



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting
Wednesday, 16 February 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	4
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 8 December 2021.....	4
6	Business Arising	4
7	General Business	4
8	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	4
8.1	Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio.....	4
8.1.1	Question on Notice - Request for Information (RFI) and Customer Request (CRM)	4
8.1.2	Fact Sheet Report.....	5
8.1.3	Customer Request Management System (CRM) Process and Review	5
8.2	Microsoft Teams Project Update	5
8.3	Adoption of the South Burnett Regional Council Policy Governance Framework - Strategic006	5
8.4	Budget Parameters and Timelines	6
8.5	Budget Committee Meetings 2022	6
8.6	ALGA National General Assembly Call for Motions - 2022	7
8.7	Confirming Councils Attendance ALGA National General Assembly 2022	8
8.8	Quote SBRCQ-21/22-10 - Replacement of One (1) Single Cab Truck with Rear Compactor Body.....	8
8.8.1	Question on Notice - Purchasing of Equipment from Local Suppliers	9
8.9	Capital Expenditure Summary Graphs	9
8.9.1	List of Tenders	9
8.9.2	Update on Building / Park Projects	9
8.10	Financial Assistance Grants.....	10
9	Portfolio - Regional Development	10
9.1	Regional Development Portfolio Report	10
9.2	Regional Development and Tourism Monthly Update.....	11
9.3	Federal Advocacy Action Plan 2022.....	11
10	Confidential Section	11
11	Closure of Meeting	11

**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, 16 FEBRUARY 2022 AT 9.09AM**

PRESENT: Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Ged Brennan (Acting General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Manager Finance), Maxine Campbell (Strategic Asset Management Accountant), Tim Low (Manager Water and Waste Water), Rebecca Humphrey (Manager of People and Culture), Lynelle Paterson (Coordinator Executive Services), Bree Hunt (Executive Assistant)

1 OPENING

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

2 LEAVE OF ABSENCE / APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2022/146

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

Attendance:

At 9.11am Acting General Manager Infrastructure Ged Brennan entered the meeting.

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

COMMITTEE RESOLUTION 2022/147

Moved: Cr Scott Henschen
Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 6/0

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

COMMITTEE RESOLUTION 2022/148

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

8.1.1 QUESTION ON NOTICE - REQUEST FOR INFORMATION (RFI) AND CUSTOMER REQUEST (CRM)

Question on notice from Cr Gavin Jones:

In regards to RFI and customer requests, what is the time and cost it is consuming at the minute?

8.1.2 FACT SHEET REPORT

RESOLVED 2022/149

List of fact sheets to be supplied at the next Council meeting.

8.1.3 CUSTOMER REQUEST MANAGEMENT SYSTEM (CRM) PROCESS AND REVIEW

RESOLVED 2022/150

Report to the next standing committee meeting on the CRM process and review.

8.2 MICROSOFT TEAMS PROJECT UPDATE

COMMITTEE RESOLUTION 2022/151

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the report be received for information

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:42 am, Acting General Manager Infrastructure Ged Brennan left the meeting.

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

COMMITTEE RESOLUTION 2022/152

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 10:12 am, Acting General Manager Infrastructure Ged Brennan returned to the meeting.

8.4 BUDGET PARAMETERS AND TIMELINES

COMMITTEE RESOLUTION 2022/153

Moved: Cr Kirstie Schumacher
 Seconded: Cr Gavin Jones

That the Budget Parameters and Timelines report for the 2022-2023 annual budget be received and noted and the addition of a zero based budget approach be added to the principles presented.

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

Against: Nil

CARRIED 6/0

8.5 BUDGET COMMITTEE MEETINGS 2022

COMMITTEE RESOLUTION 2022/154

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

The committee recommend to Council:

That South Burnett Regional Council:

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

Committee	Membership	Chair
Budget Committee	7 Councillors	Mayor

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

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

Against: Nil

CARRIED 6/0

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2022/155

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0**RESUME MEETING**

COMMITTEE RESOLUTION 2022/156

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting resume at 10:59am

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

Against: Nil

CARRIED 6/0**8.6 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2022**

COMMITTEE RESOLUTION 2022/157

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

1. That South Burnett Regional Council investigate and report back to the February Ordinary Council Meeting the following resolutions to the National General Assembly of Local Government
 - a) Representation to the Federal Government in relation to Financial Assistance Grants
 - b) Federal Government recognises that there are no one size fits all housing solutions and increase targeted funding streams and dedicated resources to increase social and affordable housing supply in regional communities in ways that meet the growing demands.
 - c) Federal Government provides funding to support resource communities to lead, plan and transition their economies to support decarbonisation goals. Council is seeking leadership from the Federal government to work in a bipartisan and collaborative manner across all levels of government and empower communities to be part of the conversation.

- d) Federal Government dedicate funding to support regional local governments to undertake targeted feasibility studies and business cases to explore existing and new opportunities to partner in and support the creation of a circular economy and create localised resource recovery practices.
- e) Mental Health
- f) National Heavy Vehicle Transport network
- g) Ag Water
- h) National Biosecurity Funding
- i) NDIS

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

Against: Nil

CARRIED 6/0

8.7 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 2022

COMMITTEE RESOLUTION 2022/158

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That the Mayor, Deputy Mayor and Cr Potter attend the ALGA National General Assembly 2022.

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

Against: Nil

CARRIED 6/0

8.8 QUOTE SBRCQ-21/22-10 - REPLACEMENT OF ONE (1) SINGLE CAB TRUCK WITH REAR COMPACTOR BODY

COMMITTEE RESOLUTION 2022/159

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0

8.8.1 QUESTION ON NOTICE - PURCHASING OF EQUIPMENT FROM LOCAL SUPPLIERS

Question on Notice from Cr Kirstie Schumacher:

Is there a potential opportunity to partner with somebody locally to purchase these pieces of equipment?

Attendance:

At 12:00 pm, Cr Scott Henschen left the meeting.

At 12:01 pm, Cr Scott Henschen returned to the meeting.

At 12:29 pm, Cr Kirstie Schumacher left the meeting.

At 12:30 pm, Cr Kirstie Schumacher returned to the meeting.

At 12:38 pm, Cr Roz Frohloff left the meeting.

8.9 CAPITAL EXPENDITURE SUMMARY GRAPHS

COMMITTEE RESOLUTION 2022/160

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the Capital Expenditure Summary Graphs are noted for information.

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

Against: Nil

CARRIED 5/0

8.9.1 LIST OF TENDERS

RESOLVED 2022/161

List of active Tenders to be provided as part of the Capital Expenditure Summary Graphs Report.

8.9.2 UPDATE ON BUILDING / PARK PROJECTS

RESOLVED 2022/162

Update on Capital projects for building/parks to be provided to the next Standing Committee Meeting.

Attendance:

At 12:42 pm, Cr Roz Frohloff returned to the meeting.

At 1:17 pm, Acting General Manager Infrastructure Ged Brennan left the meeting.

8.10 FINANCIAL ASSISTANCE GRANTS

COMMITTEE RESOLUTION 2022/163

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

1. That Council respectfully request that the Local Government Grants Commission defer any decision on the proposed methodology and:
 - Provide full public disclosure on all impacted Councils;
 - Undertake an independent review to consider and model the impacts on local government financial sustainability; and
 - Reverse any allocation reductions until the Commission engages in meaningful consultation with impacted Councils before any final decision is made.
2. The State Government review the operation of the Queensland Government Grants Commission.
3. Support Council's Chief Executive Officer in the formation of a working group involving affected Councils to make representation to the Queensland Government on this matter.
4. Write to the Deputy Premier, with a copy to the Premier, Opposition Leader and Member for Nanango expressing our concern and calling on the State Government to review the method by which the Financial Assistance Grants review was conducted and also the role and operations of the Grants Commission.
5. Meet with Member for Nanango and LGAQ Policy Executive

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

Against: Nil

CARRIED 6/0

Attendance:

At 1:27pm Acting General Manager Infrastructure Ged Brennan returned to the meeting.

At 1:28pm Coordinator Executive Services Lynelle Paterson left the meeting.

At 1:29pm Coordinator Executive Services Lynelle Paterson returned to the meeting.

At 1:29pm Executive Assistant Bree Hunt left the meeting.

At 1:31pm Executive Assistant Bree Hunt returned to the meeting.

9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2022/164

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2022/165

Moved: Cr Gavin Jones
Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 6/0

9.3 FEDERAL ADVOCACY ACTION PLAN 2022

COMMITTEE RESOLUTION 2022/166

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That South Burnett Regional Council review the draft Federal Advocacy Action Plan 2022 in collaboration with TSBE.

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

Against: Nil

CARRIED 6/0

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING

The Meeting closed at 1.53 pm.

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

.....
CHAIRPERSON