



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Finance & Corporate Standing
Committee Meeting
Wednesday, 18 November 2020**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 18 NOVEMBER 2020 AT 10.46AM**

PRESENT: Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Anthony Bills (Manager ICT), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

In accordance with Chapter 5B of the Local Government Act 2009, Cr Potter declared a prescribed conflict of interest in relation to Item 5.3 – Additional Round for applications to Community Australia Day Event Sponsorship. Cr Potter is Chair of the Kingaroy Australia Day Committee.

Cr Schumacher advised she was a member of the Australia Day Committee. The CEO advised as she has no executive position there is no conflict of interest.

5 PORTFOLIO - S&CP, FINANCE & ICT

5.1 SOCIAL & CORPORATE PERFORMANCE, FINANCE AND INFORMATION COMMUNICATION TECHNOLOGY PORTFOLIO REPORT

COMMITTEE RESOLUTION 2020/1

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Mayor Otto's Social & Corporate Performance, Finance and ICT Portfolio Report to Council be received for information.

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

Against: Nil

CARRIED 7/0

5.1.1. PHOTOS OF VISIT TO STATE ARCHIVES

RESOLVED 2020/2

The Mayor requested some photos and information be brought back to the Standing Committee following the visit to the State Archives

5.1.2 LETTER OF THANKS TO RECORDS TEAM

RESOLVED 2020/3

The Mayor requested a letter be sent to the Records Management Team to acknowledge and thank them for the tremendous work they have done in very difficult circumstances.

5.2 FINANCE & CORPORATE STANDING COMMITTEE TERMS OF REFERENCE

COMMITTEE RESOLUTION 2020/4

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the Finance & Corporate Standing Committee Terms of Reference be received for information.

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

Against: Nil

CARRIED 7/0**Declaration of Interest:**

At 11:02 am, Cr Danita Potter left the meeting.

5.3 ADDITIONAL ROUND FOR APPLICATIONS TO COMMUNITY AUSTRALIA DAY EVENT SPONSORSHIP

COMMITTEE RESOLUTION 2020/5

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council approve to open an additional round for applications to the Community Australia Day Event Sponsorship category within Council's Community Grants Program commencing 26 November and closing 21 December 2020.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:06 am, Cr Danita Potter returned to the meeting.

5.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER

COMMITTEE RESOLUTION 2020/6

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That this item lay on the table until the December Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

5.5 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL RESOLUTIONS - MINUTE NUMBERS 1732, 2080 AND 2077

COMMITTEE RESOLUTION 2020/7

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, the following resolutions be repealed:

1. Item 9.2.1 of the General Meeting held on 27 May 2009 – HR-50814 - Employee Assistance Program Policy– Minute Number 1732.
2. Item 9.2.2 of the General Meeting held on 29 July 2009 – HR–633362 - Exit Interview Policy – Minute Number 2080.
3. Item 9.2.1 of the General Meeting held on 29 July 2009 – HR-533519 - Corporate Rehabilitation Policy - Minute Number 2077.

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

Against: Nil

CARRIED 7/0

5.6 ADOPTION OF COUNCIL'S DEFENCE SERVICE POLICY - STATUTORY-013

COMMITTEE RESOLUTION 2020/8

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Defence Service Policy – Statutory-013 be adopted as presented.

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

Against: Nil

CARRIED 7/0

5.7 ADOPTION OF COUNCIL'S TRADING ON LOCAL GOVERNMENT CONTROLLED AREAS, FACILITIES & ROADS POLICY-STATUTORY-023

COMMITTEE RESOLUTION 2020/9

Moved: Cr Kirstie Schumacher
Seconded: Cr Gavin Jones

That the committee recommends to Council:

That the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory-023 be adopted as presented.

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

Against: Nil

CARRIED 7/0

5.8 ADOPTION OF COUNCIL'S WORKPLACE HEALTH AND SAFETY POLICY - STATUTORY-015

COMMITTEE RESOLUTION 2020/10

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council's Workplace Health and Safety Policy – Statutory-015 be adopted as presented.

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

Against: Nil

CARRIED 7/0

5.9 ADOPTION OF COUNCIL'S DISCOVERY HANDLING & MANAGEMENT OF HUMAN REMAINS POLICY - STATUTORY-016

COMMITTEE RESOLUTION 2020/11

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Discovery Handling & Management of Human Remains Policy – Statutory-016 be adopted as presented.

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

Against: Nil

CARRIED 7/0

5.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY

COMMITTEE RESOLUTION 2020/12

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy-Statutory-028 be adopted as presented.

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

Against: Nil

CARRIED 7/0

5.11 STATUS OF OUTSTANDING DEBTORS - OVERDUE BY 90 DAYS

COMMITTEE RESOLUTION 2020/13

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the report on the status of debtor accounts that have been outstanding for 90 days or more be received for information.

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

Against: Nil

CARRIED 7/0

5.12 BUSINESS SYSTEMS - SAAS MIGRATION

COMMITTEE RESOLUTION 2020/14

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the Finance & Corporate Standing Committee Project status update be received for information.

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

Against: Nil

CARRIED 7/0

6 CONFIDENTIAL SECTION

7 CLOSURE OF MEETING

The Meeting closed at 11.45am.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 9 December 2020.

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CHAIRPERSON