



AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 16 February 2022

I hereby give notice that a Meeting of the Executive and Finance & Corporate Standing Committee will be held on:

Date: Wednesday, 16 February 2022

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

Order Of Business

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 8 DECEMBER 2021

File Number: 16/02/2022

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 8 December 2021 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 8 December 2021**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 8 December 2021

Order Of Business

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 8 DECEMBER 2021 AT 3:49PM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), , Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Coordinator Finance), Lynelle Paterson (Coordinator Executive Services)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES**APOLOGY**

COMMITTEE RESOLUTION 2021/132

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the apology received from Cr Potter be accepted and leave of absence granted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**4 DECLARATION OF INTEREST****5 DEPUTATIONS/PETITIONS****5.1 PETITION FROM WHEATLANDS STATE SCHOOL**

COMMITTEE RESOLUTION 2021/133

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the report be noted for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 17 NOVEMBER 2021

COMMITTEE RESOLUTION 2021/134

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 November 2021 be received

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

7 BUSINESS ARISING

8 GENERAL BUSINESS

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT

9.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO

COMMITTEE RESOLUTION 2021/135

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Mayor Otto's Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024

COMMITTEE RESOLUTION 2021/136

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SUNDRY DEBTORS RECOVERY AND REFUND POLICY - STATUTORY058

COMMITTEE RESOLUTION 2021/137

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Sundry Debtors Recovery and Refund Policy – Statutory058 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH CONFIDENTIAL INFORMATION POLICY - STATUTORY060

COMMITTEE RESOLUTION 2021/138

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That the South Burnett Regional Council Dealing with Confidential Information Policy – Statutory060 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

9.5 FUEL TAX CREDIT STATUS UPDATE

COMMITTEE RESOLUTION 2021/139

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That Council note the Fuel Tax Credit Status Update for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

Attendance:

At 3:54pm, CEO Mark Pitt left the meeting.

At 3:58pm, CEO Mark Pitt returned to the meeting.

10 PORTFOLIO - REGIONAL DEVELOPMENT

10.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/140

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That Cr Schumacher's Regional Development Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

10.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/141

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Regional Development and Tourism monthly update for November 2021 be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

10.3 BIEDO BOARD REPRESENTATIVE

COMMITTEE RESOLUTION 2021/142

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table until the December Ordinary Meeting of Council.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

11 NOTICES OF MOTION

11.1 NOTICE OF MOTION - PARTNER COUNCIL MEMBERSHIP WITH TOOWOOMBA AND SURAT BASIN ENTERPRISE

COMMITTEE RESOLUTION 2021/143

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council become a partner regional council with TSBE, Toowoomba and Surat Basin Enterprise and that the Chief Executive Officer, be given delegate to negotiate the terms of a diamond membership package to include:

- Attendance at TSBE board room briefings and stakeholder events that enable Council to identify the opportunities for collaboration in neighbouring regional projects of significance or partner with key industry leaders or investors.
- Targeted advocacy support, that includes working with the TSBE team to identify the broader regional and industry challenges and work with all levels of government to leverage growth opportunities and advance the South Burnett region.
- Targeted investment attraction support that enables Council to establish working relationships with major project owners and leverage opportunities in the energy, health, agriculture and manufacturing sectors.
- Direct assistance and support in identifying suitable grant opportunities and completing applications.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

12 QUESTIONS ON NOTICE

12.1 WHITE FLEET UTILISATION FOR THE PERIOD 1 JULY 2021 TO 31 OCTOBER 2021

COMMITTEE RESOLUTION 2021/144

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the response to the question regarding Council's white fleet utilisation for the period 1 July 2021 to 31 October 2021 raised by Mayor Brett Otto be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

12.2 QUESTIONS ON NOTICE

COMMITTEE RESOLUTION 2021/145

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the questions regarding Tourism matters raised by Councillors Schumacher and Duff be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

13 CONFIDENTIAL SECTION

14 CLOSURE OF MEETING

The Meeting closed at 4:08pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 16 February 2022.

.....
CHAIRPERSON

6 BUSINESS ARISING

7 GENERAL BUSINESS

8 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT

8.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO

File Number: 16/02/2022

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report

SUMMARY

Mayor Otto presented his Corporate Services, People & Culture, Communications/Media, Finance, and ICT Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Mayor Otto's Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

Corporate Services:

The implementation of the Corporate Services Business Continuity COVID-19 Sub-plan has been transitioned seamlessly into Council operations involving the relocation of staff across the organisation into various Council facilities and where necessary implementing working from home arrangements with the ongoing support from ICT/People & Culture Branches. Corporate Services has maintained the delivery of Council's customer service, governance and corporate functions whilst adjusting Branch work practices to ensure, insofar as possible, quality services continue to be delivered as resourcing is negatively impacted by the pandemic.

The Corporate and Governance Sections continue to support the organisation and external agencies in complaint management and legal matters with a significant number of days dedicated to this function during January.

The completion of the Local Government Mutual Scheme Risk Self-Assessment 2022 has been completed providing whole of Council responses to questions relating to Council activities such as footpaths, roads, hot works, recreational areas, emergency response and business continuity.

Communications/Media:

In December 2021 and January 2022, the Media and Communications team progressed the following:

- Media Releases x 69
- Media enquiries x 6
- Social Media:
 - Facebook: 210 Posts
 - Instagram: 78 Posts
- Enews x 2
- Printed advertising x 7
- Graphic design x 54

A list of all media release/enquiries and statistics for December 2021 and January 2022 is available as an attachment to this report.

Finance:

The next half year Rate Notice to South Burnett residents is planned to be issued on Monday 14 February 2022. The discount period for this next Rates Notice will end on Monday 21 March 2022. Residents are encouraged to pay their Rates within the Discount period to secure their discount. Payment options are: BPay; Post billpay; Pay by Phone with Mastercard or Visa; By Mail with cheque or money order; or In Person at any of the South Burnett Regional Customer Services Centres with cash, cheque, EFTPOS or credit card.

The Cash Balance as at the end of January 2022 was \$39.360M. In comparison, the Cash balance as at the end of the previous month, namely December 2021, was \$42.282M.

Business Systems – Project T2

Significant improvements have been delivered which relate to the 6 monthly water meter reading and consumption notice process. Council's Business Systems Team has built functionality to significantly automate the validation, comparison and reporting processes which have traditionally taken two and a half weeks of manual staff processing, with each rate levy. This the first of a number of other identified areas to improve business processes and data management and provide transparency across the different aspects of Council's water management.

The Business Systems Team has also continued its work with all other areas of the organisation to develop Factsheets for Council's customers. A total of 24 Factsheets covering many aspects of Council's service provision have been completed or are close to being finalised for publication on Council's website. These Factsheets will enable the public to readily source information directly from Council's website at their own convenience, resulting in accessible and consistent information in a self-service format for our customers. This work continues alongside the ongoing, but progressing, development of Council's new Customer Request public portal.

People and Culture:

School Based Traineeship – Offers are in progress through the start dates have been impacted by the State Government changes to the commencement of the school term.

Traineeships – 489 applications received for 11 positions. Shortlisting and interviews are in progress.

BACKGROUND

Nil

ATTACHMENTS

1. **Media and Communications Report December/January**  

Media Releases – December 2021: 41

1. 154. Media Release 30-11-2021 LDMG advises residents on current weather event in South Burnett
2. 155. Public Notice 01-12-2021 Discoloured Water - Wondai Water Supply Scheme
3. 156. Public Notice 01-12-2021 Kingaroy and Wondai waste facilities closed due to wet weather
4. 157. Media Release 01-12-2021 South Burnett Local Disaster Management Group updates on weather event in South Burnett
5. 158. Media Release 01-12-2021 LDMG weather and localised flooding update
6. 159. Media Release 02-12-2021 15 years with Ralph's Town Tours
7. 160. Media Release 02-12-2021 LDMG major road closures and localised flooding update
8. 161. Media Release 02-12-2021 Summer Reading Club returns this school holidays
9. 162. Public Notice 02-12-2021 Ficks Crossing closed due to flooding
10. 163. Public Notice 03-12-2021 - Bitumen resealing works
11. 164. Media Release 03-12-2021 LDMG stands down following latest flood and weather updates
12. 165. Public Notice 03-12-2021 - SBRC 21_22-06 Request for Tender - Preferred supplier arrangement for civil construction surveyor services
13. 166. Public Notice 03-12-2021 - SBRC 21_22-11 Request for Tender - Offer to occupy Area 21 Hangar, Kingaroy Aerodrome
14. 167. Public Notice 03-12-2021 - SBRC 21_22-10 Request for Tender - Sale of Land on Earl Street Memerambi
15. 168. Public Notice 07-12-2021 Discoloured Water - Murgon Water Supply Scheme
16. 169. Media Release 07-12-2021 - Business restrictions will change from Friday 17 December 2021
17. 170. Public Notice 09-12-2021 - KTP Update - Haly Street reopens for two way traffic and parking
18. 171. Public Notice 09-12-2021 - Expression of Interest - One (1) Horse
19. 172. Public Notice 09-12-2021 - Blackbutt CBD streetscape and footpath upgrade
20. 173. Public Notice - 09-12-2021 - Works on Railway Terrace Kingaroy
21. 174. Public Notice - 09-12-2021 - Weed spraying has commenced
22. 175. Media Release 13-12-21 - Mayor's Community Christmas Luncheon raises \$4482 for local South Burnett community groups
23. 176. Public Notice 13-12-2021 Kingaroy Waste Facility free mulch service
24. 177. Public Notice - 13-12-2021 - Works on Drayton Street Nanango
25. 178. Public Notice - 13-12-2021 - Works on Gore Street Murgon
26. 179. Public Notice 13-12-2021 - KTP Update - Minor pavement repairs on Glendon Street Kingaroy
27. 180. Public Notice 13-12-2021 - Bitumen resealing works
28. 181. Media Release 13-12-21 Australia Day Awards celebrated on 23 January 2022
29. 182. Public Notice 15-12-21 - Upcoming traineeships with South Burnett Regional Council
30. 183. Media Release 15-12-21 - Santa's Workshop winners announced
31. 184. Media Release 16-12-21 - Santa Claus Lane winner announced
32. 185. Public Notice 15-12-2021 - Bitumen resealing works
33. 186. Media Release 16-12-2021 Council update on COVID-19 mandates
34. 186. Public Notice 17-12-2021 - Coolabunia Saleyards closure dates for Christmas and New Year 2021_2022
35. 187. Public Notice - 20-12-2021 - KTP Update - Schedule of Works Early 2022 Kingaroy Street
36. 188. Public Notice 23-12-2021 - Local Buy 'We are for Local' Roadshow
37. 189. Public Notice - 23-12-2021 - Recent storm damage and flood response
38. 190. External Media Release 23-12-2021 - South Burnett rest area upgrades
39. 191. Public Notice 24-12-2021 COVID-19 update for dams in South Burnett

40. 192. Media Release 30-12-2021 South Burnett LDMG update on COVID-19
41. 193. Media Release 31-12-2021 South Burnett LDMG update #2 on COVID-19

Media Releases – January 2022: 28

1. 194. Media Release 02-01-2022 South Burnett LDMG update #3 on COVID-19
2. 195. Media Release 03-01-2022 South Burnett LDMG update #4 on COVID-19
3. 196. Media Release 04-01-2022 South Burnett LDMG update #5 on COVID-19
4. 197. Public Notice 05-01-2022 COVID-19 update Closure of Testing Site at Kingaroy Hospital
5. 198. Kingaroy VIC – Changes to Opening Hours
6. 199. Public Notice – Information from Queensland Police Service
7. 200. Public Notice 10-01-2022 - SBRC 21_22-12 Request for Tender Supply and Delivery of Bulk Chemicals for Water and Waste Water Treatment Plants
8. 201. Public Notice 11-01-2022 - Supply and Delivery of one small to medium petrol automatic SUV
9. 202. Public Notice 11-01-2022 - Supply and Delivery of one small to medium Hybrid Automatic SUV
10. 203. Public Notice 11-01-2022 - Supply and Delivery of Two 4x4 Dual Cab High Clearance Tray back Utilities
11. 204. Public Notice 11-01-2022 - Supply and Delivery of Three 4x2 Extra Cab High Clearance Tray Back Utilities
12. 205. Public Notice 11-01-2022 - Supply and Delivery of Two 4x2 Extra Cab High Clearance Tray Back Utilities with specialised tray features
13. 206. Public Notice 11-01-2022 - Supply and Delivery of Two 4x4 Extra Cab High Clearance Tray Back Utilities
14. 207. Public Notice 11-01-2021 - Change of Date - Local Buy 'We are for Local' Roadshow
15. 208. Kingaroy VIC and Kingaroy Museum – Changes to Opening Hours
16. 209. Public Notice 11-02-2022 - Justice of the Peace Service suspended
17. 210. Media Release 12-01-2022 South Burnett Regional Council ex-Tropical Cyclone Seth
18. 211. Public Notice 13-01-2022 - Traineeships with South Burnett Regional Council
19. 212. Kingaroy VIC – Changes to Opening Hours
20. 213 - Public Notice 19-01-2022 - SBRC Australia Day Awards Ceremony Postponed
21. 214. Public Notice 19-01-2022 - 2021-2022 Round 2 - Community Grants Program Opening 1 February
22. 215. Media Release 19-01-2022 Disaster Recovery Funding Arrangements (DRFA)
23. 216. Media Release 20-01-2022 South Burnett Australia Day Award Nominees
24. 217. Public Notice 24-01-2022 - KTP - Schedule of Works for Kingaroy Street Kingaroy
25. 218. Public Notice 24-01-2022 - Council Meeting scheduled for Tuesday 25 January 2022
26. 219. Media Release 25-01-2022 South Burnett Regional Youth Council
27. 220. Media Release 26-01-2022 - South Burnett Regional Council 2022 Australia Day Award recipients announced
28. 221. Public Notice 27-01-2022 - Supply large volume of Water Meters

| Media Releases 21-22 | | | | | | |
|-----------------------------|------------|------------|------------|------------|------------|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| | 29 | 26 | 26 | 28 | 45 | 41 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| | 28 | | | | | |

Media enquiries: 6

1. 02-12-2021 – South Burnett Today – Wondai Flood Damage
Deadline: 10am Monday 6 December 2021
Responded: 07 December 2021
2. 06-12-2021 – South Burnett Today – Enquiring where the funds from the Mayor's luncheon will be going?
Deadline: not given
Responded: 07 December 2021
3. 13-12-2021 – South Burnett Today – Business information session on COVID mandates.
Deadline: next day
Responded: 14 December 2021
4. 20-01-2022 – ABC – Requesting an interview with the Mayor in relation to Disaster Recovery funding Arrangements
Interview: 21 January 2022
5. 21-01-2022 – South Burnett Times – Enquiring if decision has been made on how Australia Day 2022 will go forward
Responded: 21-01-2022
6. 25-01-2022 – Seven News – Requesting interview regarding road damage from floods. Due to Council meeting all day, interview not held.

| Media Enquiries 21-22 | | | | | | |
|------------------------------|------------|------------|------------|------------|------------|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| | 10 | 13 | 8 | 7 | 9 | 3 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| | 3 | | | | | |

Social media: South Burnett Regional Council

Facebook

@southburnettregion: posts

Most engaged post (December):

14-12-2021 - Council will once again partner with the Local Government Association of Queensland (LGAQ) and the Queensland Government to fund, recruit and select the right people to train with South Burnett Regional Council for eleven 12-month traineeships – 7,609 reached, 590 engagements, 53 reactions, 14 comments, 36 shares

Followers: 9.1K

Page reach: 32,608 (-19.2% from November 2021)

Most engaged post (January):

13-01-2022 – Are you interested in a career with Council. Kick start your career with a Traineeship! – 19,497 reached, 1699 engagements, 146 reactions, 87 comments, 105 shares

Followers: 9.1K

Page reach: 45,413 (+39.3% from December 2021)

Instagram (last 90 days):

Most engaged post:

31-12-2021 –The Chair and representatives of the LDMG met with members of the Cherbourg LDMG and the District Disaster Group – 4 likes, 3 comments, 392 engagements, 0 shares

Followers: 1043 (+17 from November 2021)

Page reach: 1221 (+18.8% from October 2021)

| Social media posts – all platforms | | | | | | |
|------------------------------------|--|--|---|--|---|--------------------------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| | Facebook: 61 LinkedIn: 8 Instagram: 9 | Facebook: 67 LinkedIn: 13 Instagram: 47 | Facebook: 54 LinkedIn: 3 Instagram: 25 | Facebook: 73 LinkedIn: 17 Instagram: 61 | Facebook: 102 LinkedIn: 14 Instagram: 96 | Facebook: 116 Instagram: 51 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| | Facebook: 94 Instagram: 27 | | | | | |

Enews

- Council progressed 1 Enews during December
- Council progressed 1 Enews during January

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during December – 9 December and 23 December 2021
- Council progressed 1 full page ad (Page 4) in the South Burnett Today during January 2022
- Council progressed 1 half page ad and 1 quarter page ad for Parthenium Weed and African Box Thorn as part of a Weed Awareness Campaign during January 2022
- Council progressed one Murgon Moments ad in December for South Burnett Libraries
- Council progressed one Murgon Moments ad in January for South Burnett Libraries

Graphic design – December 2021 / January 2022: 54

- Fact Sheet — Business COVID restriction changes on 17 December 2021
- Fact Sheet - Information on requirements for Events and Businesses
- Sign – Fishing prohibited in the duck pond
- Advertisement – Downs and Western Visitors Guide ads (Dams) x 2
- Advertisement – Weed Awareness Campaign x 2
- Corporate Christmas Card
- Certificates of Service x 3
- Social media graphic – public notices x 59

8.2 MICROSOFT TEAMS PROJECT UPDATE

File Number: 10/02/2022

Author: Manager ICT

Authoriser: Chief Executive Officer

PRECIS

Microsoft Teams Migration Project Update

SUMMARY

Update as to the current status of the Microsoft Teams Project

OFFICER'S RECOMMENDATION

That the report be received for information

FINANCIAL AND RESOURCE IMPLICATIONS

NIL

LINK TO CORPORATE/OPERATIONAL PLAN

| | |
|----------------------------|--|
| Corporate Plan 2021 - 2026 | OR10 Deliver corporate business solutions that meet corporate and customer needs |
|----------------------------|--|

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

NIL

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NIL

ASSET MANAGEMENT IMPLICATIONS

Reduction of virtual servers required to house and maintain the Skype for Business application on-prem.

REPORT

ICT have reached a major milestone as the project has reached the final stages of the Microsoft Teams Migration project.

Council now has migrated all pre-existing staff from Skype for Business to Microsoft Teams. Teams has reduced the requirement for travel and has improved the way that Council collaborate with the use of video conferencing and provides the flexibility to operate remotely.

Additionally, Council has now migrated customer service to Teams and completed the upgrade of Touchpoint, Council's Call Centre software. ICT are looking to further benefit Council's investment from the Office 365 Suite and have recently had the opportunity to pilot the streams product and look to expand on its utilisation for future opportunities.

ATTACHMENTS

Nil

8.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL POLICY GOVERNANCE FRAMEWORK - STRATEGIC006

File Number: IR2709698

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Policy Governance Framework – Strategic006

SUMMARY

South Burnett Regional Council ('Council') recognises policies, procedures and forms are an important part of Council's governance framework. This suite of documents provides direction and practical steps on the implementation of legal obligations and Council's day-to-day operations.

The implementation of the SBRC Business Continuity COVID-19 Sub-Plan for the Corporate Services Branch has triggered a desktop review of Branch core functions to ensure that within current resourcing, the Branch is, insofar as possible, able to maintain service levels and address any pressure points within the existing Corporate Services frameworks impacting on the wider organisation.

Council's Policy Governance Framework ('Framework') was developed and implemented in August 2020 with minor changes within scheduled reviews. To ensure that the Corporate Services Branch can continue to maintain the suite of policies/procedures/forms on behalf of Council, a review of the Framework was undertaken to minimise pressure points on key stakeholders whilst still maintaining quality consultation. The proposed changes to the Framework will strengthen the support / guidance from Corporate Services Branch to Managers and Council.

The framework flowchart included within the Policy outlines the proposed new process to develop and review the suite of Council documents streamlining the approval process for key stakeholders.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Policy Governance Framework – Strategic006 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

| | |
|----------------------------|--|
| Corporate Plan 2021 - 2026 | OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making. |
| Operational Plan 2021/2022 | Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards. |

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Corporate Services. A newly developed Policy Governance Framework Flowchart has been developed with fundamental changes being proposed to the review and development stages primarily within the consultation phases.

The Chief Executive Officer and General Manager Finance & Corporate have been consulted in the review process.

Due to the timing of the development of the proposed new process, this Policy is tabled for Council consultation at the Executive Services and Finance & Corporate Standing Committee meeting to be held 16 February 2022.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

| In the decision-making process, Council is to consider the 23 human rights: | |
|---|--|
| 1. Recognition and equality before the law; | 13. Cultural rights—generally; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') recognises policies, procedures and forms are an important part of Council's governance framework. This suite of documents provides direction and practical steps on the implementation of legal obligations and Council's day-to-day operations.

The implementation of the SBRC Business Continuity COVID-19 Sub-Plan for the Corporate Services Branch has triggered a desktop review of Branch core functions to ensure that within current resourcing, the Branch is, insofar as possible, able to maintain service levels and address any pressure points within the existing Corporate Services frameworks impacting on the wider organisation.

Council's Policy Governance Framework ('Framework') was developed and implemented in August 2020 with minor changes within scheduled reviews. To ensure that the Corporate Services Branch can continue to maintain the suite of policies/procedures/forms on behalf of Council, a review of the Framework was undertaken to minimise pressure points on key stakeholders whilst still maintaining quality consultation. The proposed changes to the Framework will strengthen the support / guidance from Corporate Services Branch to Managers and Council.

The framework flowchart included within the Policy outlines the proposed new process to develop and review the suite of Council documents streamlining the approval process for key stakeholders.

ATTACHMENTS

1. **South Burnett Regional Council Policy Governance Framework - Strategic006** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic006
POLICY OWNER: Corporate Services

ECM ID: 2709698
ADOPTED:

Policy Governance Framework

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises policies, procedures and forms are an important part of Council's governance framework. This suite of documents provides direction and practical steps on the implementation of legal obligations and Council's day-to-day operations.

Council acknowledges the value of relevant and standardised Statutory, Strategic and Administrative policies, procedures and forms to assist Council representatives in the performance of their responsibilities.

2. SCOPE

The Policy Governance Framework ('Framework') establishes a hierarchy of policies, procedures and forms, which must be developed, deployed, monitored and revised in accordance with this policy.

This Framework applies to all Council representatives, who are involved in planning, developing, authorising and implementing policies, procedures and forms.

3. GENERAL INFORMATION

A policy is a high-level directive that establishes a principle-based approach to a subject/function. A policy should be adopted for any area of Council operations where direction or purpose needs to be set in order to conduct Council business.

A procedure assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format.

Compliance with Council policies and procedures is mandatory for all Council representatives. The Chief Executive Officer may commence referral to the appropriate external agency, investigation, disciplinary action or seek other penalties if a Council representative is considered to have breached policy or a procedure.

The six (6) stages of policy/procedure/form development:

1. **Identification** - This stage includes identifying the matter to be addressed and seeking authority to proceed. The authority will come from either the Council, the Senior Executive or Management Team.
2. **Development/Review** - This stage incorporates the gathering relevant background information, identification of appropriate stakeholders, commencement of the consultation

process, incorporating feedback. Prior to commencing the development ~~or review~~ of a policy/procedure/form, it is essential that the Council representative discuss with the Manager Corporate Services the process details.

The Corporate Services Branch will support the Council representative through the ~~development/review~~ process and maintain Council's Policy/Procedure/Form Register.

3. **Adoption/Approval:** This stage includes notifying the appropriate stakeholders of the requirement to evaluate the draft document ~~and then~~ submitting it for approval by the Chief Executive Officer (if an Administrative category) or adoption by Council (if a Strategic or Statutory category).
4. **Implementation:** This process is ongoing. It includes such activities as ~~publishing~~ the policy/procedure/form ~~as well as~~ notification, ~~distribution,~~ awareness and education. Corporate Services Branch will assist the document owner in this process as agreed by the parties.
5. **Periodical Review/Evaluation:** ~~During the drafting stage, consideration will be given to the appropriate timelines for reviewing the policy/procedure/form.~~ A review schedule will be incorporated into the document, which will commence once implementation has occurred. As a default timeframe, all policies, procedures and forms will be reviewed ~~at a minimum of~~ every two (2) years ~~where possible~~. During the review process, it will be determined if the policy, procedure and/or form is still required and relevant. Relevant consultation will be undertaken to ensure an effective and appropriate review/~~evaluation~~.
6. **Repeal:** An authorised policy, procedure or form will remain in force unless formally repealed or superseded by another policy procedure or form. After consultation with the document owner, should the Manager Corporate Services determine that policy, procedure or form documents are no longer required, the Manager ~~Corporate Services~~ will submit a report to the Senior Executive Team (for Administrative documents) or to Council (for Strategic and Statutory documents) seeking approval to repeal the document/s.

All Strategic and Statutory policies will be made available on the Council website. Council's intranet will accommodate all policies, procedures and forms, which will also be registered in Council's document management system ('ECM').

4. DEFINITIONS

Administrative means operationally focused and affects the whole/majority of the Council. The policy states the department/branch's intent, commitment or position on administrative issues. They generally relate to the implementation of the day-to-day operations and are directed towards Council employees, e.g., Uniform Policy, Leave Policy. These policies are operationally ~~authorised~~ by the Chief Executive Officer.

~~Approved /~~ **Authorised** means ~~authorised~~ by the Chief Executive Officer. For both Statutory and Strategic documents this includes ~~prior~~ adoption by Council ~~in the first instance~~.

Consultation means engaging with key stakeholders to ensure the content and intent of the policy/procedure/form meets the requirements and needs of the organisation. For Administrative documents, the consultation is with the ~~Senior Executive Team ('SET') Senior Management Team and internally as requested by a member of the Senior Management Team~~. For Statutory and Strategic documents, the consultation is with the SET and Councillors. Should an external consultation ~~process~~ be determined by Council for Statutory/Strategic documents, Executive Services will manage the external consultation process providing feedback/outcomes to the Manager Corporate Services for incorporation into the review/~~evaluation~~ process.

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Procedure means a document which assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format and should include a flowchart where appropriate. Procedures are operationally ~~authorised~~ by the Chief Executive

Officer. A process or procedure that is developed for the use of a Council employee or small team and does not apply more broadly to the organisation is not considered a procedure related to this governance framework.

Form means a document that provides for the collection of information which subsequently triggers or enables the taking of action by a Council representative.

Statutory means a policy that is established under legislation (Act or Regulation). These policies are **approved and** adopted by Council **and then authorised by the Chief Executive Officer**. These documents may not use the term 'policy' specifically in their title due to the name of the policy being determined by an Act or Regulation.

Strategic means a policy that sets out principles by which Council intends to conduct its activities. Strategic policies sometimes have strong community interest and external focus, e.g., Community Grants Program Policy, Undetected Water Leaks Policy. These policies are **approved and** adopted by Council **and then authorised by the Chief Executive Officer**.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Policy Governance Framework Flowchart (Appendix A)

South Burnett Regional Council Policy Governance Framework Procedure – Procedure007

South Burnett Regional Council Policy/Procedure/Forms Register **and Templates**

7. NEXT REVIEW

As prescribed by legislation or **February 2024**

8. VERSION CONTROL

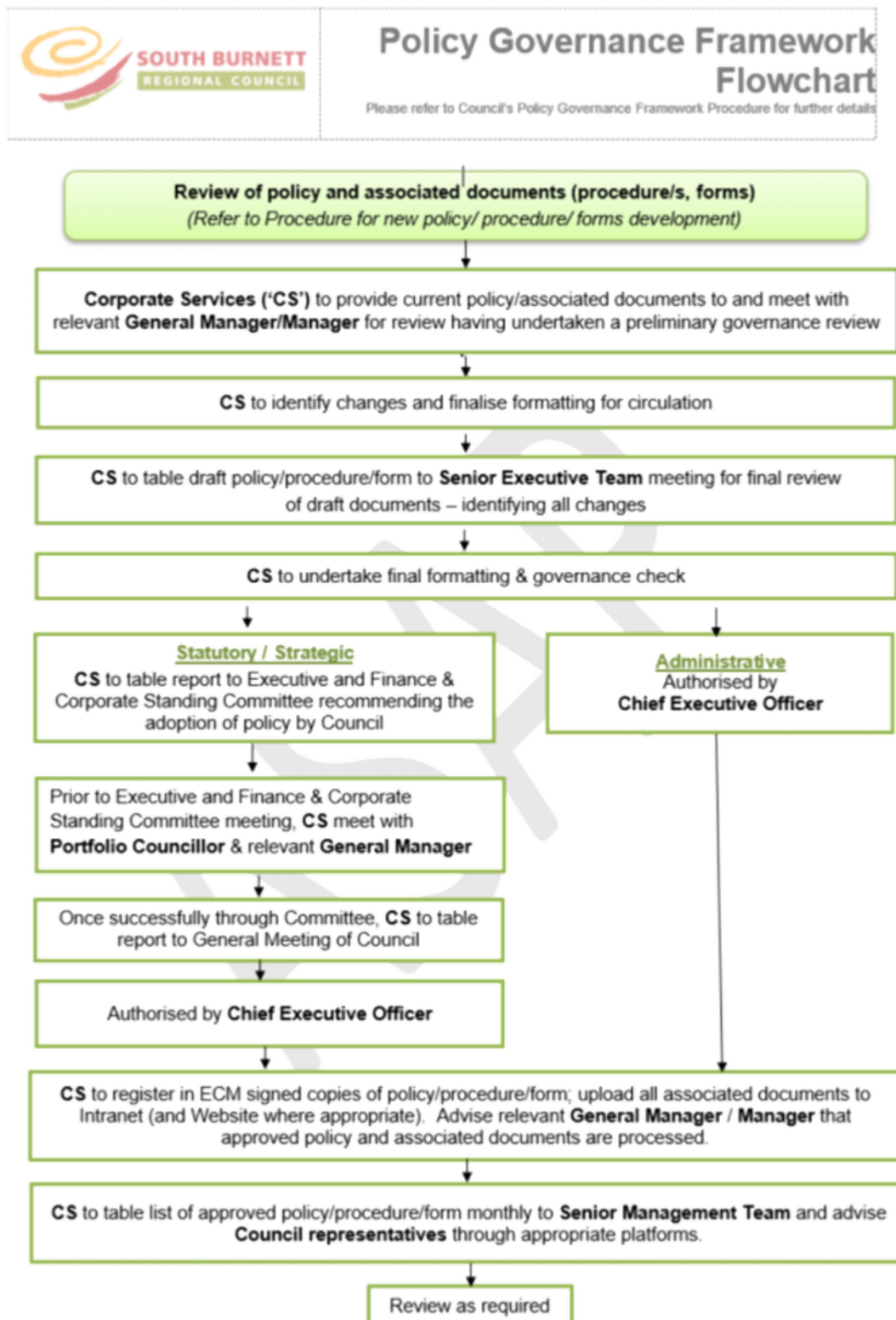
| Version | Revision Description | Adopted Date | ECM Reference |
|---------|---|----------------|---------------|
| 1 | Development of policy | 19 August 2020 | 2709698 |
| 2 | Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296 | 24 March 2021 | 2709698 |
| 3 | Review of Policy – Resolution 2021/96 | 25 August 2021 | 2709698 |
| 4 | Review of Policy | | |

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

South Burnett Regional Council Policy Governance Framework Flowchart (Appendix A)



8.4 BUDGET PARAMETERS AND TIMELINES

File Number: 16/02/2022

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

The report outlines the principles and key timelines for the 2022-2023 budget preparation including operational components identified to collate and deliver the annual budget.

SUMMARY

Provide the principles and brief explanation on the components required to collate and compile the annual budget including parameters and timelines for the delivery of the 2022-2023 annual budget.

OFFICER'S RECOMMENDATION

That the Budget Parameters and Timelines report for the 2022-2023 annual budget be received and noted.

BACKGROUND

Budget Parameters and Timetable – 2022-2023

Local Governments are required under the *Local Government Act 2009* and the *Local Government Regulation 2012* to prepare a Corporate Plan, Annual Operational Plans, Budgets, and long-term financial forecasts.

Councils are also required under *Section 170 of the Local Government Regulation 2012* to adopt their yearly budget between 31 May and 1 August in that year. Based on current proposed timelines, finance and the executive team are expecting to have the finalised budget adopted by the Council at a Special Budget meeting to be held on Friday 8 July 2022.

It is the intention of Finance to have the final draft of the budget finalised and distributed to Councillors for consideration and feedback on Friday 24 June 2022 allowing a full two (2) weeks prior to official adoption.

Corporate Plan

Extensive Community and Organisational consultation realised the establishment and adoption of the SBRC Corporate Plan 2021-2026 by Council on 28 April 2021.

OUR VISION: *“The South Burnett... unique communities working together in a strong and vibrant region.”*

OUR VALUES: *“• Honesty • Respect • Accountability • Integrity • Unity”*

OUR PURPOSE: *“South Burnett Regional Council... making a positive difference in people’s lives through the quality of the work we do.”*

Legislative Requirements:

It is a mandatory requirement of *Section 104(5)(a)(i)* of the *Local Government Act 2009* and *Section 165* of the *Local Government Regulation 2012* for a Council to prepare and adopt a Corporate Plan.

1. *A local government must prepare a 5-year corporate plan for each period of 5 financial years.*
2. *A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.*
3. *A local government may, by resolution, amend its 5-year corporate plan at any time.*

4. *A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.*

Annual Operational Plan

It is expected that for this year's budget, that managers will prepare their draft operational plan in parallel with their 2022-2023 budgets.

The South Burnett Regional Council ('Council') 2022-2023 Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period to implement the longer-term goals detailed in the South Burnett Regional Council Corporate Plan for the period 2021-2026.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Annual Operational Plan must:

- (a) *be consistent with the annual budget; and*
- (b) *state how the local government will –*
 - (i) *progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and*
 - (ii) *manage operational risks; and*
- (c) *include an annual performance plan for each commercial business unit of the local government.*

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its Annual Operational Plan on a quarterly basis. The long-term strategies within the Corporate Plan are allocated to Departments to progress.

The Annual Operational Plan will display the operational Initiatives and operational services according to Departmental responsibility, providing clarity and accountability, as well as provide operational focus for the Departments within Council.

All day-to-day core business activities and services are not necessarily listed in the Annual Operational Plan; instead, the Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future.

Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting annual operational plan goals.

This plan is closely linked to South Burnett Regional Council's 2022-2023 budget and Council's available human resources. The Council's Annual Operational Plan is a statement of specific works to be undertaken and services to be provided to progress the long-term strategies set out in Council's Corporate Plan for the current fiscal year.

This Annual Operational Plan is prepared in conjunction with the budget, both of which are to be effective for the financial year 2022-2023 and will be adopted at the Ordinary June meeting of Council.

Council Budget Workshops

Various budget workshops will be presented from February to early June to ensure that all Councillors are aware of the makeup of each major component of the budget and be able to adjust assumptions and make decisions on each part of the budget composition.

Some of the workshops to be presented include:

- service level discussions in conjunction with operational budgets
- proposed capital expenditure
- review of rates modelling for utilities and general rates
- continue to implement regional equity / consistency in Council's rating system

- review of rates capping and averaging
- discussions on various policies that need to be updated annually including SBRC Debt Policy, Investment Policy, Revenue Policy and Revenue Statement
- Admin Recoupments and Plant and Fleet Review Workshop
- Asset Overview Workshop
- Water, Wastewater, and Waste - Opex/Capex/Revenue
- Operational and Draft Service Level Infrastructure Workshop
- Fees and Charges and Draft Operational Service Level Community Workshop
- Capital Program Workshop (Works, Water and Wastewater, Fleet)
- Capital Program Workshop (Works, Buildings, Parks, Waste)
- Corporate Plan, finance and corporate operational budget and policies Workshop
- Budget and Operational Plan Workshop
- 2nd Draft Operational, Capital Expenditure and Service Level Infrastructure Workshop
- 2nd Draft Operational and Service Levels Community Workshop
- Operating Budget Workshop
- Final Capital Expenditure Workshop (Infrastructure and Fleet)
- Final Capital Expenditure Workshop (Community)
- Review Operational Plan Workshop
- Final Operational Plan Workshop
- Final Budget Presentation Workshop
- Operational Plan Adopted – General Meeting
- Final Draft of Budget to Council for Review
- Adoption of Budget – Special Budget Meeting

Budget Parameters and Principles:

To assist managers and staff in substantiating costs to Council, the following principles, parameters and assumptions have been developed to prepare the 2022-2023 budget.

The budget principles include the consideration of:

- the decline in revenue
- loss of revenue streams - FAGS
- service expectations
- the deficit no greater than that of 2021-2022 adopted budget

Budgeting and Consumer Price Index

In developing the “business as usual” budget for 2022-2023, some managers have used the Headline CPI inflation change for Brisbane of 3.5% over last year’s budget to adjust for their predicted materials budget.

The most significant price rises in the December quarter were new dwellings at 4.2% and automotive fuel at 6.6%.

Annual price inflation of goods surpassed that of services in the December Quarter and was the highest since 2008.

Consumer Price Index (State)

Statistical releases relating to the Consumer Price Index (CPI) which measures quarterly changes in the price of a 'basket' of goods and services which account for a high proportion of expenditure by the CPI population group (i.e. metropolitan households). As well as covering a wide range of goods and services the CPI measures price movements in each of the capital cities in Australia.

The CPI provides the official measure of inflation in Australia.

- Brisbane’s headline CPI increased 1.3% in December quarter 2021, resulting in a 3.5% increase over the year

Automotive fuel was the most significant contributor to the 3.5% for the year at +32.3 per cent.

Prices of goods rose 4.3% through the year, while those of services rose 2.3%.

Fuel prices were the largest contributor to higher goods inflation. More broadly, global supply chain disruptions and material shortages, combined with rising freight costs and high demand, contributed to price increases across a wide range of goods including dwelling construction materials, motor vehicles, furniture, and audio-visual equipment.

Employee Costs

Salary and wages for the 2022-2023 period have been indexed by 1.25% from the previous year to account for the increase that will occur in January 2023 as part of the current EBA.

Oncost rates are consistent with the prior year.

Currency of current EBA expires in January 2023 with bargaining to commence on a new agreement in June/July 2022.

Plant Internal Hire and Plant and Fleet Replacement

Council continues to progress with the Plant and Fleet review project refining operational processes and procedures and implementing best practice efficiencies identified.

Plant hire rates have been reviewed and rates methodology are substantiated and correct.

The total white fleet is now 106 (utilities and cars). This is after a reduction of 18 white fleet vehicles. The 18 reduction includes two vehicles still to be finally disposed of, but they have been prepped and are very close to being finalised, hence why they have been included in the reduction number. There will be minimal further reductions to fleet without impacting on the operational capacity to deliver services.

The 10-year Capital Plant Replacement budget will be reviewed and prepared in line with the guidelines provided in the International Infrastructure Management Manual and the IPWEA Plant and Vehicle Management Manual both of which are recognised as best-practice manuals in Australia.

Council originally approved a budget of approximately \$3.592 million in the Fleet Replacement and Renewal Program during the current year to maintain a fit for purpose fleet of plant and equipment to support our on-ground service delivery. This amount was reviewed in the second quarter budget review and is now approximately \$3.652 million.

REPLACEMENT

New operating expenditure

General Managers/Managers may identify new operating initiatives or one-off expenditures during the development of work planning for 2022-2023. Prior to including these items into the budget, the CEO will prioritise the items for submission and review by Council.

All one-off initiatives will be identified separately in the budget.

In addition, justification must be submitted as part of the budget documentation process, example: Project report or a one-page Business Case.

Contingency costs

Where contingency costs are required for capital and operational expenditure (i.e. flood events where there is no external funding source), the estimated contingency cost required is to be identified separately within the budget.

Capital expenditure and planning

Capital project proposals for the annual budget will be submitted in line with the approved Asset Management Plans.

Capital funding sources must also be submitted with the capital program to ensure that the programs are all funded in an appropriate manner.

Managers have provided Finance with their current 10-year programs and predicted funding sources which are currently being reviewed and reconciled.

Water and Wastewater programs will be finalised as part of the rate modelling workshop as these will link hand in hand with the rating strategy for the 2022-2023 budget.

Fees and Charges

Council sets several fees and charges for services to the community. These services are either a cost recovery fee or a commercial fee.

Council has increased their fees and charges from the previous year in the budget by a 3.5% increment which is in line with the state CPI. Fees and charges are currently being reviewed by the relevant manager.

In the instances where Managers have identified fees previously undercharged, an increase more than the recommended 3.5% increment increase has been implemented.

The proposed workshop to present to Council is identified in the proposed schedule of workshops presented by the CEO.

Rates and Charges

In preparation for 2022-2023, general rates and charges are proposed to be modelled with 3.5% indexation awaiting Council direction.

The removal of the capping component in rates will be realised with the averaging percentage increased from 30% to 35% over three years after direction from Council.

The models will require review upon presentation of the operational budget.

Water, sewerage, and waste rating workshops are identified in the schedule presented by the Chief Executive Officer.

12-month phasing for 2022-23 – Capital Expenditure

Phasing of the Budget will also enable more accurate reporting and better cash management. Managers will be required to plan when their capital expenditure is likely to occur throughout the year.

Variance analysis

The budget submission requires each Manager to include an explanation regarding historical comparisons.

The variance analysis will compare the 2022-2023 budget submission to the prior year's estimated actual expenditure and the prior year's budget. The variance analysis is required for explanations to the Councillors during the budget deliberations.

Documentation

Detailed cost and qualitative information used by Managers to inform the budget process must be stored and incorporated in the budget spread sheet for future reference and submitted as part of the budget process.

Live Streaming of Budget Workshops

Council has requested consideration be given to live streaming budget workshops.

Budget workshops are by nature a process to deliver information and seek direction for the formal resolution of Council at the Budget Meeting. There would be certain information delivered at these workshops that would be considered confidential.

The *Local Government Regulation 2012* notes the following permission for closing a Council Meeting be it a Standing Committee or General Meeting:

254J Closed meetings

- 1) *A local government may resolve that all or part of a meeting of the local government be closed to the public.*
- 2) *A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.*

- 3) *However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—*
- (b) industrial matters affecting employees;*
 - (c) the local government's budget;*

It is also the intent for this year's budget process to report each month on the previous workshops and information contained within them.

Technically Council is well placed to live stream the workshops for community information as well as record the same for future reference. A separate report is presented for Council's consideration of budget committee meetings.

ATTACHMENTS

Nil

8.5 BUDGET COMMITTEE MEETINGS 2022**File Number:** 16022022**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Budget Committee Meetings to be opened to the Community via live streaming and gallery attendance

SUMMARY

To consider the budget committee meeting process and establishment of the committee.

OFFICER'S RECOMMENDATION

The committee recommend to Council:

That South Burnett Regional Council:

1. Establish the following committee for the fixed period 1 March to 30 June 2022 with the following membership and Chair in accordance with s264 of the *Local Government Regulation 2012*;

| Committee | Membership | Chair |
|------------------|---------------|-------|
| Budget Committee | 7 Councillors | Mayor |

2. Conduct budget committee meetings as listed in the 2022-2023 Budget Parameters and Timeline report between 1 March to 30 June 2022 be open to community through live streaming and gallery attendance in compliance with any COVID-19 requirements.
3. That the date and time for the holding of Budget Committee Meetings be on a Friday from 9 am to 12 Noon.
4. Budget workshops for information dissemination to Councillors be held on a Monday from 1 pm to 4 pm.
5. That a Special Meeting of Council be held on 8 July 2022 for the consideration and adoption of the 2022 – 2023 South Burnett Regional Council Annual Budget.
6. That the June Ordinary Meeting of Council be moved to Friday 24 June 2022.

BACKGROUND

2021 saw Council livestream and open the budget committee deliberations to the public through a committee structure. This structure is again requested to be considered for the preparation of the 2022 – 2023 budget.

As with the 2021 committee, the option to open the workshops to the public will require Council direction. Budget workshops are by nature a process to deliver information and seek direction for the formal resolution of Council at the Budget Meeting. There would be certain information delivered at these committee meetings that may be considered confidential. The *Local Government Regulation 2012* notes the following permission for closing a Council Meeting be it a Standing Committee or General Meeting:

254J Closed meetings

- 1) A local government may resolve that all or part of a meeting of the local government be closed to the public.

- 2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- 3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—

(b) industrial matters affecting employees;

(c) the local government's budget;

The budget committee is not intended for or will not be used for the following purposes:

- removing the need for debate or rating and budget resolutions at the Special Budget meeting;
- progressing individual or personal requests;
- directing what an employee ultimately recommends to a Council or a Standing Committee meeting through an agenda report;
- seeking to direct employees' work practices or contravening professional (e.g., legislative and accounting standards, quality, safety, or environmental responsibilities).

The budget committee will make recommendations which will be included in the agenda for the Special Budget Meeting and or a specific Ordinary meeting of Council.

ATTACHMENTS

Nil

8.6 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2022

File Number: 16022022
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

Councils are encouraged to submit motions for the 2022 National General Assembly (NGA). The NGA proposed to be held in Canberra from 19 June to 22 June 2022.

SUMMARY

The Australian Local Government Association's National General Assembly, held in Canberra, generally attracts approximately 900 representatives from councils across the states and territories.

The theme for the 2022 Conference is "partners in progress". This assembly will consider and acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

1. That South Burnett Regional Council resolves to submit the following resolutions to the National General Assembly of Local Government
 - (a)

FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit any resolutions

LINK TO CORPORATE/OPERATIONAL PLAN

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion with Councillors regarding issues that are:

- Relevant to the work or local government nationally;
- Be consistent with the themes of the NGA;
- Complement or build upon the objectives of the LGAQ;
- Propose a clear action or outcome; and
- Not be advanced on behalf of third parties.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This event provides a unique opportunity each year for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

Council direction is sought on which motions to be placed for debate. Motions must be submitted no later than 25 March 2022 for inclusion in the agenda and require confirmation that they have been endorsed by Council Resolution.

ATTACHMENTS

Nil

8.7 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 2022

File Number: 16022022
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Confirming Councillors and Chief Executive Officer (CEO) interest in attending Australian Local Government Association (ALGA) National General Assembly in Canberra 19-22 June 2022

SUMMARY

The ALGA National General Assembly will be held in Canberra 19-22 June 2022.

OFFICER'S RECOMMENDATION

That the committee recommend to Council:

That _____ attend the ALGA National General Assembly 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

Attendance at the ALGA National General Assembly includes conference registration, travel and accommodation. Councillors also have been budgeted to attend some of the conferences.

LINK TO CORPORATE/OPERATIONAL PLAN

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

ALGA is traditionally held during a Parliamentary sitting week and this year's National Congress will be after the 2022 Federal Election. Attendance at the Congress allows for deputation and face to face meetings with Members of Parliament and the Federal Ministry.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council appoints representatives to attend by resolution each year.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT**LGAQ State Conference**

The following Executive and Finance & Corporate Standing Committee Meeting Minutes 17 November 2021:

8.2.1 COUNCILLOR ATTENDANCE AT FUTURE LGAQ CONFERENCES

RESOLVED 2021/1

Report to the April 2022 Executive and Finance & Corporate Standing Committee Meeting with the option for all Councillors to attend the LGAQ Conference.

In accordance with the resolution a report on the LGAQ – Annual Conference will be brought to the April Standing Committee meeting. The 126th LGAQ Annual Conference will be held on 17-19 October 2022 at the Cairns Convention Centre. Councillors are also registered for the LGAQ Bush Conference to be held in July in Barcaldine. This event was postponed due to COVID considerations in 2021 and has been rescheduled to this calendar year.

ALGA - National General Assembly of Local Government

This National Congress will be held on 19-22 June 2022, Canberra. This year it's a Hybrid Assembly – delegates can attend live or via the web with the theme being: Partners in Progress.

In 2021 the following resolutions for attendance were adopted:

Resolution from 28 April 2021

9.1 CONFIRMING COUNCILS ATTENDANCE AT LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE 2021; LGAQ BUSH COUNCILS CONVENTION 2021 AND ALGA NATIONAL GENERAL ASSEMBLY 2021

RESOLUTION 2021/328

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

1. That the Mayor, Deputy Mayor, Chief Executive Officer, Cr Henschen (subject to availability) and Cr Potter attend the 125th LGAQ Annual Conference 2021.
2. That the following Councillors attend the LGAQ biennial Bush Councils Convention 2021:
 - Mayor Brett Otto
 - Cr Gavin Jones
 - Cr Danita Potter
 - Cr Kirstie Schumacher
 - Cr Scott Henschen
 - Cr Kathy Duff
3. That the Mayor, Deputy Mayor and Cr Schumacher attend the ALGA National General Assembly 2021.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

Resolution from 26 May 2021

9.1 COUNCILLOR ATTENDANCE AT THE ALGA NATIONAL GENERAL ASSEMBLY 2021

RESOLUTION 2021/370

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That Cr Duff be nominated to attend the ALGA National General Assembly 2021 in the absence of Cr Jones.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

Final attendance to ALGA 2021 was the Mayor, Cr Duff and Cr Schumacher.

ATTACHMENTS

Nil

8.8 QUOTE SBRCQ-21/22-10 - REPLACEMENT OF ONE (1) SINGLE CAB TRUCK WITH REAR COMPACTOR BODY**File Number:** 16/02/2022**Author:** Coordinator Plant and Fleet**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-10 for the replacement and purchase of one 4x2 single cab truck with rear compactor body.

SUMMARY

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Bucher Municipal (Isuzu), Superior Pak (Fuso) and Garwood International (Hino, Isuzu).

OFFICER'S RECOMMENDATION

That South Burnett Regional Council purchase one (1) Superior Pak Fuso 1224 for \$232,989.99 excluding GST from Daimler Trucks Sunshine Coast & Superior Pak.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for purchase of this truck is within the allocated budget.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council's Coordinators and Supervisors from Community (Environment & Waste) and Plant and Fleet evaluated the tenders.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil. Vehicle will be checked at delivery and invoice processed for payment. Warranties apply.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

Lower maintenance and downtime as Council replaces its aging plant.

REPORT

Quote SBRCQ-21/22-10 is to purchase a 4X2 single cab truck with a rear load compactor waste body to replace Plant No. 191.

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Bucher Municipal (Isuzu), Superior Pak (Fuso) and Garwood International (Hino, Isuzu)

Once the replacement truck has been delivered, Plant No. 191 will be sent to auction for disposal.

After evaluating all Trucks offered for consideration, it was decided to physically assess each brand of rear load compactor body, however only Superior Pak was able to supply a truck with the quoted body to inspect.

The Superior Pak Fuso 1224 was agreed by the assessment team to be recommended for purchase as it has the best warranty & service costs, mobile diagnostics saving travel costs, large inspection

hatches for access, hard stainless hydraulic lines decreasing likelihood of breakdowns and was available for the evaluation team to inspect and operate.

Recommendation

It is recommended that Council purchase one (1) Superior Pak Fuso 1224 for \$232,989.99 excluding GST from Daimler Trucks Sunshine Coast & Superior Pak.

The following quotes were received:

All prices exclude GST.

SBRCQ-21/22-09

| | Tenderer | Make/Model | Price |
|----|--|-------------------|--------------|
| 1. | Daimler Trucks Sunshine Coast / Superior Pak | Fuso Fighter 1224 | \$232,989.99 |
| 2. | Garwood International | Hino 1426 | \$237,351.56 |
| 3. | Garwood International | Isuzu FSR 140/260 | \$239,010.27 |
| 4. | Bucher Municipal | Isuzu FSR 140/260 | \$285,897.10 |

ATTACHMENTS

1. Replacement 4x2 Single Cab Truck - Rear Load Compactor Waste Body - SBRCQ-21/22-10 [↓](#) 



Post Market Recommendation Report \$200K+

Project Title: Replacement of One (1) 4x2 Single Cab Truck with Rear Compactor Body

Contract Reference No: SBRCQ-21/22-10

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 31/01/2022

Assessment Team

Gaven Evans Waste Management Officer

Lee Hoad Plant & Fleet Coordinator

Brandon Orchard Fleet Scheduler

Damien Hankinson Kingaroy Workshop Supervisor

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Executive Summary

Quote SBRCQ-21/22-10 is to purchase a 4X2 single cab truck with a rear load compactor waste body to replace Plant No. 191.

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Bucher Municipal (Isuzu), Superior Pak (Fuso) and Garwood International (Hino, Isuzu)

Once the replacement truck has been delivered, Plant No. 191 will be sent to auction for disposal.

Timeline

Release Date: 20/10/2021

Closed Date: 12/11/2021

| Offers were received from the following suppliers: | |
|--|--|
| 1. | Bucher Municipal - Isuzu |
| 2. | Daimler Trucks Sunshine Coast – Superior Pak |
| 3. | Garwood International - Hino |
| 4. | Garwood International - Isuzu |

Exceptions

Was an Exception applied to this Procurement process?
(Failure to meet Council Policy)

YES

NO

Procurement Exception Form
MUST accompany this Report

Evaluation Methodology

| How have the Sound Contracting Principles been satisfied? | Justification/Explanation |
|---|---------------------------|
| Whole of Life Value for Money | 50% |
| Specification Suitability | 30% |
| Service Warranty | 20% |

Evaluation Results

| Rank | Result: (% or Score) | Tenderer | Make/Model | Price |
|------|----------------------|--|-------------------|--------------|
| 1. | 4.94 | Daimler Trucks Sunshine Coast / Superior Pak | Fuso Fighter 1224 | \$232,989.99 |
| 2. | 4.42 | Garwood International | Hino 1426 | \$237,351.56 |
| 3. | 4.10 | Garwood International | Isuzu FSR 140/260 | \$239,010.27 |
| 4. | 3.16 | Bucher Municipal | Isuzu FSR 140/260 | \$285,897.10 |

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

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Procurement Plan

Plant 191 Recommended to Replace

Plant No. 191 is a medium rigid rear load 15m³ capacity compactor truck within the Waste Department based in Kingaroy. The main purpose of Plant No. 191 is to empty rubbish bins from local common areas such as in towns and villages, parks, playgrounds, truck stops and rest areas.

| Financial Year | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Expenses | \$37,683.62 | \$29,867.79 | \$30,507.07 | \$45,712.58 | \$53,470.63 | \$34,814.12 |

Financial Details

- Expenses over the life of the Truck \$333,473.55
- Purchased Jan 2010 for \$244,135.00.
- Replacement Value \$240,000.00
- Residual Value \$6,000.00
- Accumulated Depreciation \$ 233,042.82
- Written Down Value \$11,091.73

Utilisation and Age Details

- Utilisation of Plant 191 over its life is 144% when comparing to average utilisation of 1,000 hours annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 12 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 10 Years
- Year Model 2010

Other Options Than Replacement

As this is a specialised truck, Council does not have any other vehicles suitable.

Replacement Machine Requirements

The replacement Truck was requested to have an approx. 12m³ body which is 3m³ less capacity than the current Plant No. 191. This reduction in size is because the current truck can run all week without the need for emptying. The 12m³ body will be more than enough to complete 1-2 days and is reducing purchase and operating costs by having a smaller truck.

The 4X2 single cab truck with rear load compactor was requested to have the following specifications:

- 11m³ to 13m³ body
- Turbo diesel engine between 160-180 Kw
- Capable of emptying a 240-litre bin
- Lockable underbody toolbox
- Underbody handwash tank
- Rear work lights
- Spare wheel mounted on truck if space permits
- Windscreen mesh stone guard
- Metal sun visor
- Heavy duty canvas seat covers

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- Tinted windows
- Councils' standard options – Council radio, dash camera, LED flashing light, reverse alarm, reverse camera & sensors, battery isolator

Whole of Life value for Money

The whole of life value for money was calculated based on:

- Purchase price;
- Residual value @ 10 years/200,000 Km; and
- 5% return on capital investment.

The annual whole of life value for money for each truck was then compared to the lowest annual cost and a score out of 5 was calculated.

| Vehicle Type and Supplier | Whole of Life Value for Money |
|---|-------------------------------|
| | 50% |
| Bucher Municipal Isuzu FSR140-260 | 3.43 |
| Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224 | 5 |
| Garwood Hino 1426 | 4.91 |
| Garwood Isuzu FSR140/260 | 4.59 |

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Specification Suitability

The following specifications were used to calculate a score out of 5:

- Engine power & torque
- Safety features
- Computer and diagnostic controls
- Accessibility of components for maintenance
- Rear lifter controls position

The Truck specifications were compared, and a score was calculated for each individual specification. An average score was then produced over all specifications.

| Vehicle Type and Supplier | Specification Suitability |
|---|---------------------------|
| | 30% |
| Bucher Municipal Isuzu FSR140-260 | 3.43 |
| Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224 | 4.8 |
| Garwood Hino 1426 | 4.25 |
| Garwood Isuzu FSR140/260 | 4.25 |

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Service and Warranty

A score out of 5 was calculated for both servicing intervals and warranty terms and then averaged for a final score.

The servicing score was based on intervals of servicing and the warranty score was calculated on the number of years and kilometres listed in the warranty terms.

| Vehicle Type and Supplier | Service Warranty |
|---|------------------|
| | 20% |
| Bucher Municipal Isuzu FSR140-260 | 2 |
| Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224 | 5 |
| Garwood Hino 1426 | 3.47 |
| Garwood Isuzu FSR140/260 | 2.63 |

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Total Evaluation Scores

| Vehicle Type and Supplier | Whole of Life Value for Money | Specification Suitability | Service Warranty | Total |
|---|-------------------------------|---------------------------|------------------|-------------|
| | 50% | 30% | 20% | 100% |
| Bucher Municipal Isuzu FSR140-260 | 3.43 | 3.48 | 2 | 3.16 |
| Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224 | 5 | 4.8 | 5 | 4.94 |
| Garwood Hino 1426 | 4.91 | 4.25 | 3.47 | 4.42 |
| Garwood Isuzu FSR140/260 | 4.59 | 4.25 | 2.63 | 4.1 |

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Conclusion Final Assessment

After evaluating all Trucks offered for consideration, it was decided to physically assess each brand of rear load compactor body, however only Superior Pak was able to supply a truck with the quoted body to inspect.

Superior Pak Fuso 1224

- 177 Kw power
- 745 Nm torque
- 200L fuel capacity
- CANBUS control systems
- Mobile diagnostics
- Automatic bin ready to load safety system
- Automatic engine advance
- Most safety features fitted as the Hino
- Large body inspection hatches to allow easy access to maintenance items
- In cab bin controls
- Stainless steel hydraulic lines along the body
- Best servicing costs
- Best truck warranty at 5 years / 300,000 Km
- Best body warranty at 2 years / 5000 Hours

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Garwood International Hino FE1426

- 191 Kw power
- 882 Nm torque
- 200L fuel capacity
- Automatic engine advance
- Most safety features fitted as the Fuso
- Small body inspection hatches
- In cab bin controls
- Hydraulic lines are hidden and harder to access
- Truck warranty of 3 years / 150,000 Km
- Best body warranty as the Superior Pak at 2 years

Garwood International Isuzu FSR140/260

- 191 Kw power
- 761 Nm torque
- 200L fuel capacity
- Automatic engine advance
- Small body inspection hatches
- In cab bin controls
- Hydraulic lines are hidden and harder to access
- Truck warranty of 3 years / 150,000 Km
- Best body warranty as the Superior Pak at 2 years

Bucher Municipal Isuzu FSR 140/260

- 191 Kw power
- 761 Nm torque
- 200L fuel capacity
- CANBUS control systems
- Mobile diagnostics
- No front inspection hatches limited access between body and cab
- Some hard hydraulic lines on body
- Truck warranty of 3 years / 150,000 Km
- Lowest body warranty at 1 years / 2500 Hours

The **Superior Pak Fuso 1224** was agreed by the assessment team to be recommended for purchase as it has the best warranty & service costs, mobile diagnostics saving travel costs, large inspection hatches for access, hard stainless hydraulic lines decreasing likelihood of breakdowns and was available for the evaluation team to inspect and operate.

| | Dealer 1 | Dealer 2 | Dealer 3 | Dealer 4 |
|--|-------------------------------------|---|---------------------|-----------------------------|
| | Isuzu FSR 140-280 Auto MWB - Bucher | Fuso Canter 515 Wide Cab - Superior Pak | Hino 1428 - Garwood | Isuzu FSR 140/280 - Garwood |
| Purchase Price | \$ 285,897.10 | \$ 232,989.99 | \$ 237,351.56 | \$ 239,010.27 |
| Capital Cost of Purchase | \$ 142,948.55 | \$ 116,495.00 | \$ 118,675.78 | \$ 119,505.14 |
| Expected Life of Vehicle (Years) | 10.0 | 10.0 | 10.0 | 10.0 |
| Estimated Kilometres at Trade | 200,000 | 200,000 | 200,000 | 200,000 |
| Residual % (Wholesale) | 13.00% | 22.00% | 22.00% | 15.00% |
| Residual % (Retail) | | | | |
| Residual Value | \$ 37,166.62 | \$ 51,257.80 | \$ 52,217.34 | \$ 35,851.54 |
| Cost Over Life of Vehicle Bundle | \$ 248,730.48 | \$ 181,732.19 | \$ 185,134.22 | \$ 203,158.73 |
| Fuel Usage (L/HR) | | | | |
| Total Fuel Cost | \$ - | \$ - | \$ - | \$ - |
| Trade Value Compared to Highest Offer | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 391,679.03 | \$ 298,227.19 | \$ 303,810.00 | \$ 322,663.86 |
| Total Cost of Vehicle Bundle per Annum | \$ 39,167.90 | \$ 29,822.72 | \$ 30,381.00 | \$ 32,266.39 |
| Total Cost of Each Vehicle per Annum | \$ 39,167.90 | \$ 29,822.72 | \$ 30,381.00 | \$ 32,266.39 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | |
| Whole of Life Cost of Vehicle per Annum | \$ 39,167.90 | \$ 29,822.72 | \$ 30,381.00 | \$ 32,266.39 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 29,822.72 | \$ 29,822.72 | \$ 29,822.72 | \$ 29,822.72 |
| Whole of Life Value for Money Rating | 3.43 | 5.00 | 4.91 | 4.59 |

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8.9 CAPITAL EXPENDITURE SUMMARY GRAPHS**File Number:** 16022022**Author:** Strategic Asset Management Accountant**Authoriser:** Chief Executive Officer**PRECIS**

Capital Expenditure Summary Graphs provided to give an indication, at a point in time, of how Council is tracking with Capital Works

SUMMARY

The Graphs are designed to give an indication of how Council is tracking with Capital Works overall by Asset Class as well as Expenditure by Funding Source by Asset Class

OFFICER'S RECOMMENDATION

That the Capital Expenditure Summary Graphs are noted for information

BACKGROUND

In response to a Council request for some additional analysis of the Capital works monthly expenditure report, Finance has created the attached graphs to give an indication of how Council is tracking, at a point in time, with the current adopted Capital works program.

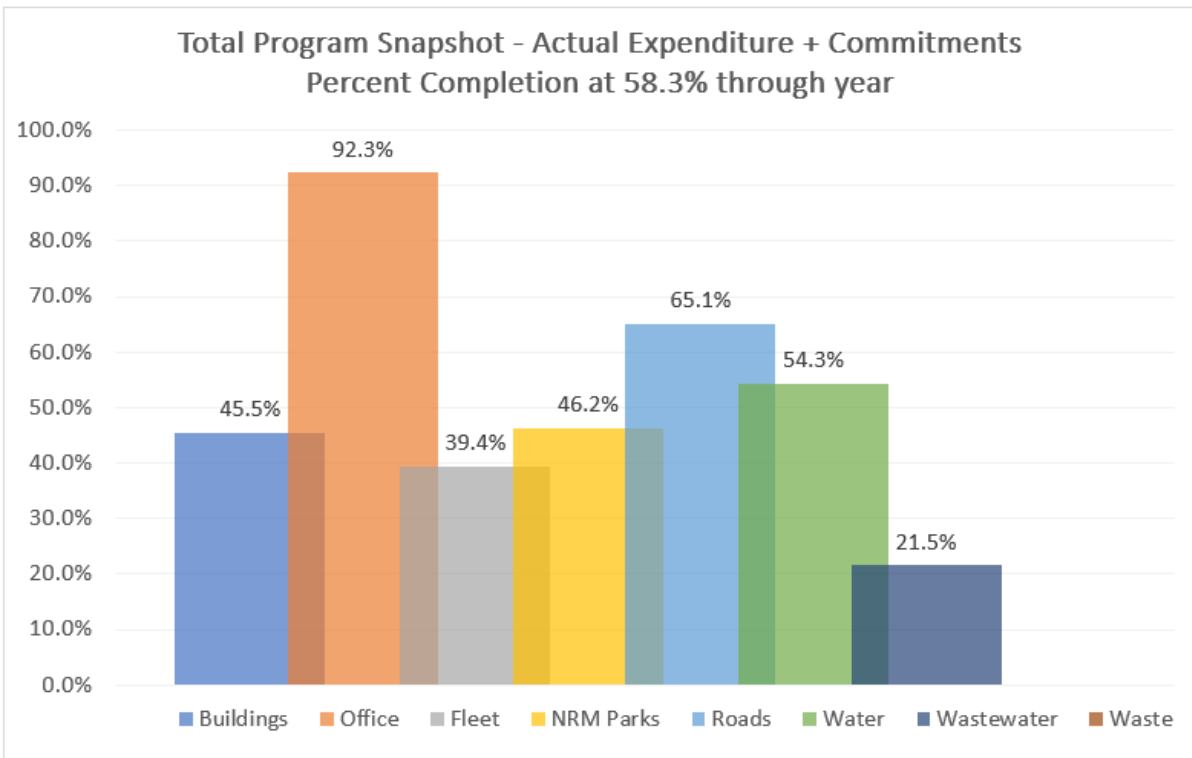
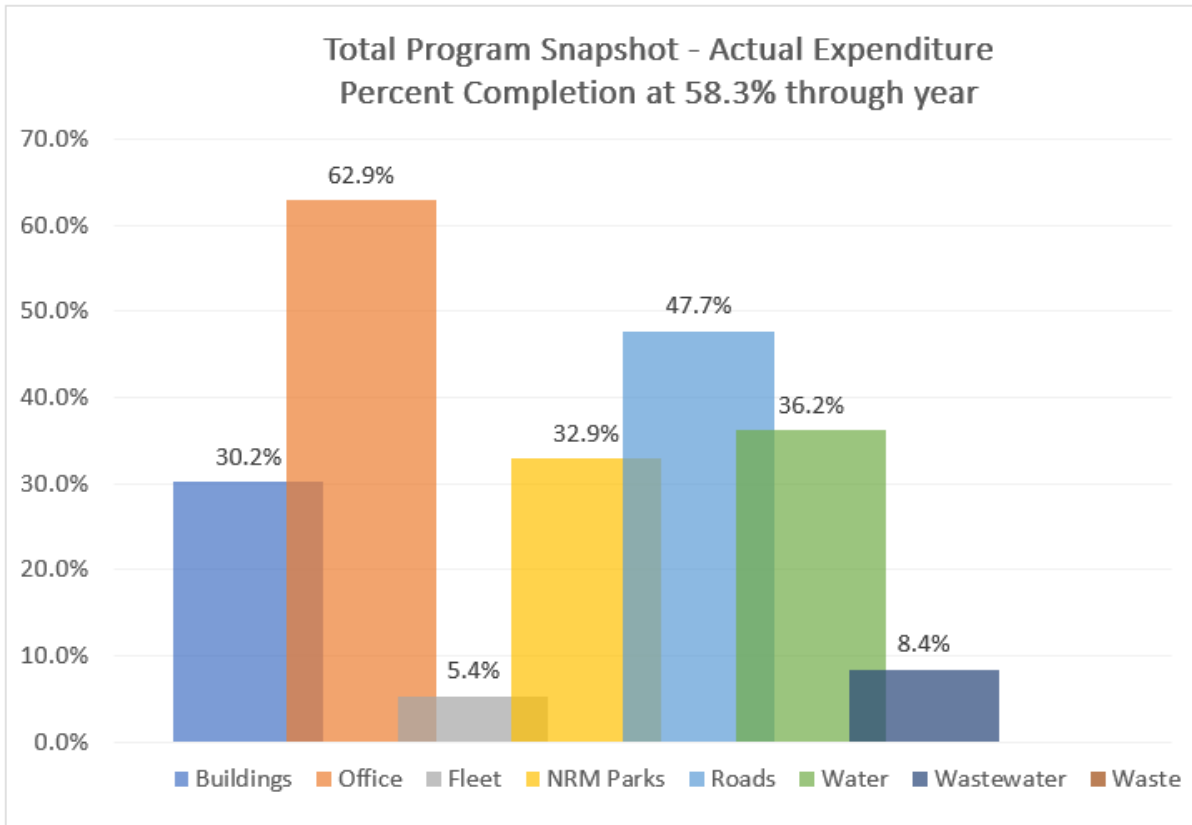
The graphs give an overview of firstly how each Asset Class is tracking over its entire program and secondly how each Asset Class is tracking with actual expenditure by funding source, for example how far through the grant funded programs is Council in terms of actual expenditure to date.

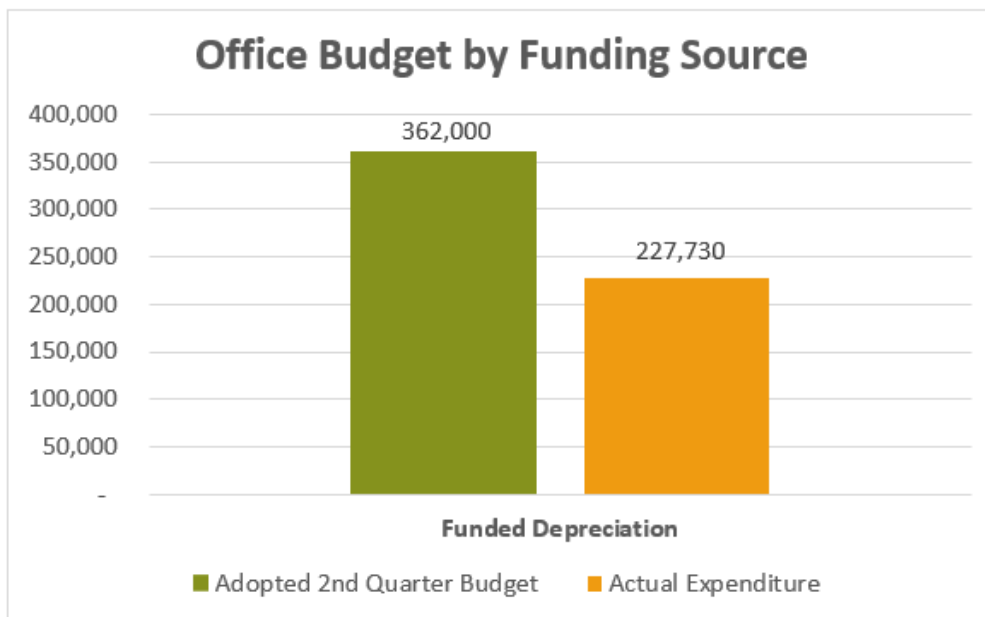
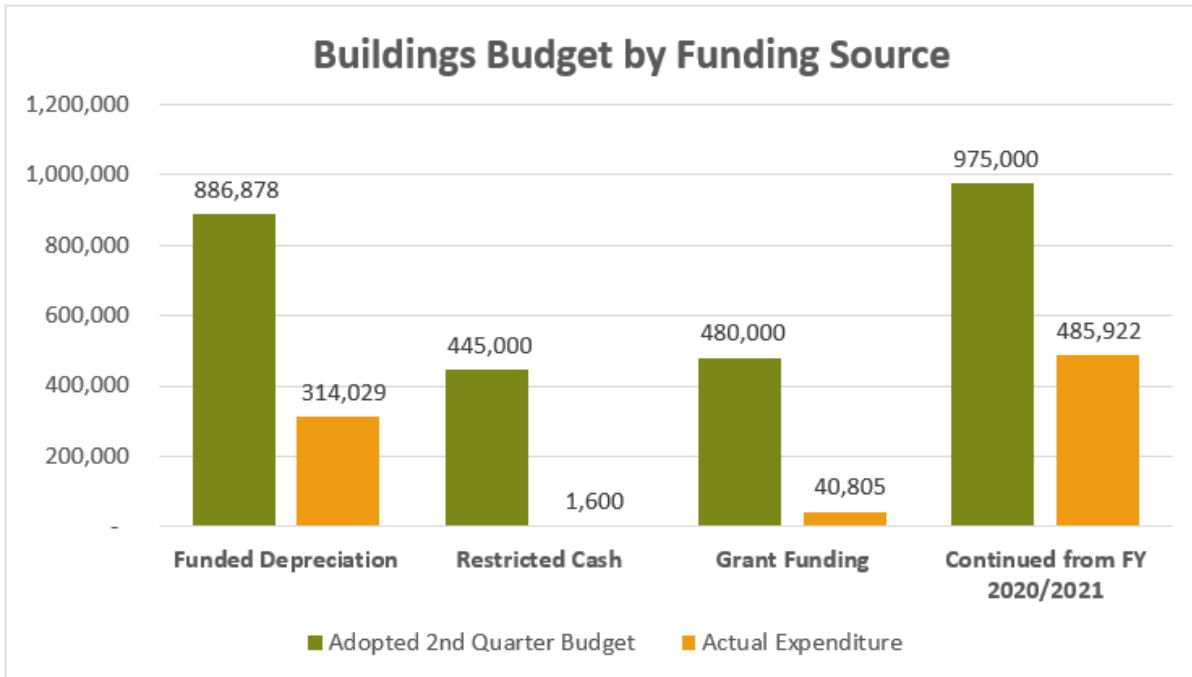
The first graph shown in the attachment is total program percent completion based on actual expenditure while the second graph also includes committed costs. The following graphs by Asset class give a summary of actual expenditure by the relevant funding sources. The final table is a full listing of projects which were continued into the 21/22 budget from the prior year.

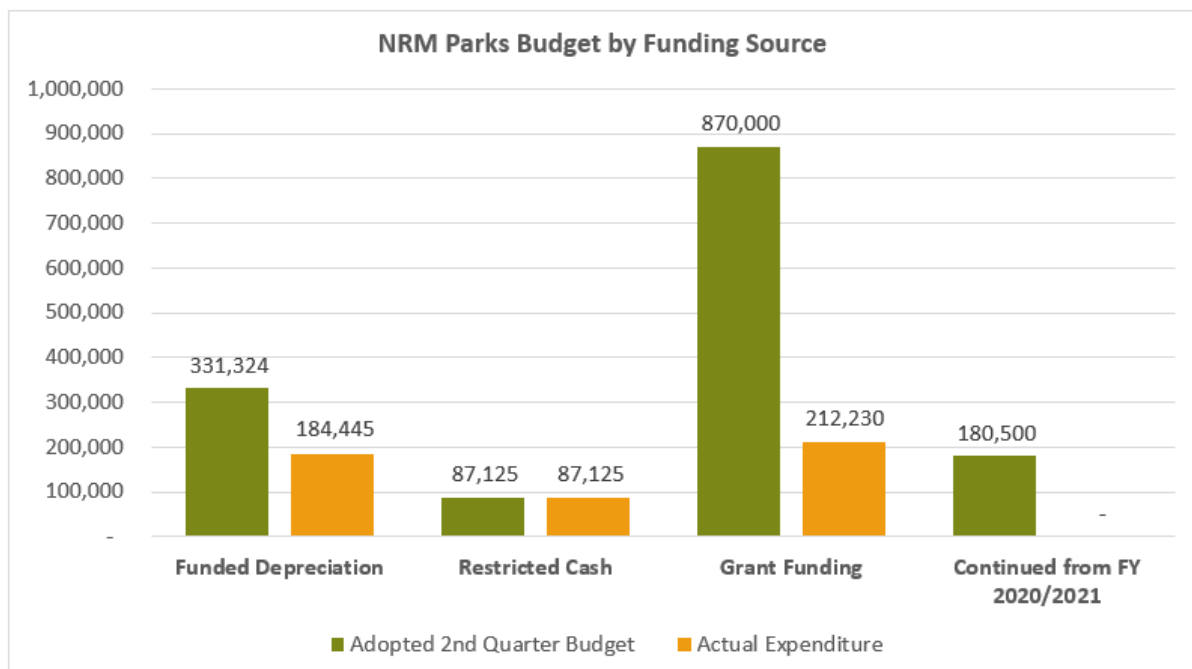
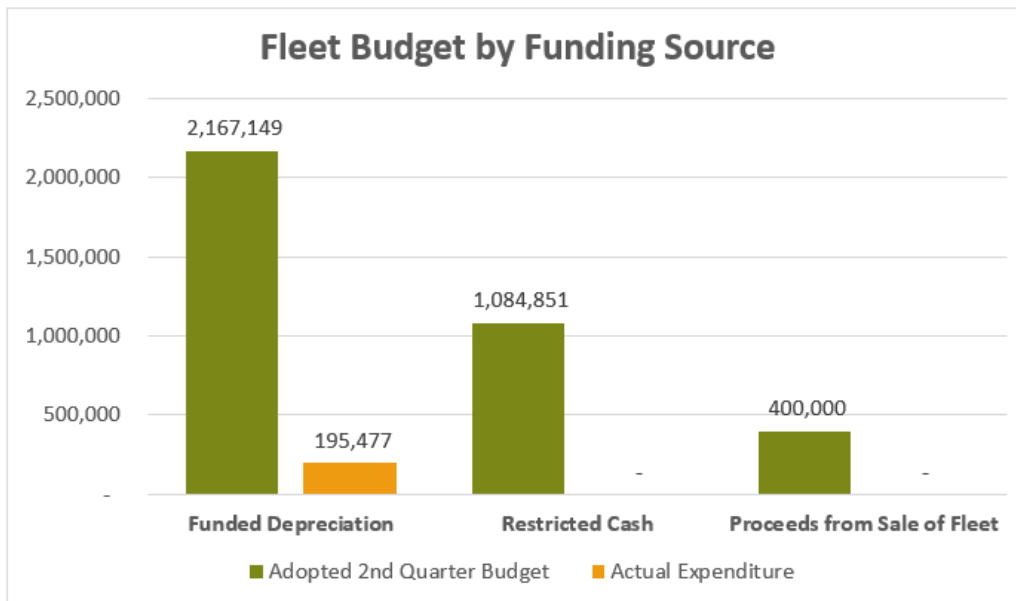
Full program details can be found in the monthly capital expenditure report which lists each individual project and its actual expenditure and committed costs. These graphs are to provide a higher-level snapshot of how the asset classes are traveling at a point in time.

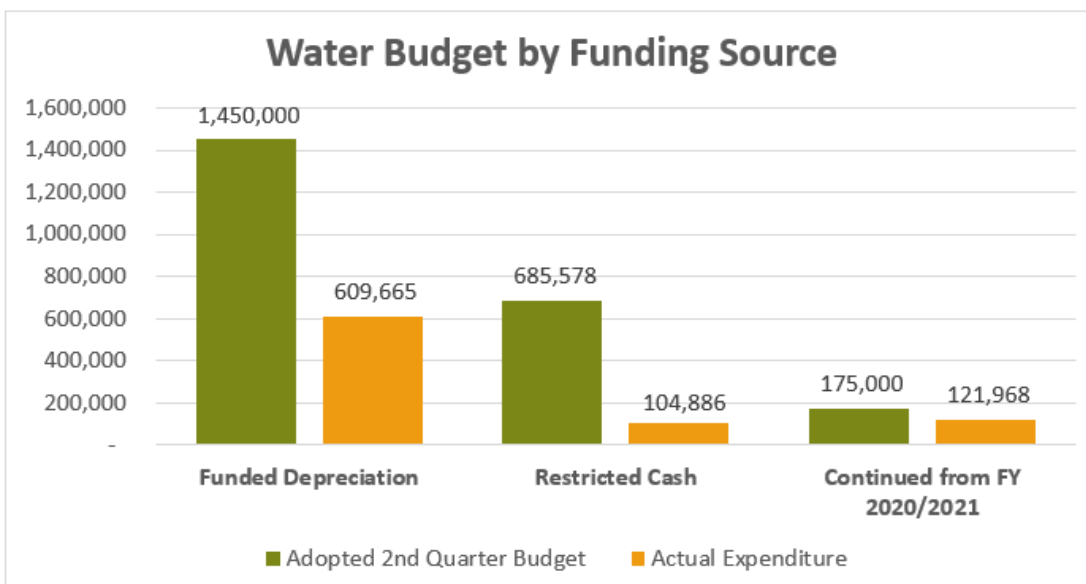
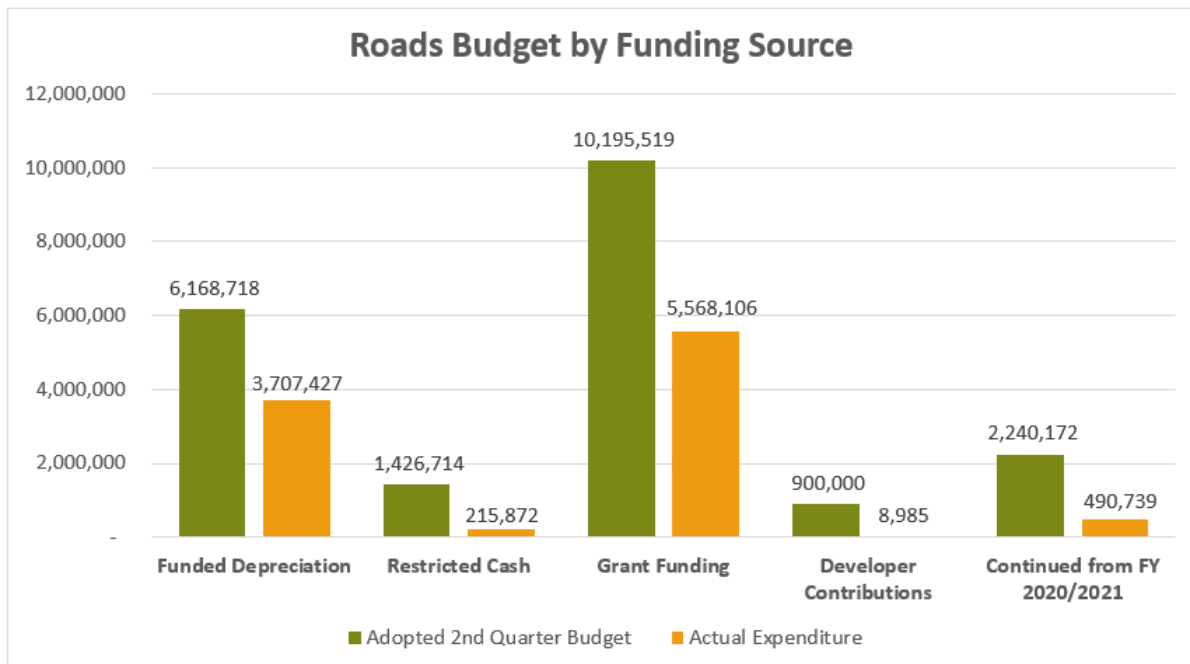
ATTACHMENTS

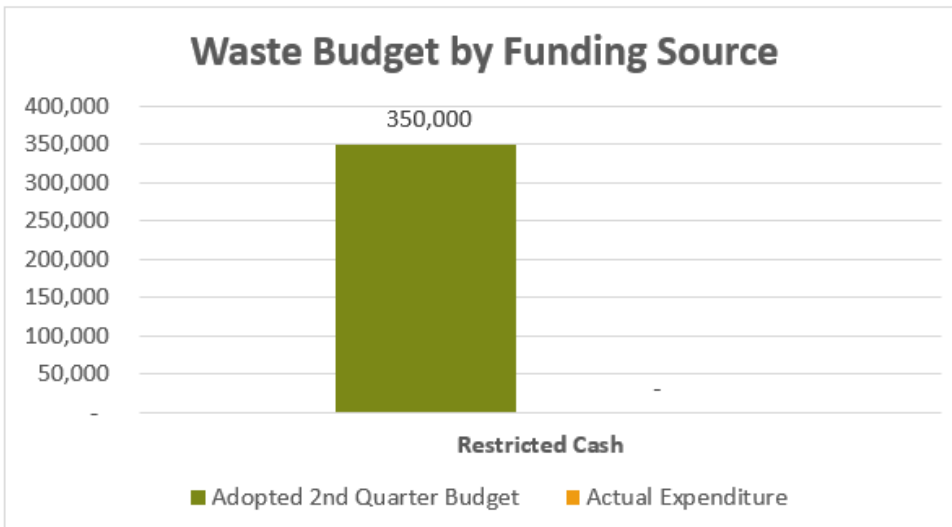
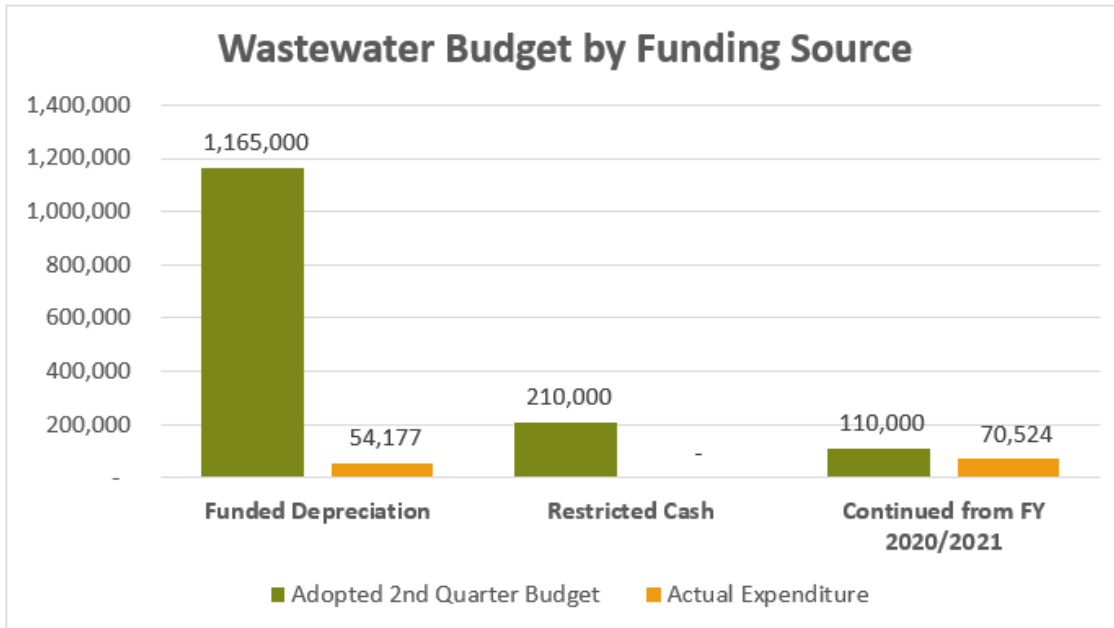
1. **Capital Expenditure Summary Graphs - January 2022** [!\[\]\(ed3513375e5dc0b9e8a0af4e4f96cfb3_img.jpg\) !\[\]\(97757af8270ee96085cf451e97be1ee6_img.jpg\)](#)











| Project Code | Project Description | Department | Continued Projects Budget | Actual Expenditure | % Completion |
|--------------|--|------------|---------------------------|--------------------|--------------|
| 006029 | Kingaroy-Pool-Refurbishment-Concept Plan | Buildings | 200,000 | 15,455 | 8% |
| 006034 | Nanango-Pool-Changeroom Refurb | Buildings | 290,000 | 76,568 | 26% |
| 006501 | Property - Forecourt and Admin Office CC | Buildings | 48,000 | 47,827 | 100% |
| 006502 | Property - Wondai Showgrounds | Buildings | 300,000 | 237,735 | 79% |
| 006524 | Regional Security System | Buildings | 137,000 | 108,337 | 79% |
| 006007 | CP - Blackbutt-New Columbarium Wall | NRM Parks | 28,000 | - | 0% |
| 006529 | CP - Regional Parks Redevelopment | NRM Parks | 100,000 | - | 0% |
| 006018 | CP K'Roy Apex Park-Carpark, Path & Paint | NRM Parks | 30,500 | - | 0% |
| 005762 | Murgon/Kingaroy-Rail Trail Crossing | NRM Parks | 22,000 | - | 0% |
| 006540 | Cushnie-HomecreekLoopRd-TimberBridge | Roads | 190,000 | - | 0% |
| 006129 | Hodgleigh-LucasRd-GR | Roads | 21,099 | 21,099 | 100% |
| 006130 | Cushnie-MorrisRd-GR | Roads | 31,792 | 31,792 | 100% |
| 006132 | Hivesville-Oberles Rd-GR | Roads | 23,197 | 17,526 | 76% |
| 006184 | Kingaroy-Pavement Rehabilitation | Roads | 100,000 | 26,287 | 26% |
| 006188 | Kingaroy/Wondai-BunyaHwyMedianUpgrade | Roads | 964,000 | 89,450 | 9% |
| 006107 | Blackbutt CBD Footpath | Roads | 555,000 | 31,248 | 6% |
| 006545 | Murgon-GoreSt-MurgonStateHigh-FP Renewal | Roads | 80,000 | 13,031 | 16% |
| 006546 | Kingaroy-Haly St- Footpath Renewal | Roads | 70,000 | 70,000 | 100% |
| 006196 | LRCI-Kingaroy-Alford Street-Drainage | Roads | 80,061 | 74,220 | 93% |
| 006197 | Murgon-Cobb St South-Drainage | Roads | 108,521 | 98,059 | 90% |
| 006198 | Wondai-Bramston St-Drainage | Roads | 16,503 | 18,028 | 109% |
| 006060 | Gordonbrook Dam AFC Design Works | Water | 50,000 | 8,690 | 17% |
| 006055 | Proston-SCADA Platform Update | Water | 100,000 | 88,278 | 88% |
| 006080 | WWS-WMR-Haly St (Hodge/Scott) | Water | 25,000 | 25,000 | 100% |
| 005826 | Update Scada/Cyber Security | Wastewater | 10,000 | - | 0% |
| 006064 | Wondai-SCADA-STP/WWTP | Wastewater | 100,000 | 70,524 | 71% |
| | | | 3,680,672 | 1,169,153 | 32% |

8.10 FINANCIAL ASSISTANCE GRANTS**File Number:** 16022022**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

By correspondence Council was advised of a reduction of the Financial Assistance Grant.

SUMMARY

Council discussed the matter at the Ordinary meeting of 15 December 2022.

OFFICER'S RECOMMENDATION

That

BACKGROUND

Council under the Mayors signature wrote to the Chair of the Grants Commission on 14 January 2022 and outlined the concerns with the reduction in funding in accordance with Council's resolution.

Council received a reply to the correspondence by email 10 February 2022 acknowledging the decline in funding and that the commission will move forward with the changes. Due to the close of the agenda this brief report is to allow the matter to be tabled for further discussion with further information to be available at the meeting.

ATTACHMENTS

Nil

9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 16/02/2022

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Regional Development Portfolio Report

SUMMARY

Cr Schumacher presented her Regional Development Portfolio Report to Council

OFFICER'S RECOMMENDATION

That Cr Schumacher's Regional Development Portfolio Report to Council be received for information.

This year's focus is to further evolve the Regional Development Strategy with a concentrated effort on developing a Regional Action Plan and delivering on this. The first meeting of the Regional Development Advisory Committee will be held in partnership with the Department of State Development, Infrastructure, Local Government and Planning later this month and I look forward to bringing a report to Council next month on the outcomes of the meeting.

Other key priorities progressed this month include:

- National Water Infrastructure Development Fund Phase 2 – stakeholder engagement
- Toowoomba and Surat Basin Enterprises (TSBE) – Strategic overview of our key objectives from our newly formed partnership and opportunity to collaborate in the areas of health, energy, and agriculture.
- Discussion with key local industries to further understand the housing barriers to their operations and the opportunity to partner in solutions.
- Discussions with Department of State Development, Infrastructure, Local Government and Planning about the progression of the Investment Readiness Program.
- Discussions with local developers and the Council team to seek on the ground feedback and insights about working with Council and our shared vision to grow the region.
- Working with the South Burnett Vintage Machinery Club to progress funding applications for the Queensland Heritage Rally that will attract thousands of engines enthusiastic from across Australia and New Zealand to our region later this year.
- Discussions with Regional Housing Limited about our current Expressions of Interest for social housing outcomes in the South Burnett.
- Discussions with BIEDO about Disaster Recovery learnings from Cyclone Seth.
- Member of the LGAQ Hydrogen Working Group and am working with surrounding regions to action the motions Council in partnership with the Banana Regional Council tabled at the LGAQ conference.
- Response to the Queensland Renewable Energy Zone Technical Paper and continue to learn into any available webinars or discussions about the process.
- Prepared feedback with regards to Council's Advocacy Plan in the lead up to the Federal election.

In closing, I'm looking forward to working with my colleagues and key stakeholders to further progress the aspirations of the Regional Development Strategy this year. Through the organisational re-structure and budget discussions I understand Council will consider how it resources regional development into the future. In the meantime, I'd like to thank Mark and the SET for their support. Together we are achieving big things, and I know there is much more that we are working to collaborate and partner in. Council has a key role in enabling and supporting the growth of our region, and I look forward to continuing to lead this portfolio in 2022. While there is much to be done, we are building momentum and with this becoming very clear in Council's role in regional development.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**File Number:** 16/02/2022**Author:** Administration Officer**Authoriser:** Chief Executive Officer**PRECIS**

Regional Development and Tourism update for the month of December 2021 and January 2022.

SUMMARY

This report provides an update on the South Burnett Regional Council's Regional Development and Tourism section for the month of December 2021 and January 2022.

OFFICER'S RECOMMENDATION

That the Regional Development and Tourism monthly update for December 2021 and January 2022 be received for information.

BACKGROUND

In December / January the Regional Development and Tourism team progressed the following:

Events / happenings:**December 2021 –**

The South Burnett Energy Centre, Nanango enjoyed showing 45 year three school students from Nanango State Primary School what the Centre has to offer. The energy bike is always a hit with this age group as well as a rewarding gobstopper. Nanango also welcomed a new volunteer to the team.

Darling Downs and West Moreton PHN hosted a walk-in only COVID-19 Pfizer Vaccination Hub at the Murgon Visitor Information Centre on Tuesday 7 December 2021 from 9am-4pm. The Centre was kept busy for the entire day with a staggering 96 people taking advantage of the clinic being in the Murgon area.

Some of the Centres have enjoyed quieter days during the lead up to Christmas holidays, however sales have remained high, especially at the Kingaroy VIC and the Wondai VIC. Kingaroy sold a total of 127 hampers in the period from October to December. In addition to this, two minibuses of tourists travelled from Brisbane to learn about peanuts and see what the local hospitality was like. The group comprised of 21 members from the same family, some of which have only lived in Australia for a few years and others who were visiting for a holiday. The excitement of the group was evident and despite the language barrier, everyone left with an abundance of smiles, local produce, and souvenirs.



Christmas tree donated by the Kingaroy Christmas Carnival

Wondai hosted Visitor Information Centre volunteers from Yeppoon and New South Wales who marvelled at the standard of displays and information about the timber industry that the Museum offers.

Wondai Heritage Museum volunteer Kevin Dixon sadly passed away in December. Kevin had been volunteering at the Heritage Museum since August 2018 and will be dearly missed. Kevin commenced work on building a diorama depicting Haly Street and the railway line in Wondai in the early 1900s. Unfortunately, he didn't quite get to complete this project, however his son who travelled home from the UK spent a few days at the Museum and finished his Dad's work. The Diorama will be positioned in Wondai at a location in consultation with the Dixon family.

January 2022 –

The Centres have been quiet during the January holiday period and unfortunately there have been a number of days that Centres and Museums have had to close due to low volunteer availability.

Wondai Woodcrafters have been busy making small wooden spinning tops for children visiting the Wondai Timber Museum, which has proved very popular.

Kingaroy Visitor Information Centre got into the spirit of Australia Day and decorated displays to celebrate.



Visit Queensland:

Correspondence received from Visit Queensland on 6 January 2022 advised that at the December meeting of the National Accreditation Group, which is made up of State Tourism Organisations, it was agreed that 1 February 2022 would be the date for all VICs to return to normal operating hours across the country, the required 42 hours per week across 7 days with five public holiday closures. This will ensure opening hours will be consistent across every State.

On 14 January 2022 Visit Queensland sent correspondence advising that in view of the rapidly changing COVID-19 landscape, they have sought some relief for the Queensland VICs where required. The Committee will work with all Accredited VICs to endeavour to meet the 1 February 2022 reinstatement date where possible. There is an understanding that there may be some circumstances that could make this unattainable.

Whilst Visit Queensland are committed to working with Councils to bring about a return to full hours as soon as practicable, only one of the four Explore Centres in the South Burnett is currently open 7 days a week, and volunteer numbers are continuing to decline. At this time, no Centre within the region will meet the Explore Queensland standards for accreditation. Council has advised Explore Queensland in writing of opening hours prior 1 February 2022.

At the time of writing this report, phone contact had been made between Council's Visitor Enhancement Officer and Explore Queensland's Project Specialist, Accreditation and Communications Officer to advise of the current hours of opening and volunteer shortages being experienced in South Burnett accredited centres.

Monthly Statistics:

| Visitor Information Centres – Monthly Statistics 2021-22 | | | | | | |
|---|---|---|---|---|--|---|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| Sales | K - \$8180 M - \$568 N - \$1114 W - \$3500 | K - \$3417 M - \$583 N - \$2364 W - \$1333 | K - \$5409 M - \$630 N - \$1450 W - \$3708 | K - \$6597 M - \$344 N - \$1253 W - \$3779 | K - \$5870 M - \$526 N - \$784 W - \$2640 | K - \$9254 M - \$792 N - \$1684 W - \$1731 |
| Visitor Numbers | K - 1575 M - 382 N - 588 W - 778 | K - 942 M - 356 N - 435 W - 578 | K - 1311 M - 435 N - 757 W - 848 | K - 1240 M - 433 N - 534 W - 821 | K - 746 M - 449 N - 453 W - 573 | K - 774 M - 324 N - 455 W - 333 |
| Coach Tours | K - 0 M - 0 N - 0 W - 0 | K - 0 M - 0 N - 1 W - 0 | K - 1 M - 0 N - 0 W - 0 | K - 1 M - 0 N - 0 W - 0 | K - 0 M - 0 N - 1 W - 0 | K - 0 M - 0 N - 0 W - 0 |
| Volunteer Numbers | K - 26 M - 13 N - 17 W - 10 | K - 20 M - 13 N - 17 W - 9 | K - 21 M - 13 N - 18 W - 11 | K - 21 M - 12 N - 15 W - 10 | K - 18 M - 11 N - 15 W - 7 | K - 23 M - 10 N - 16 W - 10 |
| Volunteer Hours | K - 786 M - 232 N - 475 W - 208 | K - 757 M - 232 N - 475 W - 208 | K - 588 M - 187 N - 265 W - 189 | K - 721 M - 137 N - 391 W - 186 | K - 561 M - 133 N - 385 W - 177 | K - 766 M - 284 N - 384 W - 124 |
| Days Open | K - 27 M - 27 N - 31 W - 27 | K - 24 M - 27 N - 30 W - 26 | K - 20 M - 25 N - 28 W - 26 | K - 25 M - 24 N - 31 W - 25 | K - 25 M - 24 N - 29 W - 25 | K - 24 M - 24 N - 27 W - 24 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| Sales | K - \$2199 M - \$340 N - \$876 W - \$1000 | | | | | |
| Visitor Numbers | K - 419 M - 142 N - 337 W - 279 | | | | | |
| Coach Tours | K - 0 M - 0 N - 0 W - 0 | | | | | |
| Volunteer Numbers | K - 15 M - 11 N - 10 W - 8 | | | | | |
| Volunteer Hours | K - 410 M - 203 N - 268 W - 152 | | | | | |
| Days Open | K - 13 M - 23 N - 26 W - 22 | | | | | |

Media Releases:

| Media Releases 2021-22 | | | | | | |
|-------------------------------|------------|------------|------------|------------|------------|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| | 4 | 1 | 0 | 2 | 4 | 1 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| | 4 | | | | | |

Social Media Posts:

| Social Media 2021-22 | | | | | | |
|--|---|--|--|---|--|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| SB VIC Network | Posts 10 Likes 762 Followers 959 | Posts 13 Likes 760 Followers 968 | Posts 5 Likes 787 Followers 1001 | Posts 10 Likes 795 Followers 1017 | Posts 11 Likes 799 Followers 1029 | Posts 11 |
| Discover South Burnett | Posts 6 Likes 3921 Followers 4160 | Posts 12 Likes 3929 Followers 4192 | Posts 11 Likes 3939 Followers 4195 | Posts 7 Likes 3992 Followers 4256 | Posts 19 Likes 4005 Followers 4279 | Posts 4 |
| Kilkivan to Kingaroy Rail Trail | Posts 1 Likes 1350 Followers 1510 | Posts 1 Likes 1402 Followers 1570 | Posts 2 Likes 1463 Followers 1654 | Posts 0 Likes 1519 Followers 1717 | Posts 1 Likes 1550 Followers 1749 | Posts 1 |
| Drive Inland | Posts 0 Likes 860 Followers 940 | Posts 1 Likes 872 Followers 958 | Posts 2 Likes 894 Followers 984 | Posts 0 Likes 911 Followers 1002 | Posts 1 Likes 916 Followers 1011 | Posts 0 |
| WBB – The Perfect Place | Posts 0 Likes 2443 Followers 2495 | Posts 1 Likes 2400 Followers 2499 | Posts 1 Likes 2444 Followers 2496 | Posts 0 Likes 2443 Followers 2495 | Posts 1 Likes 2442 Followers 2493 | Posts 1 |
| Business South Burnett | Posts 4 Likes 1880 Followers 2004 | Posts 16 Likes 1877 Followers 2001 | Posts 2 Likes 1874 Followers 1998 | Posts 3 Likes 1871 Followers 1996 | Posts 5 Likes 1870 Followers 1995 | Posts 2 |
| Lake Boondooma Caravan & Recreation Park | Posts 1 Likes 8460 Followers 8615 | Posts 1 Likes 8500 Followers 8640 | Posts 2 Likes 8534 Followers 8707 | Posts 8 Likes 8580 Followers 8755 | Posts 4 Likes 8632 Followers 8821 | Posts 8 |
| Yallakool Caravan Park on BP Dam | Posts 0 Likes 4156 Followers 4234 | Posts 1 Likes 4200 Followers 4255 | Posts 1 Likes 4216 Followers 4308 | Posts 1 Likes 4251 Followers 4832 | Posts 3 Likes 4380 Followers 4483 | Posts 4 |
| 2022 | Jan | Feb | Mar | Apr | May | Jun |
| SB VIC Network | Posts 4 | | | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | Likes 826 Followers 1069 | | | | | |
| Discover South Burnett | Posts 1 Likes 4043 Followers 4332 | | | | | |
| Kilkivan to Kingaroy Rail Trail | Posts 0 Likes 1658 Followers 1872 | | | | | |
| Drive Inland | Posts 0 Likes 933 Followers 1030 | | | | | |
| Wide Bay- Burnett – The Perfect Place | Posts 0 Likes 2438 Followers 2486 | | | | | |
| Business South Burnett | Posts 1 Likes 1867 Followers 1993 | | | | | |
| Lake Boondooma Caravan & Recreation Park | Posts 7 Likes 9037 Followers 9253 | | | | | |
| Yallakool Caravan Park on BP Dam | Posts 0 Likes 4567 Followers 5048 | | | | | |

ATTACHMENTS

1. Visit South Burnett Monthly Report - January 2022 [↓](#) 

Welcome to 2022!



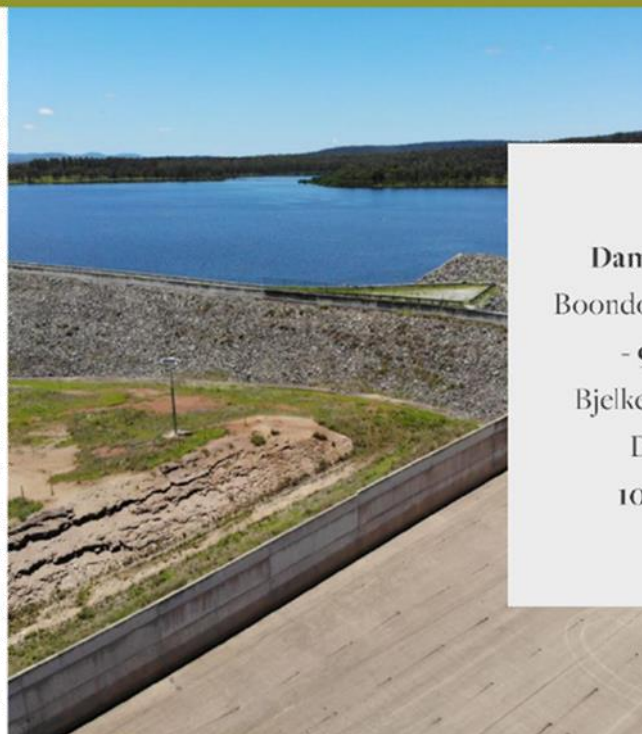
Welcome back for another exciting year in tourism for the South Burnett region! This year there will be a focus on the different portfolio within Visit South Burnett including: Arts & Culture, Accommodation & Food, Wineries & Pubs, Agritourism, Sports Tourism, Events & Attraction and how all these portfolios can compliment each other. We'll be working towards more destination marketing campaigns. - Seasonal campaigns, working with tourism operators and VSB members to create tours and unique experiences within the South Burnett Region.

VSB January Wrap up:

- This month so far we've enjoyed working with different organisations and groups to help with their Grant applications.
- VSB also Welcomed Alex and Andrea from the Gourmet Traveller magazine to showcase the South Burnett as a wine region, with feedback that 48 hours in the South Burnett is not enough. We look forward to reading the article soon.
- We're busily planning out next VSB Meet and Greets and how these will look in 2022.
- Updating our "what's on calendar" for 2022, if you have any events coming up please email them through to visitsouthburnettevents@gmail.com.



- 1) Allan - Bunya Red Farm, Andrea and Alex - Gourmet Traveller at Bunya Red Farm
- 2) Boondoomba Dam overflowing



Dam Levels:
Boondoomba Dam
- **99.11%**
Bjelke-Petersen
Dam -
100.34%



Would you
like to host
a VSB
Meet and
Greet in
2022?

VSB Meet & Greets are a fantastic way to showcase your business, products and services to other tourism and business operators, keep up to date with what other members and organisations are up to and meet like minded people.

2021 saw meet and greets hosted at the Kingaroy Observatory, Wondai Colonial Motel, Nanango Visitor Information Centre and Moffatdale Ridge Winery. We are looking for all types of venues and organisations that would like to host a Meet and Greet in 2022.

Contact: Melanie on 0455 494 741 or email tourismvsb@gmail.com to have a chat.

Agritourism Opportunity!

Are you considering branching out or diversifying your current agribusiness or creating a side hustle? If interested send Mandy Evans an email on info@bunyardfarm.com.au to put your hand up. She's working towards holding a group discussion with a visiting consultant. The more the merrier!

Grants!

The Cultural Tourism Accelerator Program - Extended Closing Date to 21st Feb

It is a \$5 million targeted measure announced by the Australian Government as part of the Regional Arts Tourism package, to enable arts organisations to promote and develop cultural events for tourists across regional Australia. The program is designed to increase tourism visitation in regional, rural and remote communities by providing financial support for arts and cultural activity.

Grants for \$2,500 to \$15,000 are available for flash and targeted marketing campaigns as well as experience and partnership initiatives. Individuals, Australian Incorporated Associations and Local Government organisations located in MM2-MM7 areas are eligible to apply.

<https://flyingarts.org.au/raf/cultural-tourism-program/>

WHAT CAN I USE THE MONEY FOR?

Funding can be used to ensure the success of your initiative or campaign. Grant funds may be used towards (but not limited to):

- Artist fees
- Visitor incentives
 - Transport
 - Accessibility
 - Equipment hire
- Creative fees for the development of new marketing materials (incl. design, comms, videographer etc)
 - Marketing and promotional cost such as design and printing
 - Advertising (press, digital, social)
 - Additional communications support
 - Documentation, data collection and evaluation.

RAF Accelerator Program Guidelines pdf

Disaster Recovery Funding Arrangements (DRFA)

South Burnett Regional Council is pleased to announce that the South Burnett region has been activated for the following financial assistance packages available under the Disaster Recovery Funding Arrangements (DRFA) as a result of Ex-Tropical Cyclone Seth, 7 – 10 January 2022. We acknowledge the Australian and Queensland governments and the Queensland Reconstruction Authority (QRA) for the available funding. Below is a table of the DRFA assistance measures activated for the South Burnett

[Disaster Recovery click here](#)

New Social Media Accounts for Visit South Burnett!

Visit South Burnett now also has a Youtube & TikTok account!
With the key aim to increase awareness across multiple platforms reaching a bigger more diverse audience with our social campaigns moving forward in 2022!

Follow Our Visit South Burnett Youtube
https://www.youtube.com/channel/UCOS_Z9kelxtTajo1aYt-C2w

TikTok
https://www.tiktok.com/@visit_south_burnett

We're always looking for great photos and content for our social pages to help promote the region! Remember to #visitsouthburnett or tag @visitsouthburnett in your posts/videos or simply message or email tourismvsb@gmail.com.

News From our Members:

Some Upcoming Events in February/March

February

- Dimities Cottages High Tea - Sunday, Feb 6th
- Wondai Regional Art Gallery - February Exhibition - Friday, Feb 4th
 - Nanango Races - Saturday, Feb 12th
- Boondooma Dam Yellowbelly Fishing Comp - Feb 12th - 13th
- GMZJA Future Tour Event - Murgon Golf Club - Sunday, Feb 13th
- Valentines Day - Monday, Feb 14th
- Back to Basics Music Muster - 17th - 20th Feb
- Burrandowan Campdraft - Feb 18th - 20th

March

- SB Woodcrafters Workshop Grand Opening - Kingaroy - Saturday March 5th
- Proston Show - March 4th & 5th
- Kingaroy Speedway - Saturday, March 19th
- Fortunato - Kumbia Memorial Hall - Saturday, March 19th
- Royal Hotel Yarraman Rodeo - Yarraman Campdraft Grounds - Saturday March 19th
- Sue & Geoff's Country Music Campout - Wooroolin - March 24th - 26th

Local Markets:

- Nanango Markets 1st Saturday - Nanango Showgrounds
- Nanango Sidewalk Markets 3rd Sunday - Drayton St Nanango
 - Kumbia Markets 2nd Saturday - Bell St
- Wooroolin Community Markets 2nd Sunday - QCWA Building
- Yarraman Markets Every Saturday - Toomey St Yarraman

- Murgon CBD Markets 2nd Sunday – Lamb St Murgon
- Blackbutt Country Markets 3rd Sunday - Les Muller Park Coulson Street Blackbutt
 - Wondai Country Markets 4th Saturday - Coronation Park Wondai
 - Bunya Mountains Markets Last Sunday - Bunya Mountains
- Moffatdale Boutique Markets 1st Sunday of the Month 28 Steinhardts Rd Moffatdale
- Dreambird Cottage Mini Markets - 8 Beare Rd (Formerly - Brooklands Pimpimbudgee 'South' Rd) Maidenwell - Sunday, Feb 13th

Postponed Events

- Hivesville Country Markets 4th Sunday - Hivesville sports oval
 - Murgon Show
- Wondai Twilight Markets
 - Cooyar Show

Do you have a special offer for our VSB members? Send it through to tourismvsb@gmail.com or call Melanie on 0455 494 741

Social Media Tip! - Google My Business

Google My Business.

Have you created your Free "Google My Business" account yet?

Your free Business Profile lets you easily connect with customers across Google. - by calling, messaging and leaving reviews! It's like what the Yellow Pages used to be.

- A completed Google my Business listing can improve your local SEO ranking.
- Google my Business has Google Maps integration, which makes it easier to find your business.

Remember only about 6% of people will go past the first page of their google search results.

Even if you don't have a website or any type of social media account being able to be found on google is a key way to engage with potential customers who are ready to buy, book or engage with your business and it's free!

Follow the link below to get started, or if you need help email tourismvsb@gmail.com or call Mel on 0455 494 741

https://www.google.com/intl/en_au/business/

Visit The South Burnett Visitors Guide - Digital Version

https://www.flipbookpdf.net/web/site/95a9c06baaed9ec032d98853a5539c971b8087f0FBP23108676_pdf.html#page/1




HAVE YOU JOINED THE VISIT SOUTH BURNETT MEMBERS ONLY FB GROUP YET?

This group is a place where Visit South Burnett Inc members can share their events, ask questions, communicate with the management committee, keep up to date with everything that is happening and have input on upcoming campaigns.

JOIN NOW





MEMBERSHIP APPLICATION 2021/2022

Name: _____
Given Names: _____

Address: _____
Postcode: _____

Postal Address (if different to postal address): _____

2021 / 2022 Membership

Renew your membership Today!

[Download Membership form](#)

Visit South Burnett

Don't want these emails anymore? You can [Unsubscribe](#) or [Manage Preferences](#).

9.3 FEDERAL ADVOCACY ACTION PLAN 2022

File Number: 16022022
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

To progress the development of a Federal Election Advocacy Platform for the 2022 Federal Election.

SUMMARY

With a federal election expected in 2022 (date to be announced) a diverse range of initiatives requiring Council-led advocacy have been identified to seek Federal Government funding contributions and support.

OFFICER'S RECOMMENDATION

That the committee recommend to Council:

That South Burnett Regional Council adopt the Federal Advocacy Action Plan 2022

BACKGROUND

The Federal Election date has not yet been announced. If the Federal Budget is held as scheduled, this leaves three possible election dates: 7 May, 14 May, or 21 May (the last possible election day). This would require the election being called in early mid-April. It is possible an election could be called earlier - if so, Federal Budget would need to move accordingly.

Council considered this matter at the Ordinary meeting of 15 December 2021 with the following resolution being adopted:

16.1 FEDERAL ELECTION ADVOCACY PLAN

RESOLUTION 2021/318

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That Federal Election Advocacy Report be received for information and feedback on the priority areas contained within the report be provided to the Chief Executive Officer with a view to finalising the Advocacy Plan by February 2022.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

A copy of the updated draft was circulated to Councillors for feedback on 25 January 2022. An updated hard copy of the draft plan will be circulated at the meeting.

ATTACHMENTS

Nil

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING