



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 10 August 2022

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

Date: Wednesday, 10 August 2022

Time: 1.30pm

**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

1	Opening	4
2	Leave of Absence / Apologies	4
3	Recognition of Traditional Owners	4
4	Declaration of Interest	4
5	Confirmation of Minutes of Previous Meeting	5
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 13 July 2022.....	5
6	Business Arising	18
7	General Business	18
8	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	19
8.1	Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability and ICT & Fleet Portfolio.....	19
8.2	Assignment of Councillor Portfolio Representation.....	25
8.3	Restricted Cash Preliminary Reconciliation	45
8.4	Purchase of Field Uniforms 12mth Agreement	47
8.5	Inventory Write - Off	54
8.6	Electricity Savings Realised Through Change in Tariff	56
9	Portfolio - Regional Development	62
9.1	Regional Development Portfolio Report	62
9.2	Regional Development and Tourism Monthly Update.....	64
10	Confidential Section	68
11	Closure of Meeting	68

- 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 13 JULY 2022

File Number: 10/8/2022

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 13 July 2022 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 13 July 2022**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 13 July 2022

Order Of Business

1	Opening	3
2	Leave of Absence / Apologies	3
3	Acknowledgement of Traditional Owners	3
4	Declaration of Interest	3
5	Confirmation of Minutes of Previous Meeting	3
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 June 2022	3
6	Business Arising	4
7	General Business	4
8	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	4
8.1	Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability and ICT & Fleet Portfolio.....	4
8.1.1	Cash Reconciliation	4
8.2	Assignment of Councillor Portfolio Representation.....	5
8.3	LGAQ 126th Annual Conference: Motion Request	8
8.4	Council Nominate the 2023 Special Holiday.....	8
8.5	Australia Day - Nomination Forms and location.....	9
8.6	Adoption of the South Burnett Regional Council Ringsfield House Advisory Committee Terms of Reference - Strategic023.....	9
8.7	21/22 EOFY Stocktake.....	10
9	Portfolio - Regional Development	10
9.1	Regional Development Portfolio Report	10
9.2	Regional Development and Tourism Monthly Update.....	10
9.3	Tourism Industry & Entities Identification.....	11
9.4	Town Brochures.....	11
9.4.1	Wondai Town Brochures	11
9.3	Regional University Centres	12
10	Questions on Notice	12
10.1	Question on Notice - Cr Schumacher - Corporate Insurance Reservoirs.....	12
11	Confidential Section	12
12	Closure of Meeting	12

**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, 13 JULY 2022 AT 3.05PM**

PRESENT:**Councillors:**

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Tim Low (Acting General Manager Infrastructure), Peter O'May (General Manager Liveability), Carolyn Knudsen (Manager Corporate Services), Karen Searle (Coordinator Corporate), Bree Hunt (Executive Assistant)

1 OPENING

The Mayor opened the meeting and welcomed all attendees.

Cr Danita Potter acknowledged the passing of the late member for Nanango, Trevor Perrett.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**4 DECLARATION OF INTEREST**

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 15 JUNE 2022**

COMMITTEE RESOLUTION 2022/1

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 June 2022 be received.

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

Against: Nil

CARRIED 7/0

6 BUSINESS ARISING**7 GENERAL BUSINESS****8 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****8.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO**

COMMITTEE RESOLUTION 2022/2

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

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

Against: Nil

CARRIED 7/0

8.1.1 CASH RECONCILIATION

RESOLVED 2022/3

A report to come back to a future standing committee meeting with a full cash reconciliation.

Attendance:

At 3:21pm, Manager Finance and Sustainability Kerri Anderson entered the meeting (online).

8.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2022/4

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

Procedural Motion:

That the matter be lifted from the table.

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

Against: Nil

CARRIED 7/0

COMMITTEE RESOLUTION 2022/5

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

That the assignment of Councillor portfolio representation remain as previously defined with the portfolios including:

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance & Strategy People & Culture Communications/ Media Finance ICT</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs</i>	<i>Cr Kathy Duff</i>
<i>Community Arts Heritage Sport & Recreation Local Disaster Management</i>	<i>Cr Danita Potter</i>
<i>Water Wastewater Waste Tourism</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> 	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Planning Compliance Services</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage Water Wastewater</i>	<i>Cr Gavin Jones</i>

AMENDMENT

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the following portfolios be used as a guide for the Chief Executive Officer and a report be brought back to the August Standing Committee Meeting.

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance & Strategy People & Culture Communications/ Media Finance ICT Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery Parks & Gardens Property & Facility Management Indigenous Affairs Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> • <i>health</i> • <i>youth</i> <i>Arts Heritage Local Disaster Management Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism Sport & Recreation Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>energy and circular economy</i> <i>Planning Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Agriculture Industry Development Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage Water Wastewater Plant and Fleet</i>	<i>Cr Gavin Jones</i>

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

Against: Nil

CARRIED 7/0**The amendment became the resolution.**

COMMITTEE RESOLUTION 2022/6

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the following portfolios be used as a guide for the Chief Executive Officer and a report be brought back to the August Standing Committee Meeting.

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance & Strategy People & Culture Communications/ Media Finance ICT Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery Parks & Gardens Property & Facility Management Indigenous Affairs Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> • <i>health</i> • <i>youth</i> <i>Arts Heritage Local Disaster Management Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism Sport & Recreation Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>energy and circular economy</i> <i>Planning Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Agriculture Industry Development Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage Water Wastewater Plant and Fleet</i>	<i>Cr Gavin Jones</i>

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

Against: Nil

CARRIED 7/0

Attendance:

At 4:10pm, General Manager Liveability Peter O'May left the meeting.

At 4:12pm, General Manager Liveability Peter O'May returned to the meeting.

8.3 LGAQ 126TH ANNUAL CONFERENCE: MOTION REQUEST

COMMITTEE RESOLUTION 2022/7

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That South Burnett Regional Council resolves to submit the following motions to the 2022 Local Government Association of Queensland Annual Conference:

- a) That the LGAQ advocate for more funding for domestic violence in rural, regional and remote areas as more allocation of funds is needed for counsellors and ground support for all people in a DV situation including the people and organisations that support them.
- b) That the State Government amend the windfarm code 23 and solar farm code guidelines to regulate broader community consultation and social licence to operate requirements.
- c) Call on the State Government to increase the RMPC funding to cover the significant number of unfunded defects that exist in the state network rural/regional Councils so as to better reflect the transport asset maintenance requirements.
- d) That the State Government invest and back the LGAQ housing action plan and prioritise funding for social and affordable housing outcomes in regional Queensland.
- e) That the State Government develop and invest in core trunk infrastructure that is impeding growth in housing in regional Queensland.
- f) That the State Government develop a process of advocacy to the Australian Government in relation to regional university centres across rural Queensland.
- g) That the State Government make representation to the Federal Government in relation to increasing primary health care services (general practitioners) across suburban and regional Queensland.

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

Against: Nil

CARRIED 7/0

8.4 COUNCIL NOMINATE THE 2023 SPECIAL HOLIDAY

COMMITTEE RESOLUTION 2022/8

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

South Burnett Regional Council progress the Monday of the 2023 Royal National Exhibition, Brisbane – Monday 14 August 2023, as the 2023 Show Holiday for the South Burnett region and further, complete the 2023 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 29 July 2022.

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

Against: Nil

CARRIED 7/0

Attendance:

At 4:39pm, Coordinator Executive Services Lynelle Paterson entered the meeting.

At 4:39pm, Executive Assistant Bree Hunt left the meeting.

At 4:41pm, Executive Assistant Bree Hunt returned to the meeting.

At 4:43pm, Coordinator Executive Services Lynelle Paterson left the meeting.

At 4:42pm, Cr Scott Henschen left the meeting.

8.5 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION

COMMITTEE RESOLUTION 2022/9

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommend to Council:

1. The South Burnett Regional Council 2023 Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at the Nanango Showgrounds on Sunday 22 January 2023

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

Against: Nil

CARRIED 6/0

Attendance:

At 4:45pm, Cr Scott Henschen returned to the meeting.

8.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RINGSFIELD HOUSE ADVISORY COMMITTEE TERMS OF REFERENCE - STRATEGIC023

COMMITTEE RESOLUTION 2022/10

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Ringsfield House Advisory Committee Terms of Reference – Strategic023 be adopted as presented.

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

Against: Nil

CARRIED 7/0

8.7 21/22 EOFY STOCKTAKE

COMMITTEE RESOLUTION 2022/11

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That South Burnett Regional Council are aware of the reasoning behind the stocktake variances in inventory and the report is received for information.

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

Against: Nil

CARRIED 7/0

9 PORTFOLIO - REGIONAL DEVELOPMENT**9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2022/12

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

Attendance:

At 4:58pm, Coordinator Corporate Karen Searle entered the meeting.

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2022/13

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for June 2022 be received for information.

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

Against: Nil

CARRIED 7/0

9.3 TOURISM INDUSTRY & ENTITIES IDENTIFICATION

COMMITTEE RESOLUTION 2022/14

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That South Burnett Regional Council investigate the costings to fund a workshop with VSB to look for further promotion of our tourism industry and entities identification and the safety of our Country with foot and mouth disease on our door step.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:16pm, Cr Kirstie Schumacher left the meeting.

At 5:19pm, Cr Kirstie Schumacher returned to the meeting.

9.4 TOWN BROCHURES

COMMITTEE RESOLUTION 2022/15

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That Council supports local business groups who wish to put together and fund their own town brochures that include Council assets and the Chief Executive Officer approve where appropriate the inclusion of Council assets.

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

Against: Nil

CARRIED 7/0

9.4.1 WONDAL TOWN BROCHURES

Question on Notice from Cr Kirstie Schumacher:

Can we update the electronic file and share with Wondai business groups for the Wondai town brochure?

Attendance:

At 5:20pm, Manager Finance and Sustainability Kerri Anderson left the meeting (online).

9.3 REGIONAL UNIVERSITY CENTRES

COMMITTEE RESOLUTION 2022/16

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Council note the report for information.

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

Against: Nil

CARRIED 7/0

10 QUESTIONS ON NOTICE

10.1 QUESTION ON NOTICE - CR SCHUMACHER - CORPORATE INSURANCE RESERVOIRS

COMMITTEE RESOLUTION 2022/17

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council receive and note the response to the question on notice raised by Councillor Kirstie Schumacher at the Infrastructure Standing Committee meeting held 3 November 2021.

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

Against: Nil

CARRIED 7/0

11 CONFIDENTIAL SECTION

12 CLOSURE OF MEETING

The Meeting closed at 5:35pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 17 August 2022.

.....
CHAIRPERSON

6 BUSINESS ARISING

7 GENERAL BUSINESS

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

8.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO

File Number: 10-08-2022

Author: Mayor

Authoriser: General Manager Finance and Corporate

PRECIS

Corporate, Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report

SUMMARY

Mayor Otto presented his Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

Corporate, Governance & Strategy:

Providing essential services to the community – such as timely rubbish removal, clean streets, compliance services and recreation facilities – is one of the primary functions of Queensland local governments. Functions also include employee management and procurement of goods and services.

When our Council collects personal information in order to attend to these functions, it is important to manage this information in accordance with privacy obligations and community expectations. We understand that failure to do this erodes community trust and may lead to privacy complaints.

The Office of the Information Commissioner acknowledges that Councils may find themselves risking non-compliance when good decision-making processes can be seen by customers as time consuming, expensive or as a potential roadblock to their projects or initiatives.

Council's systems and processes comply with the current legislative requirements and to this end supports the Queensland's government review of the Right to Information, Information Privacy and Records Management legislation currently underway.

People & Culture:

Certified Agreements

Bargaining has commenced on the South Burnett Regional Council Certified Agreement – Officers 2020 and South Burnett Regional Council Certified Agreement – Field Staff 2020 with the first bargaining meeting held on the 28 July 2022.

The parties to the Agreements are as follows:

Field Staff:

Australian Manufacturing Workers Union (AMEPKU);

Construction, Forestry, Mining & Energy (CFMEU);

The Australian Workers Union (AWU);

Transport Workers Union (TWU).

Office Staff:

The Australian Workers Union (AWU);

The Services Union (TSU);

The Association of Professional Engineers, Scientists and Managers (APESMA).

Following the first meeting, South Burnett Regional Council is waiting to receive each party's log of claims to review and consider. Council is hopeful of an amicable outcome prior to the nominal expiration of both Agreements as at the 1 January 2023.

QLD Training Awards

South Burnett Regional Councils People and Culture team with Acting CEO Susan Jarvis were pleased to attend the QLD Training Awards for the Darling Downs South West Region after being announced as a Top 3 finalist for *Large Employer of the Year*. Council was unsuccessful in winning the award, but immensely proud to be recognised in this forum for the consistent and significant investment that is made in Trainees and Apprentices.

Workforce Diversity

Following a request from Mayor Otto I am pleased to provide the following information:

Census Data - percentage of people in the South Burnett who identify as Aboriginal and Torres Strait Islander?

Census data as obtained from *Australian Bureau of Statistics* providing the percentage of people in the South Burnett who identified as Aboriginal and Torres Strait Islander.

People and population

Indigenous status	South Burnett	%	Queensland	%	Australia	%
<i>All people</i>						
Aboriginal and/or Torres Strait Islander total	2,045	6.2	237,303	4.6	812,728	3.2
Aboriginal	1,894	5.7	193,405	3.8	742,882	2.9
Torres Strait Islander	35	0.1	21,772	0.4	33,765	0.1
Both Aboriginal and Torres Strait Islander	110	0.3	22,122	0.4	36,083	0.1
Non-Indigenous	28,090	85.1	4,635,042	89.9	23,375,949	91.9
Not stated	2,864	8.7	283,793	5.5	1,234,112	4.9

More information on [Place of Usual Residence \(PURP\)](#) [Indigenous status \(INGP\)](#)
Table based on place of usual residence

Number and percentage of our employees who identify as ATSI?

Information obtained from personnel records as at the 20 July 2022, suggest that 8 staff have disclosed and identify as Aboriginal and Torres Strait Islander on their employment records. This represents 2.4% of Staff. It must be noted that staff are not mandated to disclose and identify their origin upon employment. *It cannot be verified that this is an actual reflection of staff who identify as Aboriginal and Torres Strait Islander.*

Census data as obtained from Australian Bureau of Statistics providing the percentage of people in the South Burnett who identified

Opportunities and programs for Aboriginal and Torres Strait Islander traineeships?

All Councils full-time one-year traineeships are funded by the First Start funding (under Skilling Queenslanders for Work program). This funding is targeted towards disadvantaged jobseekers and one of the categories of eligibility is 'identifying as Aboriginal and/or Torres Strait Islander'. Council has been successful over the years in recruiting Indigenous Trainees with this annual intake.

Communications/Media:

In July 2022, the Media and Communications team progressed the following:

- Media Releases x 47
- Media enquiries (via the Media email) x 23
- Social Media:
 - Facebook: 77 Posts
 - Instagram: 62 Posts
- Enews x 1
- Printed advertising x 3
- Graphic design x 80

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

Finance & Sustainability:

At the end of July 2022, Council held \$56.07 million in cash and cash equivalents with \$45.71 million sitting with Queensland Treasury Corporation (QTC)

The finance department are continuing with end of year adjustments and are working towards compiling the financial statements for the 2021-2022 year. Auditors are due on site in September.

The half yearly rates notices for July 2022 to December 2022 will be issued on the 19th of August with the early payment discount period ending on the 22nd of September.

BACKGROUND

Nil

ATTACHMENTS

1. **Monthly Media Report - July 2022** [↓](#) 

Media Releases – July 2022: 47

1. 001. Media Release 01-07-2022 - Wondai Heritage Museum Makes Way for Storage Shed
2. 002. Media Release 01-07-2022 - Nominations Open for Botanical Advisory Committee
3. 003. Media Release 01-07-2022 - Display Cabinet for South Burnett Energy Centre
4. 004. Media Release 01-07-2022 - Council Reviews Benefits of Electric Mowers
5. 005. Public Notice 01-07-2022 - Change of Speed Limit on Old Esk North Road
6. 006. Public Notice 04-07-2022 - Les Muller Park Upgrade – Commencement of Works
7. 007. Media Notice Pig Jam Battle of the Bands
8. 008. Public Notice 05-07-2022 Notice of Works Kingaroy
9. 009. Public Notice 05-07-2022 Upcoming Works Kingaroy
10. 010. Public Notice 06-07-2022 - Rail Trail closures
11. 011. Media Release 06-07-2022 -ChemClear call to recycle agvet chemicals
12. 012. Media Alert 07-07-2022 - South Burnett Regional Council Budget 2022-23
13. 013. Public Notice -08-07-2022 - SBRC 22-23-01 Request for Tender for the Cleaning of Council Buildings
14. 014. 010. Public Notice 07-07-2022 - Temporary Closure of Laneway beside Kingaroy Library
15. 015. Media Release 08-07-2022 - Mayor's Budget Address
16. 016. Media Release 08-07-2022 - South Burnett Regional Council Budget Highlights
17. 017. Media Release 12-07-2022 - Coolabunia Saleyards Upgrade
18. 018. Media Release 12-07-2022 - Major State Funding Approvals
19. 019. Media Release 12-07-2022 - Visitor Centres App
20. 020. Public Notice 13-07-2022 - Blackbutt Water Discolouration
21. 021. Public Notice 13-07-2022 - Rural Addressing and House Number Visibility
22. 022. Media Release 14-07-2022 - Foot & Mouth Disease Threat
23. 023. Media Alert 14-07-2022 - Kingaroy Airport Upgrade Photo Opportunity
24. 024. Media Release 15-07-2022 - Kingaroy Aerodrome Fencing
25. 025. Media Release 14-07-2022 - Budget Communities Portfolio
26. 026. Media Release 14-07-2022 - Budget Regional Devpmt Portfolio
27. 027. Media Release 14-07-2022 - SBRC Budget Financial Position
28. 028. Public Notice 14-07-2022 - Glendon St Notice of Works
29. 029. Public Notice 19-07-2022 - Notice of Works - Temporary Road Closure - Springs Road, Chelmsford Fairdale
30. 030. Media Alert 19-07-2022 - Citizenship Ceremony tomorrow Wednesday
31. 031. Public Notice 20-07-2022 - Scam Alert for South Burnett Residents
32. 032. Media Release 21-07-2022 - FMD Update
33. 033. Public Notice 21-07-2022 - Updated Notice of Works - Temporary Road Closure - Springs Road, Chelmsford Fairdale
34. 034. Media Release 21-07-2022 - Budget Waste and Water Portfolio
35. 035. Media Release 21-07-2022 - Budget Roads Drainage Portfolio
36. 036. Media Release 21-07-2022 - Budget Parks and Gardens Portfolio
37. 037. Public Notice 22-07-2022 - Kerbside Wheelie Bin Collection delays
38. 038. Media Release 22-07-2022 - South Burnett Local Disaster Management Group – Update 1 – Move to Stand Up
39. 039. Public Notice 22-07-2022 - Waste Facility Closures
40. 040. Media Release 22-07-2022 - South Burnett Local Disaster Management Group – Update #2
41. 041. Media Release 23-07-2022 - South Burnett Local Disaster Management Group – Update #3
42. 042. Public Notice 25-07-2022 - Temporary closure of Benarkin Toilet Facilities
43. 043. Media Release 26-07-2022 - Budget Rural Services Portfolio

44. 044. Public Notice 26-07-2022 - Cleaner footpaths on the way
 45. 045. Public Notice 26-07-2022 - Wondai Pool Update
 46. 046. Public Notice 27-07-2022 - Rubbish Collection delay Goodger
 47. 047. Public Notice 28-07-2022 - Works on Youngman St

Media Releases 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	47					
2023	Jan	Feb	Mar	Apr	May	Jun

Media enquiries (received to the 'Media' email, excludes phone and other emails): 23

1. 05-07-2022 4SB – Requesting info on Battle of the Bands BaconFest
2. 07-07-2022 Burnett Today – requesting budget photo
3. 13-07-2022 southburnett.com.au – requesting info on Blackbutt water supply
4. 14-07-2022 WIN News – requesting video of Foot and Mouth Disease Press Conference
5. 14-07-2022 4SB – requesting interview re Foot and Mouth Disease
6. 14-07-2022 South Burnett Times – requesting interview re Kingaroy Solar Farm
7. 14-07-2022 Burnett Today – requesting info on asbestos building and feral animal baiting
8. 15-07-2022 WIN News re link to video files on Foot and Mouth Disease
9. 15-07-2022 South Burnett Times – requesting info on kerbside recycling
10. 18-07-2022 Burnett Today – follow up on asbestos and wild animal baiting
11. 19-07-2022 ABC Wide Bay – requesting interview on Homeless Forum
12. 19-07-2022 7News Toowoomba – re Zoom interview on Kingaroy airport (5 emails)
13. 20-07-2022 southburnett.com.au – requesting info on Glendon St works (2 emails)
14. 22-07-2022 10News – requesting interview re flooding
15. 22-07-2022 ABC Wide Bay – requesting images of flooding
16. 22-07-2022 ABC Wide Bay – requesting interview re flooding event
17. 22-07-2022 Burnett Today – requesting Mayor message for BaconFest book
18. 23-07-2022 Courier Mail – requesting comment on Durong drug incident
19. 25-07-2022 7News Toowoomba – requesting zoom interview
20. 25-07-2022 southburnett.com.au – requesting info on KTP
21. 26-07-2022 South Burnett Times – requesting interview on flood costs (3 emails)
22. 26-07-2022 ABC – comment on change to interview schedule (3 emails)
23. 26-07-2022 ABC – interview re hospital issue

Media Enquiries 22-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	23					
2023	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 77 posts

Most engaged post:

12-07-2022 – State of Origin – 4417 reached, 1602 engagements, 9 reactions, 13 comments, 0 shares

Most reached post – 06-07-2022 - Multicultural Gala Comedy Performance – 10,371 reached, 1531 engagements, 180 reactions, 126 comments, 34 shares

Followers: 9622

Page reach: 26,091 (-7.8% from June 2022)

Instagram: 59 posts

Most engaged post:

15-07-2022 – Kingaroy Airport Fence – 20 likes, 0 comments, 269 reached, 0 engagements, 0 shares

Followers: 1079 (+7 from May 2022)

Page reach: 681 (-6.2% change from June 2022)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:
	Instagram: 59	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:	Facebook:
	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:	Instagram:

Enews

- Council progressed 1 Enews during July

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today published July 7 and 21, 2022
- Council progressed one Murgon Moments ad in July for South Burnett Libraries

Graphic design – July 2022:

- Rates Insert 2022-2023
- Rating Categories 2022-2023
- Website Banner x 2 Pigjam Battle of the Bands and Homeless Forum
- Food Licence Certificate and Plumbing Template Paper Design Update
- Social media graphic – Public Notices 32
- Social Media community graphics – 18
- Budget Media Kit Design – 25 pages

8.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: 10/8/2022

Author: Coordinator Executive Services

Authoriser: General Manager Finance and Corporate

PRECIS

Assignment of Councillor Portfolio Representation

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

This report was presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022 with the following resolution:

10.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2022/1

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That South Burnett Regional Council review the Councillor portfolio appointments and provide Councillors with an opportunity to express their interest to the Mayor and CEO in a portfolio that they would like to lead for the remainder of the term and a report be brought back to the next Executive and Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

This was presented at the Executive and Finance & Corporate Standing Committee meeting on 15 June 2022 with the following resolution:

9.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2022/233

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the matter lay on the table.

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

Against: Nil

CARRIED 6/0

This was presented at the Executive and Finance & Corporate Standing Committee meeting on 13 July 2022 with the following resolution:

COMMITTEE RESOLUTION 2022/2

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the following portfolios be used as a guide for the Chief Executive Officer and a report be brought back to the August Standing Committee Meeting.

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance & Strategy</i> <i>People & Culture</i> <i>Communications/ Media</i> <i>Finance</i> <i>ICT</i> <i>Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery</i> <i>Parks & Gardens</i> <i>Property & Facility Management</i> <i>Indigenous Affairs</i> <i>Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> • <i>health</i> • <i>youth</i> <i>Arts</i> <i>Heritage</i> <i>Local Disaster Management</i> <i>Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism</i> <i>Sport & Recreation</i> <i>Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>energy and circular economy</i> <i>Planning</i> <i>Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services</i> <i>Natural Resource Management</i> <i>Agriculture Industry Development</i> <i>Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage</i> <i>Water Wastewater</i> <i>Plant and Fleet</i>	<i>Cr Gavin Jones</i>

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

Against: Nil

CARRIED 7/0

For discussion and direction.

OFFICER'S RECOMMENDATION

That the committee recommend to Council:

That the following Councillor portfolios be assigned:

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance & Strategy</i> <i>People & Culture</i> <i>Communications/ Media</i> <i>Finance</i> <i>ICT</i> <i>Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery</i> <i>Parks & Gardens</i> <i>Property & Facility Management</i> <i>Indigenous Affairs</i> <i>Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> • <i>health</i> • <i>youth</i> <i>Arts</i> <i>Heritage</i> <i>Local Disaster Management</i> <i>Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism</i> <i>Sport & Recreation</i> <i>Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>energy and circular economy</i> <i>Planning</i> <i>Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services</i> <i>Natural Resource Management</i> <i>Agriculture Industry Development</i> <i>Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage</i> <i>Water Wastewater</i> <i>Plant and Fleet</i>	<i>Cr Gavin Jones</i>

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report

LINK TO CORPORATE/OPERATIONAL PLAN

OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Request from Mayor to review portfolio allocations after completion of Division 1 By-Election.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report

REPORT

South Burnett Regional Council adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The Mayor has suggested an alternative structure for discussion as below:

*Four portfolio cabinets:**Cabinet 1 > **Infrastructure** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Jones and Duff > operational leadership by **GM Meehan** covering:*

- *design;*
- *works;*
- *water/waste-water.*

*Standing committee being '**Infrastructure**' with a team approach by councillors Jones and Duff to presenting a joint consolidated (single) cabinet portfolio report.*

Standing committee meetings to be chaired on a rotational basis by councillors Jones and Duff with GM Meehan supporting.

*Cabinet 2 > **Communities and Liveability** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Potter, Henschen and new councillor > operational leadership by **GM O'May** covering:*

- *planning and environment;*
- *community & liveability;*
- *waste.*

*Standing committee being '**Communities and Liveability**' with a team approach by councillors Potter, Henschen and new councillor to presenting a joint consolidated (single) cabinet portfolio report.*

Standing committee meetings to be chaired on a rotational basis by councillors Potter, Henschen and new councillor with GM O'May supporting.

*Cabinet 3 > **Finance and Corporate** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **GM Jarvis** covering:*

- *finance;*

- corporate governance;
- IT & business systems.

Standing committee being '**Finance, Corporate and IT**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with GM Jarvis supporting.

Cabinet 4 > Executive Services, People & Culture and Regional Development – one operational plan that links to various key priorities across our corporate plan:

Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **CEO Mark Pitt**, covering:

- executive services;
- people & culture;
- regional development.

A new fourth standing committee being '**Executive, people & culture and regional development**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with CEO Mark Pitt supporting.

(this committee meeting could be held on the same day, straight after the Finance, Corporate & IT meeting).

ATTACHMENTS

1. Previous Reports - Assignment of Councillor Portfolio Representation [↓](#) 
2. Councillor Portfolio Representative Policy [↓](#) 

Title CP - 2682224 - Assignment of Councillor Portfolio Representation

Document Information

ECM ID 2682224

Author Manager Social & Corporate Performance

**Endorsed
By General Manager Finance & Corporate
Chief Executive Officer**

Date 20 April 2020

Précis

Assignment of Councillor Portfolio Representation

Summary

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

Portfolio	Portfolio	Portfolio
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

Officer's Recommendation

That Council adopts the assignments of specific portfolios as:

Portfolio	Portfolio Councillor
Social & Corporate Performance People & Culture Communications/ Media Finance	

ICT	
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	
Community Arts Heritage Sport & Recreation	
Local Disaster Management Water Wastewater Waste	
Economic Development - industry - agriculture - water security - tourism	
Rural Services Natural Resource Management Planning Compliance Services Roads & Drainage	

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan 2018/19 to 2022/23
EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation

Communication/Consultation (Internal/External)

Councillors and Senior Management were consulted in the defining of the Portfolios.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report

Report

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

Portfolio	Portfolio	Portfolio
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

6.4 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**File Number:** EXEC3**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Assignment of Councillor Portfolio representation – change of portfolio name.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

And

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23 - EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussions with Councillors and senior staff.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Executive and Finance & Corporate Standing Committee Meeting Agenda 17 February 2021

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the Local Government Act 2009. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The following resolution was passed at the general meeting of 29 April 2020, with delegates assigned to portfolios as shown below:

5.3.2 CP - 2682224 - Assignment of Councillor Portfolio Representation Resolution:

Moved Cr KA Duff, seconded Cr DA Potter.

That Council adopts the assignments of specific portfolios as:

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Social & Corporate Performance People & Culture Communications/ Media Finance ICT</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs</i>	<i>Cr Kathy Duff</i>
<i>Community Arts Heritage Sport & Recreation</i>	<i>Cr Danita Potter</i>
<i>Local Disaster Management Water Wastewater Waste</i>	<i>Cr Roz Frohloff</i>
<i>Economic Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>tourism</i> 	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Planning Compliance Services</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage</i>	<i>Cr Gavin Jones</i>

Carried 7/0

FOR VOTE - Councillors voted unanimously

ATTACHMENTS

Nil

6.6 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update in regard to the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

At the General meeting of 29 April 2020, the South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand. During this term of Council, a Standing Committee structure has been adopted with Council no longer holding closed Portfolio Briefing meetings. The Standing Committees are open and live streamed and consider information reports as well as making recommendations to the monthly Ordinary meeting of Council.

At the meeting of 17 February 2021 Council made an adjustment to the portfolio system with the change the economic development portfolio as follows:

South Burnett Regional Council adopts the assignments of specific portfolios as:

<i>Regional Development</i> <ul style="list-style-type: none">• <i>industry</i>• <i>agriculture</i>• <i>water security</i>• <i>economic development and tourism</i>	<i>Cr Kirstie Schumacher</i>
--	------------------------------

As detailed in a separate report in this agenda the draft corporate plan is nearing final adoption and Council will consider both policy direction and structure moving forward. It is considered premature to finalise any portfolio changes until the corporate plan process is finalised.

ATTACHMENTS

Nil

9.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec 2
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 - Assignment of Councillor Portfolio representation – change of portfolio name.

SUMMARY

Committee Resolution 2021/35

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That

1. South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

CARRIED 6/0

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

ATTACHMENTS

Nil

7.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The review and consultation phase of the organisation realignment has been conducted during August and September 2021. Information is being collated to discuss with Councillors regarding structure going forward. The portfolio allocation would be considered in association with this alignment of structure, and it is proposed to bring this matter to the October Ordinary meeting for consideration by Council.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the October Executive and Finance & Corporate Standing Committee and a workshop be held with Councillors prior to this meeting.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

CARRIED 6/0

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2021/1

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

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

Against: *Nil*

CARRIED 5/0

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

ATTACHMENTS

Nil



POLICY CATEGORY-NUMBER: Statutory-003
POLICY OWNER: Social & Corporate Performance

ECM ID: 2681185
MINUTE NUMBER: 1215
ADOPTED ON: 29 April 2020

Councillor Portfolio Representative Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	1
5. GENERAL INFORMATION	1
6. DEFINITIONS	2
7. LEGISLATIVE REFERENCE	2
8. RELATED POLICIES/PROCEDURES	2
9. NEXT REVIEW	3
10. VERSION CONTROL	3

1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council ('Council').

3. POLICY OBJECTIVES

Council has adopted a portfolio system where each Councillor is a representative for specific portfolios that reflect the organisation structure and the strategies within Council's Corporate Plan 2018/19 to 2022/23.

4. BACKGROUND AND/OR PRINCIPLES

The portfolios are focused at the strategic level of Council. The policy is **does not**:

- Intend to detract from any Councillor's responsibility to represent their constituents on day-to-day issues. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand; and
- Diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the 'Act'), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act.

For clarity, the responsibilities of a Portfolio Councillor **do not** include:

- Involvement in operational matters of the Council;
- Giving directions to Council employees;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council; or
- Does not diminish Councillors' statutory responsibilities under the Act.

5. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:

- 5.1 To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
- 5.2 To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio.
- 5.3 To have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
- 5.4 To comply with the Media Relations Policy when engaging with the media.
- 5.5 To act as relevant portfolio spokesperson in the Ordinary Council Meetings and Portfolio Briefings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the relevant Manager, General Manager or the Chief Executive Officer (CEO).
- 5.6 To request further information from Council officers in accordance with Council's Acceptable Request Guidelines. Formal Community engagement activities are to be approved by the Mayor, planned and documented as per the Community Engagement Policy and Procedure.
- 5.7 To liaise and communicate with the relevant Manager, General Manager or the CEO, on a monthly basis to keep abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan and progress with major strategic projects.
- 5.8 To represent the Council on relevant and approved external committees and community forums.
- 5.9 To keep the Mayor abreast of issues within the Councillor's portfolio.
- 5.10 To keep the Mayor and fellow Councillors informed regarding matters that may affect Council and/or a Councillor's divisional area.

6. DEFINITIONS

Not Applicable

7. LEGISLATIVE REFERENCE

Local Government Act 2009

8. RELATED POLICIES/PROCEDURES

Acceptable Request Guidelines
Councillor Code of Conduct Policy
Corporate Plan 2018/19 to 2022/23
Employee Code of Conduct Policy
Media Relations Policy

9. NEXT REVIEW

April 2022 or as required by legislation

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	18 July 2012
2	Revision of Policy	7 April 2016
3	Revision of Policy	19 April 2017
4	Revision of Policy	13 June 2018
5	Change to Portfolio Names	October 2018
6	Local Government Quadrennial Election	Anticipated 29 April 2020


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 29.04.2020

8.3 RESTRICTED CASH PRELIMINARY RECONCILIATION**File Number: 10.08.2022****Author: Manager Finance & Sustainability****Authoriser: General Manager Finance and Corporate****PRECIS**

Cash reconciliation including restricted cash for June 2022

SUMMARY

Council has asked for a reconciliation of cash holdings as at 30 June 2022 including restricted cash levels.

OFFICER'S RECOMMENDATION

That the preliminary cash reconciliation including predicted restricted cash levels be noted for information.

BACKGROUND

Finance have calculated preliminary restricted cash and unrestricted cash holding for the periods ending June 2022 and June 2023 to provide Council with a snapshot of cash with the current information available. While there may still be some movements in the restricted cash due to further end of year adjustments still to be performed, this is the best estimate at the time of writing this report.

Cash Reconciliation as at 30th June 2022		
Cash Balance	\$	62,369,260
Preliminary Restricted Cash	\$	34,799,894
Unrestricted Cash	\$	27,569,366
Less		
Average 3 Month Liquidity	\$	14,190,006
State Waste Levy Prepayment	\$	5,667,931
Debt Service Payment (due Sept)	\$	4,526,849
Federal Assitance Grant Prepayment	\$	2,528,314
Cash Remaining	\$	656,266

Restricted Cash Split Up		
Recurrent Expenditure	\$	988,873
Roads	\$	3,067,613
Buildings	\$	3,391,854
Parks	\$	98,181
Waste	\$	8,384,463
Land	\$	25,322
Fleet	\$	7,239,575
Water	\$	3,350,935
Wastewater	\$	3,322,390
Developer Contributions	\$	4,556,587
Unspent Loan Funds	\$	374,100
Total Restricted	\$	34,799,894

Cash Reconciliation as at 30th June 2023		
Cash Balance	\$	54,194,868
Preliminary Restricted Cash	\$	29,844,955
Unrestricted Cash	\$	24,349,913
Less		
Average 3 Month Liquidity	\$	14,739,897
State Waste Levy Prepayment	\$	4,247,153
Debt Service Payment (due Sept)	\$	4,410,426
Cash Remaining	\$	952,437

Restricted Cash Split Up		
Recurrent Expenditure	\$	988,873
Roads	\$	500,866
Buildings	\$	2,661,768
Parks	\$	-
Waste	\$	8,548,075
Land	\$	25,322
Fleet	\$	4,586,820
Water	\$	2,867,211
Wastewater	\$	5,085,333
Developer Contributions	\$	4,556,587
Unspent Loan Funds	\$	24,100
Total Restricted	\$	29,844,955

ATTACHMENTS

Nil

8.4 PURCHASE OF FIELD UNIFORMS 12MTH AGREEMENT

File Number: 10/8/2022

Author: Strategic Procurement Coordinator

Authoriser: General Manager Finance and Corporate

PRECIS

Section 104 of the Local Government Act 2009 (Act) requires that Council must have suitable financial management processes which have regard to the sound contracting principles when entering into a contract. As par to this requirement, Procurement has identified an opportunity to establish a contracted arrangement for the supply of PPE Field Uniforms.

SUMMARY

Council is seeking to enter in to a 12-month supply arrangement with a local provider for the supply of PPE Field Uniforms for staff. This will enable Council to establish a secure supply arrangement which provides contractual certainty for both Council and the supplier.

The arrangement provides for efficient and convenient procurement of essential PPE ensuring Council meets its Workplace Health & Safety obligations in a timely and efficient manner for its employees.

OFFICER'S RECOMMENDATION

That Council approve the recommendation to establish a 12-month supply arrangement for Hi-Visibility Field Uniforms with the Uniform Zone.

FINANCIAL AND RESOURCE IMPLICATIONS

Personal Protective Equipment (PPE) has an allocated and approved budget.

LINK TO CORPORATE/OPERATIONAL PLAN

KP OR13 - Implement reliable, realistic and cost-effective business systems and practices

KP OR16 – Continue to give priority to ongoing Work health and Safety and prudent management.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The request for quote has been publicly advertised on Council's online tendering platform Illion Tenderlink and advertised on Council website. All identified local suppliers were approached directly and encouraged to apply.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

This procurement activity meets the legislative requirements of the Sound Contracting Principles outlined in the *Local Government Act 2009* and the Default contracting procedures required for a medium sized contract under *s225 of the Local Government Regulation 2012*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This procurement activity meets Councils Procurement Policy Guidelines.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council procures approximately \$45,000 per annum in Hi-Visibility field uniforms for an average of 150 field staff. Council is obliged to ensure that Field Staff are provided with appropriate Hi-Visibility PPE to perform their work in a safe manner.

A 12mth arrangement will eliminate the need to request quotes on each occasion that PPE is required for new and existing Field Staff. Regular requests for quote presents a costly and timely exercise for both Council and the supplier.

Council publicly advertised an Invitation to Offer through the online tendering platform Illion Tenderlink enabling the opportunity for all local suppliers to quote on PPE Field Uniform requirements.

Council received 4 responses. The evaluation panel assessed and scored conforming offers against a predetermined assessment criteria. Based on the evaluation panels assessment the offer from the Uniform Zone represented the highest rated assessment against the qualitative selection criteria and demonstrated to be the most advantageous offer to Council and is therefore recommended as the successful supplier.

ATTACHMENTS

1. **Procurement Plan** [↓](#) 
2. **Recommendation Report** [↓](#) 



Procurement Plan

Contracted Supply of PPE Field Uniforms

Date: 19/05/2022

Project Owner / Requestor Details			
Requestor:	Louise Reidy on behalf of People & Culture (WHS)		
Department / Business Unit:	People & Culture (WHS)		
Project Manager:	Louise Reidy		
Project Overview			
Procurement Details:	Council is seeking to enter in to a 12mth supply arrangement with a local provider for the supply of PPE Field Uniforms for staff. For efficient and convenient procurement of essential PPE, a single supply arrangement with a local supplier will ensure Council meets its Workplace Health & Safety obligations in a timely and efficient manner for its employees.		
Contract Number:	SBRCQ 21/22-89 Contracted Supply of PPE Field Uniforms		
Contract Value Estimate:	\$45,000 / annum		
Project Objective:	To develop a secure supply arrangement with a Local supplier providing contractual certainty for Council and the supplier for a 12mth period. The arrangement will eliminate the need to request quotes on each occasion that PPE is required for field staff which is a costly and timely exercise for both Council and the supplier. The arrangement will be released for public tender every 12mths providing the opportunity for other local business to review their offer. This process will provide more value financially and economically to Council.		
In Scope:	Hi Visibility Field Uniforms, Supplier to hold minimum stock for emergency requirements, Embroidery.		
Out of Scope:	Disposable PPE		
Project Category:	<input type="checkbox"/> Design and Construct	<input type="checkbox"/> Construction	
	<input checked="" type="checkbox"/> Goods	<input type="checkbox"/> Services	
	<input type="checkbox"/> Minor Works	<input type="checkbox"/> Consultancy	
	<input type="checkbox"/> Other (Please List):		
Project Status:	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation of Service	<input type="checkbox"/> Phased
Procurement Methodology			
<input checked="" type="checkbox"/> Request for Quote (ITO)	<input type="checkbox"/> Expressions of Interest (ITO)		
<input type="checkbox"/> Request for Tender (RFT) Minor	<input type="checkbox"/> Request for Tender (RFT) Major		
<input type="checkbox"/> Other Government Contracted Arrangement (Local Buy, State Gov etc)	<input type="checkbox"/> SBRC Panel Arrangement (Pre-Qualified Suppliers)		
Is an Exception being applied to this Procurement process? (<i>Failure to meet council Policy</i>) http://sbrc-sp02/Forms%20%20Templates/S1%20-%20Procurement%20Exception%20Form.pdf		<input type="checkbox"/> YES <small>Procurement Exception Form MUST accompany this Plan</small>	<input checked="" type="checkbox"/> NO
Conflicts of Interest (Perceived, Potential, Actual)			
Name	Conflict Details	Is a Conflict of Interest Management plan required?	
	NIL	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO



Evaluation Methodology

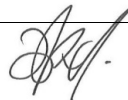

Selection Criteria	Weighting	Basis of Weighting
Local Content	40 %	Local preference
Price	30 %	Competitive offers
Industry Experience	15 %	Understanding of PPE requirements
Delivery Timeframe	15 %	Ability to hold stock on hand

Evaluation – Legislative Compliance

How will you satisfy the Sound Contracting Principles?	Justification / Explanation
Value for Money	Competitive Price considered
Open and effective competition	Public RFQ
The development of competitive local business and industry	RFQ for Local Supply arrangements only
Environmental protection	Sustainably Sourced products
Ethical behaviour and fair dealing	Open and transparent process

Prospective Suppliers

Company Name:	Contact Person:	Email:
Mark Smiths Menswear (Murgon)	TBA	
Coppards (Kingaroy)	Col Wolski	
Uniform Zone (Kingaroy)	Janine Heyer	
Workstuff (Kingaroy)	Graeme Donohue	
Nutrien (Kingaroy)	Laurie Bain	

Prepared By:	Name: Louise Reidy	Sign: 	Date: 19/05/22
Manager Approval <\$100K:	Name: Rebecca Humphrey	Sign: 	Date: 19/5/2022



Post Market Recommendation Report \$15K - \$200K

Project Title: PPE Field Uniforms

Contract Reference No: SBRCQ 21/22-89

Author: Louise Reidy

Position Title: Strategic Procurement Coordinator

Date: 20/07/22



CEO APPROVED FORM: ID 0000000
Version 2 – July 2022
Finance & Corporate - Procurement

Post Market Recommendation Report \$15K - \$200K

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed**

Executive Summary			
<p>Council is seeking to enter in to a 12mth supply arrangement with a local provider for the supply of PPE Field Uniforms for staff. For efficient and convenient procurement of essential PPE, a single supply arrangement with a local supplier will ensure Council meets its Workplace Health & Safety obligations in a timely and efficient manner for its employees.</p> <p>Council tendered/Quoted for the provision of PPE Field Uniforms. 4 offers were received. The evaluation panel assessed and scored conforming offers against a predetermined assessment criteria and recommends the Uniform Zone as the successful supplier.</p>			
Timeline			
Release date	24/05/22	Closed date	17/06/22
Offers were received from the following suppliers			
1	Uniform Zone		
2	Lowes Manhattan Pty Ltd		
3	Safety Quip Sunshine Coast		
4	Warwick Screen Printing		
Exceptions			
Was an exception applied to the procurement process? (Failure to meet Council Policy)	<input type="checkbox"/> Yes Procurement exception form Must accompany this report		<input checked="" type="checkbox"/> No
Evaluation Methodology			
How have the sound contracting principles been satisfied?	Justification/Explanation		
Value for money	Appropriate price weighting		

Open and effective competition	Public Request for Quote		
The development of competitive local business and industry	All known local suppliers encouraged to apply via direct contact		
Environmental protection	Ethically and sustainably sourced products		
Ethical behaviour and fair dealing	Probity maintained throughout procurement process		
Evaluation and analysis / selection criteria			
Selection Criteria	Weighting		
Local Content	40%		
Price	30%		
Industry Experience	15%		
Delivery Timeframe	15%		
Total Weighted Score	100%		
Evaluation Results			
Rank	Result (% or score)	Tenderer	Price
1	88 / 100	Uniform Zone	Total price Not applicable
2	79 / 100	Lowe's Manhattan	Total price Not applicable
3	32.5 / 100	Safety Quip	Total price Not applicable
4	31 / 100	Warwick Screen Printing	Total price Not applicable
Recommendation			
Based on the evaluation panels assessment the offer from the Uniform Zone represented the highest rated assessment against the qualitative selection criteria and demonstrated to be the most advantageous offer to Council and is therefore recommended as the successful supplier.			
Recommended Tenderer		Tendered Price (Exc. GST)	
Uniform Zone		Total Price not Applicable	
Authorised officer delegation approval			
Given/Surname	Louise Reidy	Signature	Date 20/07/22
Manager Approval: <\$100K			
Given/Surname		Signature	Date
GM Approval: \$100K < \$200K			
Given/Surname		Signature	Date
CEO Approval: >\$200K			
Given/Surname		Signature	Date

8.5 INVENTORY WRITE - OFF

File Number: 10/08/2022

Author: Strategic Procurement Coordinator

Authoriser: General Manager Finance and Corporate

PRECIS

Section 104 and 105 of the Local Government Act 2009 (Act) requires that Council must have suitable financial management processes following financial accountability that ensures the integrity of Councils financial documents and records.

SUMMARY

This report details the requirement to appropriately manage inventory stock on hand values and quantities accurately in line with sound inventory management practices. This report highlights the impact the change of budget responsibilities has had on the ongoing ownership of the stock on hand expense and the requirement to write off stock on hand values of pre-consumed inventory.

OFFICER'S RECOMMENDATION

That Council approve the write off of pre-consumed inventory that remains on record due to a change in practices and budget responsibilities.

BACKGROUND

Inventory is crucial for Council to meet its daily operational needs however holding inventory stock ties up the organisations cashflow. Over the last 2 financial years Council's procurement and stores team have been working towards an accurate and efficient inventory management system. Each financial year, redundant and obsolete stock has been identified and written off from Council's stock on hand inventory reducing Council's liability.

This reconciliation process ensures that Councils inventory records accurately reflects real time inventory or otherwise known as live inventory.

It has been identified that Council is carrying a value of \$39,258.64 stock on hand for printer toner cartridges that have already been consumed throughout the organisation however remain as a stock on hand quantity and hold this value on the general ledger.

Previous budgets required individual departments to carry the cost of their printing requirements. Toner cartridges were ordered in as inventory and were expensed through a stock requisition to the requesting department. This often-caused conflict as printers were shared. Ownership and budget responsibilities changed in recent years which has resulted in Council's ICT department taking full responsibility of the printer toner expenses. The last recorded transaction of a printer toner cartridge was in 2019. There are no longer any toner cartridges held as physical stock on hand.

Inventory is required to be carried at the lower of cost or net realisable value of which this inventory no longer holds value.

It is requested that council approve the write off value of \$39,258.64 for the toners.

ATTACHMENTS

1. IT Inventory Listing  

Location	Product	Description	Description	On Hand Quantity	On Hand Value	Product Status	Product is Active
IT	102357	Materials - Consumables	HP LaserJet CC364x Black	4.000000	1,752.60	Active	Yes
IT	102363	Materials - Consumables	HP LaserJet Q5949xd Black	6.000000	1,740.00	Active	Yes
IT	102364	Materials - Consumables	HP LaserJet CE320A Black	4.000000	400.00	Active	Yes
IT	102365	Materials - Consumables	HP LaserJet CE321A Cyan	3.000000	270.00	Active	Yes
IT	102366	Materials - Consumables	HP LaserJet CE 323A Magenta	3.000000	270.00	Active	Yes
IT	102367	Materials - Consumables	HP LaserJet CE322A Yellow	4.000000	370.81	Active	Yes
IT	102368	Materials - Consumables	HP LaserJet CE278A Black	4.000000	360.00	Active	Yes
IT	102369	Materials - Consumables	HP LaserJet Q6511X Black	0.000000	0.00	Inactive	No
IT	102370	Materials - Consumables	HP LaserJet Q7551x Black	0.000000	0.00	Active	Yes
IT	102371	Materials - Consumables	HP LaserJet C4127x Black	0.000000	0.00	Active	Yes
IT	102372	Materials - Consumables	HP LaserJet C8061x Black	0.000000	0.00	Active	Yes
IT	102373	Materials - Consumables	HP LaserJet Q1339A Black	0.000000	0.00	Active	Yes
IT	102374	Materials - Consumables	HP LaserJet Q5942x Black	0.000000	0.00	Inactive	No
IT	102375	Materials - Consumables	HP LaserJet CB364x Maintenance Kit	2.000000	661.81	Active	Yes
IT	102376	Materials - Consumables	HP LaserJet Q7516A Black	0.000000	0.00	Inactive	No
IT	102377	Materials - Consumables	Brother InkJet LC57 BK	1.000000	50.00	Active	Yes
IT	102378	Materials - Consumables	Brother InkJet LC57 CMY	1.000000	64.32	Active	Yes
IT	102379	Materials - Consumables	Brother TN-2025 Black	0.000000	0.00	Active	Yes
IT	102380	Materials - Consumables	Brother DR-2025 Drum	0.000000	0.00	Active	Yes
IT	102381	Materials - Consumables	Brother TN-2150 Black	2.000000	291.51	Active	Yes
IT	102382	Materials - Consumables	Brother DR-2150 Drum	0.000000	0.00	Active	Yes
IT	102383	Materials - Consumables	Brother TN-2250 Black	5.000000	950.00	Active	Yes
IT	102384	Materials - Consumables	Brother DR-2225 Drum	4.000000	418.20	Active	Yes
IT	102385	Materials - Consumables	HP LaserJet 36a Black	0.000000	0.00	Active	Yes
IT	102386	Materials - Consumables	HP DesignJet 72 C9399a Magenta	0.000000	0.00	Active	Yes
IT	102387	Materials - Consumables	HP DesignJet 72 C9398a Cyan	0.000000	0.00	Active	Yes
IT	102388	Materials - Consumables	HP DesignJet 72 C9400a Yellow	0.000000	0.00	Active	Yes
IT	102389	Materials - Consumables	HP DesignJet 72 C9397a Photo Black	0.000000	0.00	Active	Yes
IT	102390	Materials - Consumables	HP DesignJet 72 C9401a Gray	0.000000	0.00	Active	Yes
IT	102391	Materials - Consumables	HP DesignJet 72 C9403a Matte Black	0.000000	0.00	Active	Yes
IT	102392	Materials - Consumables	HP DesignJet 72 C9373a Yellow	0.000000	0.00	Active	Yes
IT	102393	Materials - Consumables	HP DesignJet 72 C9370a Photo Black	0.000000	0.00	Active	Yes
IT	102394	Materials - Consumables	HP DesignJet 72 C9374a Gray	0.000000	0.00	Active	Yes
IT	102395	Materials - Consumables	HP DesignJet 72 C9371a Cyan	0.000000	0.00	Active	Yes
IT	102396	Materials - Consumables	HP DesignJet 72 C9372a Magenta	0.000000	0.00	Active	Yes
IT	102397	Materials - Consumables	Canon CLI-521BK Black Ink	0.000000	0.00	Active	Yes
IT	102398	Materials - Consumables	Canon CLI-521Y Yellow	4.000000	70.46	Active	Yes
IT	102399	Materials - Consumables	Canon CLI-521C Cyan	4.000000	70.46	Active	Yes
IT	102400	Materials - Consumables	Canon CLI-521M Magenta	4.000000	70.46	Active	Yes
IT	102401	Materials - Consumables	Canon PGI-520BK Black	8.000000	141.62	Active	Yes
IT	102402	Materials - Consumables	HP LaserJet Cc532a 304a Yellow	0.000000	0.00	Active	Yes
IT	102403	Materials - Consumables	HP LaserJet CC533a 304a Magenta	0.000000	0.00	Active	Yes
IT	102404	Materials - Consumables	HP LaserJet CC531a 304a Cyan	0.000000	0.00	Active	Yes
IT	102405	Materials - Consumables	HP LaserJet CC530ad Black	0.000000	0.00	Inactive	No
IT	102406	Materials - Consumables	HP LaserJet Q2670a 308a Black	0.000000	0.00	Active	Yes
IT	102407	Materials - Consumables	HP LaserJet Q2681a Cyan	0.000000	0.00	Active	Yes
IT	102408	Materials - Consumables	HP LaserJet Q2682a	0.000000	0.00	Active	Yes
IT	102409	Materials - Consumables	HP LaserJet Q2683a Magenta	0.000000	0.00	Active	Yes
IT	102410	Materials - Consumables	HP LaserJet Q2613x Black	0.000000	0.00	Active	Yes
IT	102411	Materials - Consumables	HP LaserJet Q6000a 124a Black	0.000000	0.00	Active	Yes
IT	102412	Materials - Consumables	HP LaserJet Q1338a 38a Black	0.000000	0.00	Active	Yes
IT	102413	Materials - Consumables	HP LaserJet Q6001a 124a Cyan	0.000000	0.00	Active	Yes
IT	102414	Materials - Consumables	HP LaserJet Q6002a 124a Yellow	0.000000	0.00	Active	Yes
IT	102415	Materials - Consumables	HP LaserJet Q6003a 124a Magenta	0.000000	0.00	Active	Yes
IT	102416	Materials - Consumables	HP LaserJet CE257a 124a Tri Colour Pack	0.000000	0.00	Active	Yes
IT	102417	Materials - Consumables	Brother DR 9000 Drum	0.000000	0.00	Active	Yes
IT	102453	Materials - Consumables	Brother TN-251BK	21.000000	2,646.94	Active	Yes
IT	102454	Materials - Consumables	Brother TN-255C	15.000000	1,899.61	Active	Yes
IT	102455	Materials - Consumables	Brother TN-255M	15.000000	1,929.42	Active	Yes
IT	102456	Materials - Consumables	Brother TN-255Y	15.000000	1,932.06	Active	Yes
IT	102569	Materials - Consumables	CF320X	8.000000	2,640.51	Active	Yes
IT	102570	Materials - Consumables	PG640	1.000000	18.19	Active	Yes
IT	102571	Materials - Consumables	CL641	1.000000	18.19	Active	Yes
IT	102599	Materials - Consumables	YMCKOK Colour Ribbon	3.000000	477.00	Active	Yes
IT	102851	Materials - Consumables	CF321A	5.000000	2,200.27	Active	Yes
IT	102852	Materials - Consumables	CF322A	4.000000	1,685.93	Active	Yes
IT	102853	Materials - Consumables	CF323A	4.000000	1,732.98	Active	Yes
IT	102964	Materials - Consumables	CF280X	10.000000	2,311.27	Active	Yes
IT	103084	Materials - Consumables	CE255X	17.000000	5,471.25	Active	Yes
IT	103085	Materials - Consumables	HP CF281X	10.000000	3,959.91	Active	Yes
IT	103166	Materials - Consumables	TN-240BK	0.000000	0.00	Inactive	No
IT	103167	Materials - Consumables	TN-240M	0.000000	0.00	Inactive	No
IT	103168	Materials - Consumables	TN-240C	0.000000	0.00	Inactive	No
IT	103169	Materials - Consumables	TN-240Y	0.000000	0.00	Inactive	No
IT	103170	Materials - Consumables	WT-200CL Waste Toner	0.000000	0.00	Active	Yes
IT	103193	Materials - Consumables	CE265A	0.000000	0.00	Inactive	No
IT	103307	Materials - Consumables	DR-251CL-BK	4.000000	859.28	Active	Yes
IT	103308	Materials - Consumables	DR-251CL-CMY	0.000000	0.00	Inactive	No
IT	103330	Materials - Consumables	HP M605 Maintenance Kit 220V-F2G77A	2.000000	1,060.00	Active	Yes
IT	103331	Materials - Consumables	HP Q7516X Black Toner	0.000000	0.00	Active	Yes
IT	103351	Materials - Consumables	CE265A Toner Collection Unit	6.000000	180.00	Active	Yes
IT	103364	Materials - Consumables	CF226X for HP M402	1.000000	283.38	Active	Yes
				205.000000	39,258.64		

8.6 ELECTRICITY SAVINGS REALISED THROUGH CHANGE IN TARIFF**File Number:** 10/8/2022**Author:** Strategic Procurement Coordinator**Authoriser:** General Manager Finance and Corporate**PRECIS**

Electricity Savings realised through a change in Network Tariff for the Kingaroy Pool in William St Kingaroy.

SUMMARY

An estimated potential saving of \$3990.84 per annum has been made available to Council through a network tariff change.

OFFICER'S RECOMMENDATION

That the report be received for information.

BACKGROUND

Network charges are based on network tariffs set by the distributor and approved annually by the Australian Energy Regulator. Ensuring our organisation is on the most appropriate tariff is one of the many ways Council can minimise its energy costs.

As a complimentary service to its customers, Shell Energy have conducted a network tariff review to determine if Council's sites are on the most appropriate tariff. Shell Energy reviewed Council sites electricity usage and the existing network tariffs and have calculated that an estimated potential saving of \$3990.84 (compared to the current tariffs) may be available if Council changes the network tariff as recommended. The change in tariff has been approved and Council will benefit from this savings.

ATTACHMENTS

1. **Tariff Review Kingaroy Pool** [↓](#) 

TARIFF REVIEW

[Back to summary](#)

NMI	3041544978
Account	SBRC01_009 - South Burnett Regional Council NMI-3041544978
Site Address	William St Kingaroy QLD 4610
Network	Ergon
Current Tariff	ESTOUDXT1 - Seasonal TOU Demand (East)
Analysis Date	05 April 2022
Recommendation	Change your tariff from ESTOUDXT1 to EDSTXT1

Tariff Saving

\$3,990.84

Other Savings

\$0.00

Potential Yearly Saving

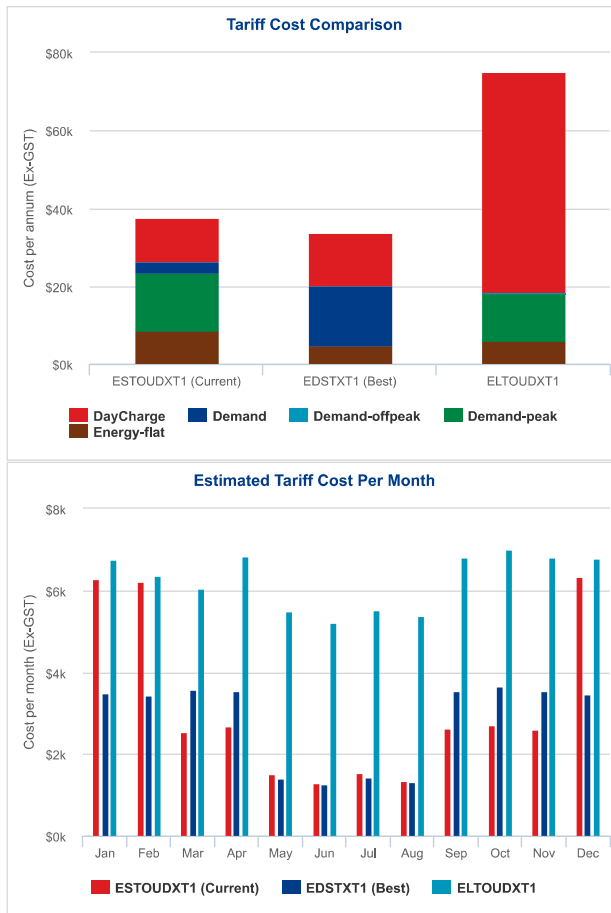
\$3,990.84

Your contact for further details

Krystle Will - Account Manager
Phone : 07 3020 5154 (tel:07 3020 5154)
krystle.will@shellenergy.com.au (mailto:krystle.will@shellenergy.com.au)

Tariff Comparison

Our analysis shows you should request a change to tariff EDSTXT1. A detailed comparison of tariffs available to your site appears below.



BILLING BREAKDOWN - SIDE BY SIDE COMPARISON

ESTOUDXT1 Seasonal TOU Demand (East) - Current Tariff	
ESTOUDXT1 - Service Charge: 365 Days @ 30.6620 \$/Day	\$11,191.62
ESTOUDXT1 - Peak Demand: 12mths 19.58 kW @ 64.1970 \$/kW/Mth	\$15,086.30
ESTOUDXT1 - Off Peak Demand: 12mths 24.25 kW @ 9.9500 \$/kW/Mth	\$2,895.45
ESTOUDXT1 - DUoS Peak Usage: 71,813 kWh @ 0.0006 \$/kWh	\$43.09
ESTOUDXT1 - DUoS Off Peak Usage: 208,584 kWh @ 0.0229 \$/kWh	\$4,776.57
ESTOUDXT1 - TUoS Usage: 280,397 kWh @ 0.0128 \$/kWh	\$3,589.09
ESTOUDXT1 - Capital Meter Charge: 365 Days @ 16.1805 \$/pa	\$16.15
Total	\$37,598.27

EDSTXT1 East Demand Small - TUOS Region 1 - Best Tariff	
NSER: 365 Days @ 31.9400 \$/Day	\$11,658.10
NFT: 280,397 kWh @ 0.4090 c/kWh	\$1,146.82
EDSTXT1 Demand: 12mths 58.42 kVA @ 21.2750 \$/kVA/Mth	\$14,913.80
TFXD: 365 Days @ 4.1800 \$/Day	\$1,525.70

TFT: 280,397 kWh @ 1.2760 c/kWh	\$3,577.85
EDSTXT1 TUOS - Demand: 12mths 58.42 kVA @ 0.8330 \$/kVA/mth	\$583.93
EDSTXT1 - Fixed: 365 Days @ 0.5070 \$/Day	\$185.08
EDSTXT1 Capital Meter Component: 365 Days @ 16.1805 \$/pa	\$16.15
Total	\$33,607.43
Saving	\$3,990.84

Warning: Seasonal TOU demand tariff - Evaluate 12 months data before making change

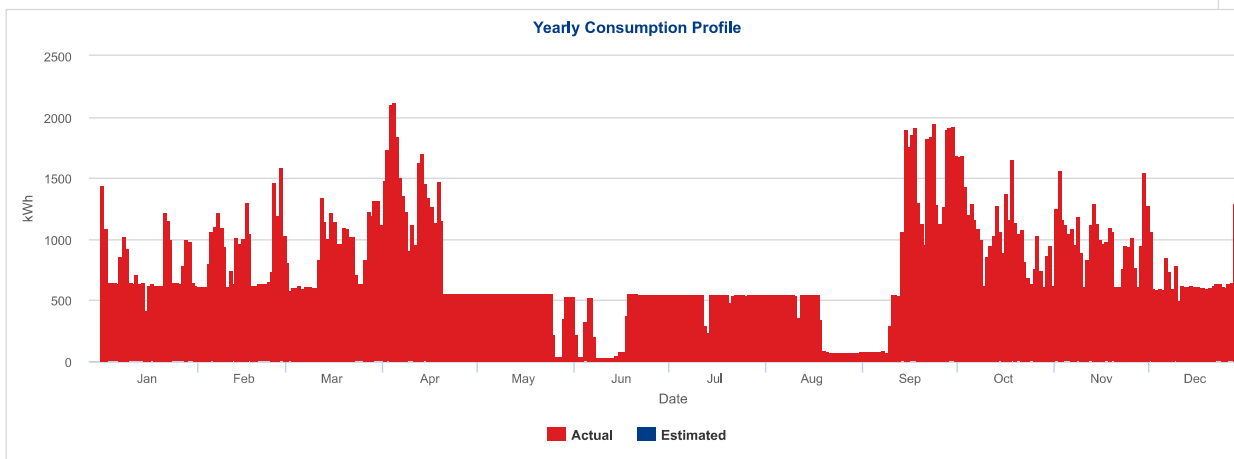
A summary of the usage data we have used to perform our analysis follows. You should consider whether this is appropriate before seeking a change to your tariff.

Important Information

The "Potential Yearly Saving" is an estimate of potential savings that could be made if the recommendation in this tariff review is followed, and accepted by your Distributor. Shell Energy does not guarantee that the Distributor will accept a request to change network tariffs or reset demand. Our review is based on your historical consumption data, which may include estimated consumption data, as shown in the graphs below. Our review is also based on the current tariffs for the comparison period. Your future consumption and these tariffs may change and accordingly the potential savings will vary. Any change is subject to the approval of your Distributor. You may not be able to revert back to your current tariff, or change to a new tariff for a period of time (or at all). If a demand reset is approved, you may incur additional costs if your maximum demand exceeds the approved demand ratchet level. Please consider your future usage and demand requirements before proceeding with any change.

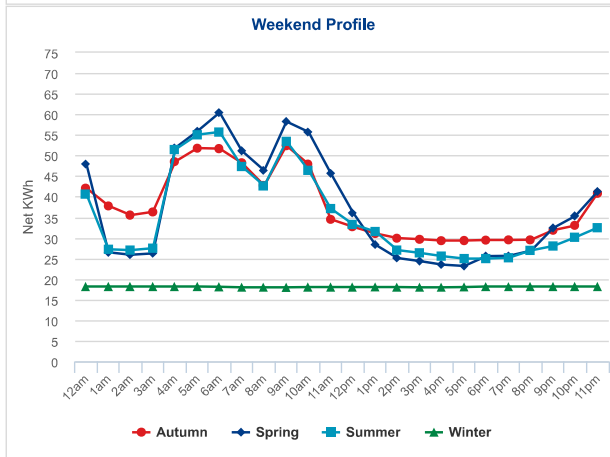
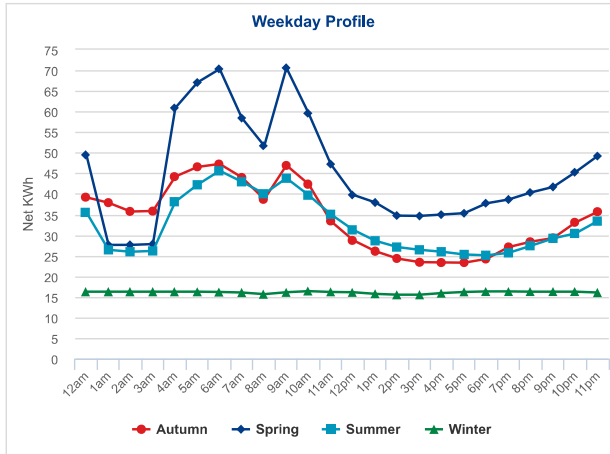
Yearly Consumption Report

Your yearly consumption profile shows the amount of electricity you consume per day over a year. This data is 100% based on actual meter reads, which indicates a high degree of accuracy. Over the year you consumed 280.397 MWh and generated 0.000 MWh of electricity. Your average net daily consumption was 768 kWh per day.



Daily Consumption Profile

The profile of your net consumption over a day is shown below. Your consumption on weekends is 1% more than on weekdays. Your Summer consumption is 95% more than your Winter profile. If your site does not operate 24 hours a day, investigate whether it is possible to reduce your consumption in closed hours.

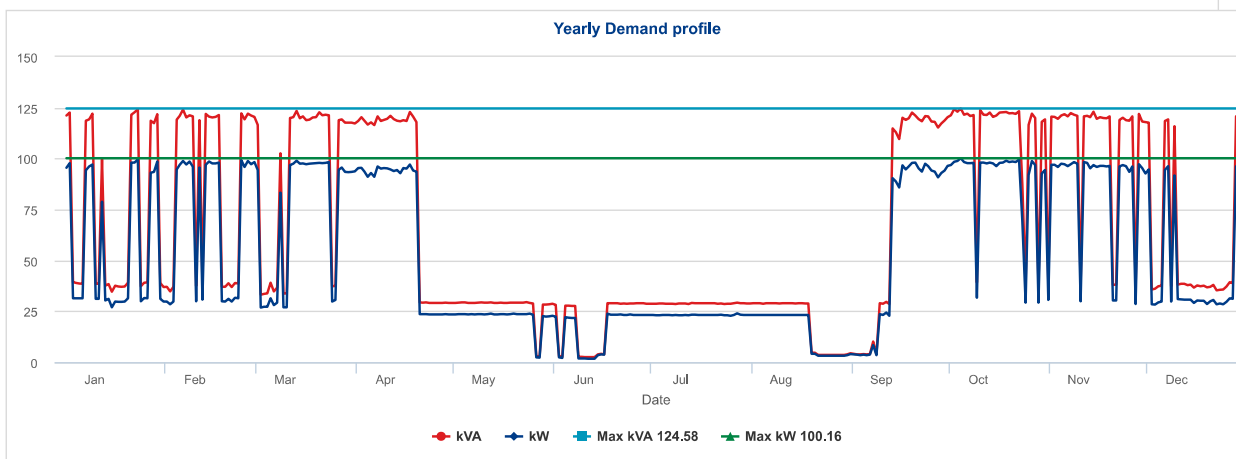


Demand

Demand represents the maximum amount of power you draw from the network. Many networks have demand charges as the higher the demand the more infrastructure is required. Demand can be measured in either real power (kW) or apparent power (kVA). Your current tariff charges demand based on kW. We estimate 48% of your bill will be based on demand. You can look at reducing demand charges by:

- a) Reducing the concurrent load - for example, by starting machinery at different times or using on-site generation/batteries
- b) Moving the demand period to an off peak time

The chart below shows the peak demand in kVA and kW for each day. The highest demand occurred on Monday, 04 October 2021 11:30:00 AM and was 124.58 kVA and 100.16 kW. Power factor represents the ratio between apparent power and real power. The power factor at peak kVA was 0.80.





9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 10/8/2022

Author: Councillor

Authoriser: General Manager Finance and Corporate

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.

Budget Highlights Emphasis on Liveability

The 2022-23 Budget provides general support to the Regional Development portfolio as it works to boost the South Burnett economy through investment and innovation that promotes population growth and community wellbeing.

Through the 22/23 budget we are focused on creating a liveable community because this in itself will continue to create economic value in our region.

Liveable communities offer choice, are made up of great places, are varied, look after all residents, integrate nature and know and nurture their economy.

Home values, growth in business revenue, workforce attraction, service delivery and improved infrastructure are examples of how a liveable community underpins the strength of our economy.

In the 2016 Census, there were 32,186 people in South Burnett. It's positive to see some growth with the 2021 Census revealing there are now 32,996 people calling the South Burnett home.

In developing this year's budget Council has considered the desired attributes of liveability and lifestyle, and how community owned facilities and Council's broader operations support our residents' way of life and encourage investment and business confidence.

We strive to be innovative in our pipeline of shovel ready projects, and to use our seat at the many tables in which Council sits to support, encourage, drive and advocate for outcomes and funding that strengthens the sustainability and growth of our region.

Over this coming year, we believe strong collaboration and bold conversations will continue to be critical in shaping South Burnett Regional Council's Development Action Plan, our priorities, and the key performance indicators that we will hold ourselves accountable to in the measurement of our success.

It is both timely and opportune for this Council to redefine the role it will play in regional development, and I welcome Council's support to fund a regional economic development officer.

It's pleasing that through this budget and the Black Summer Bushfire Recovery Grant that Council will welcome another Economic Development Officer, Community Capacity Building Officer, and a Grants Officer to the team.

Some of the key deliverables for the funding include the development of a South Burnett Community Information Platform, a Regional Development Action Plan, South Burnett Business Prospectus, and in collaboration with the Kingaroy Chamber of Commerce, the delivery of the South Burnett Facade Improvement Scheme.

Council will also continue its partnership with TSBE, an economic development organisation providing opportunities to collaborate in the areas of health, energy, and agriculture.

An Evolving Visitor Economy

The year ahead will see Council continue to promote and operate Council owned visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams.

Council will also continue to provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community and tourists. "General maintenance such as a clean bathroom, safe place to stop or a place to park your electric vehicle or caravan close by a town are all ways Council will continue to encourage visitor dollars into our region.

I'm pleased to advise Council intends to continue its partnership with Visitor South Burnett to support industry led tourism outcomes.

Through its community grants and in-kind support Council will continue to partner in local events, arts and festivals which all add to the rich experience for locals and tourists

Water for the Future

Council will continue to work alongside stakeholders with a vision to improve the reliability and security of water in the South Burnett region.

Since the commencement of phase two of the National Water Infrastructure Development Fund project, the KBR team has been working with Council and key stakeholders to advance the following:

- Blackbutt irrigation Investment Logic Map
- Hydrological modelling to estimate the increase in reliability of the Barker Barambah Water Supply Scheme under various scenarios, based on the feedback provided by stakeholders during the initial engagement phase.
- Gordonbrook Dam review of water plan and available water licenses
- Blackbutt Economic Assessment and Demand Assessment
- Gordonbrook Dam Demand Assessment
- Barambah Demand Assessment
- Regional Soil and Climate Assessment
- Commodity export potential

The strengthening and expansion of urban water security and enabling further agricultural and industrial activity into the future, remains a key focus moving forward.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 10-08-2022

Author: Visitor Enhancement Officer

Authoriser: General Manager Finance and Corporate

PRECIS

Regional Development and Tourism update for the month of July 2022

SUMMARY

This report provides an update on the South Burnett Regional Council's Regional Development and Tourism section for the Month of July 2022

OFFICER'S RECOMMENDATION

That the Regional Development and Tourism monthly update for July 2022 be received for information.

BACKGROUND

In July the Regional Development and Tourism team progressed the following:

Murgon, Wondai, Kingaroy and Nanango Visitor Information Centre renewed accreditation for the 2022/23 financial year. The national accreditation committee will meet again in October to discuss accreditation opening hours. Kingaroy and Nanango Visitor Information Centres are the only centres currently meeting opening hour accreditation requirements of 7 days / 42 hours per week.

As part of accreditation visitor information centre conduct regular surveys with visitors. Volunteer Rick Passkorncharoen from Kingaroy Visitor Information Centre received a raving review from one of the recent surveys. "Rick has a great sense of humour and gave us info and friendship in the short 10-15mins we talked with him. Quite a great character."

Volunteers play a major role in welcoming visitors to our region. Thanks to Rick and all the volunteers who continue to provide a memorable experience to visitors when they visit the South Burnett.

This month we welcomed four new volunteers:

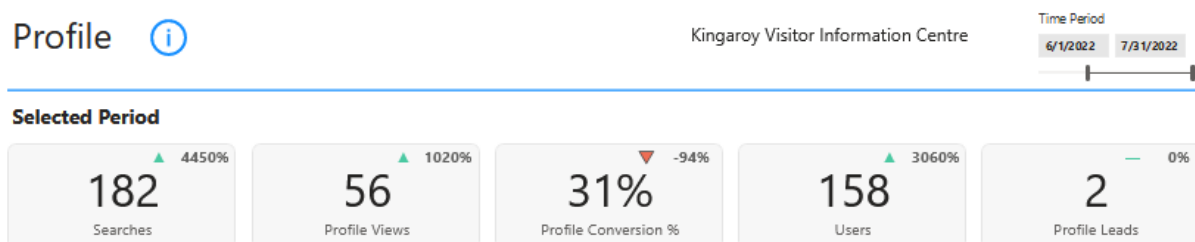
Brendan Clark – Nanango VIC

Tracy Clark – Nanango VIC

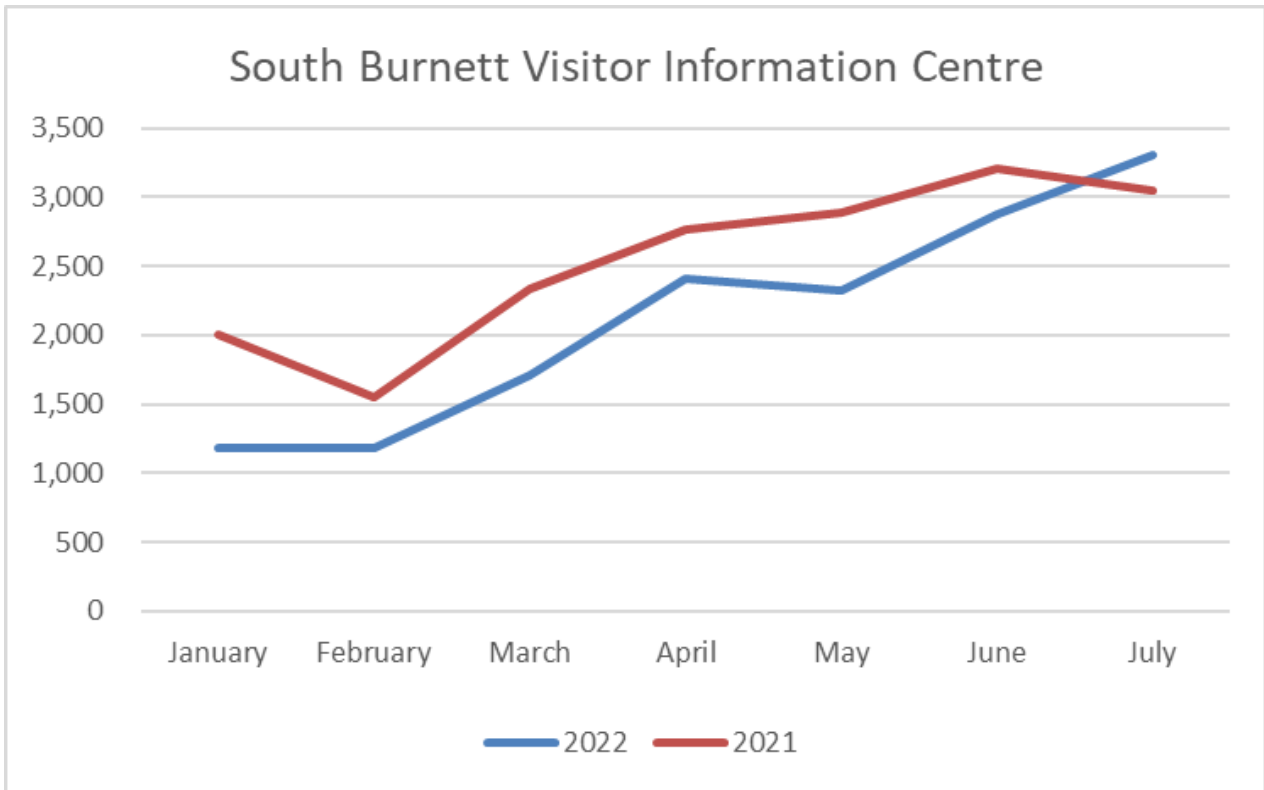
Lawrie Chapman – Nanango VIC/Engine Room

Leanne Zischke – Murgon Visitor Information Centre

Explore Centre APP



Explore Centre App statistics indicate that 158 users searched the sight more than 182 times.



The South Burnett VIC network has seen a 13.5% increase in visitor numbers for July. The biggest increase in visitors coming from NSW. Kingaroy and Wondai centres have been popular with visitors this month. Both centres re-opened Sunday trading at the beginning of July.

The volunteers at the Wondai Visitor Information centre are showcasing crops of the region each month. This month's crop focused on the wine industry.

Volunteers at Kingaroy Visitor Information centre have decked out the centre with pigs to celebrate 'Baconfest'. The centre has also entered Baconfest and KCCI street window competition.



Monthly Statistics

Visitor Information Centres – Monthly Statistics 2022-2023						
2021	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$6228 M - \$586 N - \$1060 W - \$4152					
Visitor Numbers	K - 1596 M - 349 N - 604 W - 884					
Coach Tours	K - 1 M - 0 N - 0 W - 0					
Volunteer Numbers	K - 17 M - 14 N - 14 W - 10					
Volunteer Hours	K - 537 M - 217 N - 324 W - 234					
Days Open	K - 28 M - 27 N - 30 W - 30					

Media Releases:

Media Releases 2022-23						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	3					
2023	Jan	Feb	Mar	Apr	May	Jun

Social Media Posts:

Social Media 2022-23						
2021	Jul	Aug	Sep	Oct	Nov	Dec
SB VIC Network	Posts 11 Likes 898 Followers 1163					
Discover South Burnett	Posts 2 Likes 4131 Followers 4435					

Kilkivan to Kingaroy Rail Trail	Posts 2 Likes 1760 Followers 2027					
Drive Inland	Posts 2 Likes 1409 Followers 1571					
WBB – The Perfect Place	Posts 0 Likes 2440 Followers 2486					
Business South Burnett	Posts 0 Likes 1889 Followers 2014					
Lake Boondooma Caravan & Recreation Park	Posts 0 Likes 9487 Followers 9751					
Yallakool Caravan Park on BP Dam	Posts 1 Likes 4742 Followers 4895					

ATTACHMENTS

Nil

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING