



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Budget Committee Meeting Friday, 8 April 2022

I hereby give notice that a Meeting of the Budget Committee will be held on:

Date: Friday, 8 April 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.

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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 BUDGET COMMITTEE MEETING HELD ON 1 APRIL 2022

File Number: 8/4/2022

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

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

ATTACHMENTS

- 1. Minutes of the Budget Committee Meeting held on 1 April 2022**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Budget Committee Meeting
Friday, 1 April 2022

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
BUDGET COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON FRIDAY, 1 APRIL 2022 AT 9.04AM**

PRESENT:

Councillors:

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

Council Officers:

Peter O'May (General Manager Community), Susan Jarvis (General Manager Finance and Corporate), Kerri Anderson (Manager Finance and Sustainability), Carolyn Knudsen (Manager Corporate Services), Mark Watt (Acting Manager NRM and Parks), Michael Lisle (Manager Planning and Environment), Craig Patch (Coordinator Finance), Leanne Petersen (Manager Property), Michael Hunter (Senior Recreation and Services Officer), 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

Chief Executive Officer Mark Pitt (01.04.2022 9:04am – 12noon)

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

Attendance:

At 9:05am, Senior Recreation and Services Officer Michael Hunter entered the meeting.

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 18 MARCH 2022

COMMITTEE RESOLUTION 2022/18

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Minutes of the Budget Committee Meeting held on 18 March 2022 be received.

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:09am, Manager Planning and Environment Michael Lisle entered the meeting.

At 9:16am, Manager Water and Wastewater Tim Low entered the meeting.

6 BUSINESS

6.1 DRAFT 2022/23 SOUTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN - LIVEABILITY

COMMITTEE RESOLUTION 2022/19

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0

At 9:28am the meeting was adjourned due to IT issues.

At 9:39am the meeting resumed.

Attendance:

At 9:40am, Senior Recreation and Services Officer Michael Hunter entered the meeting.

At 10:06am, General Manager Finance and Corporate Susan Jarvis entered the meeting.

At 10:41am, Cr Scott Henschen left the meeting.

At 10:42am, Cr Scott Henschen returned to the meeting.

At 10:52am, Manager Finance and Sustainability Kerri Anderson left the meeting.

At 10:53am, Manager Finance and Sustainability Kerri Anderson returned to the meeting.

At 10:59am, Cr Danita Potter left the meeting.

At 11:01am, Cr Danita Potter returned to the meeting.

At 11:22am, Executive Assistant Bree Hunt left the meeting.

At 11:25am, Executive Assistant Bree Hunt returned to the meeting.

Attendance:

At 11:07am, Cr Kirstie Schumacher left the meeting.

6.2.1 QUESTION ON NOTICE – LAKE BOONDOOMA CONTRACTOR BUDGET

Question on Notice from Cr Kathy Duff:

What is the breakdown of the \$60,000 for Boondooma Dam Contractors for removal of waste - skip bins, electrical and plumbing?

6.2.2 WILD DOG SCALP PAYMENTS

Question on Notice from Mayor Otto:

Is \$30 per scalp sufficient or does the budget need to be adjusted?

6.2.3 SPRAYING AND WEED CONTROL

RESOLVED 2022/20

A report to be brought back to the next Community Standing Committee Meeting on how we are operating the spraying and weed control, the costs, what chemicals are used in the process and potential external sources of funding.

MOTION

COMMITTEE RESOLUTION 2022/21

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the meeting stands adjourned at 12noon and to be resumed at 11:30am Monday 4 April 2022.

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

Against: Nil

CARRIED 5/0

The Budget Committee resumed with the following in attendance:**PRESENT:****Councillors:**

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy 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), Susan Jarvis (General Manager Finance and Corporate), Kerri Anderson (Manager Finance and Sustainability), Carolyn Knudsen (Manager Corporate Services), Mark Watt (Acting Manager NRM and Parks), Leanne Petersen (Manager Property), Maxine Campbell (Strategic Asset Management Accountant), Bree Hunt (Executive Assistant)

RESUME MEETING

COMMITTEE RESOLUTION 2022/22

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 11:30am.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:33am, Manager Property Leanne Petersen entered the meeting.

At 11:34am, Strategic Asset Management Accountant Maxine Campbell entered the meeting.

6.2.4 QUESTION ON NOTICE - REGIONAL PARKS AND GARDENS

Question on Notice from Cr Kathy Duff:

Why has the budget increased by \$8,000 since the workshop in the Contractor Services and what is the break down of the whole \$202,912?

6.2.5 RENEWABLE FORMS OF ENERGY - PROPERTY

That it be noted in the Operational Plan to look at the facilities and their energy use and to look at a collaborative approach for including more possibilities of using renewable energy.

Attendance:

At 12:24pm, Executive Assistant Bree Hunt left the meeting.

At 12:26pm, Executive Assistant Bree Hunt returned to the meeting.

6.2.6 BLACKBUTT & PROSTON POOLS

A report to be brought back to the next Community Standing Committee on the Proston and Blackbutt pool expenses, an outline of what works have been completed and what has been done in obtaining a pool manager.

6.2.7 REMOVING ASSETS

A report be brought to the next Executive and Finance & Corporate Standing Committee Meeting on the asset depreciation and the process around removing assets.

Attendance:

At 12:54pm, Cr Gavin Jones left the meeting.

At 12:56pm, Cr Gavin Jones returned to the meeting.

7 CONFIDENTIAL SECTION**COMMITTEE RESOLUTION 2022/23**

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 - b 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 industrial matters affecting employees.

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

Against: Nil

CARRIED 6/0

Attendance:

At 1:01pm, Maxine Campbell left the meeting.

At 1:03pm, Cr Danita Potter left the meeting.

At 1:05pm, Manager Corporate Services Carolyn Knudsen left the meeting.

At 1:08pm, Maxine Campbell returned to the meeting.

At 1:16pm, Cr Danita Potter returned to the meeting.

At 1:40pm, Cr Kirstie Schumacher left the meeting.

At 1:42pm, Cr Kirstie Schumacher returned to the meeting.

COMMITTEE RESOLUTION 2022/24

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0**6.2 DRAFT 2022/2023 BUDGET - COMMUNITY (EXCL WASTE)**

COMMITTEE RESOLUTION 2022/25

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee receive the proposed 2022-2023 draft budget for the Community 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, Gavin Jones, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

COMMITTEE RESOLUTION 2022/26

Moved: Cr Kathy Duff

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 Community Departments budget and that this process be extended to all departments in this current budget deliberation cycle

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

Against: Nil

CARRIED 6/0

8 CLOSURE OF MEETING**The Meeting closed at 1:52pm.**

The minutes of this meeting were confirmed at the Budget Committee Meeting held on 8 April 2022.

.....
CHAIRPERSON

6 BUSINESS

6.1 DRAFT 22/23 SOUTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN - INFRASTRUCTURE

File Number: 8 April 2022

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

DRAFT South Burnett Regional Council Operational Plan 2022/23 – Infrastructure

SUMMARY

South Burnett Regional Council ('Council') is required to adopt an Annual Operational Plan ('Plan') pursuant to *Section 174(1)* of the *Local Government Regulation 2012*, which states how Council will progress the implementation of the Corporate Plan 2021-26 during the 2022/23 financial year.

The development of the Plan has commenced with Council identifying the most poignant and critical elements of operational delivery within the Infrastructure Department for 2022/23.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

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

FINANCIAL AND RESOURCE IMPLICATIONS

Budget allocation will be appropriately identified through the budget development process prior to the adoption of the 2022/23 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.
	OR5 – Continue to give priority to ongoing financial sustainability and prudent budget management
Operational Plan 2021/2022	Develop the 2022/2023 Annual Operational Plan

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Infrastructure budget and operational activities discussed at a planning workshop held with Council on Monday 4 April 2022.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation (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 immediate policy or local law delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report which will not be addressed through the budget development process prior to the adoption of the 2022/23 budget.

REPORT

South Burnett Regional Council ('Council') is required to adopt an Annual Operational Plan ('Plan') pursuant to *Section 174(1)* of the *Local Government Regulation 2012*, which states how Council will progress the implementation of the Corporate Plan 2021-26 during the 2022/23 financial year.

The development of the Plan has commenced with Council identifying the most poignant and critical elements of operational delivery within the Infrastructure Department for 2022/23.

ATTACHMENTS

1. **South Burnett Regional Council Operational Plan 2022/23 - Infrastructure** [↓](#) 



SOUTH BURNETT
REGIONAL COUNCIL

Infrastructure
Annual Operational Plan
2022/23

- Mission:** The provision of quality services and infrastructure that is planned, provided and managed on sound asset management principles and adopted levels of service.
- Officer Responsible:** General Manager Infrastructure
- Responsibilities:** Department Management, Design & Technical Services, Roads & Drainage, Water & Wastewater, Asset Management, Disaster Management



DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure that is planned, provided and managed on sound asset management principles and adopted levels of service.

Core Activities			
Activity	Departmental Branch	Corporate Plan	Budget Source
Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog).	Infrastructure Works	EC2; OR3	BU1110
Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6	BU1048
Review disabled parking and footpath access in conjunction with CBD master plans (Predesign, concept plans developed for Kumbia, Wondai and Nanango including footpath furniture and on-street landscaping)	Infrastructure Planning	EC12	BU1107
Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology including footpaths (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN1; IN2	BU1110 / BU1107
Review current Asset Management Plan and strategy for transport assets including footpaths (Review of current asset management plan and methodologies including options for rationalisation)	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1110 / BU1107
Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved (No breach of licence conditions / statutory reports submitted in require timeframes)	Water & Wastewater	IN7	BU1115 & BU1127

Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 / BU1127 & BU1107
Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator)	Water & Wastewater	IN7	BU1115 & BU1127
Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy)	Water & Wastewater	GR3	BU1115 & BU1127

Projects/New Activities					
Activity	Departmental Branch	Corporate Plan	Start Date	Finish Date	Budget Source
Continue the development of CBD Master Plans (Pre-design concept plans developed for Kumbia, Wondai and Nanango including footpath, furniture and on-street landscaping)	Infrastructure Planning	EC2	2022/23	2024/24	BU1107
Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime (Establish working party to devise appropriate standards for CBD cleaning)	Infrastructure Works & Parks	EC2	2021/22	2022/23	BU1110 / PARKS
Work in partnership with TMR and NHVR to identify possible alternative routes to Kingaroy CBD areas	Infrastructure Planning	EC3	2021/22	2024/25	BU1107
Working with local SES groups within the region to review signage necessary in events	Infrastructure Works	EC6	2021/22	2022/23	BU1110
Review of unit rates and schedules completed and options for increased service levels of current slashing and spraying service levels	Infrastructure Planning	IN3	2021/22	2023/24	BU1107

Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology for median strips and roundabouts prioritising entry ways into our region (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN5	2022/23	2023/24	BU1110 & BU1107
Continued development of digital transformation and capacity <ul style="list-style-type: none"> - Kingaroy Transformation Project – Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations 	Infrastructure Planning	GR10	2021/22	2022/23	BU1107 / Economic Development
Advocate for EV superhighway and installation of EV stations	Infrastructure Planning	EN6	2021/22	2022/23	BU1107 / Economic Development
Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Infrastructure Works / Infrastructure Planning	OR6	2022/23	2023/24	BU1110 / BU1107

6.2 DRAFT 22/23 BUDGET - INFRASTRUCTURE (EXCL WATER AND WASTEWATER)**File Number: 08042022****Author: Manager Finance & Sustainability****Authoriser: Chief Executive Officer****PRECIS**

Draft 2022/2023 Budget – Infrastructure (excluding Water and Wastewater)

SUMMARY

Under the *Local Government Regulations 2012* section 169, Council must prepare an annual budget each year. The information detailed in this report is for discussion and potential inclusion in the 2022/2023 annual budget as it relates to Infrastructure including Works Maintenance, Works Contracts, Infrastructure Planning, Soil Laboratory, Disaster Management & Infrastructure Administration.

OFFICER'S RECOMMENDATION

That the Committee receive the proposed 2022-2023 draft budget for the Infrastructure Department (excluding Water & Wastewater) and provide guidance for inclusion in the continued preparation of the full South Burnett Regional Council 2022-2023 annual budget as amended.

BACKGROUND

The Infrastructure Department consists of various functions including Works Maintenance, Works Contracts, Infrastructure Planning, Soil Laboratory, Disaster Management & Infrastructure Administration. The attached report provides an overview of the proposed 2022-2023 budgets for these areas.

It is important to note that employee on-cost rates and interest on loans are all indicative amounts at this stage. These figures will be finalised as the 2022-2023 budget preparation progresses and variables in the calculation of these amounts are known. Depreciation will be finalised once capitalisation of current work in progress projects are performed, indexation rates for desktop revaluations are known and draft capex amounts are locked in. Gravel provision adjustments will be calculated later in the budget process.

Revenue for RMPC and RPC programs have been left at 2021-2022 amounts at this stage. Council has also not budgeted for any natural disaster recovery events for the 2022-2023 year.

Electricity costs have been moved to the properties budget. The budget was put together using the approved budget parameters of 3.5% for materials and services. The Department Managers have then adjusted the figures based on a zero-based budgeting approach to come to the attached figures.

ATTACHMENTS

1. **22/23 Draft Income Statement - Infrastructure**  

2021/2022 - Comprehensive Income Statement - Infrastructure

	21/22 Original Budget	22/23 Proposed Infrastructure	\$ Variance	Commentary
REVENUE				
Recurrent Revenue				
Fees & Charges	-	-	-	
Interest Received	-	-	-	
Other Income	30,000	30,000	-	
Rates, Levies & Charges	-	-	-	
Rental Income	-	-	-	
Sales Revenue	2,930,851	2,930,851	-	
Grants, Subsidies, Contributions & Donations	52,487	52,487	-	
Total Recurrent Revenue	3,013,338	3,013,338	-	
EXPENSES				
Recurrent Expenses				
Depreciation	10,656,294	10,656,294	-	
Donations	-	-	-	
Employee Benefits	5,978,075	6,334,228	356,154	Soil Laboratory Trainee, general allowances, increment increases, oncost recovery rate predicted increase
Finance Costs	469,347	469,290	(57)	
Internal Finance Charges	-	-	-	
Materials	1,283,759	1,323,831	40,072	
Plant	2,985,660	2,943,848	(41,812)	
Services	2,102,000	2,384,305	282,305	Provision for comprehensive revaluations for all asset classes, Wondai CBD planning & concept design
Total Recurrent Expenses	23,475,134	24,111,796	636,662	
TOTAL EXPENSES	23,475,134	24,111,796	636,662	
OPERATING SURPLUS/(DEFICIT)	(20,461,796)	(21,098,458)	(636,662)	

7 CONFIDENTIAL SECTION

8 CLOSURE OF MEETING