework For Disaster and Emergency
- Disaster Preparedness, Response and Recovery: Lessons Learnt – A Legal Perspective
- Predictive Hazard and Community Behaviour Modelling for Disaster Preparedness and Resilience

##### Cr Jones Attended -

- Disaster and Emergency Management As a Complex Adaptive System?
- Want to Change the World? Collaborate
- From Policy to Action: Bridging the Gap for a Resilient Disaster Workforce
- What Do We Know? Lessons Learned For ICT Application to Natural Hazard Response
- Tomorrow Ready Project – A Place Based Initiative Bolstering Disaster Resilience For Spontaneous Volunteers and Disaster Recovery

#### Afternoon Keynote Speakers

- Unlocking Team Resilience and Performance: The Power of Psychological Safety – Dr Melanie Irons
- Reality Check: Resilience Planning Challenges and opportunities for Critical infrastructure Owners and Operations – A/Prof Brett Aimers

## Day two

#### Morning Session Keynote Speakers

- We Are All In This Together – Leading Through a Decade of Disasters and the Accumulative and Severe Impact on Humanity – John Price – Deputy Chief Executive Emergency Management and Director National Emergency Management Agency Te Rakau Whakamarumaruru
- A Look at the Lahaina Fire Tragedy: in the Context of Disaster Response in The United States – Mona Curry – Emergency Manager, Board Member, Consultant. Hawaii

#### Breakout sessions

##### Cr McGilvery Attended –

- Spontaneous Volunteerism in Australia: Views from Emergency Responders and Volunteers
- The New Emergency Manager – Envisioning a Future of Professionalisation of Emergency Management
- Insights From a Decade of Leadership Development in International Humanitarian and Crisis Response

- Building Community Resilience by Enhancing Youth People in Pre and Post-Disaster Volunteering
- Gold Coast Hospital and Health Service Experiences and Lessons from the Severe Weather Events Christmas and New Years 2023/2024
- Resilience Builders: Educational Minecraft for Generational Behaviour Change
- What did we Learn? Engaging Young People to Enable innovative and Big Picture Thinking in Local Communities around Disaster
- Building Resilience: Insights from Families with Seriously ill Children in Rural and Remote Areas During and After Disaster and Emergency Situations

#### Cr Vaughan Attended –

- Cultural Humility: A Tool For Transformative Leadership?
- Trauma Recovery: Evidence-Driven Approaches For Psychological Trauma Injuries, Advancing Wellbeing and Return to Work Outcomes
- Dementia Training For First Responders in Australia
- Long Term Pastoral Care as a Recovery Strategy to Recover Social Hope and Build Resilience After Repeated Natural Disasters
- Gold Coast Hospital and Health Service Experiences and Lessons from the Severe Weather Events Christmas and New Years 2023/2024
- Women Rising: A Qualitative Case Study of Women's Experiences in Flood Recovery
- 100 Years of Community Resilience in Australia; Lessons from Australian Red Cross
- New Approaches to Reduce Disasters and Grow Volunteer Emergency Response

#### Cr Jones Attended -

- Building Resilience, Reducing Impact: Australian Red Cross Responses to the Challenges of Climate Change
- The New Emergency Manager – Envisioning a Future of Professionalisation of Emergency Management
- Insights From a Decade of Leadership Development in International Humanitarian and Crisis Response
- Community-Centred Design and Collaboration: Building an Innovative, Digital Prototype That Uses Personal Narrative to Support Communities to Engage with Risk Reduction
- The Queensland State Earthquake Risk Assessment: Yes, Queensland Has An Earthquake Risk!
- Enhancing Disaster Resilience Through Managing Spontaneous Volunteers: Insights From Chile
- 100 Years of Community Resilience in Australia; Lessons from Australian Red Cross
- New Approaches to Reduce Disasters and Grow Volunteer Emergency Response

#### Afternoon Keynote Speakers

- Wayne Snell, Acting Deputy Executive Director, Australian Civil Military Coordination Centre
- Nerm the Norse: Leadership Reflections from an Unconventional Career, Sarah (Norm) Stuart-Black: QSO Secretary General at New Zealand Red Cross

### Day Three

#### 2024 Disaster Management Officers Network Forum

Cr Jones attended with Disaster Officer Vicki Callanan

Opening remarks by Alistair Dawson – Inspector General of Emergency Management

Keynote Presentation – AI, Robotics and Emergency Management – Dr Sue Keay

Panel Discussion – Post Transition Change – Queensland Fire Department, LGAQ & QPS

#### Presentations:

- Queensland Evacuation Facilities Working Group Update
- Fire Management – Who needs to be at the table? Presentations from Livingston Shire Council, Healthy Land and Water and the SEQ Fire Biodiversity Consortium, Natural Hazards Research Australia
- LGAQ – Council to Council Support Program
- Increasing Preparedness and Resilience of Minjerribah (North Stradbroke Island)

- IGEN Update: IGEN 2023-2024 Severe Weather Season Review and Feedback on the Local Disaster Management Plan Assessment Process
- NEMA Update: New Structure and Role of Local Officers
- QPS – SDMP and Guidelines Review
- QRA – Get Ready Queensland Update 2024
- Noosa Shire Council – Get Ready in Schools Program 2023
- Resilience Australia Award Nominees and QLD Winners – City of Moreton Bay; Places of Refuge, Carpentaria Land Council Aboriginal Corporation: Community Resilience in Southern Gulf of Carpentaria

## LEARNINGS AND TAKEAWAYS

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

Cr McGilvery

The First 72 Hour Program – Brilliant little pamphlet, super simple and easy to read

[https://www.alpineshire.vic.gov.au/sites/default/files/72HR\\_Brochure\\_2024\\_AlpineShire.pdf](https://www.alpineshire.vic.gov.au/sites/default/files/72HR_Brochure_2024_AlpineShire.pdf)

Some great sessions about harnessing volunteers, building communities up – helping them feel engaged, leading to a sense of ownership over plans and getting communities reconnected to build that resilience and recovery that is so desperately needed after a disaster or in a time of crisis. It was fascinating listening to the story about Wujal Wujal and the devastation caused by Cyclone Jasper in Dec 2023. 84 houses in the whole Community and 36 of them went totally under when the town flooded. It took 3 days to get choppers in to evacuate people. Kiley Hanslow Wujal Wujal Aboriginal Council CEO spoke on how they had seen floods before, they prepared for worse than what they had previously been through. Generators were put on high ground the community thought they were prepared, but as Kiley said – How do you prepare for something much worse that you have ever seen? Council tried to keep everyone informed even after they had been evacuated through their facebook page and any other avenue they had available to them. Community was displaced for 6 months and are only now back in and houses have finished being rebuilt, still very raw and a truly inspiring story.

The most standout Keynote Speaker for me was Sarah Stuart-Black. Sarah started her career as a nurse in 1993, she then went on to complete a bachelor's degree and a master's degree in Disaster Management in 1997. She was a member of the United Nations Disaster Assessment and Coordination Team for 9 years, working in Ethiopia, Niue and the Solomon Islands. She spoke of the importance of communication, "Communicate with others how I would like to be communicated with". Tell the things you know and also tell the things you don't.

Cr Vaughan

There was so much to take in on so many different sessions and speakers, however the underpinning current throughout every session I attended was the need for Trust – by individuals, workers, groups, communities and organisations.

72 Hours: This program gives the community members a sense of control and the ability to solve their own problems by creating their own plan

Who Needs to be at the Table: Ensure encapsulation of groups including but not limited to disability, aged, school, business, itinerant workers

Disaster Preparedness Response and Recovery: key element was PPRR- Prevent – Prepare – Respond – Recover. There was also a conversation regarding provision of homes for displaced people, Home Buyback Schemes and Home Raising Schemes

Predictive Hazard and Community Behaviour: Use of computer simulations to help forecast the behaviour of natural hazards

Cultural Humility: This session seemed to me to be more about womens rights than anything else, however the idea of being respectful of dignity was a powerful message to each and everyone in your community

Trauma Recovery: 'Poly-Crisis' – a world confronted by continuous, recurring and cascading disruptions and catastrophes.

Women Rising: Women have more stressors during events because they tend to take on the problems of their families, homes and communities before themselves



Lessons Learnt 100 Years: Multiple players must be involved for communities to able to recover and become resilient

Loss of Community Confidence: (call service debacle) early problems not addressed, funding models were insufficient and resulted in loss of trust by government and loss of lives in community. Required investment in employment, leadership changes, reform and recognition

Cultural Humility: Focus needs to be on people, keeping in mind environment, policies, political complexities, information and disinformation, resource capability, technology and history.

Leading self

Leading Teams

Leading People

Leading organisations

Keynote speaker:

Dr Melanie Irons on Team Resilience: Psychological safety needs to be continuously addressed. Health and safety and First Aid programs for people need to in place to ensure sufficient psychological support to all involved in a disaster including those not on the front line

Cr Jones

One of the highlight presentations was the Queensland State Earthquake Risk Assessment: Yes, Queensland Has An Earthquake Risk! Our region poses the greatest risk of Earthquakes in Queensland, yet we are not prepared or aware of what this could be. Our region has been fortunate in where the epicentre has been and the limited impact, however, there is unknown potential future risks. What is our region doing to future proof our earthquake risk? What is the risk to our buildings (especially masonry buildings), infrastructure and communities when an earthquake of significance hits? What awareness can be undertaken in our region so that they are prepared for future events? There is an educational event held annually with School aged students called 'The Great Shake' which could be rolled out across the region to start the conversation and raise awareness.

Other key insights:

When we collaborate, we increase time, resources and knowledge. In fact, research shows that it lifts performance, with 64% more effect to face challenges. Collaboration over Coordination lifts the overall performance. Key insight from the presentation was that virtual collaboration is NOT the answer, you have to create connections and in person trumps online every time.

Data sharing was another topic with opportunities outside of disaster events, although Data leaks were identified as risk. However, evidence has shown that shared data provides a greater situational awareness of the event, the impact and response.

Spontaneous/Pop-up Volunteering was a theme in a number of sessions, all focusing on the benefits of encouraging and supporting volunteering to aid in the response and recovery of communities. There was several resources and management strategies provided.

Greater understanding of current research and data around what the sector needs now, and what the immediate future needs are for our region. It was stated that data is one thing but how can it be contextualised around what it means to me, to community and what is important

Looking at building the skills now for the future – What is the workforce we need in the next 10-15 years?

Building Resilience, Reduce Impact session highlighted that Resilience is not a straight line and it is not a destination – it is a process. This session focused on building the social capital inside communities.

Psychological safety was another key focus, encouraging everyone to undertake a 5-min psychological Safety audit. As well as to create a space where all hats are off, allowing everyone to throw ideas out there that, even if its outside of their expert area. Other strategies was to conduct 'F-up Fridays or Monday Mess Ups to encourage openness, learning and reviewing of what went well and what didn't work well.

Being more deliberate on where I spend my time – leaders need to be on the balcony and on the dance floor. The balcony is the place of strategy, and the dance floor is the information/facts/cold face. Knowing the dance and the dance floor gives you a bonus when on the balcony making decisions and assessing the dance floor.

**RECOMMENDATIONS**

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

- The importance of Community reconnection. When we know our Community we know who we are looking after.
- Look at implementing the 72 hour resources and distribution of easy to read brochure
- Recommend embracing the wealth of knowledge we have in our NBRC disaster management staff and supporting their efforts not just in a daily space but during and after an event. After the conference I realised what a huge responsibility the disaster team have and give full credit to the dedication and commitment required.
- It was noticed that there is no one radio station available throughout the North Burnett to ensure continuity of information for broadcasting during a disaster.
- Workshop on Leadership and Psychological Health
- Roll out 'The Great Shake' throughout schools in 2025 to start the conversation and raise awareness of our regions Earthquake risk.
- Establish a working group focused on our regions disaster impacts, creating a timeline of impacts and identifying educational campaign around each communities impact.
- Get Ready – our regions needs to be more than this, it needs to 'Be Ahead of Ready'. As a region our Council is best placed to lead this through relationship building – in Community Trust, Organisational Trust and Agency Trust, through open knowledge sharing and sense making with community and enabling our communities to response and support each other during events.
- Looking how Council can support Spontaneous/Pop-Up Volunteering – Council is best placed to support those who want to support others through volunteering and for those in need through an online register (on the emergency dashboard) and training portal (mygo1) that includes a skills audit of our region.

**IMPROVEMENTS**

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

Raise awareness of the North Burnett Regions Earthquake Risk

Being more deliberate on where I spend my time – leaders need to be on the balcony and on the dance floor.

Knowledge of all things disaster and improving leadership abilities

Building communities back up and bringing them together. Knowing who we need to help and look out for in any time of need. Knowing the different needs of those in our communities.

**OTHER COMMENTS OR FEEDBACK**

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

Know that we are all guardians of the past, in the now, for future generations. It is important that the past is not discarded but recorded and captured so that we can learn from and develop processes and systems where we are pro-active, not reactive, in supporting our region

**PREPARED BY**

Name	Signature	Date
Renee McGilvery		12/08/2024
Trina Vaughan		
Melinda Jones		

### 12.3 COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - BUNDABERG REGION FUTURES FORUM

**Doc Id:** 1241404

**Author:** Jess Marteene, Administration Officer (Executive Services)

**Authoriser:** Craig Matheson, Interim Chief Executive Officer

**Attachments:**

1. Councillor Engagements and Insights Form - Bundaberg Region Futures Forum.pdf [1241405]
2. Where are we now - Bundaberg Regions Economic Outlook Presentation.pdf [1241406]

#### INTRODUCTION/BACKGROUND

On 25 July 2024, Cr Thompson participated in the Bundaberg Region Futures Forum, hosted by Bundaberg Tourism in collaboration with the Bundaberg and Childers Chambers of Commerce, Regional Business HQ, Bundaberg Regional Council, and the local business community to explore the future of business.

#### OFFICER COMMENTS/CONCLUSION

The forum provided a comprehensive exploration of economic growth, workforce trends, and regional development. Key sessions included insights into the economic outlook from Tim Sayre of the Bundaberg Chamber of Commerce, discussions on small business grants, inclusivity in tourism and employment, destination marketing strategies, and the role of AI in boosting efficiency. Futurist Chris Riddell highlighted the need to prepare for future workforce requirements, while discussions on regional liveability emphasised the importance of transport, education, and health services. Specific insights from Cr Thompson on her attendance at the forum are detailed in **Attachment 1**.

Attendees noted that Bundaberg's growth presents significant opportunities for the North Burnett region. Strategic recommendations include leveraging Bundaberg's expansion, fostering industry and tourism partnerships, and exploring innovative uses of local spaces. Additionally, maintaining inclusivity and adaptive marketing approaches will be crucial as the region evolves to address future challenges. A copy of the Bundaberg Region Economic Outlook presentation provided at the forum is included at **Attachment 2**.

#### OFFICERS RECOMMENDATION

That Council receive the report from Cr Thompson regarding her participation in the Bundaberg Region Futures Forum held on 25 July 2024.

## Councillor Engagements & Insights Form

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



### EVENT DETAILS

**Event Name**

Bundaberg Region Futures Forum

**Event Location**

Multiplex Centre, Bundaberg

**Event From Date**

25/07/2024

to

**Event End Date**

25/07/2024

**Event Theme (if applicable)**

**Event Purpose**

A forum to learn about future potential of the region.

### COUNCILLOR ATTENDANCE

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

Moira Thompson

**Title**

Cr

**Division**

6

### 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).

- Economic outlook and jobs of the future. Tim Sayre, President Bundaberg Chamber of Commerce
- Dept of Small Business grants – Donna Constable
- Inclusivity in the workforce, Hailey Brown CEO of Vacay It. Awarded the World Tourism Forum's Young Talent award.
- Destination marketing – Connie Rixon and Grace Bootham
- Bundaberg Tourism – Elly Traynor
- AI to save time and money- Alex Ferguson, aerospace engineer; CEO of CopilotHQ
- Enhancing regional liveability through placemaking – Shelley Pisani
- Preparing for the world of tomorrow – Chris Riddell – Australia's leading futurist.

### LEARNINGS AND TAKEAWAYS

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

A full day workshop regarding economic growth and challenges.

1. Dept of Small Business have lots of grants on offer.
2. Economic outlook is based on global and national factors.
3. Aging population will require more seniors' gyms
4. Emphasis on build to rent.
5. It is estimated that for the Bundaberg Hospital build and Paradise rebuild, 18,000 workers will be needed.
6. Childers is the fastest growing region of Bundaberg Council area.
7. Tourism needs to be inclusive not just in relation to mobility, but audio needed.
8. Liveability demands access to transport, education and health
9. Overcoming natural disasters: Singing and theatre help e.g. Perseverance Theatre Company's Grit and the Big Sing.
10. Encourage use of empty shops for artwork.
11. Reputation is fed by innovation, being unpretentious, and passing on a legacy.
12. Workplace employment needs to be inclusive of diverse needs.
13. Destination marketing needs to focus on international tourists.
14. A1 part of the metaverse

### RECOMMENDATIONS

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

The NBRC is strategically placed to gain from Bundaberg's growth. Maintaining our tourist and industry links is vital.

The attached power point may be of interest.



where are we  
now.pdf

At the Forum we were asked what we would do if we had a million dollars to spend. I suggested looking into the feasibility of a chair lift to the summit of Mt Walsh, the mountain in our area of the North Burnett with the most incredible view, climbed by 100s every year.

## IMPROVEMENTS

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

I have already informed Bundaberg Chamber of Commerce that Biggenden has a new Water Treatment Plant and that our water is good to drink. This makes Biggenden not only a destination for tourists but a destination to live and work.



## Backing good jobs

# Wide Bay region

- \$1.9 billion Big Build investment creating 5,200 jobs
- New Bundaberg Hospital
- Queensland Train Manufacturing Project – Torbanlea
- Growing food and beverage manufacturing industry
- Majority of states’ softwood plantation resources
- Paradise Dam improvement project – planning and enabling works



More than  
133,200  
employed  
by 2025-26

Source: Queensland (2022), Anticipating Future Skills (AFS) Series 4.

**BACK TO WORK\***

5,345

job seekers

2,401 local businesses supported by \$59.18 million

**SKILLING QUEENSLANDERS FOR WORK\***

4,158

employed

\$63.52 million in community programs

Big Build figures: Wide Bay Regional Action Plan, Queensland Budget 2022-24

\*As at 30 April 2024

### Top 5 largest employing industries

	<p style="font-size: 1.2em; font-weight: bold;">28,291</p> <p><i>employed</i></p> <p>Health care and social assistance</p>	<p>Aged and disability carers, registered nurses, nursing support and personal care workers, child carers</p>
	<p style="font-size: 1.2em; font-weight: bold;">14,975</p> <p><i>employed</i></p> <p>Retail trade</p>	<p>Sales assistants (general), retail managers, checkout operators and office cashiers, shelf fillers</p>
	<p style="font-size: 1.2em; font-weight: bold;">11,709</p> <p><i>employed</i></p> <p>Education and training</p>	<p>Primary school teachers, secondary school teachers, education aides, university lecturers and tutors</p>
	<p style="font-size: 1.2em; font-weight: bold;">10,550</p> <p><i>employed</i></p> <p>Construction</p>	<p>Electricians, carpenters and joiners, construction managers, plumbers</p>
	<p style="font-size: 1.2em; font-weight: bold;">9,917</p> <p><i>employed</i></p> <p>Accommodation and food services</p>	<p>Waiters, kitchenhands, bar attendants and baristas, chefs</p>

Wide Bay region projected workforce sizes by 2025-26. Source: Queensland (2022), Anticipating Future Skills (AFS) Series 4.

## Good Jobs, Great Training Queensland Skills Strategy 2024 – 2028 delivering for the **Wide Bay region**


# 5,642

## Free TAFE students and apprentices


Commencements from 2023 (as at 30 April 2024)

Popular free courses Wide Bay	Aligned jobs	Average salaries <small>seek.com.au</small>
Certificate III in Electrotechnology - Electrician	Electricians	\$90,000 - \$110,000
Certificate III in Individual Support	Aged and disability carers	\$60,000 - \$70,000
Certificate III in Engineering - Mechanical Trade	Metals fitters and machinists	\$70,000 - \$80,000
Certificate III in Early Childhood Education and Care	Early childhood educators	\$60,000 - \$65,000
Diploma of Nursing	Enrolled nurses	\$45,000 - \$75,000

- ✓ **More Free TAFE** upskilling Queenslanders while driving costs down
- ✓ **More local training** delivering for local communities
- ✓ **More TAFE Trade Tasters** plus skills for school students aligned to good, local jobs
- ✓ **Apprentices and trainees** supported across traditional and emerging industries, plus more pre-apprenticeships and Work Skills Traineeships
- ✓ **Skills employers need** expanded industry input on workforce needs and priorities



**Scan to learn more**  
[qld.gov.au/SkillsStrategy](http://qld.gov.au/SkillsStrategy)



**Jakeb Nicolaou, Hervey Bay** | Nursing student

### Free TAFE helps Jakeb forge caring career

Jakeb Nicolaou is determined to forge a career in caring for others, enrolling in a Diploma of Nursing with TAFE Queensland after completing health courses at school.

The 19-year-old has faced plenty of challenges, including family health and support needs – and his own neurodivergence which he was told would prevent him from completing further study.

Undeterred and with support from TAFE Queensland, Jakeb is excelling and gaining praise from teachers and health care providers he is placed with.

With a work offer already on the table and encouragement

from his teachers to continue his studies to become a registered nurse, Jakeb's future looks bright.


"It hasn't been easy ... but the teachers and the facilities at the Hervey Bay campus are exceptional," he said.

Having training covered through Free TAFE has also helped Jakeb.

"I'm a lot more likely to go on to study registered nursing knowing I have this experience behind me, minus the debt," he said.

"I've been able to save and buy a car that supports my needs.

"Having the support of TAFE Queensland has made the difference."



**Want to power up your skills for work?**

Scan to find free and funded courses!  
[qld.gov.au/SkillsPower](http://qld.gov.au/SkillsPower)

**OTHER COMMENTS OR FEEDBACK**

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

Council would benefit from speakers from Chamber of Commerce and Rural Australia Leadership Foundation.,

**PREPARED BY**

**Name**

Moira Thompson

**Signature**

**Date**

Click or tap to enter a date.

# Bundaberg Regions Economic Outlook

DRAFT



BUNDABERG & DISTRICT  
**CHAMBER OF COMMERCE INC.**

BUSINESS OF ALL  
SHAPES AND SIZE

# Where are we now?



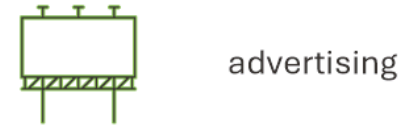


## Meet Gary

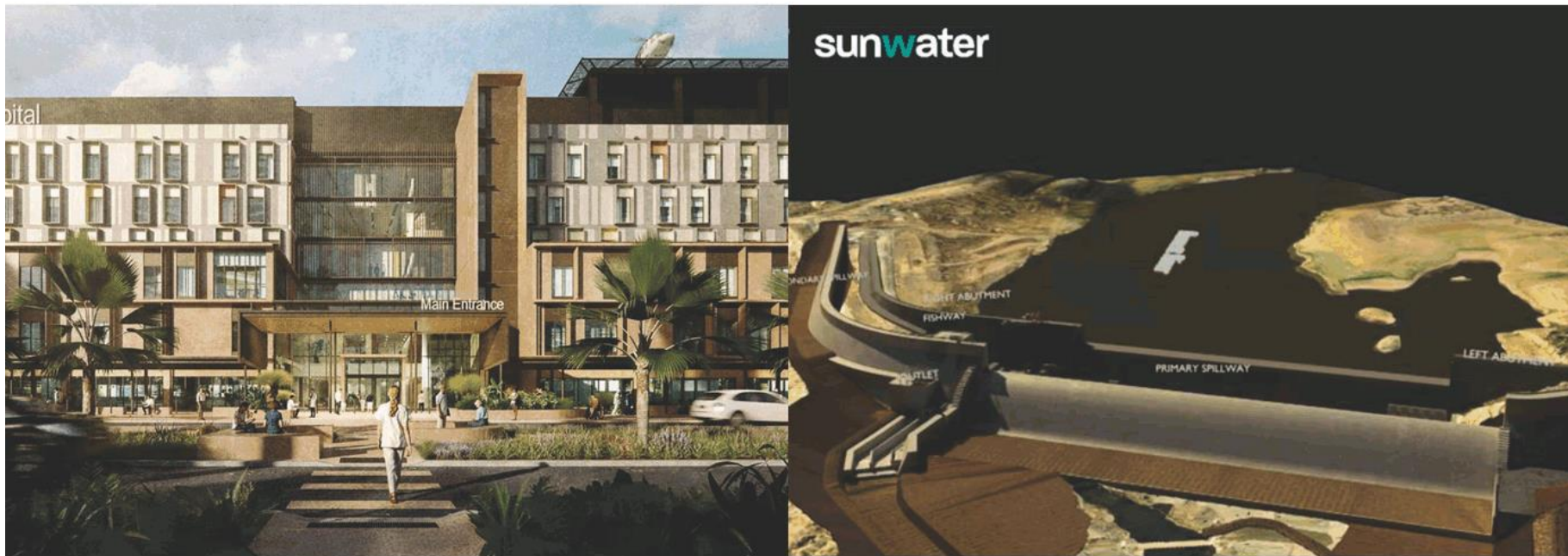
- 56 years old
- Married for 25 years with 2 grown children
- In business 23 years
- Bricks and mortar business
- Specific service and related products



# Gary's story

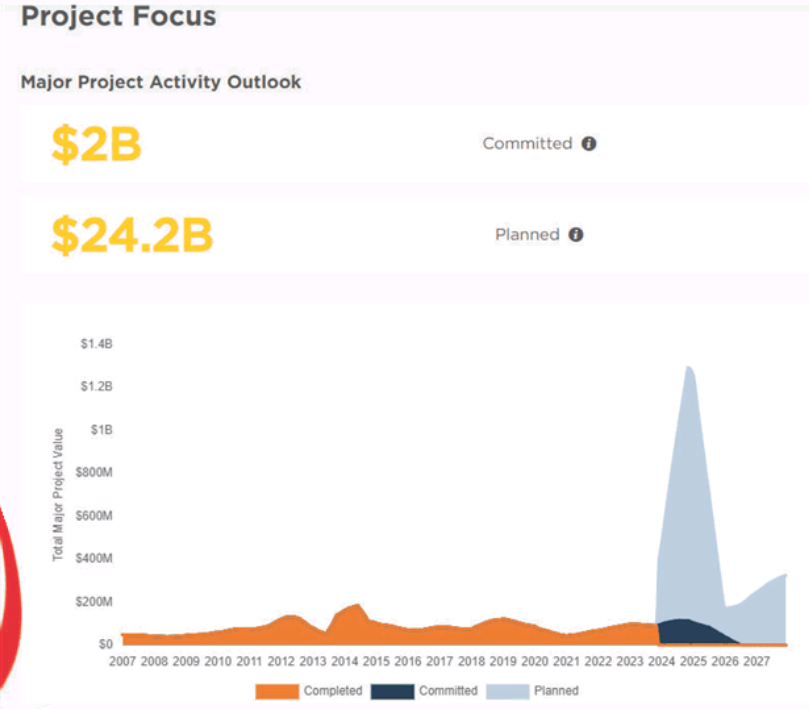
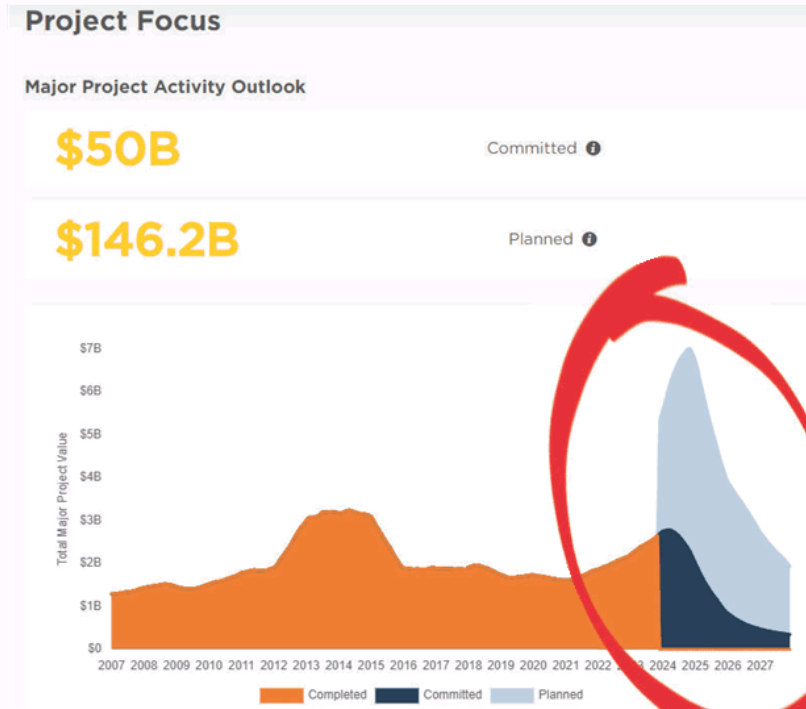


# Major Impacts and Projects





# Workforce Requirements



# Workforce Requirements

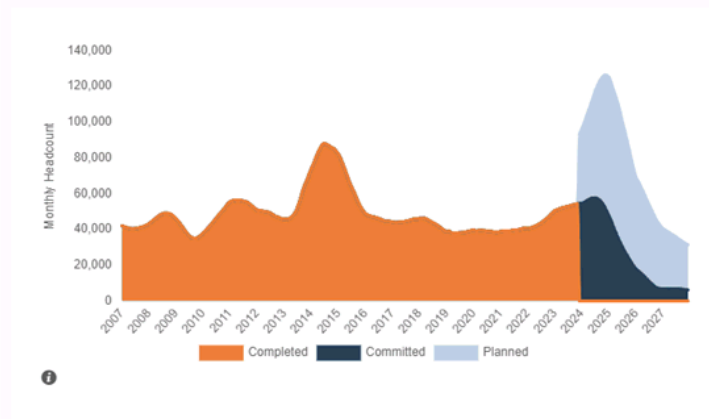
Major Projects Jobs Outlook

**42,840**

Committed ⓘ

**69,750**

Planned ⓘ



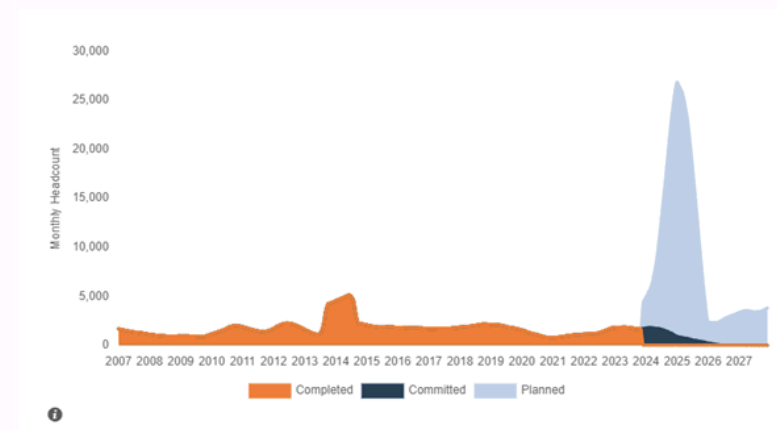
Major Projects Jobs Outlook

**1,010**

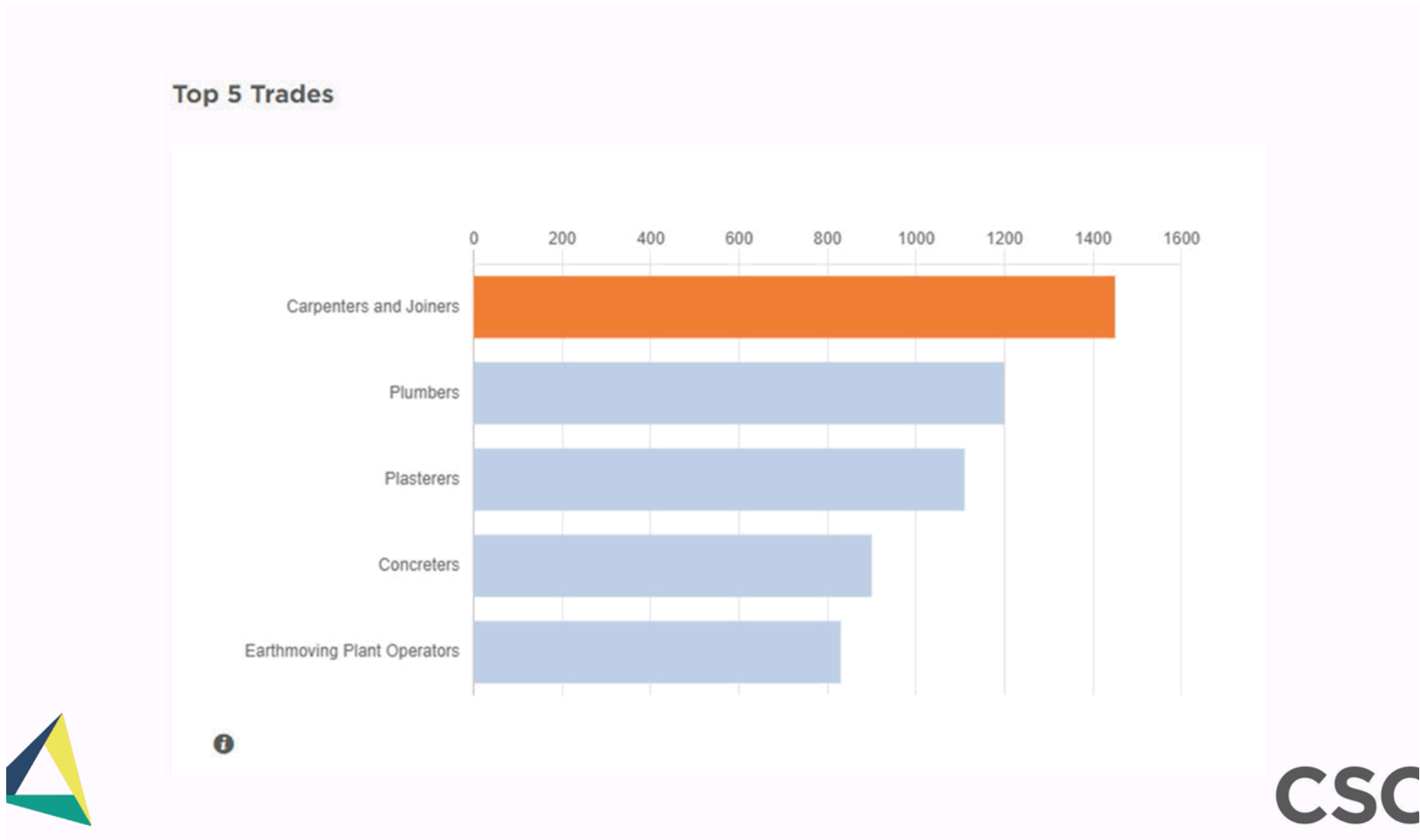
Committed ⓘ

**18,460**

Planned ⓘ



**CSC**



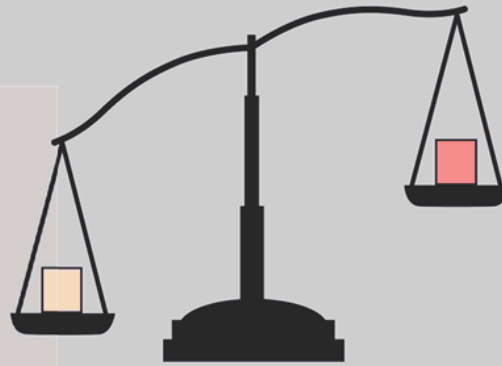
# Potential Costs and Benefits to Business



# Accommodation



# Outlook



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**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**

Nil.

**15 CLOSURE OF MEETING**