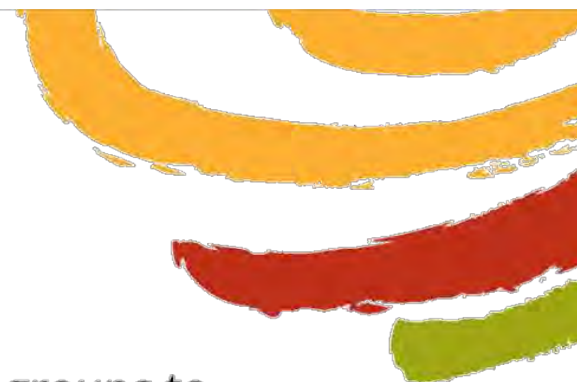


My Community Directory



Aim: To provide a platform to community and community groups to increase connection and information available.

My Community Directory provides both community and Council with an increased capacity to provide better connection to services and events. This would include a recovery broadcast function to contact community in case of bushfires or other hazard events.

My Community Directory, Diary and My Community App, is the one place people go to find community services and events so they can stay in touch with what's happening in their local community.

Budget: \$35,000 (yearly subscription, set up fees)



South Burnett Regional Youth Council

Aim: Work with youth to support recovery and resilience in the younger demographic through empowerment to lead and participate in community activities.

- Nominations for the South Burnett Youth Council open on Wednesday 11th January 2023.
- The first Youth Council meeting in 2023 will be held on Tuesday 14th February, which will include a handover from the 2022 Youth Council Members.
- The South Burnett Youth Council 2-day Leadership Conference is booked for 22nd & 23rd April 2023
- PIG JAM Battle of the Bands & Music Festival will once again be on the agenda for YC in 2023
- Working collaboratively with Yourtown & CTC will continue in 2023

Proposed Budget \$10,000



Art, Culture & Heritage Advisory Committee

Aim: Support the Arts Culture and Heritage community through the Advisory group (steering committee) to increase resilience in the Arts community.

The Art's Culture & Heritage Advisory Group will meet in 2023 and will work together to establish a 5-year Strategic Plan that enhances the role of Arts in community recovery post natural disasters.

- Research
- Facility Audit
- Strategic Workshop
- Community Engagement
- Strategic Plan Revision

Proposed Budget: \$3000



Professional Development

Aim: Increase Council's skills in community engagement to increase resources available to support community and community groups through the next natural disaster and community recovery.

The International Association for Public Participation Australasia (IAP2 Australasia) is recognised as the peak body for engagement

The IAP2 Engagement Essentials course is a starting point for anyone involved in community and stakeholder engagement at any level or function.

IAP2 will deliver onsite face to face training for up to 20 participants and will tailor the course to meet our local needs, embedding local case studies and other relevant application for the program.

Proposed Cost: \$17,340





Economic Recovery and Resilience Stream



South Burnett Façade Improvement Program



- Round One of the South Burnett Façade Improvement Program closed on the 21st November 2022. Ten South Burnett Businesses shared \$20,848
- Round two of the South Burnett Façade Improvement Program will open on Monday 23rd January 2023 with \$99,152 still available.

Budget: **\$99,152.00**



Kingaroy

Façade Improvement Program



- Round One of the Kingaroy Façade Improvement Program closed on the 21st November 2022. Four Kingaroy businesses shared \$9,990.00
- Round two of the Kingaroy Façade Improvement Program will open on Monday 23rd January 2023 with \$170,010.00 still available.

Budget: **\$170,010**



Regional Development Strategy

Action Plan

im: To work with key business and community members to develop priority of shovel ready projects that support partnerships to improve the capacity to increase resilience to natural disasters and improve the quality of life to residents of the South Burnett region.

nabler 1: The South Burnett region has appropriate infrastructure to support industry, investment and livability

nabler 2: Council delivers streamlined investment support, and promotes well planned growth

nabler 3: Council attracts investment, growing the economy

udget: \$15,000



South Burnett Investment Prospectus



Aim: To provide a detailed overview of the South Burnett Region, its advantages to invest, do business and live. Key elements within the Prospectus are:

- Regional Snap Shot
- Regional Economy
- Key Industries
- Key Infrastructure
- Resource Industry Leader
- Emerging Industries
- Key Partnerships
- Facilities and Event

Budget: \$50,000



Team Priorities in 2023 – General Operations

- Ironing Maidens Tour (in partnership with CQ University)
- Red Ant Roundup Medical Conference
- Homelessness Framework
- Community Development Newsletter
- Country University Centre (CUC)



Events 2023		COMMUNITY DEVELOPMENT				
Event/s	Category	Month/s	Aligns With	Townships	Division	Collaboration Opportunities
Grant Info Sessions x 6	Community Groups	January	N/A	Murgon, Wondai, Nanango, Blackbutt, Kingaroy, Preston	6,5,3,1,2,5	Local Community Groups
Facade Info Sessions x 5	Business	January	N/A	Nanango, Blackbutt, Kingaroy	6,5,3,1,2,5	Kingaroy Chamber of Commerce & Industry
Hub in a Pub	Business	February	N/A	Kingaroy	3	Red Earth Community Foundation, local industry
Healthy Minds & Bodies Morning Tea Roadshow x 8	Community Members	February	Red Feb (Heart Health Awareness month)	Across the region	All	Queensland Health, Griffith University Medical Students, Southern Queensland Rural Health, Heart Foundation
Harmony Day	Community Members	March	Harmony Week 2023	Kingaroy	3	Swickers Kingaroy Bacon Factory, South Burnett Filipino-Australian Caring Group, South Burnett Service Providers
Hub in a Pub	Business	April	N/A	TBA		Red Earth Community Foundation
Business Breakfast	Business	May	Small Business Month	Kingaroy	3	Minister for Employment and Small Business Minister for Training and Skills Development, Dominique Lamb
Mud & Mocktails/Sip & Paint Workshop	Community Members	May	Domestic Violence Awareness Month	Nanango, Blackbutt, Preston, Kingaroy	All	Centercare, local artists, local service providers
Winter Wise Program	Community Members	June	N/A	Council open spaces	All	Local art galleries, local Gyms, local service providers, local health professionals
Mens Health BBQ Roadshow x 8	Community Members	June	Men's Health Week 2023	Across the region	All	Queensland Health, Griffith University Medical Students, Southern Queensland Rural Health, Local GPs
Hub in a Pub	Business Members	July	N/A	TBA	All	Red Earth Community Foundation, local industry
Cultural Awareness Training	Community Members	July	Naidoc Week 2023	Kingaroy	N/A	Barambah Youth Hub, Ctherbourg Council, CRAICCHS, Carbal Health Services
Winter Wise Program	Community Members	July	N/A	Council open spaces	All	Local art galleries, local Gyms, local service providers, local health professionals
Hub in a Pub	Business	August	N/A	Nanango	1	Red Earth Community Foundation, local industry
Winter Wise Program	Community Members	August	N/A	Council open spaces	All	Local art galleries, local Gyms, local service providers, local health professionals
Women's Health Roadshow x 8	Community Members	September	Women's Health Month	Murgon, Wondai, Nanango, Blackbutt,		Queensland Health, Griffith University Medical Students, Southern Queensland Rural Health, Local GPs
World Suicide Prevention Events x 4	Community Members	September	World Suicide Prevention Day	oy, Nanango, Blackbutt, V	1,2,3,6	South Burnett Suicide Prevention Working Group, Bunnings Warehouse, Ringsfield House, Binyarra Counselling
Seniors Morning Tea & Sing Along Roadshow x 6	Community Members	September	Seniors Month 2023	Across the region	All	Local Aged Care Facilities, My Aged Care, SB Care
Large Community Event Kingaroy (Concert)	Community Members & Businesses	October	N/A	Kingaroy	3,4	Local Bands, service providers, food vendors
Community Health & Wellbeing Expo	Community Members & Service Providers	November	N/A	Kingaroy	3,4	Darling Downs & West Moreton PHN, local service providers, Queensland Health, Misfits
Youth Council	Community Members	All year	N/A	All	All	
Total Costs				\$	195,920.00	



Ringsfield House Advisory Committee



The newly established Ringsfield House Advisory Committee will begin to formally meet in February 2023 and will work collaboratively with the Nanango Community to ensure they have to opportunity to utilise this amazing facility!

In the first three months the committee is required to:

- Develop a strategic Plan for council endorsement.
- Develop a Business Plan for Council endorsement.
- Promote patronage through community partners.

Budget: \$800

Reconciliation Action Plan (RAP)

Aim: To continue to develop connects with Aboriginal and Torres Strait Islander people and supporting their involvement in community recovery post natural disaster.

Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.

A Reconciliation Action Plan (RAP) will give our organisation a framework to contribute to the reconciliation movement. RAPs deliver tangible and substantive benefits for First Nations peoples and increase cultural safety in the workplace.

The Community Development Team will continue to work with Reconciliation Australia and staff members to develop a RAP to be completed by the end of 2023.

Budget: \$1000





**Project Management Plan
COMMUNITY CONNECTION – Local Built**

September 2021



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Scope:

This Project will establish a local led, locally understood and locally implemented economic and social recovery and resilience program to build stronger South Burnett communities. A Council led co designed Community Connection initiative will be delivered via an outcome-based framework. This framework will link Council's corporate planning and economic development priorities with the achievement of social and economic recovery and resilience needs of the South Burnett community.

The Community Connection – Local Build Project will be operationalised by the employment of 3 full time equivalent officers engaging directly with community based not for profit bodies and community and industry led organisations to manage the effects produced from the 2019-2020 Black Summer Bushfires. The Project will provide for the roll out of priority projects and a grants program that facilitates investment for targeted action to achieve recovery and resilience requirements within the South Burnett region.

Project Duration:

Estimated Project Start date: 03/01/2022

Estimated Project End Date: 31/03/2024

Project Linkages

Project Links with the following Council led Plan and Strategy

South Burnett Regional Council Corporate Plan Strategic Priorities:*Enhancing Liveability and Lifestyle*

EC2: CBD Renewal and Revitalisation Programmes

EC6: Support and encourage volunteers, advisory groups and community organisations

EC7: Rural resilience programmes

EC11: Support mental health and suicide prevention

EC16: Partner with the community to develop and promote events

Growing our Region's Economy and Prosperity

GR3: Shovel ready projects

GR5: Improve arts, heritage, museums, visitor information centres and tourism infrastructure

GR11: Support local businesses/support and buy local

GR15: Workforce attraction and retention

Organisational Excellence

QR10: Increased commitment to community engagement

South Burnett Regional Development Strategy

- Regional Enabler 1, Strategy 5: Projects that support future investment ready and community needs are known and investment ready
- Regional Enabler 3, Strategy 1: Council attracts innovative agribusiness, professional services and a high-quality tourism investment
- Regional Enabler 4, Strategy 4: Council builds and maintains strategic regional partnerships to support, grow and drive the regional economy

Project Intended Outcomes

Through targeted investment the Community Connection – Local Built Project will achieve the following intended outcomes:

- A recovering South Burnett community that is more resilient to the impact of future bushfires and other natural hazards.
- A local economy supporting the emotional, social, economic and physical well-being recovery needs of the South Burnett Community to build community resilience and capability.

Project Stakeholders and Responsibilities

Stakeholder	Responsibilities
South Burnett Regional Council	Lead organisation, Administration of Grants Program, Project facilitation, coordination, and reporting, Steering Committee facilitation & administration
Burnett Inland Economic Development Organisation	Economic and social recovery and resilient activities, task reporting
Kingaroy Chamber of Commerce and Industry Inc.	Project Partner for Kingaroy Façade Improvement Program, Business Workshops and training and other economic recovery and resilient activities, task reporting
Regional Development Sub-committee	Economic recovery and resilient activities, task reporting
South Burnett CTC	Social recovery and resilient activities, task reporting
Graham House Community Centre	Social recovery and resilient activities, task reporting
South Burnett Grazing Network	Economic and social recovery and resilient activities, task reporting

Project Communication

Council will establish a Project Steering Committee consisting of key stakeholders in the delivery and achievement of activities and associated outputs. The Steering Committee will review the status of project implementation and be informed by SBRC expenditure reporting.

Communication	Method	Frequency	Rationale	Responsibility	Audience
Steering Committee	Meeting	Quarterly	Review Project status & progress Feedback loop conduit Project review	South Burnett Regional Council	Key stakeholders/Delivery partners
Council Meeting	Meetings	Monthly	Progress on deliverables, activities, outputs	South Burnett Regional Council	South Burnett Communities
Community Connection Project Team	Staff meetings	Weekly	Positional tasks reporting and progress Stakeholder engagement	South Burnett Regional Council	Internal Council Officers, Partners and stakeholders
Promote Project deliverables and accessibility to South Burnett Community	Council Website and other social media platforms or stakeholders Print and radio interviews	Weekly	Project promotion Grant accessibility Achievements	South Burnett Regional Council Project partners and stakeholders	South Burnett Communities
Grant Workshops	Meeting	Monthly	Grant promotion, targeting and accessibility	South Burnett Regional Council	South Burnett Communities, targeted stakeholders
Grant applications, outputs and activities	Council Website and other social media platforms of Council and stakeholders Print and radio interviews, South Burnett Online, Crow FM Radio	Project initiation Lead up to grant rounds Awarding and report of grant activities	Promoting grant rounds and access, Announce successful grants and activities	South Burnett Regional Council Project partners and stakeholders	South Burnett Communities, targeted stakeholders

Priority Projects	Council Website and other social media platforms of Council and stakeholders Print and radio interviews, South Burnett Online, Crow FM Radio	Coincide with development, implementation and conclusion timeframes attached to each project schedule	Project activities, outputs	South Burnett Regional Council Project partners and stakeholders	South Burnett Communities, targeted stakeholders
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Project Deliverables

1. Employment of Community Connection – Local Built, Project Team

The Project will deliver a Council led multifaceted Community Connection initiative operationalised by the employment of three new positions within Council. These positions will be tasked with engaging directly with community based not for profit bodies and community and industry led organisations to achieve the recovery and resilience needs of the South Burnett Community.

Position Titles:

- 1 x Local Business Recovery and Resilience Officer
- 1 x Community Development and Resilience Officer
- 1 x Community Grants Officer

Position Tasks

Local Business Recovery and Resilience Officer:

- Facilitate business development that results in economic recovery and sustainability for the South Burnett region.
- Develop and maintain effective relationships with the community, local business, new business and investors and industry organisations that will enhance and support business recovery and resilience within the region.
- In partnership with community and business stakeholders facilitate a Regional Development Action Plan to operationalise the South Burnett Regional Development Strategy.
- Provide leadership and direction to the delivery of the Local Built Small Grant Program
- In partnership with the Kingaroy Chamber of Commerce and Industry provide support to develop and implement a Facade Improvement Scheme aimed at encouraging building owners and business operators to invest in façade renovations and storefront improvements for their building using grants to cover a portion of the renovation costs.

Community Development and Resilience Officer:

- Provide coordination and direction to the delivery of the Local Built Small Grant Program.
- Support community building and connection activities that foster social cohesion, resilience and wellbeing across the South Burnett community.
- Implement actions to improve community connections and social inclusion through community development activities.
- Coordinate the installation, population and maintenance of a South Burnett Community Information Platform that incorporates a recovery broadcast function to contact the community in case of Bushfires or other hazard events.

Community Grants Officer:

- Coordinate and facilitate the Local Built Small Program
- Identify, write, and lodge application for grants in conjunction with key community stakeholders that support mental and physical wellbeing and recovery communities, individual businesses and organisations
- Facilitate projects through to completion, establishing working groups, setting outcomes and undertaking acquittals processes

2: Establishment and Implementation of Local Built Grants Program

The Community Connection – Local Built Project will be supported by the roll out of a Council led “Local Built” small grants program that provides investment for targeted action to fulfil recovery and resilience needs within the South Burnett region. The funded activities will directly align with the eligible activities with the objectives and intended outcomes outlined in the Black Summer Bushfire Recovery Grants Program guidelines. All funded activities and events supported through the Local Built Small Grants Program will be measured against established targets and used as output measures towards the achievement of the intended outcomes of the Community Connection Local Built Project. To assist with this, the Local Built Small Grants Program will be separated into two investment streams as defined below:

Local Built Small Grants Program - Social Recovery and Resilience Investment Stream

This investment stream supports community building and connection activities that foster social cohesion, resilience and wellbeing across the South Burnett community and landowners through a variety of methods including web-based connection services and databases, events, support groups, volunteering and other projects.

Social Recovery and Resilience stream will fund the following activities:

- Sporting, arts and cultural events or activities which provide opportunities for people to reflect and express their recent experiences of bushfires and other natural disasters.
- Social activities or events that create opportunities for South Burnett communities to connect with each other and with services.

- Support for community groups undertaking construction projects to cover the costs relating to the contracting of professional services such as architects, design, quantity surveying and concept planning.

Social Stream: Grant Funded Activities, Targets, Impacts and Assumptions

Funded Support areas	Target for Events/Activity	Impacts
Sporting, arts and cultural events or activities which provide opportunities for people to reflect and express their recent experiences of bushfires and other natural disasters.	20 Sporting Events or activities 20 Art Events or activities 15 Cultural Events or activities 5,000 people attending events/activities	Improving mental and physical wellbeing and recovery Boost the local economy and bring the community together for a stronger future
Social activities or events that create opportunities for South Burnett communities to connect with each other and with services.	50 Community Connection events or activities 2,000 people attending events/activities	Improving community connections and social inclusion The community has improved capacity and capability to respond to future natural disasters
Support for community groups undertaking construction projects to cover the costs relating to the contracting of professional services such as architects, design, quantity surveying and concept planning.	40 Community Groups supported	Improving community group facilities and social cohesion

Assumptions

1. Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
2. Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.
3. Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience

Local Build Small grants Program - Economic Recovery and Resilience Stream:

This investment stream provides economic support tailored to the commercial and social characteristics of the South Burnett and includes business retention, expansion and attraction, business/industry capacity building, small business development, entrepreneurship support and economic diversification.

The Local Build Small Grants Program Economic Recovery and Resilience Grants Program funds the following activities:

- Industry networking, industry capacity building and business knowledge sharing activities and events
- Provision of information, advice and assistance to businesses current and emerging
- Support for worker attraction and retention
- Support for business planning for resilience to shocks and stressors

Economic Stream: Grant Funded Activities, Targets, Impacts and Assumptions

Funded Support areas	Target for Event/Activity	Impacts
Industry networking, industry capacity building and business knowledge sharing activities and events	50 Separate events or activities	Build networks among business and industry and support business resilience
Provision of information, advice and assistance to businesses current and emerging	400 businesses receiving information, advice or assistance	Industries and businesses recover and are stronger Facilitates financial assistance and access to available funding
Support for worker attraction and retention	50 Businesses receiving support or information	Addresses impacts of employment issues and capacity of businesses to operate
Support for business planning for resilience to shocks and stressors	100 Businesses receiving support	Minimise the impact on individuals and businesses and supports business resilience

Assumptions

- a) Economic recovery and resilience responses are placed based and tailored to the economic characteristics of the affected region.
- b) Local business, industry and community are critical to understanding the economic impacts of an emergency event and effectively targeting economic recovery and resilience actions to local priorities and needs.
- c) Economic recovery and resilience responses look beyond the objective of restoration and focus on forward looking economic development plan based on the regions' strengths and opportunities

3. Priority Projects

The following list of projects will be developed and implemented in parallel to the Council led Local Built Small Grants Program:

Project 1.

Creation of a South Burnett Community Information Platform that incorporates a Community Directory, Diary and access to a My Community App. This platform will provide Council with an increased capacity to provide better connection services and events to people within the South Burnett community including a recovery broadcast function to contact the community in case of Bushfires or other hazard events. The Social Recovery and Resilience Officer

Project 2.

Facilitate the formulation of an Action Plan that operationalises the Regional Development Strategy. This action plan will make the Regional Development Strategy impactful and focus on working closely with the South Burnett communities, industry and all levels of government. The Economic Recovery and Resilient Officer will work with all stakeholders to discuss and focus on a pipeline of priority shovel ready projects and support partnerships that aim to improve the quality of life and resilience of everyone who calls the South Burnett Region Home.

Project 3.

Creation and extension of South Burnett Business Prospectus Brochure will provide a detailed overview of the South Burnett Region and its advantages as a destination to invest, do business and live. Key contents of the prospectus would encompass: Regional Snapshot, Regional Economy, Key Industries, key Infrastructure, Resource Industry leader, Emerging Industries, Key Partnerships and Facilities and Events. The Economic Recovery and Resilience Officer would work with the community and business stakeholders in the formulation, production and extension of the South Burnett Business Prospectus.

Project 4.

Develop and implement a South Burnett Façade Improvement Scheme aimed at encouraging building owners and business operators to invest in façade renovations and storefront improvements for their building using grants to cover a portion of the renovation costs. This scheme is designed to positively influence the perception of a place and encourage and overall improvement in the South Burnett region's economy, social and cultural environment. The Façade Improvement Scheme will be facilitated and administered by project partners the Kingaroy Chamber of Commerce and Industry.

Project Scheduling and Milestones

Milestone number	Milestone name and description	Start date	End date
1	Recruitment of Staff: <ul style="list-style-type: none"> Finalise Position Descriptions Advertising Interviews Appointments 	Jan 2022	March 2022
2	Planning and Engagement: <ul style="list-style-type: none"> Development of grant guidelines, assessment criteria and output recording Preparation and planning for priority projects Promotion and marketing of grant program 	May 2022	July 2022
3	Implementation – Grant Program: Provides investment for targeted action to fulfil recovery and resilience needs within the South Burnett region.	August 2022	Dec 2023
4	Implementation – Priority Projects <ul style="list-style-type: none"> South Burnett Community Information Platform Regional Development Action Plan South Burnett Business Prospectus Brochure South Burnett Facade Improvement Scheme 	August 2022	Jan 2024
5	Establishing working relationships, partnerships and feedback loops <ul style="list-style-type: none"> Execution of primary roles and key responsibilities of Community Connect Project Team 	April 2022	March 2024
6	Final Project Reporting <ul style="list-style-type: none"> Finalise grant acquittals and output reporting Submit End of Project Report 	Feb 2024	March 2024

Project Risk Management Plan

The risk	Potential causes/sources	Potential impacts	Controls	Likelihood with controls in place	Consequences with controls in place	Treated risk assessment	Risk evaluation	Responsible person
<i>What could happen?</i>	<i>What could happen? What would cause it?</i>	<i>How would the risk impact on delivery of project?</i>	<i>What controls are in place, or will be in place, to manage the risk?</i>	<i>From Risk Likelihood Scale</i>	<i>From Risk Consequence Scale</i>	<i>From Risk Assessment Matrix</i>	<i>Could you defend this level of risk as acceptable? Yes/No</i>	<i>Who is the person/s responsible for monitoring and managing the risk?</i>
Unable to find suitable applicants for advertised positions	Competitive job market. Outer regional location	Delay in project planning and implementation No capacity to progress project	Competitive employment package Promoting benefits and opportunities of regional lifestyle	Unlikely	Moderate	Control	Yes	General Manager Communities
Lockdowns or restrictions on travel or movement	Spread or outbreaks of Covid- 19 in Queensland	No travel or face to face consultation or engagement of stakeholders	Utilise remote working facilities and organize events and activities via remote learning technologies	Likely	Minor	Control	Yes	General Manager Communities
Council Office Closure and closure of businesses & community sectors	Covid- 19 outbreak in the South Burnett	No travel or face to face consultation or engagement	Utilise remote working facilities and organize events and activities via remote learning technologies Implement Council Covid-19 Safety Management Plan	Likely	Minor	Control	Yes	General Manager Communities
Limited specialized contractors	Demand outweighs capacity and availability for specialised services available within region	Restricted capacity of community or business stakeholders to achieve planned activities or outputs	Early engagement targeting specialised contractors from outside of the region to provide capacity to fill gaps in capacity	Unlikely	Minor	Control	Yes	General Manager Communities

Industry, community social & economic impacts	Natural Hazard Event Bushfire, Drought, Flood	Reduced stakeholder capacity and participation in project deliverables	Reapportionment of project scheduling. Targeting of investment to provide the greatest impact on recovery efforts	Likely	Minor	Control	Yes	General Manager Communities
Community disengagement	Misinformation and poor communication to the community. Confusion regarding project deliverables and outcomes	Low return on investment target at recovery and resilience improvements	Marketing and promotion of project Implementation of effective engagement and feedback loops to key stakeholders and service suppliers	Unlikely	Minor	Control	Yes	General Manager Communities



Appendix 1 – Corporate Risk Register Tools

Control Rating	Definition Table B (2)	Consequences Table B(1)					Likelihood	Risk Process
		Insignificant	Minor	Moderate	Major	Catastrophic		
Excellent (E)	Systems, process controls, procedures in place and can be relied upon to prevent risk materialising.						Identify Assess Control	
Good (G)	Systems, process controls, and procedures in place and can be relied upon to mitigate or detect risk materialising in most circumstances.							
Moderate (M)	Majority of systems, process controls and procedures in place. Basic risks will be controlled some of the time. However, scope exists to improve controls.	Almost Certain Is expected to occur a number of times in the next year.	L-15	M-35	H-75	E-80		C-100
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled.	Likely Will probably occur on one occasion in the coming year. 50%-90% probability the event will occur in the next year.	L-10	M-30	H-65	E-80		C-80
Unsatisfactory (U)	Controls do not exist or are not operating effectively. Risk will not be controlled.	Unlikely Could occur at some time. 5% probability the event will occur in the next year.	L-10	L-25	M-35	H-70		H-80
		Rare May occur only in exceptional circumstances.	L-5	L-20	M-30	H-60	H-75	

Risk Category	Broad Definition Table A
Work Health and Safety (WHS)	Risks relating to the safety, work health and wellbeing of Council staff.
Financial Impact (FI)	Risks associated with financial management and transactions having monetary impact.
Legal & Regulatory (LR)	Risks that have potential to cause legal action against Council. Risks associated with non-compliance or delays in compliance with Acts and Regulations.
Environmental (ENV)	Risks relating to the protection of the environment.
Infrastructure (INFR)	Risks associated with the management and maintenance of Council's roads, bridges, drains, water & sewerage plants.
Asset, Property and Utilities (APU)	Risks associated with physical assets other than those listed under infrastructure.
Human Resources (HR)	Risks relating to staff personal management (recruitment, engagement, training and development).
Information Technology (IT)	Risks relating to the security, function and management of information technology systems and processes.
Service Delivery (SD)	Risks associated with the delivery of Council services.
Regulatory/Political (RP)	Risks associated with possible event that may cause potential damage to Council's public image and reputation.

Risk Evaluation/Appetite	Action Required Table C
E - Extreme risk	Immediate Prioritised corrective action sign off by CEO and review by Audit Committee.
H - High risk	
M - Moderate risk	Manage by routine procedures and management practices. Sign off by CEO.
L - Low risk	

Risk Treatment Options Table D	
Accept	Where the risk is not avoided, reduced or transferred, it is usually treated and consequences are low.
Control	Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls).
Transfer	Shift all or part of the responsibility to another party (e.g. insure).
Avoid	Decide not to proceed with the activity or project.

South Burnett Regional Council Consequences Impact Matrix

Appendix 1 Cont'd

Consequence	WHS	Financial Impact	Legal & Regulatory	Environmental	Infrastructure	Asset, Property and Utilities	Human Resources	Fraud & Corruption	Service Delivery	Reputation/Political
Insignificant	Minor	\$0 to \$2,000	Minor compliance breaches or minor regulatory breaches	Minor impact on environment	Minor impact on infrastructure	Minor impact on assets	Minor impact on human resources	Minor impact on fraud & corruption	Minor impact on service delivery	Minor impact on reputation
Minor	Minor	\$2,000 to \$50,000	Minor compliance breaches or minor regulatory breaches	Minor impact on environment	Minor impact on infrastructure	Minor impact on assets	Minor impact on human resources	Minor impact on fraud & corruption	Minor impact on service delivery	Minor impact on reputation
Moderate	Minor	\$50,000 to \$200,000	Minor compliance breaches or minor regulatory breaches	Minor impact on environment	Minor impact on infrastructure	Minor impact on assets	Minor impact on human resources	Minor impact on fraud & corruption	Minor impact on service delivery	Minor impact on reputation
Major	Minor	\$200,000 to \$500,000	Minor compliance breaches or minor regulatory breaches	Minor impact on environment	Minor impact on infrastructure	Minor impact on assets	Minor impact on human resources	Minor impact on fraud & corruption	Minor impact on service delivery	Minor impact on reputation
Catastrophic	Minor	\$500,000 to \$1,000,000	Minor compliance breaches or minor regulatory breaches	Minor impact on environment	Minor impact on infrastructure	Minor impact on assets	Minor impact on human resources	Minor impact on fraud & corruption	Minor impact on service delivery	Minor impact on reputation

6.8 COUNCILLOR SALARY INCREASE FROM 1ST JULY 2023**File Number: 15.02.2023****Author: Manager Finance & Sustainability****Authoriser: Chief Executive Officer****PRECIS**

Local Government Remuneration Commission Report on Councillor Wage Increase from 1st July 2023

SUMMARY

The annual report published by the Local Government Remuneration Commission has been released with the updated remuneration schedule for Councillors applying from 1st July 2023 being announced.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

That Council notes the decision of below annual remuneration as determined by the independent Local Government Remuneration Commission for the 2023/2024 period. This remuneration is payable to Councillors (including the Mayor and Deputy Mayor) for Category 3 Councils:

- Mayor - \$141,294
- Deputy Mayor - \$88,308
- Councillors - \$75,061

Or

That the Committee recommend to Council:

That Council notes the decision of the annual remuneration as determined by the independent Local Government Remuneration Commission for the 2023/2024 period and advises the commission that Council wishes to accept an amount lower than the maximum remuneration payable to Councillors (including the Mayor and Deputy Mayor) for Category 3 Councils as below:

- Mayor - \$
- Deputy Mayor - \$
- Councillors - \$

BACKGROUND

The Local Government Remuneration Commission is an independent entity established under the *Local Government Act 2009*. The Commission is responsible for determining the maximum amount of remuneration payable to the Councillors each year. The Commission have released the remuneration schedule for the 2023-2024 financial year, applicable from 1 July 2023. These figures are shown below.

Remuneration determined (from 1 July 2023)				
(\$ per annum; see Note 1)				
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
Category 3	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$141,294	\$88,308	\$75,061

These figures are a 4% increase on the 2022/2023 remuneration values published by the Commission.

As part of the 2022/2023 budget process, Councillors decided not to take up the 2% increase recommended by the Commission for this current year and therefore all Councillors are currently remunerated at the 2021/2022 rates.

The effect on Council's budget if the full increase to the 2023/2024 remuneration figures is adopted has been outlined below for Council's consideration. These figures exclude superannuation contributions.

	Mayor	Deputy Mayor	Councillor (not incl Super)	Total	Comments
2021/2022 Remuneration	\$ 133,196	\$ 83,247	\$ 70,759	\$ 570,238	Current remuneration
2022/2023 Remuneration	\$ 135,860	\$ 84,912	\$ 72,174	\$ 581,642	2% increase to 21/22
2023/2024 Remuneration	\$ 141,294	\$ 88,308	\$ 75,061	\$ 604,907	4% increase to 22/23
Potential effect on budget (excl Super)	\$ 8,098	\$ 5,061	\$ 4,302	\$ 34,669	If accepting Commission's 23/24 figures

The Committee may wish to provide guidance on the inclusion of the updated remuneration schedule for Councillors in the 2023/2024 budget preparations.

For reference S.274 of the *Local Government Regulation 2012* states the following:

247 Remuneration payable to councillors

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.
- (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.

- (6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.*
- (7) Subsections (4) and (5) are subject to section 248.*

Note – S.248 refers to a Submission to vary remuneration in exceptional circumstances which would apply if the local government considered that, having regard to exceptional circumstances, a councillor of its local government is entitled to an amount of remuneration that is more than the maximum amount of remuneration payable to the councillor under the remuneration schedule. A council may make a submission to the remuneration commission for approval.

ATTACHMENTS

Nil

7 CONFIDENTIAL SECTION

OFFICER'S 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*:

7.1 Wondai Roundabout Refurbishment Project

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

8 CLOSURE OF MEETING