



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# **MINUTES**

**Budget Committee Meeting**  
**Friday, 18 March 2022**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Leave of Absence / Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Acknowledgement of Traditional Owners</b> .....	<b>3</b>
<b>4</b>	<b>Declaration of Interest</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Minutes of Previous Meeting</b> .....	<b>4</b>
5.1	Minutes of the Budget Committee Meeting held on 11 March 2022.....	4
<b>6</b>	<b>Business</b> .....	<b>4</b>
6.1	DRAFT South Burnett Regional Council Operational Plan 2022/23 - Finance & Corporate .....	4
6.3.1	Question on Notice – Fuel Purchasing .....	4
6.3.2	Question on Notice – Adblue Costs.....	4
<b>7</b>	<b>Confidential Section</b> .....	<b>5</b>
6.2	Draft 2022/2023 Budget - Finance & Corporate.....	6
6.3	Draft 2022/2023 Budget - Plant & Fleet.....	7
<b>8</b>	<b>Closure of Meeting</b> .....	<b>7</b>

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
BUDGET COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON FRIDAY, 18 MARCH 2022 AT 9.06AM**

**PRESENT:****Councillors:**

Cr Brett Otto (Mayor), Cr Danita Potter, Cr Kirstie Schumacher, Cr Kathy Duff,  
Cr Scott Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Manager of Finance and Sustainability), Wendy Kruger (Personal Assistant Finance and Corporate), Craig Patch (Coordinator Finance), Anthony Bills (Manager ICT), Rebecca Humphrey (Manager People and Culture), Tim Low (Manager Water and Wastewater), Bree Hunt (Executive Assistant)

**1 OPENING**

The Mayor opened the meeting with the Lords Prayer and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES****APOLOGY**

---

**COMMITTEE RESOLUTION 2022/7**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 5/0**

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

**4 DECLARATION OF INTEREST**

Nil

## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 11 MARCH 2022

---

#### COMMITTEE RESOLUTION 2022/8

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

1. That the Minutes of the Budget Committee Meeting held on 11 March 2022 be received.

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

Against: Nil

**CARRIED 5/0**

## 6 BUSINESS

### 6.1 DRAFT SOUTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN 2022/23 - FINANCE & CORPORATE

---

#### COMMITTEE RESOLUTION 2022/9

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 – Finance & Corporate be approved for inclusion in the operational plan development process for 2022/23.

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

Against: Nil

**CARRIED 5/0**

### 6.3.1 QUESTION ON NOTICE – FUEL PURCHASING

---

Question on Notice from Cr Kirstie Schumacher:

Do we bid and purchase our fuel based on a contract and head your price with a supplier or do we go out in the open market and purchase fuel?

### 6.3.2 QUESTION ON NOTICE – ADBLUE COSTS

---

Question on Notice from Cr Scott Henschen:

How much do we cost in Adblue?

**ADJOURN MORNING TEA**

---

**COMMITTEE RESOLUTION 2022/10**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

In Favour: Crs Brett Otto, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 5/0****RESUME MEETING**

---

**COMMITTEE RESOLUTION 2022/11**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 11:06am.

In Favour: Crs Brett Otto, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 5/0****7 CONFIDENTIAL SECTION**

---

**COMMITTEE RESOLUTION 2022/12**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:**6.2 Draft 2022/2023 Budget**

This matter is considered to be confidential under Section 254J – 3(C) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the Local Government's budget.

In Favour: Crs Brett Otto, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 5/0**

**Attendance:**

At 11:13am, Manager Finance and Sustainability Kerri Anderson left the meeting.  
At 11:13am, Manager Corporate Services Carolyn Knudsen left the meeting.  
At 11:13am, Manager ICT Anthony Bills left the meeting.  
At 11:13am, Coordinator Finance Craig Patch left the meeting.  
At 11:13am, Personal Assistant Finance and Corporate Wendy Kruger left the meeting.  
At 11:25am, Executive Assistant Bree Hunt left the meeting.  
At 11:50am, Cr Danita Potter left the meeting.  
At 11:54am, Cr Danita Potter returned to the meeting.  
At 12:26pm, Cr Scott Henschen left the meeting.  
At 12:28pm, Cr Scott Henschen returned to the meeting.  
At 12:40pm, Personal Assistant Finance and Corporate Wendy Kruger returned to the meeting.  
At 12:40pm, Executive Assistant Bree Hunt returned to the meeting.

---

**COMMITTEE RESOLUTION 2022/13**

Moved: Cr Brett Otto  
Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 5/0**

**6.2 DRAFT 2022/2023 BUDGET - FINANCE & CORPORATE**

---

**COMMITTEE RESOLUTION 2022/14**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That the Committee receive the proposed 2022-2023 draft budget for the Finance, Corporate & ICT Departments and provide guidance for inclusion in the continued preparation of the full South Burnett Regional Council 2022-2023 annual budget as amended.

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

Against: Nil

**CARRIED 5/0**

---

**COMMITTEE RESOLUTION 2022/15**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

A report be brought back to the Budget Standing Committee to detail the potential savings as discussed in the salary component of the Finance, Corporate, ICT and Fleet Departments budget and that this process be extended to all departments in this current budget deliberation cycle

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

Against: Nil

**CARRIED 5/0**

---

**6.3 DRAFT 2022/2023 BUDGET - PLANT & FLEET**

---

**COMMITTEE RESOLUTION 2022/16**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That the Committee receive the proposed 2022-2023 draft budget for the Plant & Fleet Department and provide guidance for inclusion in the continued preparation of the full South Burnett Regional Council 2022-2023 annual budget as amended.

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

Against: Nil

**CARRIED 5/0**

---

**COMMITTEE RESOLUTION 2022/17**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That a workshop be held with Councillors and Senior Executive team in regard to white fleet utilisation as part of the current budget cycle.

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

Against: Nil

**CARRIED 5/0**

**8 CLOSURE OF MEETING**

**The Meeting closed at 12:51pm.**

**The minutes of this meeting were confirmed at the Budget Committee Meeting held on 1 April 2022.**

.....  
**CHAIRPERSON**