

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

25 September 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 Mt Perry Boardroom on Wednesday, 25 September 2024 commencing at 9:00 AM.

An agenda is attached for your information.



Craig Matheson

Inteirm Chief Executive Officer

Order Of Business

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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.

June Kimber

Biggenden

Charles Pinwill

Gayndah

Pamela Taylor

Gayndah

Margaret Seeds

Monto

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION – MOUNT PERRY STAIRCASE

Doc Id: 1248162

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

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments: 1. Mt Perry Staircase Letter - Unsigned 2024 [1247756]

INTRODUCTION/BACKGROUND

Deputation by Mount Perry residents regarding concerns about the delayed repairs to the staircase at the front of the Customer Service and Library Centre, located at 66 Heusman Street, Mount Perry as per **Attachment 1**.

OFFICER COMMENTS/CONCLUSION

At the General Meeting of Council held on 22 November 2023, the following resolution was passed:

RESOLUTION 2023/212

Moved: Cr Michael Dingle
Seconded: Cr Kingsley Mesner

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.

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

Against: Cr Robert Radel

CARRIED 6/1

Given the estimated value of the project, which was originally forecast at \$56,000 based on engineering drawings, a full tender process is not necessary. Instead, Council must seek quotations from at least three contractors, in line with the requirements for medium-sized contracts (ie. a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year) as outlined in section 225 of the *Local Government Regulation 2012*.

Four contractors were approached and invited to submit quotations for the proposed works. Unfortunately, no quotes were received during this initial outreach. Therefore, Council sought quotes again from contractors. Council officers are following up on this matter and will report back to Council with the received quotation/s as soon as available.

Council will also receive a timeline for the repair works from the selected contractor as part of their quotation submission. This timeline will include key milestones and expected completion dates, allowing for clear planning and communication of the project's progress.

OFFICERS RECOMMENDATION

That Council receive and note the deputation from residents of Mount Perry relating to the replacement of the staircase in front of the Customer Service and Library Centre, located at 66 Heusman Street, Mount Perry.

The Chief Executive Officer

(NRBC)

Dear Sir

Subject: Concerns Regarding Delayed Repairs on the Mount Perry Staircase and Public Tender Process

We, the undersigned residents of Mount Perry, wish to express our growing concerns regarding the progress of the repairs on the Mount Perry Staircase. This staircase serves as a critical access point for many in our community, and its prolonged closure has caused significant inconvenience to many events.

We acknowledge that repairs of this nature can be complex, but the speed at which this project is progressing is deeply concerning. Several years have passed since the closure of the staircase, yet visible progress remains minimal. Furthermore, the outstanding resolutions log indicates that a public tender has been created for this project; however, no residents, including those who have been actively monitoring the situation, have seen any evidence of this tender being made public.

The lack of transparency and communication regarding this matter is troubling. It leaves residents uncertain about the timeline for completion and the steps being taken to ensure the repairs are carried out efficiently and to a high standard. Given the importance of the Mount Perry Staircase to our daily lives, we request the following:

1. **A clear and detailed timeline** for the repair works, including expected milestones and completion dates.
2. **Confirmation and publication of the public tender**, including details of how and when it was advertised, and the criteria used to select the contractor for the project.
3. **Regular updates** to the community on the progress of the repairs, ensuring that residents are kept informed and can provide feedback as necessary.

We believe that these steps are essential in restoring trust between the council and the residents and in ensuring that this vital piece of infrastructure is restored as quickly as possible.

We appreciate your attention to this matter and look forward to your prompt response and action.

Yours faithfully,

7 DECLARATIONS OF INTEREST

The Mayor to call for declarations of interest.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 28 AUGUST 2024

Doc Id: 1243123

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 28 August 2024

OFFICERS RECOMMENDATION

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

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

1 WELCOME/HOUSEKEEPING

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

2 ATTENDEES

COUNCILLORS:

Cr Leslie Hotz	(Mayor)
Cr Trina Vaughan	(Division 2)
Cr Susan Payne	(Division 3)
Cr Renee McGilvery	(Division 4)
Cr Michael Dingle	(Division 5)
Cr Moira Thompson	(Division 6)

OFFICERS:

Craig Matheson	(Interim Chief Executive Officer)
Anna Scott	(General Manager Works)^
Kim Mahoney	(General Manager Corporate & Community)
Jenny Hall	(Customer Experience & Communities Manager)*^
Jess Marteene	(Administration Officer – Executive Services)
Kat Bright	(Senior Executive Assistant to the CEO & Mayor)
Kath Hamilton	(Executive Assistant to the GM C&C)^
Marlene Carstens	(Executive Assistant to the GM Works)^
Michael Cartwright	(Governance, Policy and Risk Advisor)^
Nori Luff	(Financial Services Manager)*
Rhys Habermann	(Executive Manager – Strategic Operations)

*attended part of the meeting ^attended via Microsoft Teams

3 APOLOGIES/LEAVE OF ABSENCE

RESOLUTION 2024/194

Moved: Cr Michael Dingle
Seconded: Cr Renee McGilvery

That apologies from Cr Melinda Jones be received and accepted

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

Against: Nil

CARRIED 6/0

4 ACKNOWLEDGEMENT OF COUNTRY

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

5 MOMENT OF SILENCE AND REFLECTION

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

<i>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

Through the Chair, Cr Thompson presented a written petition received from Ms Michelle Bailey on 19 August 2024, which at that time contained 403 signatures.

The petition requests to have the amenities block (public toilets) located at the Dallarnil Sports Ground, on Main Road, Dallarnil, re-opened for public use.

While Cr Thompson recognised that the format of the petition was not strictly compliant with clause 15.2 of Council's Standing Orders, it was presented on behalf of, and at the request of, Ms Bailey.

PETITION – AMENITIES BLOCK AT THE DALLARNIL SPORTS GROUND

RESOLUTION 2024/195

Moved: Cr Moira Thompson
Seconded: Cr Renee McGilvery

That the petition received from Ms Michelle Bailey on 19 August 2024, containing 403 signatures at that time and calling for the re-opening for public use of the amenities block at the Dallarnil Sports Ground, be received by Council.

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

Against: Crs Susan Payne and Michale Dingle

CARRIED 4/2

7 DECLARATIONS OF INTEREST

Nil.

8 CONFIRMATION OF MINUTES

8.1 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.

RESOLUTION 2024/196

Moved: Cr Michael Dingle

Seconded: Cr Renee McGilvery

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

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

Against: Nil

CARRIED 6/0

8.2 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.

RESOLUTION 2024/197

Moved: Cr Moira Thompson

Seconded: Cr Trina Vaughan

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

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

Against: Nil

CARRIED 6/0

8.3 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.

RESOLUTION 2024/198

Moved: Cr Renee McGilvery
Seconded: Cr Moira Thompson

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

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

Against: Nil

CARRIED 6/0

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 14 August 2024.

RESOLUTION 2024/199

Moved: Cr Trina Vaughan
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 14 August 2024.

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

Against: Nil

CARRIED 6/0

GM ACTION 42 QON - VISY LEASE DURATION

Cr Vaughan enquired as to the length of the Trustee Lease over part 113 BON1559 to Visy Board Pty Ltd as outlined in Resolution 2023/200 on page 41 of the Agenda. Through the Chair, Mr Cartwright responded noting that the question would be taken on notice.

GM ACTION 43 QON - BIGGENDEN SWIMMING POOL UTILISATION DATA

Cr Thompson expressed concerns about low attendance at the Biggenden Swimming Pool during the open season. Through the Chair, Mr Matheson indicated that the question would be taken on notice, and the utilisation data would be provided.

GM ACTION 44 QON - BIGGENDEN RURAL FIRE SERVICE - SALEYARDS ROAD SHED CONSTRUCTION UPDATE

Cr Thompson highlighted that the shed construction at Saleyards Road in Biggenden has stalled and queried if an update could be provided from the Biggenden Rural Fire Service (RFS). Through the Chair, Mr Matheson committed to following up with the Biggenden RFS to request resolution of the issue as a priority and provide an update to Councillors.

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

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

RESOLUTION 2024/200

Moved: Cr Renee McGilvery

Seconded: Cr Susan Payne

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.

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

Against: Nil

CARRIED 6/0

9.3 PROPOSED DIVESTMENT OF RESERVE

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.

RESOLUTION 2024/201

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

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.

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

Against: Nil

CARRIED 6/0

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

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.

RESOLUTION 2024/202

Moved: Cr Michael Dingle

Seconded: Cr Moira Thompson

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.

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

Against: Nil

CARRIED 6/0

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT AS AT 31 JULY 2024

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.

RESOLUTION 2024/203

Moved: Cr Susan Payne

Seconded: Cr Moira Thompson

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.

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

Against: Nil

CARRIED 6/0

GM ACTION 45 STOCK ROUTES OVERVIEW

Cr Vaughan requested an overview of the stock routes, including but not limited to, details on agistment (fees, terms, land availability and management), geographic information (maps, key locations, and land ownership), usage and access patterns, recent maintenance activities and budget, applicable regulations, etc. Through the Chair, Ms Mahoney confirmed that an overview would be provided.

GM ACTION QON - DISCREPANCY IN BUDGETED VS. ACTUAL RENTAL INCOME

Cr Payne observed a significant discrepancy between the budgeted rental income of \$28,000 for FY 24/25 and the actual income of \$4,000. Through the Chair, Ms Luff noted that this question would be taken on notice.

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

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.

RESOLUTION 2024/204

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

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.

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

Against: Nil

CARRIED 6/0

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

OFFICERS RECOMMENDATION

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

RESOLUTION 2024/205

Moved: Cr Trina Vaughan

Seconded: Cr Moira Thompson

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

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

Against: Nil

CARRIED 6/0

11 WORKS

Nil.

12 COUNCILLOR REPORTS

12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - JULY 2024

OFFICERS RECOMMENDATION

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

RESOLUTION 2024/206

Moved: Cr Moira Thompson

Seconded: Cr Michael Dingle

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

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

and Moira Thompson

Against: Nil

CARRIED 6/0

12.2 COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - ANZDEM CONFERENCE JULY 2024

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.

RESOLUTION 2024/207

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

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.

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

Against: Nil

CARRIED 6/0

12.3 COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - BUNDABERG REGION FUTURES FORUM

OFFICERS RECOMMENDATION

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

RESOLUTION 2024/208

Moved: Cr Trina Vaughan

Seconded: Cr Moira Thompson

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

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

Against: Nil

CARRIED 6/0

13 URGENT BUSINESS

Nil.

14 CONFIDENTIAL REPORTS

Nil.

15 CLOSURE OF MEETING

The Meeting closed at 9.57am.

The minutes of this meeting were confirmed at the General Meeting held on 25 September 2024.

.....
CHAIRPERSON

UNCONFIRMED

8.2 MINUTES OF THE SPECIAL MEETING HELD ON 11 SEPTEMBER 2024

Doc Id: 1246925

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

Authoriser: Michael Cartwright, Governance, Integrity and Risk Advisor

Attachments: 1. Minutes of the Special Meeting held on 11 September 2024

OFFICERS RECOMMENDATION

That the Minutes of the Special Meeting held on 11 September 2024 be confirmed.

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
SPECIAL MEETING
HELD AT THE GAYNDAH BOARDROOM
ON WEDNESDAY, 11 SEPTEMBER 2024 AT 3:00 PM**

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open at 3.00pm and welcomed all attendees.

2 ATTENDEES

COUNCILLORS:	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)
OFFICERS:	Michael Cartwright	(Governance, Integrity and Risk Advisor)
	Kat Bright	(Senior Executive Assistant to the CEO & Mayor)

**attended part of the meeting*

^attended via Microsoft Teams

3 APOLOGIES/LEAVE OF ABSENCE

Nil.

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 APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER

OFFICERS RECOMMENDATION

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

6.1 Appointment of the Chief Executive Officer

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 2024/209

Moved: Cr Michael Dingle
Seconded: Cr Renee McGilvery

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

6.1 Appointment of the Chief Executive Officer

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

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED INTO A CLOSED SESSION AT 3.03PM.

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

RESOLUTION 2024/210

Moved: Cr Renee McGilvery
Seconded: Cr Trina Vaughan

That Council moves out of Closed Session into Open Session.

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED BACK INTO AN OPEN SESSION AT 3.47PM.

OFFICERS RECOMMENDATION

That Council:

1. Receive and note this report.
2. Approve under section 195(1) of the *Local Government Act 2009*, the appointment of the preferred candidate, as discussed in confidential session, as the Chief Executive Officer of the North Burnett Regional Council.
3. Delegate authority to the Mayor and Deputy Mayor to finalise and execute on behalf of Council, the proposed contract of employment associated with the appointment referred to in Item 2 above;
4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Chief Executive Officer of the North Burnett Regional Council, once the contract of employment has been executed by all parties.

RESOLUTION 2024/211

Moved: Cr Renee McGilvery

Seconded: Cr Melinda Jones

That Council:

1. Receive and note this report.
2. Approve under section 195(1) of the *Local Government Act 2009*, the appointment of the preferred candidate, as discussed in confidential session, as the Chief Executive Officer of the North Burnett Regional Council.
3. Delegate authority to the Mayor and Deputy Mayor to finalise and execute on behalf of Council, the proposed contract of employment associated with the appointment referred to in Item 2 above;
4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Chief Executive Officer of the North Burnett Regional Council, once the contract of employment has been executed by all parties.

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

Against: Nil

CARRIED 7/0

7 CLOSURE OF MEETING

The Meeting closed at 3.48pm.

The minutes of this meeting were confirmed at the General Meeting held on 25 September 2024.

.....
CHAIRPERSON

9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1 OUTSTANDING COUNCIL RESOLUTIONS, QUESTIONS ON NOTICE AND ACTIONS REPORT

Doc Id: 1246931

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

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments:

1. Outstanding Resolutions as at 12092024 [1246939]
2. Outstanding QON as at 12092024 [1246943]
3. Outstanding Actions as at 12092024 [1246944]

INTRODUCTION/BACKGROUND

This purpose of this report is to provide Council with an update on the status of outstanding Council resolutions, questions on notice and action items to 12 September 2024.

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 twenty-three (23) outstanding resolutions. Pleasingly, during the reporting period a total of eight (8) resolutions were successfully completed, leading to a reduction in the number of unresolved resolutions to fifteen (15). **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 12 September 2024, there were eight (8) outstanding questions. Six (6) questions were resolved within the reporting period, resulting in two (2) 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 12 September 2024, there were thirteen (13) outstanding actions. Of these, five (5) actions were completed during the reporting period, leaving eight (8) 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 to 12 September 2024.









Division: All
 Committee: General Meeting
 Officer: All

Date From: All
 Date To: All
 Doc ID: 1246939

Outstanding Resolutions Report

Printed: Thursday 12 September 2024 2:00 PM

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
1	30/06/2021	Service Delivery Review - Swimming Pools	<p>RESOLUTION 2021/60</p> <p>That Council:</p> <ol style="list-style-type: none"> Continue to maintain and operate existing pools in Biggenden, Eidsvold, Gayndah, Monto and Mundubbera. Further investigation and condition assessment of the region's pools is undertaken. A fit for purpose asset management strategy is developed and funding sort to replace existing pools over 10 years. Review the operating agreements to ensure the most effective delivery of the service to the community and report to Council on the outcomes. 	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>RESOLUTION 2022/19</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. Authorise the Chief Executive Officer to enter an agreement for the Gayndah Airport Refuelling Facility Depot (proposed Lease Area "A" 2 within RP201121), on terms to be negotiated by the Chief Executive Officer for period not exceeding ten years. 	Works	 	<p>Officers are progressing further investigations to seek the best value for money, with an update expected in December 2024.</p> <p>On hold pending outcome of item 1 above.</p>

● 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
3	26/10/2022	Rural Fire Levy Expenditure	<p>RESOLUTION 2022/163</p> <p>That Council:</p> <ol style="list-style-type: none"> 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 Endorse Mount Perry Rural Fire Brigade's request to utilise Rural Fire Levy Funds to the value of \$900.00 to install a Wireless Access Point at 11 Elliot Street, Mount Perry. 	Office of the CEO	<p>●</p> <p>●</p>	<p>Completed. As of 2 September 2024, the State Government has confirmed complete funding for the new rural fire shed, which will be managed by Rural Fire Service Queensland (RFSQ) Bundaberg. The facility will feature two bays, a small training room, a kitchen, and a toilet, and will be for RFSQ personnel only.</p> <p>The funds initially allocated for the Biggenden shed will be redirected to other RFSQ projects, pending a Council resolution. Officers are currently collaborating with RFSQ to release the funds and are assessing several potential projects across the region for utilisation over the coming year. A report will be presented at a future General Meeting for Council's consideration.</p> <p>Completed.</p>
4	26/04/2023	Review of Public Washdown Facilities' Compliance and Operations	<p>RESOLUTION 2023/51</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. 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 	Corporate & Community	<p>●</p> <p>●</p>	<p>Completed.</p> <p>Completed.</p>

● 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
			<p>signage, social media, and newspaper advertisement.</p> <p>3. That this matter be tabled at a future General Meeting of Council with outcomes of the investigation.</p>		●	A presentation is scheduled to be delivered at a Councillor Information Workshop in November 2024. A report is expected to be tabled at a General Meeting thereafter.
5	28/06/2023	Project Development for Submission to Round 2 of the Growing Regions Program	<p>RESOLUTION 2023/90</p> <p>That Council:</p> <p>Authorises the Chief Executive Officer to redirect resources to the identification and development of a suitable project for submission to Round 2 of the Growing Regions Program administered by the Department of Infrastructure, Transport, Regional Development, Communication and the Arts.</p>	Office of the CEO	●	<p>Round 2 program guidelines for the Growing Regions Program were released on 16 August 2024. A briefing was provided at the Councillor Information Workshop held on 11 September 2024.</p> <p>For NBRC, the program requires a minimum dollar-for-dollar contribution (50:50), with this portion unable to originate from other Commonwealth sources. As the program cannot be used for essential services, such as water, wastewater, roads, or waste infrastructure, and must be of a value over \$1 million (requiring a minimum of \$500,000 of council contribution), limited projects exist within Council's pipeline that are sufficiently mature to advance as an application at this time.</p> <p>As any project of this value would divert considerable funding from essential infrastructure and limit councils ability to leverage contributions for more favourable grant schemes, an application is not considered feasible.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding

	Division: All Committee: General Meeting Officer: All	Date From: All Date To: All Doc ID: 1246939
	Outstanding Resolutions Report	
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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
6	27/09/2023	Reginald Murray Williams Australian Bush Learning Centre - Rescission Motion	RESOLUTION 2023/174 That Council conduct whole of North Burnett community consultation to gauge community sentiment on the future of the Reginald Murray Williams Australian Bush Learning Centre and note Officers will continue to investigate issues related to the Reginald Murray Williams Australian Bush Learning Centre.	Office of the CEO	●	An update will be presented at the Councillor Information Workshop scheduled for 6 November 2024.
7	25/10/2023	Lease renewals - Telstra and Optus over part 1 M5825	RESOLUTION 2023/199 That Council: <ol style="list-style-type: none"> 1. Renew the Trustee Lease within Lot 1 M5825 to Telstra Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 2. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years, within Lot 1 M5825, to Telstra Limited. 3. Renew the Trustee Lease within Lot 1 M5825 to Optus Mobile Pty Limited, pursuant to Section 236 (1)(c)(iii) of Local Government Regulation 2012. 4. Authorise the Chief Executive Officer to settle the terms of a lease for a period of 5 years with an option to extend in Councils favour for a further period of 5 years within Lot 1 M5825, to Optus Mobile Limited. 	Contracts & Leasing	● ● ● ●	No further update this month. 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. Awaiting executed lease from Optus.
8	22/11/2023	Drainage Easement - Fielding Street, Gayndah	RESOLUTION 2023/211 That Council resolve to grant an Easement for Drainage purposes over part of Lot 2 RP194226, in favour of the Indigenous Wellbeing Centre Ltd; pursuant to Sections 224 (6), 236 1(b)(ii), 236 (2) of Local Government Regulation 2012.	Contracts & Leasing	●	No further update this month. 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.

● Completed ● Work In Progress ● On Hold ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
						Civil Works is currently engaged in discussions with the Planning department to explore the appropriate next steps.
9	22/11/2023	Mount Perry Stairs	RESOLUTION 2023/212 Council resolves to reinstate the stairs and retaining wall in front of the Mount Perry Customer Service and Library Centre to reflect their original state. The tendered cost and estimated total project costs to be presented to Council before starting works.	Works	●	At the time of writing this report, Council officers have received an estimated cost to repair based on engineering plans but is still awaiting the final written quote. Officers will report the quotations back to Council once received.
10	13/03/2024	Regulated Dog Inspection Program	RESOLUTION 2024/34 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.
11	24/04/2024	LGAQ Annual Conference and Proposed Change to Meeting Date for the October 2024 General Meeting	RESOLUTION 2024/60 That Council, in accordance with Statutory Policy 1003 <i>Reimbursement and Provision of Facilities for Mayor and Councillors</i> : 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	Office of the CEO	●	Completed.

● 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
			Association Queensland Annual Conference in Brisbane from 21 – 23 October 2024. 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. That Council, in accordance with provisions of Section 254B(4) of the <i>Local Government Regulation 2012</i> : 3. Reschedule the Ordinary Meeting of Council from Wednesday 23 October 2024, to Wednesday 30 October 2024; and 4. That the Ordinary Meeting of Council will be held in the Biggenden Boardroom, commencing at 9.00am.		 	Noted. Meeting date updated on Councils website. Meeting location updated on Councils website.
12	24/04/2024	Regional Library Hours of Operation Review	RESOLUTION 2024/67 That Council: 1. Conduct a review of library operation hours in Eidsvold, Biggenden, and Mt Perry. 2. Officers bring this matter back to a Councillor Information Workshop with a proposed way forward including consideration of costs and consultation.	Corporate & Community	 	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. An update will be tabled at a Councillor Information Workshop in October 2024.
13	24/04/2024	Monto Administration Building - Drainage and Remediation Works that Support Structural Repairs	RESOLUTION 2024/74 That Council allocates an additional capital budget of \$190,000 for the internal and external works for the Monto Administration building.	Works / Corporate & Community		Referencing Resolution 2024/16, remediation works are currently in progress. Unspent budget carryovers from 2023/24 will be incorporated into the Q1 Budget Review in October 2024.
14	29/05/2024	Councillor Portfolios	RESOLUTION 2024/95 That Council agrees to leave Councillor Portfolios on the table until a further Councillor Information Workshop is held.	Office of the CEO		Refer to the report tabled at this General Meeting.

● Completed
 ● Work In Progress
 ● On Hold
 ● Outstanding



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#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
15	29/05/2024	Proposed Amended Local Laws	RESOLUTION 2024/96 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 30 October 2024.
16	29/05/2024	Council Roadside Billboards	RESOLUTION 2024/110 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	●	This matter is being reviewed by the Interim CEO and will be the subject of an upcoming Councillor Information Workshop.
17	26/06/2024	Proposed Divestment of Reserve	RESOLUTION 2024/123 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.		●	Resolution 2024/201 rescinds this resolution.
18	26/06/2024	Proposed Lease – Mt Perry Laundry	RESOLUTION 2024/143 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	●	The Board was expected to inform Council of their decision at a meeting on or about 14 August 2024. Officers will continue to follow up on this matter.

● Completed ● Work In Progress ● On Hold ● Outstanding

	Division: All Committee: General Meeting Officer: All	Date From: All Date To: All Doc ID: 1246939	Printed: Thursday 12 September 2024 2:00 PM
Outstanding Resolutions Report			

#	Meeting Date	Res Title	Res Details	Responsible Function	Status	Comments
19	28/08/2024	2023-24 Regional Arts Development Fund (RADF) Program	RESOLUTION 2024/204 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.	Corporate & Community	●	The Communities team will liaise with each Show Society ahead of the 2025 North Burnett Agricultural Shows.
20	28/08/2024	Statutory Policy 1022 Councillor Conduct Investigations	RESOLUTION 2024/200 That in accordance with section 150AE of the <i>Local Government Act 2009</i> , 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.	Office of the CEO	●	Completed. Updated policy uploaded to the Governance Portal and website.
21	28/08/2024	Proposed Divestment of Reserve - Wolca	RESOLUTION 2024/201 That: 1. Council Resolution 2024/123 be rescinded. 2. Council authorises the Chief Executive Officer under section 50 of the <i>Land Act 1994</i> , to file a Notice of Vacation of Office by Trustee with the State Department of Resources.	Office of the CEO	●	Completed. Notice of Resignation issued 29 August 2024.
22	28/08/2024	2024 End-of-Year Closure and Essential Service Provision	RESOLUTION 2024/202 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.	Office of the CEO	●	Noted.

● 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
23	11/09/2024	Appointment of the Chief Executive Officer	<p>RESOLUTION 2024/211</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Receive and note this report. 2. Approve under section 195(1) of the <i>Local Government Act 2009</i>, the appointment of the preferred candidate, as discussed in confidential session, as the Chief Executive Officer of the North Burnett Regional Council. 3. Delegate authority to the Mayor and Deputy Mayor to finalise and execute on behalf of Council, the proposed contract of employment associated with the appointment referred to in Item 2 above; 4. Authorise the Mayor to make public, the name, qualifications, and experience of the appointee to the position of Chief Executive Officer of the North Burnett Regional Council, once the contract of employment has been executed by all parties. 	Office of the CEO	<p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p>Noted.</p> <p>Noted.</p> <p>Work in progress.</p> <p>On hold pending the outcome of point 3 above.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding

 <p>Outstanding Questions on Notice Report</p>	<p>Division: All</p> <p>Committee: General Meeting</p> <p>Officer: All</p>	<p>Date From: All</p> <p>Date To: All</p> <p>Doc ID: 1246943</p>
	<p>Printed: Thursday 12 September 2024 2:14 PM</p>	

#	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	●	As of 2 September 2024, the State Government has confirmed complete funding for the new rural fire shed, which will be managed by Rural Fire Service Queensland (RFSQ) Bundaberg. Funds initially set aside for the Biggenden shed will be redirected to other RFSQ projects and will be subject to a resolution of Council. No funds have been transferred to date. A report will be tabled at an upcoming General Meeting for Council's consideration.
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	●	Response provided to Councillors on 23 August 2024.
3	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	●	Testing and commissioning of the online payment system were completed, with a soft launch on 19 August 2024. A communication plan is being developed to inform the community with payment options incorporated into future notices, including rates, dog registrations, and debtor invoices.
4	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	●	Response provided to Councillors on 6 September 2024.
5	28/08/2024	Discrepancy in Budgeted vs. Actual Rental Income	Cr Payne observed a significant discrepancy between the budgeted rental income of \$28,000 for FY 24/25 and the actual income of \$4,000. Through the Chair, Ms Luff noted that this question would be taken on notice.	Corporate & Community	●	Officers aim to provide a response by 25 September 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding

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Outstanding Questions on Notice Report			Printed: Thursday 12 September 2024 2:14 PM	

#	Meeting Date	QON Title	QON Details	Responsible Function	Status	Comments
6	28/08/2024	Visy Lease Duration Enquiry	Cr Vaughan enquired as to the length of the Trustee Lease over part 113 BON1559 to Visy Board Pty Ltd as outlined in Resolution 2023/200 on page 41 of the Agenda. Through the Chair, Mr Cartwright responded noting that the question would be taken on notice.	Office of the CEO	●	Response provided to Councillors on 18 September 2024.
7	28/08/2024	Biggenden Swimming Pool Utilisation Data	Cr Thompson expressed concerns about low attendance at the Biggenden Swimming Pool during the open season. Through the Chair, Mr Matheson indicated that the question would be taken on notice, and the utilisation data would be provided.	Works	●	Response provided to Councillors on 18 September 2024.
8	28/08/2024	Biggenden RFS Saleyards Road Shed Construction Update	Cr Thompson highlighted that the shed construction at Saleyards Road in Biggenden has stalled and queried if an update could be provided from the Biggenden Rural Fire Service (RFS). Through the Chair, Mr Matheson committed to following up with the Biggenden RFS to request resolution of the issue as a priority and provide an update to Councillors.	Corporate & Community	●	As of 2 September 2024, the State Government has confirmed complete funding for the new rural fire shed, which will be managed by Rural Fire Service Queensland (RFSQ) Bundaberg. Funds initially set aside for the Biggenden shed will be redirected to other RFSQ projects and will be subject to a resolution of Council. No funds have been transferred to date. A report will be tabled at an upcoming General Meeting for Council's consideration.

● Completed ● Work In Progress ● On Hold ● Outstanding

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Outstanding Actions Report			Printed: Thursday 12 September 2024 2:16 PM	

#	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 the Councillor Information Workshop scheduled for 6 November 2024.
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 briefing has been scheduled for the Councillor Information Workshop on 16 October 2024.
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 will be scheduled at a Councillor Information Workshop in October 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. A new date is yet to be confirmed with the scheduled meeting on 6 September 2024 cancelled. An update will be provided 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	● ●	Response provided to Councillors on 21 August 2024. A briefing on WBRWMP is scheduled for a Councillor Information Workshop to be held in November 2024.

● Completed ● Work In Progress ● On Hold ● Outstanding

	Division: All	Date From: All
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Outstanding Actions Report		Printed: Thursday 12 September 2024 2:16 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>A timetable for capping at all facilities was provided to Councillors on 27 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 was provided to Councillors on 23 August 2024.</p>

● Completed ● Work In Progress ● On Hold ● Outstanding

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Outstanding Actions Report		Printed: Thursday 12 September 2024 2:16 PM

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
			Mayor confirmed that this topic would be included in the upcoming workshop discussions.			
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 have included a link to 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 the week ending 16 August 2024. A standalone public notice and/or social media post will be considered when the Resealing Contractor is next in town.
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 on the approval process for renewable energy projects is scheduled for the Councillor Information Workshop on 9 October 2024.

● Completed
 ● Work In Progress
 ● On Hold
 ● Outstanding



Division: All
Committee: General Meeting
Officer: All

Date From: All
Date To: All
Doc ID: 1246944

Outstanding Actions Report

Printed: Thursday 12 September 2024 2:16 PM

#	Meeting Date	Action Title	Action Details	Responsible Function	Status	Comments
13	28/08/2024	Stock Routes Overview	Cr Vaughan requested an overview of the stock routes, including but not limited to, details on agistment (fees, terms, land availability and management), geographic information (maps, key locations, and land ownership), usage and access patterns, recent maintenance activities and budget, applicable regulations, etc. Through the Chair, Ms Mahoney confirmed that an overview would be provided.	Corporate & Community	●	Officers are currently investigating how this information can be incorporated into Pozi Online Mapping. A map and list of the Stock Routes including all information requested will be provided in due course.

● Completed ● Work In Progress ● On Hold ● Outstanding

9.2 INVITATION TO ATTEND 2024 LEXUS MELBOURNE CUP

Doc Id: 1247723

Author: Jess Marteene, Administration Officer (Executive Services)

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Evolution Mining has extended an invitation to the Mayor and a guest to attend the Melbourne Cup Carnival at Flemington Racetrack in Melbourne Victoria, on 5 November 2024.

The invitation celebrates the production of the 2024 Melbourne Cup, with gold sourced from Mt Rawdon in its final year of mining operations.

The Mayor has elected not to attend the event. Evolution Mining has confirmed that Council may nominate another Councillor to attend as the representative of the North Burnett Regional Council and the Mayor.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council:

1. Thank Evolution Mining for the invitation to the Mayor to attend the Melbourne Cup Carnival at Flemington Racetrack, Melbourne Victoria, on 5 November 2024;
2. Authorise a Councillor to accept the invitation and attend this event as the representative of the North Burnett Regional Council; and
3. Subject to recommendation (2) above, determine whether the travel and accommodation costs for the Councillor authorised to attend this event will be met by Council under the Reimbursement and Provision of Facilities for Mayor and Councillors Policy and associated Procedure.

REPORT

Evolution Mining has extended an invitation to the Mayor and a guest to attend the Melbourne Cup Carnival at Flemington Racetrack, Melbourne Victoria, on 5 November 2024.

The invitation celebrates the production of the 2024 Melbourne Cup, with gold sourced from Mt Rawdon in its final year of mining operations.

Councillors may be offered, in the course of their dealings with external businesses or stakeholders, entertainment, hospitality, gifts or benefits (summarised for the purposes of this report as 'offers') as a token of appreciation or as a gesture of courtesy.

While the acceptance of invitations of this nature is often within the scope of acceptable practice, it remains an obligation to ensure that the acceptance of such gifts is appropriately documented and disclosed.

When accepting an offer, particular care is to be taken to avoid any possible or perceived conflict of interest. The offer should not be such that it be construed as an inducement or reward for any transaction or favourable treatment by Council. Further, the provision or receipt of an offer must not give rise to an ethical or moral concern.

As a general guide, if a Councillor is made an offer, the Councillor should put themselves in the position of the person making the offer and consider why the offer is being given and whether acceptance is appropriate.

It is also important to consider likely public perception associated with acceptance of the gift or hospitality.

Conversely, acceptance of an offer may be considered appropriate if it complies with the following principles:

- a) It does not influence, or have the potential or perceived potential to influence, or appear to compromise, the integrity and impartiality of the Councillor, or to create a conflict of interest, or perception of a conflict of interest;
- b) It is not related to advice or decisions about (but not limited to):
 - i. Granting licences;
 - ii. Inspecting and regulating businesses;
 - iii. Granting of approvals;
 - iv. Letting of contracts;
 - v. The provision of Council services; or
 - vi. The provision of a Council grant.

Should Council decide to authorise a Councillor to accept this offer, the authorised Councillor will need to complete a Gift or Benefit Declaration Form and consider whether the value of the gift requires its inclusion on the Councillor's Register of Interests.

CONSULTATION

The Mayor, Interim Chief Executive Officer and the Governance, Integrity and Risk Advisor have been consulted in the preparation of this report.

RISK IMPLICATIONS

Reputation / Political

Should a Councillor nominate to attend the event, consideration should be given to any future dealings with Evolution Mining, particularly regarding the pumped hydro project and potential development applications. There could be a community perception of bias or undue influence. This can be appropriately managed at the time when Councillors are required to participate in a decision that might be relevant to the interests of Evolution Mining, as the conflict of interest requirements under Chapter 5B of the *Local Government Act 2009* would be applicable in this circumstance.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

Should Council authorise a Councillor to accept this offer and attend the event as an authorised representative of Council, the costs for travel and accommodation could be met by Council under the Reimbursement and Provision of Facilities for Mayor and Councillors Policy and associated Procedure – unless the authorised Councillor decides to meet their travel and accommodation costs personally.

The estimated cost for a return airfare from Brisbane to Melbourne and two (2) nights accommodation is \$1100pp.

Note: This does not include additional costs such as transfers, meals and incidentals.

Legal & Regulatory

Should Council authorise a Councillor to accept this offer, the authorised Councillor will need to ensure they comply with the relevant disclosure and notification requirements relating to gifts, hospitality and conflicts of interest as contained in the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

It is not envisaged that service to the community will be disrupted should a Councillor be authorised to accept this offer and attend the event.

Climate

Air travel generates emissions but it is noted that offsets can be purchased as part of the airfare.

KEY MESSAGE

This is the final year in which the gold for the Melbourne Cup will be produced from a mine in the North Burnett region. Should a Council representative be authorised to attend this event, this would afford the opportunity to promote the interests and priorities of the North Burnett region to other businesses and investors who may be interested in pursuing new opportunities in the region.

9.3 COUNCILLOR PORTFOLIOS

Doc Id: 1240939

Author: Jess Marteene, Administration Officer (Executive Services)
Michael Cartwright, Governance, Integrity and Risk Advisor

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments: 1. 2212 - Governance Policy: Councillor Portfolios [1219520]

EXECUTIVE SUMMARY

At the General Meeting of Council held on 26 October 2022, Council resolved to establish a portfolio system as part of its decision-making framework.

Portfolio activities permit a nominated Councillor to be assigned specific responsibilities relative to a core pillar of Council's Strategic Planning framework. The portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulation 2012*.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council:

1. Resolves to adopt the following Portfolio model:
 - i. Water and Waste
 - ii. Roads and Infrastructure
 - iii. Arts, Sports and Recreation
 - iv. Economic Development, Community and Tourism
2. Appoints the following Councillors as Portfolio and Proxy / Assistant Portfolio Councillors:

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

3. Notes the attached Governance Policy 2212 Portfolios.
4. Authorises the Chief Executive Officer to make administrative amendments to the Protocols/Terms of Reference contained at Annexure 1 within the Policy document, as required, to ensure operational efficiencies can be maintained.

REPORT

At the General Meeting held on 26 October 2022, Council introduced Councillor portfolios as part of its decision-making framework. A portfolio provides for a nominated Councillor to be assigned specific responsibilities relative to a core pillar of Council's Strategic Planning framework.

Portfolio Councillors are expected to conduct their portfolio activities on a whole of region basis, including:

- Liaising with the community and attending meetings, forums etc as required regarding their portfolio;
- Liaising with other portfolio Councillors relating to matters affecting their portfolio area; and
- Generally, championing the advancement of Council's key priorities and decisions relevant to the portfolio area.

In line with the intent of section 12 of the *Local Government Act 2009* (the Act), in conducting their responsibilities, Councillors should remain focussed at the strategic level, provide high-quality leadership and contribute to policy development and decision-making for the whole of the local government area. The normal administration of operational matters is undertaken by the administration, consistent with the strategic direction setting and policies adopted by Council. Under section 170 (3) of the Act, a Councillor must not give a direction to Council employees other than in accordance with Guidelines made by the Chief Executive Officer in relation to the provision of administrative support to Councillors.

These aspects of the Act are directly relevant to the operation of the Portfolio model and how Portfolio Councillors conduct their portfolio activities. With this in mind, the following principles underpin the operation of the Portfolio Model and will be encapsulated in a Portfolio System and Program document that is proposed to be put in place by the Chief Executive Officer following further engagement and consultation with Councillors:

- a) The portfolio system provides no formal delegated authority to a Portfolio Councillor. A portfolio responsibility provides the Councillor with an opportunity to develop and maintain a heightened level of knowledge and strategic leadership across the region in a specified field within Council's strategic plan.
- b) The portfolio system in no way overrides or impinges on the requirements of the Act that require corporate decisions on policies and resources to be made at properly constituted Council meetings.
- c) The portfolio system cannot conflict with any of the provisions of the Act, *Local Government Regulation 2012* or the Councillors Code of Conduct, especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.
- d) The portfolio system does not override the Councillor Acceptable Requests Guidelines and Staff Interaction Policy in relation to communication between Councillors and staff.
- e) The portfolio system must not eventuate in a Portfolio Councillor assuming any of the roles normally prescribed to the Mayor (as per the Act).
- f) The Mayor is the principal spokesperson for the Council.

To support the operation of the proposed Portfolio Model, the following Media and communication protocols are proposed to also be reflected in the Portfolio System and Program document

- a) The Mayor acts as the media spokesperson for the whole of Council.
- b) The Council's Chief Executive Officer is the only person who can comment on specific employee or employment matters to the media.
- c) If the Mayor is not available to comment on an issue and/or project, the Deputy Mayor will be the spokesperson in media and communications material, unless the Mayor specifies otherwise.
- d) The Mayor may delegate their spokesperson role to another Councillor for media purposes.
- e) The Mayor is to be quoted in all media response and releases unless otherwise decided by the Mayor or where inappropriate for the Mayor to do so (eg. where the Mayor has a conflict of interest in the matter which is the subject of the communication).
- f) Councillors can promote the work undertaken by Council through their own social media platforms in accordance with the Office of the Independent Assessor's Social Media Guidelines for Councillors.

CONSULTATION

Councillor Portfolios were discussed at Councillor Information Workshops on 22 April and 14 August 2024.

RISK IMPLICATIONS**Reputation / Political**

The development of a portfolio structure which provides for community accessibility and open and transparent decision making, will increase effective participation and enhance the reputation of the North Burnett Regional Council as an inclusive and engaging Council.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

A Councillor will not be entitled to any additional remuneration if appointed as a Portfolio Councillor.

Legal & Regulatory

As prescribed in the *Local Government Act 2009*, a Councillor's responsibilities, endeavours, interest and influence should be focused at the strategic level.

Section 170(3) of the Act prescribes that a Councillor may not direct a Council employee, including the Chief Executive Officer, members of the Executive Leadership Team, departmental Managers and the Communications & Media team. Contravention of this provision is specifically included in the definition of "misconduct" in the Act.

In addition, section 12 of the Act states that when performing their responsibility, a Councillor must serve the overall public interest of the whole local government area.

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

Not Applicable.

Information Communications Technology

Not Applicable.

Service Delivery

Appropriate consideration of risk impacts and mitigations provides a platform to respond to social needs and ensures community benefits are part of Council's decision-making process.

Climate

Not Applicable.

KEY MESSAGE

Councillor portfolios provide an opportunity for Council to effectively utilise the knowledge and expertise of its Councillors in supporting optimal strategic and policy decision-making. Councillor Portfolios also provide an opportunity for individual Councillors to deepen their knowledge of portfolio areas, and to develop their skills and capabilities to support effective governance.

2212 Councillor Portfolios

Governance Policy



PURPOSE

- 1) The purpose of this policy is to guide the functioning of Councillor portfolios as a means of developing appropriate relationships across Council on key strategies and focus areas.

SCOPE

- 2) This policy applies to all Councillors responsible for a portfolio activity.
- 3) Portfolio activities will align to Council's Corporate Plan and will advance Council's strategic planning framework.
- 4) The creation of a Portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulations 2012*.

DEFINITIONS

Term	Definition
Corporate Plan	Council's 5 year outline of the strategic direction of the local government as required pursuant to the <i>Local Government Regulation 2012</i> .
Council Meeting	means a meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the Regulation, other than meetings of its committees.
Media	includes television, print, radio, online and social media, as well as Council-branded or sub-branded social media, mastheads, magazines and media releases.
Portfolio (activity)	means the specific responsibilities relative to the delivery of key functions and services to the community along the three pillars of sustainability outlined in Council's Strategic Planning framework
Portfolio Councillor	means a Councillor who has been allocated responsibility for a portfolio activity by Council.
Operational Plan	The annual plan adopted by Council pursuant to the <i>Local Government Regulation 2012</i> .

POLICY

OBJECTIVES

- 5) The objectives of this Policy are to:
 - a) Enhance Councillors engagement with the broader community;
 - b) Strengthen Council's decision making by ensuring Councillors have in-depth knowledge of areas of portfolio focus;
 - c) Identify portfolios and the strategic focus of each respective portfolio; and
 - d) Facilitate an information flow to the Mayor and other Councillors regarding strategic matters of relevance to the portfolio.

PRINCIPLES

- 6) Assigning a Councillor with a portfolio activity will ensure an alignment of portfolios with the core pillars of Council's strategic planning framework:-

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

 - i. *Essential Service Delivery - Getting The Basics Right*
 - ii. *Sustainable Communities – To Retain Population and Attract Investment*
 - iii. *Prosperous Future – To Ensure Economic Growth for Future Generations*

POLICY STATEMENT

- 7) This policy highlights Council's commitment to the characteristics and requirements of good governance with a view to providing transparent and accountable processes.

ROLES AND RESPONSIBILITIES

- 8) Specific Roles and Responsibilities can be located within this Policy Annexure 1 – Protocols.
- 9) General
- a) In accordance with the provisions of the Act, Councillors:
 - Cannot direct employees;
 - Must abide by Council decisions; and
 - Must abide by Council policies.
 - b) Have a thorough understanding of the objectives and strategies in the Corporate Plan that relate to activities within the portfolio.
 - c) Liaise with the community and attend meetings, forums etc as required regarding their portfolio.
 - d) Liaise with other portfolio Councillors relating to matters affecting their portfolio area.
 - e) Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

APPLICABLE LEGISLATION AND REGULATION

- 10) Applicable legislation and regulation:
- a) *Local Government Act 2009*
 - b) *Local Government Regulation 2012*

RELATED DOCUMENTS

- 11) Related documents are:
- a) Councillor Code of Conduct
 - b) Councillor Acceptable Requests Guidelines and Staff Interaction Policy
 - c) North Burnett Regional Council Corporate Plan
 - d) North Burnett Regional Council Operational Plan

RESPONSIBLE OFFICER

Chief Executive Officer

REVIEW DATE

October 2026 (Standard four year term)

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	26 October 2022	New

ANNEXURE 1 – PROTOCOLS

ANNEXURE 2 – PORTFOLIOS

ANNEXURE 1: PROTOCOLS

1. Purpose

Council has agreed to the establishment of a Portfolio system as part of its decision-making framework for the purpose of Council meetings. This Portfolio system does not constitute a Committee of Council pursuant to section 264 of the *Local Government Regulation 2012*.

Portfolios provides for a nominated Councillor to be assigned specific responsibilities relative to a core pillar of Council's Strategic Planning framework. By resolution, the Council will appoint a Portfolio Councillor to each Portfolio, and these appointments may be amended by resolution from time to time.

Assigning a Councillor with a Portfolio ensures:

- Alignment to Council's corporate planning framework;
- Informed discussion is generated by the whole of Council with different Councillors facilitating the conduct of their respective sessions of the Council meeting; and
- Councillors act as elected community representative "sounding boards" for strategic issues and suggestions from senior management, local business and community members, and other Councillors relating to their portfolio.

These protocols provide details of the Portfolio system including the roles and responsibilities of the Portfolio Councillor, as well as establishing a framework for official spokespersons of Council including at meetings of Council and other forums including media.

Where there is any inconsistency between these Protocols and a provision in any Local Government Act as amended from time to time, the provision of the Act shall prevail to the extent of any inconsistency.

2. Portfolios

Each Portfolio will directly align with a core pillar of Council's Strategic Planning framework:

- Essential Service Delivery - Getting The Basics Right
- Sustainable Communities – To Retain Population and Attract Investment
- Prosperous Future – To Ensure Economic Growth for Future Generations

As prescribed in the *Local Government Act 2009*, a Councillors responsibilities, endeavours, interest and influence must be focused at the strategic level of issues, and not the day-to-day operational matters that fall under the domain of the administration. In addition, section 12 of the Act states that when performing their responsibility, a Councillor must serve the overall public interest of the *whole* local government area.

The "sounding board" role of a Portfolio Councillor does not contradict this legislative framework, as elected representatives of the community, Portfolio Councillors have a legitimate role in providing advice to the Executive Management Team regarding the communities' views and opinions on issues being brought to Council.

2.1 Terms of Reference - Powers and Authorities

- a) The Portfolio system provides no formal delegated authority to the Portfolio Councillor. It only provides the Councillor with an opportunity to develop and maintain a heightened level of knowledge and strategic leadership across the region in a specified field within Council's strategic plan.
- b) The Portfolio system in no way overrides or impinges on the requirements of the Act that requires corporate decisions on policies and resources to be made at properly constituted Council meetings.
- c) The Portfolio system cannot conflict with any of the provisions of the Councillors Code of Conduct especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.
- d) The Portfolio system also does not override the Councillor Acceptable Requests Guidelines and Staff Interaction Policy in relation to communication between Councillors and staff.
- e) The Portfolio system must not eventuate in a Portfolio Councillor assuming any of the roles normally prescribed to the Mayor (as per the Act).
- f) The Mayor is the spokesperson for the Council.

- g) A Portfolio Councillor does not receive any additional media or spokesperson roles otherwise ordinarily assigned to a Councillor.

3. Roles, Responsibilities and Protocols

The following guidelines define the role, responsibilities and operating protocols of a Councillor appointed as a Portfolio Councillor.

3.1 Role of Portfolio Councillor

- a) The Portfolio Councillor must ensure they accurately represent the view of the whole of Council at Council meetings rather than their own personal view, except for opportunities provided in debate and voting.
- b) Where the order of business for a local government meeting includes consideration of Officers' reports as referred by the CEO, this part of the meeting will be conducted in sessions that reflect the adopted Councillor Portfolios.
- c) Portfolio Councillors will facilitate the conduct of the respective session of the local government meeting, under the direction of the Mayor (Chairperson), noting that the Mayor (as the presiding Officer for local government meetings) retains the casting vote entitlement.
- d) Councillors are responsible for being reasonably informed of issues reported on within their assigned portfolio at Council meetings.
- e) Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as a Councillor.
- f) Subject to a resolution of Council, a Councillor may be nominated as an Assistant Portfolio Councillor to assist a Portfolio Councillor. The areas of responsibility may span the whole portfolio, or may be targeted at a specific element of the portfolio and should be specified. The Portfolio Councillor will provide details to the Assistant Portfolio Councillor and/or invite them to any meeting or briefing in relation to the relevant Portfolio they deem necessary.

3.2 Responsibility of Portfolio Councillor

In relation to the ambit of the respective Portfolios, the Portfolio Councillors have responsibilities to:

- a) Facilitate the conduct of their relevant portfolio section of a Council meeting. Speak to any reports tabled at Council meetings and provide verbal updates to workshops as required to ensure all Councillors have equal access to information.
- b) Provide an elected viewpoint and to act as a sounding board for the Executive Management Team and key staff on issues relating to the portfolio.
- c) Be a point of contact and engagement with external stakeholders relevant to the areas of strategic focus within their assigned Portfolio.
- d) Maintain a focus on strategic issues relevant to the Portfolio and not the day-to-day operational matters.
- e) Liaise with the community and attend meetings, forums etc as required regarding their Portfolio.
- f) Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their Portfolio.
- g) Liaise with other Portfolio Councillors regarding matters that may affect their respective Portfolio Area.
- h) Keep the Mayor and the relevant divisional Councillor (as appropriate) fully informed on Portfolio matters.
- i) Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

3.3 Operating Protocols

- a) In support of commitments to inclusive teamwork and co-operation between elected members and Council staff, the Portfolio Councillors are encouraged to establish clear and open communication with Senior Management.
- b) Equally, Senior Management are required to recognise the role formally allocated to the Portfolio Councillor and to offer engagement and support in a practical and open manner.
- c) To maximise the effectiveness of the portfolio system, each Councillor has an obligation to undertake such steps as necessary to gain a reasonable knowledge and understanding on the principal issues of the portfolio.
- d) Senior Management are to provide reasonable assistance to enable a Portfolio Councillor to gain increased knowledge and experience in the specific portfolio area.

- e) General Managers will ensure Portfolio Councillors are made aware of any operational matters that may have strategic impact on the Council's performance in the portfolio area including matters relating to key staff and Council budget.
- f) Portfolio Councillors must direct any operational enquiries received from the community through the appropriate Council channels in accordance with Councillor Acceptable Requests Guidelines and Staff Interaction Policy.
- g) Only the Mayor can give a direction to the Chief Executive Officer in accordance with section 170 of the Act. No Councillor, including the mayor, may give a direction to any other local government employee.

3.4 Media Protocols

- a) The Mayor acts as the media spokesperson for the whole of Council.
- b) The Council's Chief Executive Officer is the only person who can comment on specific staff matters to the media.
- c) If the Mayor is not available to comment on an issue and/or project, the Deputy Mayor will be the spokesperson in media and communications material unless the Mayor specifies otherwise.
- d) The Mayor may delegate their spokesperson role to another Councillor for media purposes.
- e) The Mayor is to be quoted in all media response and releases unless decided by the Mayor otherwise.
- f) Where a matter is not a regional or strategic issue, but essentially local, the Mayor may determine that the Divisional Councillor could be quoted, similar to practices adopted by State and Federal Governments.
- g) Portfolio Councillors are not quoted in press releases and have no media role. Their function is to administer business within the chamber specific to their allocated responsibilities. This is in line with the role of committee chairperson in Parliament.
- h) Councillors can promote the work undertaken by Council through their own Facebook page in accordance with the Office of the Independent Assessor's Social Media Guidelines for Councillors.

ANNEXURE 2 – PORTFOLIOS

Portfolio	Strategic Focus	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	Produce water that meets the Australian Drinking Water Guidelines Health Standards. Develop a regional waste facility that meets community and legislative requirements. Waste and Resource Recovery are managed in line with State legislation and policies.	Cr Susan Payne	Cr Kingsley Mesner
Roads and Infrastructure	Roads that provide connection across the region. Bridges are safe and appropriate to road requirements.	Cr Michael Dingle	Cr Kingsley Mesner Mayor Les Hotz
Arts, Sports and Recreation	Key Council events are delivered effectively across the region and community events are promoted and successful. Museums, historical societies and art galleries are supported to ensure rich cultural precincts.	Cr Dael Giddins	Cr Melinda Jones
Economic Development, Community and Tourism	Planning and Support so Local groups are able to effectively operate and complete key projects and programs for the benefit of community. The North Burnett Transport Service continues to deliver service excellence and public transport options for residents and travellers. Community grants budget is effectively delivered in line with endorsed policy to enrich community events and projects. Community facilities are well maintained and utilised. Leverage promotional opportunities and promote the regions tourism product through appropriate channels.	Cr Melinda Jones	Cr Dael Giddins

9.4 2024-2028 ADVOCACY PLAN

Doc Id: 1244804

Author: Rhys Habermann, Acting Strategic Relationships Manager

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments: 1. **DRAFT - North Burnett Regional Council - Advocacy Plan - 2024-2028.pdf [1248027]**

EXECUTIVE SUMMARY

The Advocacy Plan 2024-2028 highlights key Council priorities for the North Burnett region and seeks commitments from other levels of government to advance key priorities identified by Council. The plan is intended to guide targeted and opportunistic advocacy efforts and ensure consistent messaging – particularly in the lead up to forthcoming elections for the State and Federal Parliaments. Having an endorsed plan supports elected members and senior officers in advocating the region's key endorsed priorities with the other tiers of government.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

3. *Prosperous Future – to ensure economic growth for future generations*

OFFICERS RECOMMENDATION

That Council:

1. Endorse the North Burnett Regional Council 2024-2028 Advocacy Plan at **Attachment 1** to this report; and
2. Authorise the Chief Executive Officer to make minor administrative amendments and formatting enhancements to the 2024-2028 Advocacy Plan, if required, prior to publication.

REPORT

As the elected representative body for the region, Council strives in its engagement with the other tiers of government, the private sector and the community sector to seek commitments and investments in the North Burnett that will contribute to, and advance, the best possible opportunities for the future economic and social development and prosperity of the region.

Many of the signature opportunities for the region are however, beyond the legal responsibility or financial capacity of Council to deliver. Through a coherent and well-considered advocacy approach, Council is however, well placed to communicate and advocate on behalf of North Burnett communities and residents to key stakeholders and decision makers, such as state and federal governments, for the outcomes the region needs to grow, thrive and retain its liveability and outstanding natural assets.

Council's previous advocacy plan spanned from 2019 to 2023 and needs to be renewed and refreshed. In recent months, officers and elected members have worked together to develop a targeted advocacy plan focussed on 10 priority items. The items fall within four priority areas:

- Economic transport corridors;
- Fairer funding for Council;
- Supporting housing availability and affordability; and
- Community liveability.

All priority items respond to local needs, seek to position the region for the future and have been informed by input from:

- the Mayor and Councillors;
- previous community engagement exercises; and
- analysis of community service requests, periodic feedback and other community-led inputs.

Each of these priorities are important to the liveability and economic prosperity of the North Burnett region. Having a suite of endorsed priorities can help to demonstrate to other tiers of government that the matters have been considered and deemed important to Council and the community it represents.

CONSULTATION

The proposed advocacy plan has been developed through a series of Councillor Workshop sessions between December 2023 and August 2024. Other inputs have contributed to the prioritised list, including past community engagement exercises, community interactions, community service requests, and feedback to Council.

RISK IMPLICATIONS

Reputation / Political

Having an endorsed advocacy plan provides a focus for other tiers of government, the private and community sectors on what matters most to the future of the region. Many items further reinforce priorities for the Queensland local government sector generally (reflected through the Local Government Association of Queensland), thus leveraging the combined voice of councils generally. The proposed plan presents minimal reputational risks.

Occupational Health & Safety (WHS)

The plan itself does not present any WHS risks; however, some matters relate to large and/or complex projects. If successful in gaining support, it is intended that WHS risks would be addressed as part of individual project planning exercises.

Financial Impact

The plan itself does not present any adverse financial impact for Council. If items are successful, a positive financial impact may occur, supporting Council in its progressive journey towards greater financial sustainability.

Legal & Regulatory

The plan itself does not pose any particular legal or regulatory risks. If items such as the gravel pit restrictions are successful, it is likely other legislative or regulatory risks will be mitigated or removed.

Environmental

Endorsement of the plan does not present any direct risks to the environment.

Property & Infrastructure

Not Applicable.

Human Resources

Progressing advocacy on the items within the plan will draw on existing and budgeted human resources.

Information Communications Technology

Council maintains sufficient Information and Communication Technology (ICT) resources to manage advocacy related to the plan, and the plan does not present any direct risks to ICT.

Service Delivery

If successful, any matters within the plan are expected to complement service delivery. No direct service delivery risks are anticipated.

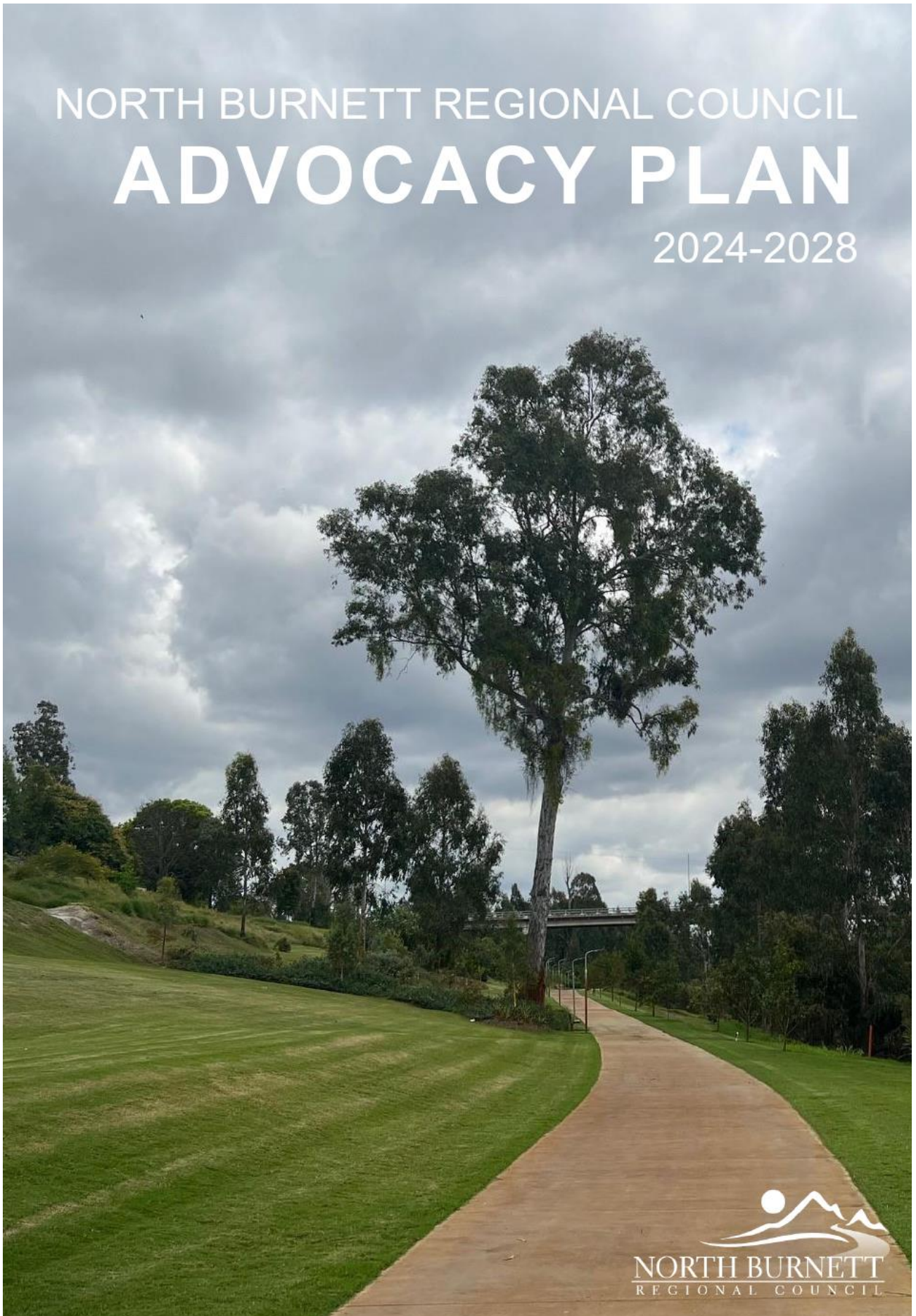
Climate

Not Applicable.

KEY MESSAGE

Having a well-considered and prioritised advocacy plan provides a clear perspective for all tiers of government, the private and community sectors on what matters most in advancing the economic and social development opportunities for the North Burnett region. The Advocacy Plan 2024-2028 identifies 10 priority items across four areas and is informed by previous community and stakeholder engagement.

NORTH BURNETT REGIONAL COUNCIL ADVOCACY PLAN 2024-2028



1 MAYOR'S FORWARD

The North Burnett is a great place to live, work, and invest, and we are seeking your support to make it even better.



Les Hotz

Mayor

The North Burnett has many strengths, offering an affordable rural lifestyle, an abundance of rich and prosperous farmland, and a wealth of opportunities yet to be unlocked. The region is proud and productive, generating approximately \$1.3 billion annually, as a contribution to the state and national economy. Our primary industry is agriculture, forestry and fishing, providing approximately 33% of employment opportunities in the region and comprising significant beef cattle, pork, citrus, peanut, and berry producers - to name a few.

Food is a commodity that all Australians need and appreciate – everyone needs it - and we are proud that food production is the backbone of our economy and community. The needs of our primary industries are a crucial consideration in the success and sustainability of the nation, and the North Burnett has always been a proud and willing contributor to the Queensland and Australia's success story.

As Queensland's population grows, areas like the North Burnett are becoming prime tree change opportunities. Housing supply and availability remain an ongoing challenge that we must address if we are to maintain our regions liveability and maximise our regions contribution to the state and nation. Our Council recognises the role our region can play in accommodating wider population demand, but we also need the support of other tiers of government to ensure the necessary infrastructure and services are available to support population and housing growth.

In developing our priorities, we have focused on the essentials to ensure the region remains positioned for success. Economic transport routes, such as Gayndah-Mount Perry Road, are a well-known opportunity for the region, unlocking greater tourism and fostering industry development. Housing availability and affordability is directly impacting many residents, and Council has identified infrastructure constraints that are hindering further housing supply.

Addressing these needs is both responsible and necessary, but we can't do it alone.

Our priorities are about providing a bright future for our residents, our communities and our region, as well as enhancing the North Burnett's contribution to the economic performance of Queensland and Australia.

The North Burnett is a great place to live, work, and invest, and we are seeking your support to make it even better. Regions like ours are built on collaboration and we know we can achieve more for our community when we work in partnership with the Queensland and Commonwealth governments to achieve even better outcomes for our residents.

{Include mayors Signature}

Cr Les Hotz

Mayor

2 REGIONAL OVERVIEW

The North Burnett region is just under four hours' drive north-west of Brisbane, covering 19,700 square kilometres of rich, beautiful and diverse Australian landscape.

This picturesque countryside includes the six main townships of Biggenden, Eidsvold, Gayndah, Monto, Mundubbera and Mount Perry.

Our network of major centres is supported by an eclectic mix of villages including Abercorn, Auburn, Ban Ban Springs, Binjour, Boynewood, Bymestown, Cania, Coalstown Lakes, Cockatoo, Cheltenham, Coominglyah, Coonanumbula, Dallarnil, Degilbo, Derri Derra, Didcot, Dykehead, Gooroolba, Hawkwood, Ideraway, Kalpowar, Monal, Monogorilby, Moonford, Mulgildie, Mungungo, Mungy, Rawbelle, Rockybar, Three Moon, Wetheron, Woodmillar and Yarrol. Each of these locations have their own histories, aspirations and opportunities that contribute to the social fabric of the North Burnett.



* Source: Comparative Local Government Data.

** Source: ABS, Census of Population and Housing, 2021, All persons QuickStats, North Burnett LGA. – Data as at 2021 Census.

*** Source: Queensland Department of Environment and Science

^ Source: National Institute of Economic and Industry Research (NIEIR)

^^ Source: Queensland Department of Natural Resources Land Valuation Report.

ADVOCACY ITEMS

3 OUR PRIORITY AREAS

3.1 ECONOMIC CORRIDORS OF SIGNIFICANCE

Gayndah-Mount Perry Road

Mundubbera-Durong Road

3.2 SUPPORTING HOUSING AVAILABILITY

Mundubbera Water and Wastewater Network

Biggenden Water and Wastewater Network

3.3 COMMUNITY LIVEABILITY

Water Security for the Future

Aged Care Support

Improved Mobile Connectivity

Gravel Pit Restrictions

3.4 FAIRER FUNDING FOR COUNCIL

Restoring the Value of Financial Assistance Grants

Improving Competitive Grant Conditions

ESSENTIAL SERVICE DELIVERY – GETTING THE BASICS RIGHT

Economic Corridors of Significance

Council currently manages around 4,204 linear kilometres of roads within the region, of which almost 80% of the network is unsealed. With no commercial air or rail service in the area, the community heavily depends on the road network for the supply of freight, access to critical services and economic activity, with almost all of the region's tourism arriving via the road network. With the region's largest employer being beef cattle farming, our primary industries requires reliable, all weather freight connections to get product from paddock to plate. This connectivity is critical to the economic performance of the North Burnett Region.

Sealed roads provide a higher level of reliability, support a wider range of vehicles and can drastically reduce travel times. Most of the region's major centers are connected by sealed roads; however, Council has identified two priority routes of regional economic significance which need attention. Improvements to these routes will offer more assured connectivity between key centers and unlock greater tourism and export prospects for the region.

Gayndah Mount Perry Road

Gayndah Mount Perry Road has been identified as a strategic tourism, connectivity and freight route for the North Burnett, facilitating greater access to the region from the Bruce Highway and Queensland's main freight network.

One of the region's standout locations is Mingo Crossing, perched on the banks of the Burnett River upstream from paradise dam, providing an ideal fishing and watersport location and offering modern caravan and glamping facilities.

This location is a key tourism attraction, drawing travellers to the region and encouraging them to explore the surrounding areas.

The unsealed sections of Gayndah-Mount Perry Road present a clear barrier for travellers wishing to access Mingo Crossing, Gayndah and other towns within the North Burnett.

For residents, the road provides an essential connection between Gayndah and Mount Perry and is used daily by many to access employment and services in neighbouring towns. This road will also be pivotal to major projects in the region, offering a southerly inland freight route for heavy equipment required to deliver regionally significant infrastructure projects.

Council expects the sealing of the road to notably increase tourism patronage and estimates the economic and connectivity benefits to be invaluable for the region. As a state-controlled road, Council is working with relevant stakeholders to enable this critical project but requires state government commitment to make the need a reality.

The Ask: Council calls on the state government to develop a staged plan for the sealing of Gayndah-Mount Perry Road and an initial commitment of \$10M to progress the next phases of delivery, with a view to achieving a sealed road corridor by 2030.

Mundubbera-Durong Road

Mundubbera-Durong Road is a state-controlled road providing an inland connection between the North and South Burnett regions.

Sections of the road are in poor condition and are no longer considered fit for the traffic that needs to use it. Considerable upgrades have been made in recent years; however, an 11km section remains single-lane bitumen, constricting traffic flows and limiting the usability of the road.

Upgrading this 11km section represents a compelling case for the North Burnett, as it would offer a more efficient and direct import and export route for our primary industries, connecting through to Brisbane and other trade regions. In times of disaster, the road is crucial in bringing in essential supplies and fodder for livestock; however, the road's limitations presented challenges for the movement of these supplies in these conditions.

Locally, the road is heavily relied on to access out-of-region health care and education opportunities. For light vehicles, pulling off to the road's shoulder to allow oncoming traffic to pass is never ideal, particularly in wet weather conditions.

From an economic perspective, the road also forms part of Drive Inlands 'Rural Getaway' highway tourism guide, making it significant to tourism for the region.

While much of the subject area falls outside of the North Burnett, Council recognises the region's needs often require a united approach. Council supports South Burnett Regional Council in their calls for upgrades to this section of road.

The Ask: Council stands with South Burnett Regional Council, calling on the state government for an estimated \$20M in improvements to Mundubbera-Durong Road, providing interregional benefits.



SUSTAINABLE COMMUNITIES - TO RETAIN POPULATION AND ATTRACT INVESTMENT

Supporting Housing Availability

The North Burnett region, along with much of Queensland and Australia, is experiencing a housing affordability and availability crisis. For smaller regional towns, this crisis impacts both liveability and livelihoods, as housing availability plays a significant role in population attraction and the ability to attract and retain key workers. Local businesses are limited in expansion, and essential service providers, such as aged care, health care, and local government, are struggling with the inability to recruit appropriate labour forces to deliver these services.

Council’s Local Housing Action Plan (LHAP) is a proactive response to the State Government’s Housing and Homelessness Action Plan 2021-2025, but the ability to deliver greater housing supply is constrained by the capacity of existing trunk infrastructure networks. Council calls on the state and federal governments to support Council’s efforts to improve housing supply within the region by providing funding for two key water and wastewater network projects.

Mundubbera Water and Wastewater Network

Mundubbera is currently facing a housing shortage for both permanent and transient residents supporting the agricultural sector. This shortage will only be exacerbated with the progression of exploratory mining near Mundubbera and several emerging major infrastructure projects in the wider region.

Mundubbera’s water and sewerage networks are limiting development opportunities within the town, particularly in areas not otherwise impacted by flooding.

Investment in the town’s water and sewerage networks would unlock affordable development opportunities, encouraging affordable land supply.

The Ask: Council seeks initial funding commitments of \$1.8M from the state government to undertake strategic water and wastewater trunk infrastructure upgrades, securing future expansion opportunities for Mundubbera.

Biggenden Water and Wastewater Network

Queensland has experienced considerable population growth throughout COVID and post-COVID periods. As larger regional areas and cities see unprecedented property price growth, outer regional areas offer better affordability while also being close to key services and employment opportunities.

Biggenden is within commuter distance of two rapidly growing regional centres and, with minimal vacant serviced land and an attractive semi-rural lifestyle, is experiencing high housing demand with little room for expansion.

With most serviced land inhabited, water and wastewater network infrastructure is currently being pushed beyond its design capacity, leading to sewer constraints and difficulties in maintaining reticulated water pressure. This limits the opportunity for further urban development and the growth and economic revitalisation of the town.

Trunk infrastructure upgrades are needed to foster affordable serviced land supplies, catering for current demands and easing interregional land supply needs.

The Ask: Council seeks initial funding commitments of \$1.6M from the state government to undertake strategic water and wastewater trunk infrastructure upgrades, securing future expansion opportunities for Biggenden.

**PROSPEROUS FUTURE – TO
ENSURE ECONOMIC GROWTH
FOR FUTURE GENERATIONS**

Community Liveability

Access to services and resources has a profound impact on the liveability of a region, but just as importantly, it adds to the economic attractiveness and prosperity of an area. The North Burnett has a proud and flourishing agriculture industry, employing one third of the region's workforce, followed by health care and social assistance, and retail trade at 10.0% and 7.5%, respectively. These industries are advancing rapidly, and our local businesses are facing increasing challenges as technology, regulation, and environmental considerations evolve. Having access to the right resources and services is a long standing and growing focus for the communities of the North Burnett.

While not all-encompassing, several key opportunities have been identified to sustain and enhance the region's liveability and economic profile. These priorities are considered essential to retaining and providing a prosperous future for current and future generations, supporting the liveability of our communities and growing investment in the industries the region is known for and which residents depend on for their livelihoods.

Water Security for the Future

With over 33% of the region's workforce engaged in the agricultural, forestry and fishing industry, and with prominent beef cattle, citrus and small crop industries, water security is essential for the success of the region and its underlying economic contribution to the state. Water security is also critical to ensuring the continued availability of potable water supplies in the region's six main centres.

Council acknowledges the effort Sunwater, the state government, and all stakeholders involved in developing the draft Bundaberg and Burnett Regional Water Assessment. The draft identifies several priority projects and sets out a number of short, medium, and long term actions to support feasible improvements in water security across the region. The draft assessment notes the initiation of detailed business cases for the raising of Jones Weir and Claude Wharton Weir as medium and longer term actions respectively.

The assessment notes the initiation of a detailed business case for the potential construction of Cooranga Weir approximately 51.2 km downstream from Boondooma Dam as a short-term action, seeking to increase allocation reliability in the Boyne River and Tarong water supply schemes.

While this is great news for the region, the assessment is pending finalisation, and the actions remain subject to funding commitment.

The Ask: Council support's the identified actions within the draft Bundaberg and Burnett Regional Water Assessment, and seeks commitments to resource the identified priority actions, to advance greater water security for the region.

Aged Care Support

As of the 2021 census, the median age of residents in the North Burnett was 49, up 4 years from 2016 and 11 years above the Australian average. The region's largest age demographic is those aged between 60-69 (15.5%), closely followed by those aged 50-59 (14.7%), collectively representing nearly one third of the region's population and indicating affordable and quality aged care will be an area of continuing escalated demand now and for years to come.

Currently, there are 13 aged care services in the North Burnett, with few of these offering residential places. Concerningly, at least two aged care facilities that provide residential places within the region have expressed concerns around their long-term viability. Providers have cited increasing regulation, pending facility upgrades, and an inability to attract staff as key concerns.

Addressing the trunk infrastructure network priorities in this plan will assist – but not resolve – the challenges being faced by the aged care sector and the consequential impacts of reduced aged care options available in the region.

While attracting staff may be a challenge, these providers typically offer sustainable employment opportunities, offering wider community benefits in the form of economic activity, community activities and increased volunteerism.

Aged care solutions, including those that enable residents to remain in private dwellings longer, are needed now and into the future. Aging in place is not just a theoretical construct – It is crucial to maintaining the economic and social fabric of regions like the North Burnett.

The Ask: Council seeks commitment from the federal government to provide sufficient funding streams, incentives and solutions to facilitate expedited delivery of aged care worker accommodation and general facility upgrades in remote areas, supporting equitable access to aged care services in rural and remote communities, and enabling residents to age well in their communities.

Improved Mobile Connectivity

Council has long recognised the pressing need for improved digital telecommunication coverage in our region. Residents have voiced concerns about connectivity issues for many years, and when asked, our community ranked improved mobile phone coverage and digital connectivity as a top priority.

With a growing reliance on mobile technology, the demand for better telecommunication infrastructure in regional Australia extends far beyond the bounds of the North Burnett, impacting on community safety, economic opportunity, healthcare access, and overall quality of life. The evident support of our community and elected members underscores the urgency of this matter.

Greater investment is needed in telecommunications infrastructure to bridge the digital divide, provide security and safety, and enhance the livelihoods of our residents. Improved coverage will empower our region to participate fully in the digital economy, ensuring that no one is left behind in the ever-evolving world of technology and connectivity.

The Ask: Council calls on the federal government to maintain the mobile blackspots program, supporting the progressive improvement to mobile coverage for the safety and prosperity of regional Australia.

The Ask: Council also calls on the state government and private telecommunications providers to work with the LGAQ and rural and regional councils on deliverable plans to improve the terrestrial fibre network throughout Queensland to take advantage of the exceptional international broadband connectivity that Queensland now enjoys as a result of the investment in the Sunshine Coast International Broadband Network.

DRAFT

Gravel Pit Restrictions

Like many smaller local governments, the North Burnett Regional Council does not have the necessary resources to operate localised quarries and gravel pits for the supply of road material in a manner compliant with the current environmental regulatory framework. Consequently, Council is required to source and transport materials from commercial and private quarries, increasing the costs associated with building and maintaining roads and leading to a reduction in other maintenance activities. This can result in poorer road safety outcomes and has implications for our critical agricultural industry.

In many instances, material from compliant quarries must be hauled long distances, impacting on Council's carbon footprint and increasing deterioration and damage to haulage routes.

Other major infrastructure projects, such as the prospective reconstruction of the Paradise Dam wall and the needs of the 2032 Brisbane Olympics, will further strain or deplete local supplies, making this matter of relevance to many local governments in proximity to south-east Queensland.

Access to localised quarries and gravel pits without onerous environmental conditions is critical to the ongoing delivery of safe and affordable roads and other built infrastructure within regional, rural, and remote areas, as well as supply chain security for projects of state significance.

The Ask: Council calls on the state government to review and put in place more manageable and balanced statutory compliance obligations for councils in operating, managing and maintaining their own critical gravel supply assets.

ESSENTIAL SERVICE DELIVERY – GETTING THE BASICS RIGHT

Fairer Funding for Council

Councils manage a significant portfolio of diverse community assets and services and must make prudent financial decisions for the long-term sustainability of their regions. By length, local governments manage 77% of the nation's road network but receive just 3% of overall taxation revenue (Grattan 2023). In Australia, local road maintenance is underfunded and this level of underfunding is much more severe in rural and remote local government areas (Grattan 2023). What is concerning is that local roads are not the only asset that local governments manage for their communities, indicating wider funding shortfalls across other asset classes and services.

North Burnett Regional Council experiences first-hand the disparity between the financial sustainability of councils and the broader sustainability and liveability of the regions they serve. Local government services, such as parks, pools, libraries, and sporting facilities, underpin the liveability of a region and add considerable value to the lives and livelihoods of residents. The deterioration of local government financial sustainability across the nation presents a significant risk to the retention and continuity of these services and should be a priority area for consideration for all levels of government. At the end of the day, these services and facilities provide the backbone of what keeps communities together, living harmoniously and building their economic sustainability.

Consideration needs to be given to the level of funding to the local government sector and the ways funding streams are delivered. We urge the state and federal governments to take action and provide local governments with a fair go, providing security for essential services that benefit all constituents.

Restoring the Value of Financial Assistance Grants

Local governments across Australia receive funding from several streams, and in smaller regional areas, grant funding often accounts for around one-third or more of total recurrent revenue. A key grant scheme is the Financial Assistance Grants, funded by the federal government and distributed to councils by the states and territories.

North Burnett Regional Council depends on such grant schemes to deliver essential services to its community given it has very few other revenue raising levers at its disposal. Without these grants, general rates would need to more than double to maintain current service levels. In the 2023-24 financial year, Council received over \$12.8 million in the Financial Assistance Grants from the Commonwealth, but only \$11.9 million in general rate revenue, which demonstrates how critical this funding stream is to the North Burnett community.

* Source: Page 132 of the [ALP's 2021 National Platform](#).

Since 1996, the allocation of overall Commonwealth taxation revenue to the Financial Assistance Grants has decreased from 1% to approximately 0.5%. Given the increasing responsibilities assumed by local government over the same period, this is a significant impost on the sector and Australian communities. In its 2022 campaign, the Federal Labor Government committed to "fair increases" to the Financial Assistance Grants*, recognising the need for change.

The Ask: Council calls on the federal government to uphold its commitment to restore the value of the Financial Assistance Grants pool to 1% of overall taxation revenue to support the current and future sustainability of the local government sector across the nation.

Improving Competitive Grant Conditions

Currently, councils across Australia are facing growing pressure to do more with less. The sector is becoming increasingly reliant on competitive grants to deliver essential infrastructure, such as water and wastewater and road improvement projects.

While competitive grant funding offers a lifeline, many funding opportunities require projects to be “shovel ready” at the time of application. This includes detailed designs, tender documentation, costings, and robust business cases all of which take time and come at significant cost, with no funding certainty in place. This creates an almost insurmountable impediment for councils seeking grant funding for major projects.

Further complicating matters, these schemes also commonly require dollar-for-dollar (50:50) contributions from applicants, placing meaningful funding opportunities out of reach for financially constrained councils.

Competitive grant programs are disadvantageous to smaller regional councils. Rural and remote areas, like the North Burnett, depend on these opportunities for essential infrastructure upgrades, and removing barriers is essential for the sustainability of our region.

The Ask: Council calls on the state and federal governments to limit the co-contribution requirements for grant funding programs to 10% or less for outer regional, rural, or remote areas, which have limited capacity to raise or increase own source revenue outside rating streams.

The Ask: Council calls on the state and federal governments to mandate 10% or more of capital grant programs be earmarked for planning and capability projects for outer regional, rural, or remote areas, enabling robust participation in future infrastructure funding rounds.

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT AS AT 31 AUGUST 2024

Doc Id: 1243060

Author: Nori Luff, Financial Services Manager

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments: 1. Financial Report as at 31 August 2024.pdf [1247531]

EXECUTIVE SUMMARY

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

CORPORATE PLAN

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

OUR PRIORITY AREAS:

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

OFFICERS RECOMMENDATION

That Council, under section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 31 August 2024 at **Attachment 1**.

REPORT

Monthly Report – August 2024

The monthly financial report at **Attachment 1** includes the following information:

- Statement of Comprehensive Income
- Statement of Financial Position
- Investment Summary
- Rates Debtor Analysis
- Capital Expenditure
- Monthly Capital Projects Status
- Debt Analysis
- Statement against Statewide local government sustainability measures.

Key results as at 31 August 2024 include:

- Rates, Levies and Charges revenue year to date (YTD) in August 2024 total \$10.87 million and closely align with the revised budget forecast of \$10.86 million, resulting in a \$1,000 (0.01%) variance. The revenue reported last month has decreased marginally due to discounts provided to ratepayers who paid within the discount period.
- Rate Notices for the period 1 July 2024 to 31 December 2024 were issued on 13 August 2024 with a due date of 13 September 2024. As at 31 August 2024, 33% of the current rates instalment had been paid, with two weeks still remaining (at that time) for the discount period.
- Sales Revenue YTD of \$657,000 is below budgeted forecast of \$3.449 million, resulting in an unfavourable variance of \$2.79 million (81%). This variance is primarily due to delays in the roadworks on the Gayndah Mt Perry Road and Cania Dam Road.

- Recurrent Grants, Subsidies and Contributions YTD of \$11.72 million is higher than the budgeted forecast of \$11.17 million, resulting in a favourable variance of \$554,000 (5%). The variance is primarily due to the impact of Council receiving the quarterly Financial Assistance Grant payment.
- Employee Benefits YTD of \$2.421 million is below budget forecast of \$2.545 million, resulting in a \$124,000 (5%) favourable variance. This reflects to some extent the impacts of current vacancies across the workforce.
- Materials and Services YTD of \$4.30 million actual expenditure is lower than the budget forecast of \$7.93 million, resulting in a \$3.63 million (46%) favourable variance. The variance primarily relates to delays in the forecast completion dates for the Cania Dam Road and Gayndah Mt Perry Road upgrades.
- Capital expenditure YTD against the adopted Capital Works Program totals \$1.56 million (3.73%) of the total approved capital works budget. While acceleration of the delivery of capital works projects is anticipated to occur in coming months as projects move from planning to procurement and construction phases, this level of performance needs to improve and will be closely monitored.

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 the State government). Council holds restricted cash funds as follows:

- Internally restricted cash for building infrastructure of \$8,000
- Externally Restricted funds including:
 - unspent capital grants and subsidies of \$10.89 million
 - landfill management levy of \$8.28 million
 - State government prepaid waste management levy of \$929,000.

Cash and Cash Equivalents

Cash and Cash Equivalents as at 31 August 2024 total \$36.05 million. After consideration of internally and externally restricted funds (as noted above), the total unrestricted cash balance available for operational purposes is currently \$15.94 million.

Materiality and Variance Reporting

The Australian Accounting Standards Board AASB 1031 (standard) defines materiality as information that, if omitted or misstated, could impact decisions about resource allocation or accountability. According to this standard, material information can influence users' decisions or management's accountability.

For this financial report, a 7% threshold is used to identify material variances in the financial statements between the year-to-date budget and actual figures. This threshold applies to both positive and negative variances with notes provided where the variance amount exceeds the threshold or is substantial.

Future Monthly Reporting

The monthly report at **Attachment 1** is similar in format to the Monthly Finance Report for 31 July 2024. Further additions and improvements to the report will be made for the November report after the program of work required for the Queensland Audit Office annual audit of the Council's financial statements for 2023-24 is complete.

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, maintain vigilance in identifying operational efficiencies and identify and apply specific actions to improve performance in the delivery of the Capital Works Program.

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 is to facilitate 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.

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.

North Burnett Regional Council
Statement of Comprehensive Income
 for the period ended 31 August 2024

	Notes	Current FY Budget	YTD Budget	YTD Actual	Actual to YTD Budget Variance %	Actual to YTD Budget Variance \$
		'000	'000	'000		
Income						
Revenue						
Recurrent revenue						
Rates, levies and charges		23,611	10,866	10,868	0%	2
Fees and charges	1	1,833	236	298	26%	62
Sales revenue	2	7,990	3,449	657	-81%	-2,792
Grants, subsidies and contributions	3	17,884	11,169	11,723	5%	554
Rental income	4	302	39	19	-51%	-20
Interest received	5	1,317	126	243	93%	117
Other income		1,195	4	81	1925%	77
Total recurrent revenue		54,132	25,889	23,889	-8%	-2,000
Capital revenue						
Grants, subsidies and contributions		35,729	0	0	0	0
Total capital revenue		35,729	0	0	0	0
Total income		89,861	25,889	23,889	8%	-2,000
Expenses						
Recurrent expenses						
Employee Benefits		17,135	2,545	2,421	5%	124
Materials and services	6	27,704	7,926	4,296	46%	3,630
Finance Costs		106	5	6	-20%	-1
Depreciation of property, plant and equipment		17,792	3,088	3,109	-1%	-21
Total recurrent expenses		62,737	13,564	9,832	28%	3,732
Net Result		27,125	12,325	14,057	-14%	1,732
<i>Operating Result</i>		<i>-8,604</i>	<i>12,325</i>	<i>14,057</i>	<i>-14%</i>	<i>1,732</i>

North Burnett Regional Council

Statement of Comprehensive Income

for the period from 01/07/24 to 31/08/24

Notes to the Statement of Comprehensive Income

1. Fees and Charges - The following have exceeded their budget forecasts:
 - a. Caravan Park Fees \$61K
 - b. Cemetery & Funeral Revenue \$17K
 - c. Planning Fees \$ 5K
2. Sales Revenue – The year-to-date forecast for sales revenue was \$3.45 million; however, actual revenue from works delivered year-to-date was significantly lower at \$657,000, primarily due to the delays in the roadworks on Gayndah Mt Perry Road.
3. Recurrent Grants, subsidies and contributions – The \$554,000 favourable variance (5%) is primarily due to the \$1.42 million invoice raised to the Department of Transport and Main Roads for works claimed under the Transport Infrastructure Development Scheme, which was not included in the year-to-date forecast. Under the accrual basis of accounting, revenue is recognised when it is earned, not when the cash is received. In this case, the invoice reflects revenue recognised for works completed, though payment has yet to be received
4. Rental Income – The \$20,000 variance reported relates to a combination of reduced income from property leases, Council rental facilities (halls etc.) and reduced rent from Council housing. Expected revenue identified in the budget will be reviewed in detail at end of September 2024.
5. Interest Received – As at 31 August, the forecast for interest revenue was \$126,000, but actual interest received was higher at \$241K. This variance is partly due to one of Council's \$1.5 million term deposits maturing, yielding \$56K in interest.
6. Materials and Services – The \$3.63 million favourable variance for the month is primarily related to two projects forecast to be 92% complete between July and August. One of these projects is the \$3.40 million Cania Dam Road Project, which has been delayed due to the inability to source gravel supplies due to demands of other construction projects in the region. Additionally, Stage One of the \$3.20 million Gayndah Mt Perry Road Project, a multi-year project that commenced in 2023-24, is now expected to be completed by the end of October. As of 30 June 2024, \$1.10 million worth of work had been undertaken, with an additional \$873,000 undertaken as of 31 August 2024. Approximately \$1.23 million worth of work remains to be completed. It is important to note that both Cania Dam Road and Gayndah Mt Perry Road are state-controlled, non-Council assets, and therefore these costs are classified under the Materials and Services budget, rather than capital expenditure.

North Burnett Regional Council
Statement of Financial Position
as at 31 August 2024

	Notes	Current FY Budget	Actual
		'000	'000
Current Assets			
Cash and cash equivalents	1	45,747	36,047
Receivables	2	2,484	12,825
Inventories		508	519
Contract assets	3	0	2,166
Other financial assets	4	34	0
Total current assets		48,774	51,557
Non-current Assets			
Property, plant and equipment	5	987,620	968,253
Total non-current assets		987,620	968,253
Total assets		1,036,394	1,019,810
Current Liabilities			
Payables	6	700	2,164
Contract liabilities	7	4,000	6,988
Borrowings		170	170
Provisions	8	4,561	2,384
Other current liabilities	9	502	1,718
Total current liabilities		9,932	13,424
Non-current Liabilities			
Borrowings	10	1,163	1,335
Provisions		12,153	13,140
Other current liabilities		1,315	1,120
Total non-current liabilities		14,631	15,595
Total liabilities		24,563	29,019
Net community assets		1,011,831	990,791
Community equity			
Asset revaluation surplus		239,795	243,825
Retained surplus / (deficiency)		772,036	746,966
Total non-current liabilities		1,011,831	990,791

North Burnett Regional Council

Statement of Financial Position

for the period from 01/07/24 to 31/08/24

Notes to the Statement of Financial Position

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

1. Cash and cash equivalents – While revenue flows into the cash account, significant outflows for various expenses also occur. In August, total cash and cash equivalents decreased by \$1 million, primarily due to a \$958,000 payment for the general insurance premium, which significantly impacted the month's cash position.
2. Receivables - The budget anticipated that by the end of the financial year, debtors would owe Council a total of \$2.48 million, primarily comprising rates, levies, charges, and contract claims from the Department of Transport and Main Roads for completed works. As at 31 August 2024, with only two months of the year elapsed, the Receivables balance of \$12.83 million is primarily due to \$8.90 million outstanding from rates notices issued in August 2024 which are not due to be paid until September, and amounts owed by sundry debtors.
3. Contract asset – The \$2.17 million in contract assets are attributable to claims yet to be made from the following grants:
 - a. \$630,000 from Building our Region
 - b. \$1.14 million from Local Roads and Community Infrastructure Program Round 3
 - c. \$399,000 for various works funded for the Reconstruction of Essential Public Assets by the Queensland Reconstruction Authority
4. Other financial assets – As at 31 August 2024, there is no balance in this account. This is because the budget was set with the expectation that no amounts will be reported until between March 2025 and June 2025, when Council will receive and pay for invoices related to goods and services for the 2025-26 financial year, such as memberships, renewals and subscriptions.
5. Property, plant and equipment – As at 31 August 2024, our \$968.25 million of Property, plant and equipment reflects the \$1.56 million spent year-to-date on capital works. This balance is expected to increase as the capital works program progresses throughout the year.
6. Payables – As at 30 June 2024, the balance of Payables was \$6.29 million. As at 31 August 2024, \$4.08 million payments have been made for works completed in June 2023-24 on the Bon Accord Bridge, and \$958,000 for insurance. Payments have also been made for various projects related to rain events and flooding leaving outstanding balance of \$2.16 million. As capital works approach completion, it is expected the majority of remaining invoices will be settled by the end of the financial year, as reflected in the budget.
7. Contract Liabilities – Council receives certain grants and subsidies in advance, which are recognised as either upfront or deferred revenue. For grants and subsidies with performance obligations, revenue is deferred until the obligations are fulfilled, and these are recorded as contract liabilities. The Council's contract liability balance of \$6.99 million predominantly relates to advance payments for flood works under the Reconstruction of Essential Public Assets (funded by the Queensland Reconstruction Authority) and the Mundubbera Landfill Expansion (funded by the Local Government Grants and Subsidies Program)
8. Current Provisions – The increase in current provisions since the end of July is immaterial and attributable to the net movement in employee entitlements.
9. Other current liabilities – There is a movement of \$715,000 as at reporting date. This variance is under review in addition to the review of provisions and will be further reported in the next month.
10. Non-current borrowings – The budgeted amount of \$1.16 million represents the anticipated balance of Council's debt to the Queensland Treasury Corporation, which is payable from 2026-27 until the debt is fully repaid. The balance of \$1.34 million as at 31 August 2024 is expected to decrease as repayments are made.

31/08/2024

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	13
Bendigo	Term Deposit	6 months	4.83%	\$ 1,500,000	25/02/2025	178
Bendigo	Term Deposit	10 months	5.06%	\$ 1,500,000	12/12/2024	103
QTC	At-call	At-call	5.07%	\$ 28,351,404	At-call	At-call
QTC	At call	At call	5.07%	\$ 504,438	At call	At call
Total Balance				\$ 32,855,842		

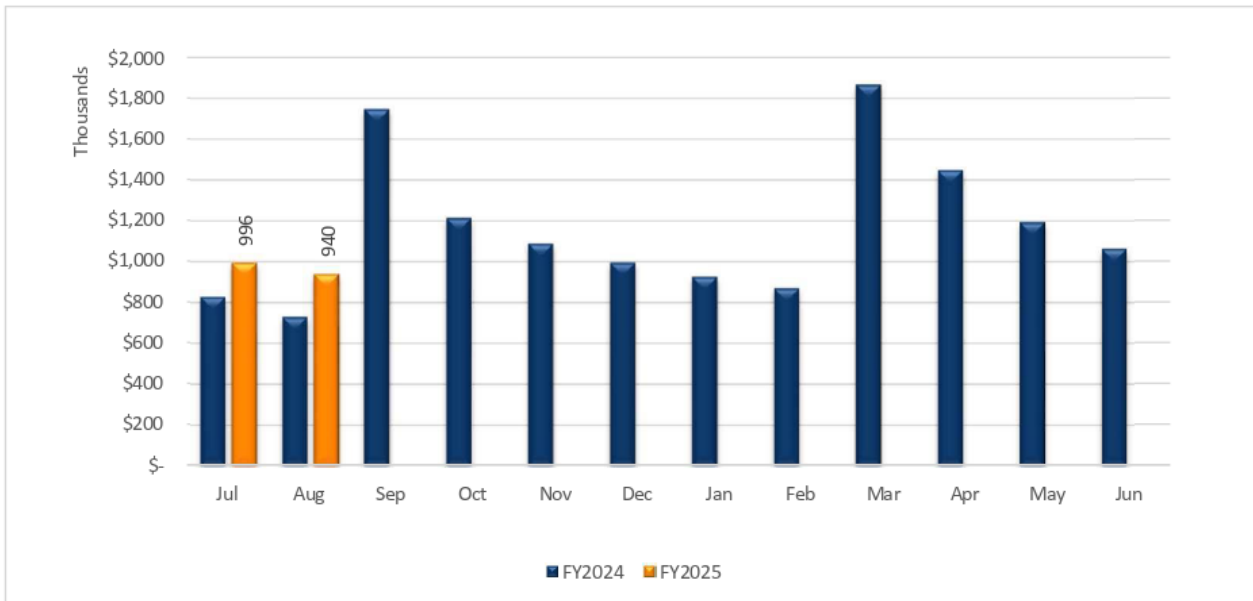
31 August 2024

The 9-months \$1.5 million term deposit with Bendigo, which had an interest rate of 5.06% included in the July report, matured in August and yielded \$56K in interest. After reviewing the available options, the funds have been reinvested for 6 months at 4.83%, selecting the best option based on a prudent approach.

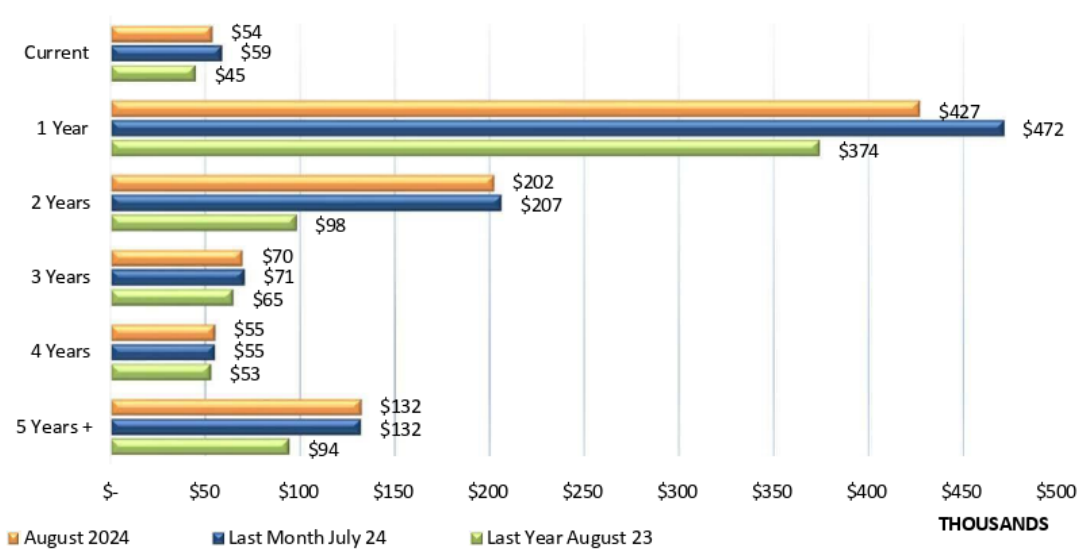
As at 31 August 2024, Council holds \$32.86 million in Term Deposit and At-call accounts with an average interest rate of 5.07%

RATES OVERDUE (as at August 2024)

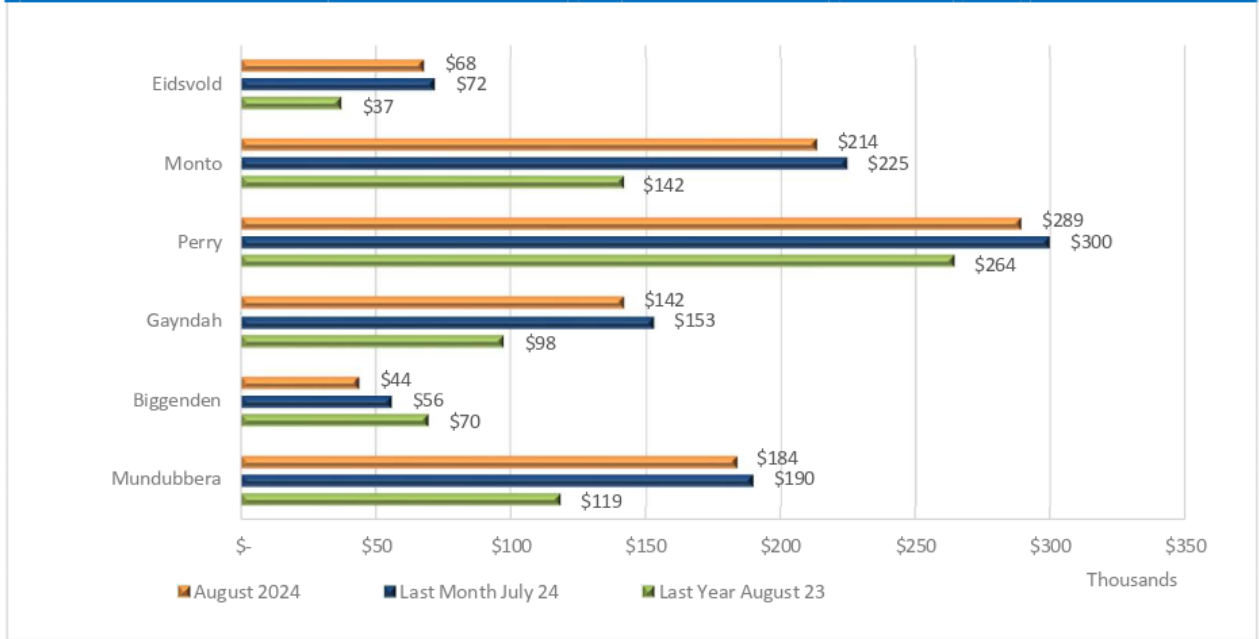
Overdue rates balance



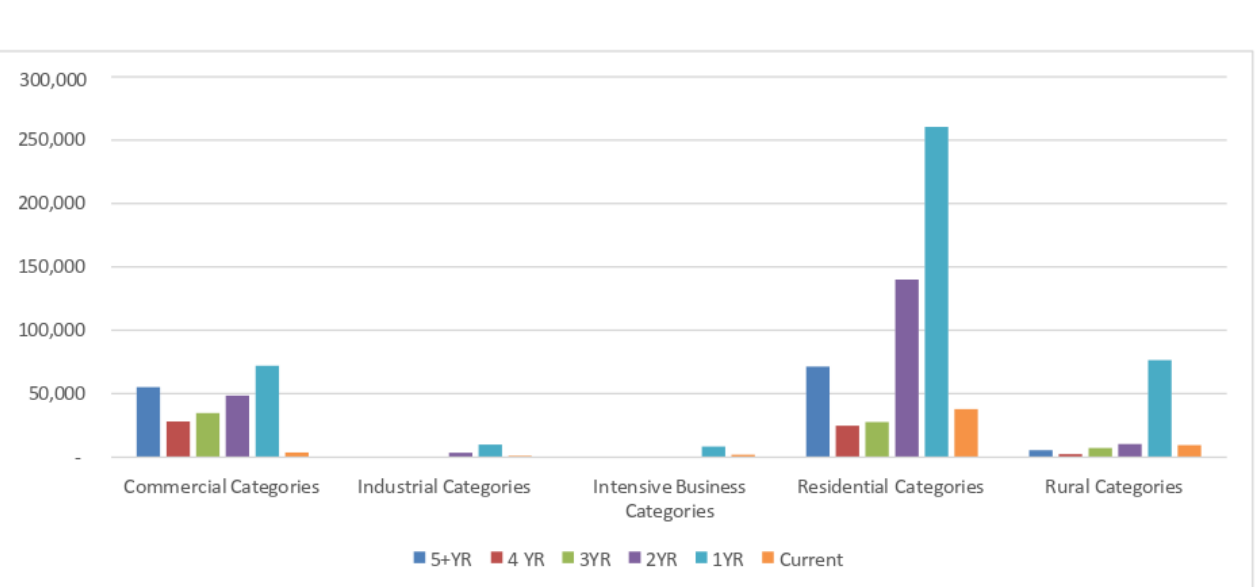
Overdue rates by age



Overdue rates by location



Overdue rates by category



Areas to note

- Rates overdue has decreased from \$995,680 at 31 July 2024 to \$940,451 at 31 August 2024 being a total reduction of \$55,229. This overdue balance is for rates levied to the end of the 2023-2024 year, it does not take into account the current levy for which discount period expires on the 13 September 2024.
- As at 31 August 2024 the rates overdue balance has decreased by 5.55% compared to the outstanding balance at the 31 July 2024.
- The outstanding balance represents 3.94% of the total 2023-2024 Rates, Levies and Charges Revenue.
- The outstanding balance at 31 August 2024 representing 6% of the total number of rateable properties. Of these properties at the 31 August 2024, 265 had a balance of less than one thousand dollars, 111 had an acceptable repayment arrangement in place and 83 Properties have been referred to external debt collection.
- In August 2024 the outstanding rates balance is higher than the same time in the previous year. The outstanding Balance at 31 August 2023 was \$729,026 and at 31 August 2024 is \$940,451 which is an increase of \$211,425.
- Approximately 51.16% of rates overdue as at 31 August 2024 are less than one year overdue this is a decrease of 6.35% when compared to the August 2023 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

Capital Expenditure	2024/25 Budget	2024/25 YTD Spent	% of FY Budget Spent
Building	1,747,310	75,120	4.30%
Furniture and equipment	113,700	0	
Other infrastructure assets	9,289,000	9,530	0.10%
Plant and equipment	3,150,000	99,077	3.15%
Road, drainage and bridge network	29,906,743	1,358,690	
Sewerage	1,840,000	855	4.54%
Water	1,343,000	17,829	1.33%
Less Works to be completed in 2025-26 (Provision)	5,525,000	0	
Grand Total	41,864,753	1,561,101	3.73%

Major YTD Expenditures include:	
Buildings	
Monto Administration Building	\$75K
Plant and equipment	
Plant Purchases	\$99K
Road, drainage and bridge network	
February 2022 Betterment Works Bon Accord Bridge	\$345K
DRFA - Restoration Rain Event Jul 22	\$365K *
DRFA - Restoration Rain Event Feb 22	\$648K *

Less Works to be completed in 2025-26 (Provision)

The \$5.53 million budget represents a provision in the capital budget for works to be completed in 2025-2026 (Provision).

Of Council's \$41.86M capital works budget, \$1.56 million (3.73%) has been spent to date.

The current status and progress with the capital works program is primarily due to:

- **Funding approvals:** \$3.95 million of projects funded under Local Roads Infrastructure Program Round 4 and \$2.17 million of projects funded under Works for Queensland Round 5 have not been approved prior to 31 August 2024. Officers are unable to commence works on the projects until the funding agreements are in place.
- **Project Completion and Civil Works Focus:**
 - A number of pool projects postponed to after the swimming season.
 - Current focus on Gayndah Mt Perry Road, diverting southern construction crews from commencing reseal and resheet works.
 - Contractors and crews have been diverted to emergent flood works resulting from the recent wet weather events.
 - Gravel resheeting programs will start after Transport and Main Roads projects and flood works are completed.
- **Tender Evaluations**
 - Tenders closing for approximately \$19 million in flood restoration works from 2022 events are ongoing.
 - Anticipating \$1.5 million expenditure on quarried material within 2 months.
- **Invoice Processing Delays:** Due to smaller contractors' limited overheads impacting frequent invoice submission
- **Staff Completed Works:** Potential expenditure delays due to fortnightly timesheet processing.

* Refer to the "Detailed Breakdown of DRFA Restoration Projects" for a full listing of projects

Detailed Breakdown of DRFA Restoration Projects

DRFA - Restoration Rain Event Jul 22

Projects	2024/25 YTD
Project Management	259,976
Elliotts Creek Road	18,958
Branch Vale Road	1,622
Wangool Road	6,418
Little Reids Creek Rd	179
Tenningering Road	716
Kalliwa Road	212
Eight Mile Road	1,320
Cherry Tree Road	264
Heights Road	3,285
Elmhirst Road	9,976
North Branch Road	40,872
Scrub Road	80
Park Reserve Road	106
Elizabeth Street	5,340
Ban Ban Springs Road	1,411
Washpool Road	2,379
Campbell Creek Road	2,218
Brian Pastures Road	3,239
Penwhaupell Road	446
West Woodmillar Road	5,418
Muan Road	1,053
Total	365,488

DRFA - Restoration Rain Event Feb 22

Projects	2024/25 YTD
Alaskan Road	14,974
Ashton Road	10,312
Auburn Hills Road	28,708
Berries Road	95
Cherelly Orchard Road	4,185
Cockings Road	3,018
Doves Road	10,873
Fairview Creek Rd	23,903
Golden Fleece Road	77,442
Gospel Hall Road	2,596
Grills Lane	337
Hetherington Road	7,925
Highstone Road	26,452
Jacobi Road	87
Jump Up Road	11,508
Lakeside Station Road	3,783
Longa Tong Road	3,268
Lords Road	25,553
Lower Lakeside Road	13,851
National Park Road	14,660
Nulla Creek Road	34,214
Old Booyal Road	970
Paradise Road	46,145
Red Hill Road	2,039
Rifle Range Road	20,121
Robertsons Road	5,740
Swindle Creek Road	19,648
Pump House Road	6,545
Coongarra Rock Road	5,158
Project Management	111,021
Tableland Road	65
North Branch Road	441
Elmhirst Road	131
Deems Road	18,775
Greentree Road	2,095
Greentree Lane	9,620
Hocmuth Road	814
James Road	9,968
Jankes Road	2,185
Lohses Road	2,713
Monogorilby Road	30,120
Myola Road	24,135
Williams Road	11,908
Total	648,098

Monthly Capital Projects Status Report



Asset Class	Project Name	2024/25 Budget	Previous Years Spend	2024/25 YTD Spend	Outstanding Commitments	Total Project Costs to Date	BvA%	Comments
Building	Building Assets Eidsvold Hall Repair & Paint (LRCIP 4A)	100,000	0	0	0	0		Works underway. Painters are preparing and cleaning surfaces for painting. Estimated completion September 2024.
	Building Assets Monto Hall Meeting Room Repairs (LRCIP 4A)	100,000	0	0	0	0		Planning Stage, with scope to market in October.
	Building Assets Clearing Forward Planning Buildings	100,000	0	0	0	0		Planning Stage with scope to market late September.
	Cania Dam Caretaker Residence Refurbishment	150,000	0	0	0	0		Planning Stage, with procurement planned for January 2025.
	Grants W4Q 2024-27 Gayndah Animal Pound Refurbishments	100,000	0	0	0	0		Preparing design scope
	Grants W4Q 2024-27 Projects Staff Housing (3yr project)	900,000	0	0	0	0		Planning Stage, noting that this is a 3 year project.
	Monto Administration Building	187,310	119,950	75,120	312,338	195,070	40%	Works underway, front wall has been deconstructed and works have commenced on external drainage. Estimated completion October 2024.
	Mt Perry Art Gallery Repaint External (LRCIP 4A)	50,000	0	0	0	0		Planning Stage.
	Switchboard Upgrade Program (WHS)	60,000	0	0	0	0		Planning stages
Building Total		1,747,310	119,950	75,120	312,338	195,070		
Furniture and equipment	Furniture and Equipment Assets Power Replacement - UPS	21,000	0	0	0	0		Seeking quotes through vendor panel
	Furniture and Equipment Assets Power Replacement _ PDU	7,700	0	0	0	0		Seeking quotes through vendor panel
	Furniture and Equipment Assets Rod CCTV Camera (1 of 2)	40,000	0	0	0	0		Specification development completed.
	Furniture and Equipment Assets Teta Unit (1 of 2)	45,000	0	0	0	0		Procurement commenced
Furniture and equipment Total		113,700	0	0	0	0		
Other infrastructure assets	Counter Upgrade Mundubbera & Biggenden Libraries (LRCIP 4A)	150,000	0	0	0	0		Planning Stage.
	Develop Design for Operational Centre in Gayndah	100,000	0	0	0	0		Planning Stage with scope to market late September.
	Eidsvold Pool Cover over filters (LRCIP 4A)	35,000	0	0	0	0		Planning Stage, with works to commence in the off-season.
	Grants W4Q 2024-27 Solar Power - Eidsvold WMF Office	50,000	0	0	0	0		Not started
	Grants W4Q 2024-27 Solar Power - Mt Perry WMF Office	50,000	0	0	0	0		Not started
	Grants W4Q 2024-27 Projects WWAN Replacement - Year 6	66,000	0	0	0	0		Seeking quotes
	Monto Landfill, Closure Plan & Capping of Site	2,500,000	0	0	0	0		Supers being awarded tenders
	Monto Pool 25m & Toddler Pool Repaint & Repair (LRCIP 4A)	300,000	0	0	0	0		Planning Stage, with works to commence in the off-season.
	Monto Pool Acid Shed Replacement (LRCIP 4A)	50,000	0	0	0	0		Planning Stage, with works to commence in the off-season.
	Mt Perry Landfill, Closure Plan & Capping of Site	935,000	0	0	0	0		Supers being awarded tenders
	Mundubbera Landfill, Regional Expansion Stage 1 incl Capping	3,876,000	150,524	0	0	150,524		Tenders being awarded
	Other Structures Assets A/C Feasibility Gayndah Hall	50,000	0	0	0	0		Feasibility completed in a prior year.
	Other Structures Assets Air Conditioner Replacement	50,000	0	9,530	0	9,530	19%	Budget for replacement of split system air conditioning units that fail and require replacement.
	Other Structures Assets Pool Electrical Bonding (LRCIP 4A)	50,000	0	0	0	0		Works underway. Estimated completion September 2024.
	Other Structures Assets Clearing Mt Perry Stairs	40,000	0	0	0	0		Currently seeking quotes from contractors.
	Planning for sporting facilities if grant funded - Council	42,000	0	0	0	0		Grant funding opportunity is expected to be released January 2025.
	Proj Superintendent & CQA Landfill Capping Monto & Mt Perry	200,000	0	0	0	0		Tenders being awarded
	Project Superintendent & CQA Landfill Capping Mundubbera	200,000	0	0	0	0		Tenders being awarded
	Relocate Solar Panels - Biggenden Caravan Park	75,000	0	0	0	0		Planning Stage.
	Washdown Bay Upgrade - Stage 1 & 2 (Monto and Eidsvold)	380,000	0	0	0	0		Requirements for upgrade still being scoped
	Eidsvold and Gayndah W&S Sheds	90,000	0	0	0	0		Awaiting procurement
Other infrastructure assets Total		9,289,000	150,524	9,530	0	160,054		
Plant and equipment	Plant Purchases 2023-2024	140,000	0	99,077	1,954,450	99,077	71%	Orders placed in June 2024 and awaiting delivery of plant. Have received 4 light vehicles, backhoe and tractors to date.
	Plant Purchases 2024-2025	3,010,000	0	0	0	0		Specification development underway for required plant and equipment. 09/09/2024 - Tenders have been released for replacement grader and Jet Master.
Plant and equipment Total		3,150,000	0	99,077	1,954,450	99,077		
Road, drainage and bridge network	Drainage Structure Clearing Monto Drainage	500,000	0	0	0	0		Tender has been let
	February 2022 Betterment Works Bon Accord Bridge	1,910,894	4,168,363	345,104	908,718	4,513,467	18%	Project on track for completion by end of October
	Footpath/Kerb & channel Progra	400,000	79,436	0	0	79,436		Currently out for design. Projects in Gayndah and Biggenden this financial year, to be quoted. Note this is not LRCIP 1 it is LRCIP 4.

Asset Class	Project Name	2024/25 Budget	Previous Years Spend	2024/25 YTD Spend	Outstanding Commitments	Total Project Costs to Date	BvA%	Comments
Road, drainage and bridge network	Gayndah CBD Infrastructure Plan	300,000	0	0	0	0		Awaiting outcome of a state government grant for construction of Gayndah Streetscape.
	Gravel Resheets 2024-2025	2,800,000	0	0	0	0		Resheet program being developed, noting that crews are currently completing TMR and flood damage works.
	LRCIP 4A - Bridge Refurbishments	652,400	0	0	0	0		Refurbishment on Taylors Bridge programmed for September and Scrubby Ck No 2 for October
	Reseal Program Rural Roads	1,500,000	0	0	0	0		Contractor is currently completing package one of these works. Full cost is not LRCIP 4, balance is R2R. Remainder of works planned for early 2025.
	DRFA - Restoration Rain Event Feb 22	2,477,343	1,980,168	648,098	2,309,037	2,628,266	26%	Project on track for completion by end of December
	DRFA - Restoration Rain Event Jul 22	19,366,106	1,451,290	365,488	2,172,410	1,816,778	2%	Tenders for construction currently being advertised, with award planned for late September. Quotes for gravel crushing in market with award planned for early September.
Road, drainage and bridge network Total		29,906,743	7,679,256	1,358,690	5,390,165	9,037,946		
Sewerage	Eidsvold STP Rock Wash, Floating Wetland, Hexadisks	210,000	0	855	855	855	0%	Commenced initial stages, but waiting for signing of funding agreement
	Grants W4Q 2024-27 Biggenden STP Compliance Upgrade	450,000	0	0	0	0		Awaiting signing of funding agreement to commence procurement
	Sewer - Environmental Compliance Program	190,000	0	0	0	0		Planning stages
	Sewer - Public Health & WHS Compliance	190,000	0	0	0	0		Planning stages
	Sewer Reliability Program	800,000	110,196	0	0	110,196		Planning ongoing with procurement commenced
Sewerage Total		1,840,000	110,196	855	855	111,051		
Water	BOR Regional Water Security Project	493,000	1,425,812	17,829	476,966	1,443,441	4%	Experiencing delays, however UV installations commencing this month.
	Eidsvold Recycled Water Extension & Sewer Highway Upgrade	180,000	0	0	0	0		Awaiting signing of funding agreement and procurement, with works scheduled in September.
	Mundubbera Raw Water Potassium Permanganate Dosing	45,000	0	0	0	0		Awaiting signing of funding agreement to commence procurement
	Mundubbera Reservoir Aeration and Mixing	120,000	0	0	0	0		Awaiting signing of funding agreement to commence procurement
	Water Reliability Program	405,000	101,108	0	0	101,108		Procurement has commenced.
	Water - Planning	100,000	0	0	0	0		Pending funding application decisions
Water Total		1,343,000	1,526,720	17,829	476,966	1,544,549		
Works to be Deferred to 2025-26 (Provision)	Provision for work in progress to be completed in 25/26	-5,525,000	0	0	0	0		Provision in the capital budget for works that may not be completed within this financial year
Works to be Deferred to 2025-26 (Provision) Total		-5,525,000	0	0	0	0		
Grand Total		41,864,753	9,586,645	1,561,101	8,134,774	11,147,747		

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 - Mulgildie 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- EID Water Treat Plant	805,270.02	718,223.01	57,489.45 747,780.57	3.019%	15 June 2036	80,145.30	320,581.2
Total	1,504,692.34	1,415,204.11	172,156.24 1,332,536.09	3.804%		224,321.77	725,358.6

31 August 2024

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

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

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

*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. North Burnett Regional Council is not required to report on Asset Renewal Funding Ratio until 2026-27.

^ 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 shown in the Sustainability Statement.



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

Type	Measure	Calculation	Target (Tier 5)	Actual Current Year	5-Year Average	Overview	Narrative
Operating Performance	Operating Surplus Ratio	$\frac{\text{Operating Result}}{\text{Total Operating Revenue}}$	Greater than -2%	58.8%	-28.0%	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.	The receipt of the full Federal Assistance Grants (FAGS) and the levying of rates in July resulted in significantly favourable results for the Council. This ratio will gradually decrease each month as we continue to spend our budgeted operational expenditures.
	Operating Cash Ratio	$\frac{\text{Operating Result add Depreciation and Amortisation add Finance Costs}}{\text{Total Operating Revenue}}$	Greater than 0%	71.9%	13.27%	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	$\frac{\text{(Total Cash and Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash)} * 12}{\text{(Total Operating Expenditure less Depreciation and Amortisation less Finance Costs)}}$	Greater than 4 months	28.5 months	6.3	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.	The receipt of the full Federal Assistance Grants (FAGS) and the levying of rates in July resulted in significantly favourable results for the Council. This ratio will gradually decrease each month as we continue to spend our budgeted operational expenditures.
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	94.95%	The asset sustainability ratio approximates the extent to which the infrastructure assets (see Definitions) managed by a council are being replaced as they reach the end of their useful lives.	No notable updates
	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	77.78%	The asset consumption ratio approximates the extent to which council's infrastructure assets (see Definitions) have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	No notable updates
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	0.16	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.	No notable updates
Financial Capacity	Council-Controlled Revenue Ratio [^]	$\frac{\text{Net Rates, Levies and Charges add Fees and Charges}}{\text{Total Operating Revenue}}$	N/A	47%	53%	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.	The levying of rates in July resulted in significantly favourable results to date for the Council. This ratio will decrease as we recognise revenue from grants and subsidies
	Population Growth ^{**}	$\frac{\text{Prior year estimated population} - 1}{\text{Previous year estimated population}}$	N/A	0.7%	-0.65%	Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.	No notable updates

[^] The Council-Controlled Revenue and Population Growth Ratio measures are reported for contextual purposes only and are not audited by the QAO

^{**} 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.

Finance Cost: Finance costs only includes interest charged on a local government's existing QTC's debt balances and any other council loans. Any other items included in this line item of your financial statements should be excluded.

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10.2 REGIONAL ARTS DEVELOPMENT FUND (RADF) 2024-2025**Doc Id:** 1234499**Author:** Jenny Hall, Customer Experience and Communities Manager
Tania Fraser, Community Development Officer**Authoriser:** Craig Matheson, Interim Chief Executive Officer**Attachments:** Nil**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the 2024-25 Regional Arts Development Fund (RADF) and recommend two Council-led initiatives for endorsement.

The total budget for the 2024-25 RADF program is \$45,000.

CORPORATE PLAN

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

OUR PRIORITY AREAS:

2. *Sustainable Communities – to retain population and attract investment*

OFFICERS RECOMMENDATION

That Council endorse the following Regional Arts Development Fund (RADF) Council-Led Initiatives:

- (a) **Initiative 1:** Arts, Culture and Heritage Strategy - \$15,000
- (b) **Initiative 2:** Quick Response Bursary Program - \$2,000.

REPORT**Background**

Established in 1991, the Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

The Queensland Government recognises local governments as key partners and co-investors in the arts and culture development. Local government plays a significant role in supporting arts and culture in their communities through:

- supporting and implementing arts and cultural programs, activities and events
- providing funding to local arts and cultural practitioners and organisations
- providing employment for arts and cultural workers
- cultural planning for increased liveability and economic growth
- ownership and management of local cultural facilities such as libraries, galleries, museums and performing arts centres.

The goal of the RADF is to support and encourage arts, cultural and heritage activities within local communities by:

- increasing access to arts and cultural experiences
- growing employment and capacity building opportunities for artists
- focusing on arts and cultural priorities important to the needs of the local community
- promoting the value of arts, culture and heritage in the regions.

This can be achieved through a RADF Community Grants Program and/or Council-led initiatives.

North Burnett RADF program

The North Burnett RADF program has been operating successfully for 33 years. Between 2020-2024, RADF has provided more than \$170,000 in funding to local arts and cultural workers, and community organisations to deliver projects in the North Burnett. Projects include events, workshops and community arts projects, and professional development courses for artists.

The North Burnett RADF program is primarily delivered through a Community Grants Program and Council-led initiatives.

- **Community Grants Program:** A competitive funding program to enable North Burnett community organisations, artists and arts and cultural workers to seek funding for community-based arts projects and/or professional development. Two major funding rounds are offered each financial year with a third round if funds have not been expended through rounds one and two.
- **Council-led initiatives:** These projects are normally recommended by the North Burnett Arts and Cultural Advisory Committee or the Community Development team and have broad community and regional outcomes. Projects can vary from strategic plan development to region wide projects.

Council's RADF Community Grants program continues to be popular, with an average of ten applications received each financial year, for the past four years.

Proposed 2024-25 RADF Program and funding allocation

In March 2024, Arts Queensland announced changes to the RADF agreement and funding arrangements, including a multi-year funding agreement (2 year + 2 year) to provide surety of ongoing investment, encourage continuation of Councils' co-investment in the program and alignment to AQ's *Creative Together 2020-2030* strategy.

The program is a competitive grant with the agreement requiring a high-level overview for program delivery over four years and a detailed plan for 2024-25.

For 2024-25, Council successfully made application to Arts Queensland for \$31,500, which together with Council's contribution of \$13,500 would give total program funds of \$45,000.

It is proposed the 2024/25 RADF program funds be allocated as follows:

2024-25 RADF Program	Funding 2024-25
Community Grants Program	\$28,000
Council-Led Initiative: Arts, Culture and Heritage Strategy	\$15,000
Council-Led Initiative: Quick Response Bursary Program	\$ 2,000
Total RADF Program funding	\$45,000

Council-Led Committee Initiatives

Initiative 1: Arts, Cultural and Heritage Strategy

The North Burnett region does not have a current Arts, Cultural and Heritage Strategy. Council does however have Policy 3207 Arts and Culture to provide governance on the development of Arts and Culture in the North Burnett and oversight of RADF and the support Council provides for creative practice in the region.

North Burnett has an active and evolving arts, cultural and heritage scene and, in recent years, there has been an increase in community-led arts and cultural initiatives.

The North Burnett Arts and Cultural Advisory Committee highly recommends the development of an inclusive strategy involving all arts mediums, culture including festivals and heritage activities.

Benefits and expected outcome of a strategy include:

- A framework to guide Council and community decision-making, resource allocation and future development of arts and culture in the region

- Arts and culture workers, community groups, Council and external organisations can align projects and opportunities with the strategy
- All art mediums, cultural assets and heritage to be included/involved
- Guide the revision of the RADF local priorities and community grant guidelines.

This proposed project will involve engaging an experienced arts consultant to:

- Prepare a project plan, including community engagement
- Conduct community engagement
- Prepare community engagement report
- Develop strategy.

If endorsed by Council, the project can commence before the end of 2024 and is anticipated to be completed by 30 September 2025. A request for quote will be released to engage a consultant following appropriate procurement practices. Councillors will be consulted during the planning and delivery of the project.

Initiative 2: Quick Response Bursary

The majority of relevant and regional training opportunities are in coastal areas such as Bundaberg and the Fraser Coast. One of the major barriers for local artists to attend professional development and upskilling opportunities is the cost of travel and accommodation.

In 2023-24 a one-off quick response bursary program was released to enable North Burnett arts and cultural workers to attend a Public Art Masterclass in Bundaberg. The response was very positive with five local artists from across the region accessing professional development.

This successful program is proposed to be continued in 2024-25 as follows:

- \$250 bursary for artists and arts and cultural workers to attend a professional development course
- offered on a rolling basis to facilitate and respond quickly to opportunities.

This initiative has the following benefits for the North Burnett region:

- encourages artist participation in professional development in a cost-effective way
- strengthens our cross-regional networks and relationships between artists
- provides opportunities for artists/arts-workers to grow their arts' practices and businesses.

CONSULTATION

The North Burnett Arts and Cultural Advisory Committee has discussed the development of an Arts, Cultural and Heritage strategy in numerous meetings. At the 21 February 2024 meeting, members agreed a strategy would be advantageous for the region and for the strategy to be inclusive of all art forms, cultural and heritage practices across the region. It was recommended that the strategy be considered as a RADF Council-led initiative in 2024-25.

The 2024-25 Quick Response Bursary Initiative was proposed in response to the successful outcomes from the 2023/24 bursary program. Artists reported the quick response bursary helped them to overcome cost barriers such as fuel, meals, and accommodation to access professional development in neighbouring regions thus improving accessibility to these opportunities. At the 21 February 2024 North Burnett Arts and Cultural Advisory Committee meeting, members recommended the continuation of the quick response bursary program in 2024/25.

RISK IMPLICATIONS

Reputation / Political

LOW - Members of the North Burnett Arts and Cultural Advisory Committee were appointed based on the skills and experience they possess in the arts and cultural arena. The members are expected to serve the interests of the region and their input to the recommendations in this report further reinforces the relevance and appropriateness of the proposed initiatives to the future of the arts and culture industry in the region.

The management of the RADF Program is conducted in line with the Arts Queensland Funding Agreement and is guided by the North Burnett Arts and Cultural Advisory Committee Terms of Reference and RADF Guidelines to mitigate any risk of harm to the reputation of Council and Arts Queensland.

Occupational Health & Safety (WHS)

Not Applicable.

Financial Impact

2024-25 RADF Grant funding

The following table outlines the funding available for the 2024-25 RADF.

Funding Source	Funding 2024-25
Arts Queensland contribution	\$ 31,500
Expected Council contribution	\$ 13,500
RADF Program funding	\$ 45,000
Council-led initiative: Arts, Cultural and Heritage Strategy	\$ 15,000
Council-led initiative: Bursary Program	\$ 2,000
RADF Community Grants Program funding	\$ 28,000

The inclusion of two RADF Council-led initiatives will reduce the funding pool available for community projects from \$45,000 to \$28,000 however will not impact on opportunities for the arts community to seek and received funding given historical allocations.

In 2023-24 RADF all funding was expended with \$14,000 granted for Council led initiatives and \$46,000 was awarded in community grants. In 2022-23 \$3,600 was granted for Council led initiatives and approximately \$28,000 awarded in community grants with approximately \$20,000 not allocated and carried over to 2023-2024.

If the Council-led initiatives are not endorsed by Council this funding will be used for the Community Grants Program.

Legal & Regulatory

The RADF Program as administered in a way that complies with the requirements of the *Local Government Act 2009*, the *Local Government Regulation 2012*, 3207 Arts and Culture Policy and Arts Queensland Funding Agreement.

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

Environmental

Not Applicable.

Property & Infrastructure

Not Applicable.

Human Resources

The implications for our human resources is considered minimal, given members of the North Burnett Arts and Cultural Advisory Committee have agreed to support the planning and delivery of the Arts, Culture and Heritage Strategy and assessment of Bursary applications. Council employs a Community Development Officer who undertakes work as a RADF Liaison Officer to manage the RADF Program.

Information Communications Technology

Not Applicable.

Service Delivery

There is no impact on service delivery by the 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.

11 WORKS

Nil.

12 COUNCILLOR REPORTS

12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - AUGUST 2024

Doc Id: 1246752

Author: Amy Jobling, Executive Assistant to the Mayor and Councillors

Authoriser: Craig Matheson, Interim Chief Executive Officer

Attachments:

1. Mayor Hotz - Monthly Snapshot Report - August 2024 - .docx [1246754]
2. Cr McGilvery - Monthly Snapshot Report - August 2024 .docx [1246954]
3. Cr Thompson - Monthly Snapshot Report - August 2024.docx [1246971]

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 August 2024 to 31 August 2024.

OFFICER COMMENTS/CONCLUSION

Meeting with the region's Show Societies

Following the General Meeting of Council on 29 May 2024, Council resolved to meet with representatives from the Gayndah, Mt Perry, Monto, and Eidsvold Agricultural Show Societies to discuss Council's resignation as Trustee of the respective Showgrounds. The Mayor, Deputy Mayor Cr Jones, Cr McGilvery and Cr Dingle attended Eidsvold Showgrounds on Monday, 15 August 2024.

Local Disaster Management Group Meeting

On Tuesday, 13 August 2024, Deputy Mayor Cr Jones, Cr McGilvery, Cr Payne, Cr Vaughan, Cr Dingle and Cr Thompson convened with emergency service personnel for their biannual Local Disaster Management Group meeting at the Disaster Management Coordinator Centre in Gayndah. Chaired by Cr Melinda Jones, the committee addressed various topics, including infrastructure recovery, socio-economic home recovery, bushfire mitigation, community action plans, and a comprehensive review of flood warnings.

Government agencies, including Queensland Police Service, State Emergency Services, Queensland Fire and Rescue, Rural Fire Service, and Queensland Ambulance Service, provided updates on the State Government emergency services reforms, implementation arrangements and an update on activities within the community.

LifeFlight Luncheon

On Tuesday, 20 August 2024, LifeFlight representatives visited Gayndah to express their gratitude for the donations received and to share how their services benefit our community. The Mayor and Cr McGilvery, along with community members, attended a luncheon to acknowledge the contribution LifeFlight makes to our communities.

110 Year Celebration – Red Cross Gayndah and Childers Branches

On Thursday, 29 August 2024, the Gayndah and Childers Red Cross branches celebrated 110 years of continuous service, spanning from 1914 to 2024. Red Cross volunteers reflected on their impactful support, through two World Wars to the present day, including crisis relief, disaster aid, and assistance to disadvantaged communities both locally and internationally.

In recognition of their dedication, the branches received certificates of appreciation for their century-long commitment. The Mayor, Cr McGilvery and Cr Thompson joined guests including the Federal Member for Flynn and the State Member for Callide for the celebration of this significant milestone.

Councillor Information Workshops

Two (2) Councillor Information Workshops were held during the reporting period:

- Wednesday, 7 August 2024
- Wednesday, 14 August 2024

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

Council Meetings

A General Meeting and Special Meeting were convened during the reporting period:

- Council Special Meeting on Wednesday, 7 August 2024 in Mundubbera
- Council General Meeting on Wednesday, 28 August 2024 in Gayndah

OFFICERS RECOMMENDATION

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



MONTHLY SNAPSHOT – CR LES HOTZ

AUGUST, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
1 st August 2024	Meeting with Monto Rifle Club	Monto Library	Attended a meeting with Monto Rifle Club with CEO regarding seeking clarification of land tenure and facility ownership.
5 th August 2024	Meeting with Show Societies	Eidsvold Show Grounds	Attended a meeting with CEO and fellow Councillors, concerned committee members attended from Show Societies regarding how we can assist them with transitioning.
8 th August 2024	Meeting with Mt Perry Community Development Board regarding Wolca Reserve	Mt Perry	Attended a meeting with Mt Perry Community Development Board regarding process of obtaining lease of state land.
13 th August 2024	LDMG Training	Gayndah Disaster Management Centre	LDMG training and meeting other Stakeholders in the LDMG
16 th August 2024	Meeting with Ratepayers regarding Bullawarra Road	Bullawarra Road	Attended meeting with Monto Ratepayer with Cr Dingle, Cr Vaughan, GM Works, Works Manager and CEO regarding request to extend maintenance of Bullawarra Road.
19 th August 2024	Meeting with Ratepayers regarding Reids Creek Road crossing	Reids Creek Road	Attended meeting with ratepayer to view damaged bridge.
20 TH August 2024	Life Flight Luncheon	Grand Hotel, Gayndah	Attended luncheon in Gayndah with members of the Board and employees of LifeFlight.



MONTHLY SNAPSHOT – CR LES HOTZ

AUGUST, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
21 st August 2024	Meeting with Regional Director of Department of Local Government	Teams Meeting	
21 August 2024	Meeting with Dallarnil Sports Club regarding Dallarnil public toilets	Dallarnil Hall, Dallarnil	Attending meeting with Dallarnil Sports Club regarding concerns of not having a public toilet along the Isis Highway.
22 nd August 2024	RRTG Meeting	Biggenden	Attended meeting with Cr Dingle and Works Manager to discuss funding for roads within the North Burnett.
23 rd August 2024	Department of Agriculture and Fisheries catch up	By phone communication	General discussion with Regional Director of funding opportunities within the North Burnett.
24 th August 2024	North Coast Region SES Week Awards	Gympie	Attended event to celebrate SES members receiving awards within the state.
29 th August 2024	Gayndah Red Cross 110-year celebration	Gayndah Show Grounds	Attended a morning tea to help Gayndah and Childers Red Cross celebrate 110 years of continuous service.
29 th August 2024	Lunch meeting with Colin Boyce	Nourished Café, Gayndah	Attended with Councillors and CEO, met with Mr Boyce to discuss Councils challenges and discussed ideas on how to move forward.



MONTHLY SNAPSHOT – CR RENEE MCGILVERY

AUGUST, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
1 st August 2024	Masterclass – Disaster Planning in a Dynamic Environment	Carrier’s Arms, Maryborough	A very informative course learning new skills on how to plan for and during disasters with an ever changing environment
3 rd August 2024	New exhibit opening – Natures Therapy	Gayndah Art Gallery	Attended the opening afternoon of the new Exhibit “Natures Therapy”
5 th August 2024	Meeting with Show Societies	Eidsvold Show Grounds	Along with the Mayor, CEO and Fellow Councillors we invited concerned committee members from Show Societies to come to a meeting to see how we can better help them with transition
8 th August 2024	Preventative Measures for Flood Recovery Field Day	“Tressavale” Upper Glastonbury, Gympie	The Burnett Mary Regional Group held a field day with guest speakers informing and showing farmers how they can better work their land to help prepare for both flood and fire recovery
13 th August 2024	LDMG Training	Gayndah Disaster Management Centre	LDMG training and also meeting other Stakeholders in the LDMG
18 th August 2024	Vietnam Veterans Day	Gayndah	Laid a wreath on behalf of NBRC, Also enjoyed lunch with other members of a sub branch of the RSL
19 th August 2024	Gayndah Development Association General Meeting	Gayndah Show Grounds	Attended the General Meeting of the GDA and discussed the possible future and events that they can help either host or facilitate



MONTHLY SNAPSHOT – CR RENEE MCGILVERY

AUGUST, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
20 TH August 2024	Life Flight Luncheon	Grand Hotel, Gayndah	Members of the Board and employees of Life Flight came to Gayndah to give thanks for donations and to tell stories of how Life Flight greatly help our community members
21 st August 2024	Gayndah Art Gallery General Meeting	Gayndah Art Gallery	Attended the meeting to discuss upcoming exhibits
22 nd August 2024	Mock Job Interviews	Mundubbera State College	We were invited along to help prepare the year 10 students from both Gayndah and Mundubbera in life skills by participating in mock job interviews.
29 th August 2024	Gayndah Red Cross 110 year celebration	Gayndah Show Grounds	Invited along to attend a morning tea to help Gayndah and Childers Red Cross celebrate 110 years of being active clubs and offering support in their communities
29 th August 2024	Lunch meeting with Colin Boyce	Noruished Café, Gayndah	Along with a few other Fellow Councillors, The Mayor and the CEO we met with Colin to discuss Councils struggles and ideas on how to move forward
31 st August 2024	New Exhibit Opening – “Ode to George”	Gayndah Art Gallery	Attended the opening of this new exhibit with all work by George Kirk and heard stories from his daughter about how his life and how some of his pieces came about



MONTHLY SNAPSHOT – CR [NAME HERE]

MONTH HERE, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
17 August	Combined Cadet Unit training day PCYC Emergency Services Cadets	Biggenden Sports Field	Cadet units and Adult leaders from Biggenden, Gin Gin and Hervey Bay had a day of training, team work, challenges and skills to enhance disaster preparedness and emergency readiness. Local Police and Fire staff assisted all day. 60 people attended. A valuable day of networking.
20 August	Visionary Women workshop presented by BIEDO	Grand Hotel	This was a very useful workshop on gaining financial wisdom and networking with other women from across the North Burnett
21 August	Dallarnil Sports Club meeting	Dallarnil	More than 20 people from Dallarnil gathered to discuss the possibility of opening the toilets to the travelling public and consider a petition of over 400 signatures asking for this. Mayor Hotz and Acting CEO Mr Mathieson attended and gave clarity to the discussion. A very valuable occasion which has enhanced Council and community's relationship.
27 August	Met with Biggenden Historical Society and Council	Biggenden Council boardroom	As an observer, I was able to hear the discussion regarding options for the Biggenden Historical Society in terms of taking on the Museum complex if they wish to apply for a grant. The



MONTHLY SNAPSHOT – CR [NAME HERE]

MONTH HERE, 2024

DATE	MEETING/FUNCTION	LOCATION	COMMENTS
			object of the grant is to house a very valuable and large gramophone collection which has been gifted to them. A very useful discussion.
28 August	Sunwater information session	Degilbo Hall	Using Degilbo Hall and a bbq, Sunwater staff were able to update residents regarding road work plans. Only a small gathering took advantage of the occasion.
29 August	Red Cross 110 year celebration	Gayndah Show Hall	Red Cross Gayndah and Childers are to be commended for maintaining their organisation for so long. Interesting stories were shared of all the great activities that Red Cross accomplish. Federal Member for Flynn, Colin Boyce and State Member for Callide, Bryson Head also attended.
31 August	Mass in the Extraordinary Form of the Roman Rite	St Patrick's Church Mt Perry	More than 60 people attended, coming from Brisbane, Bundaberg, Bauple, Gayndah, Gin Gin, Biggenden Childers and Hervey Bay. The Heritage listed church is well designed to accommodate the ancient Liturgy. A picnic in Mt Perry Memorial Park concluded the day.

13 URGENT BUSINESS

Urgent business is business of such urgency that if it was deferred to the next Ordinary Council Meeting the delay could result in the Local Government, or an applicant or relevant stakeholder, being unfairly or unreasonably disadvantaged in some way.

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

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

14 CONFIDENTIAL REPORTS**OFFICERS RECOMMENDATION**

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

14.1 UPDATE ON THE APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER

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.

15 CLOSURE OF MEETING