



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting
Wednesday, 18 August 2021**

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**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, 18 AUGUST 2021 AT 9.00AM**

PRESENT:**Councillors:**

Cr Gavin Jones (Deputy Mayor), Cr Roz Frohloff, 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), Ged Brennan (Acting General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Wendy Kruger (Personal Assistant Finance & Corporate), Tracey Wilson (Coordinator Executive Services), Lynelle Paterson (Executive Assistant), Bronwyn Barry (Executive Assistant)

1 OPENING

The Deputy Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES**APOLOGY**

COMMITTEE RESOLUTION 2021/32

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 21 JULY 2021**

COMMITTEE RESOLUTION 2021/33

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 21 July 2021 be received.

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

Against: Nil

CARRIED 6/0**6 BUSINESS ARISING****6.1 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE**

COMMITTEE RESOLUTION 2021/34

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Council notes the report for information.

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

Against: Nil

CARRIED 6/0**7 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****7.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2021/35

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

7.2 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION

COMMITTEE RECOMMENDATION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

1. The South Burnett Regional Council 2021 Nomination Forms be approved; and
 2. The Location of Australia Day Awards Ceremony be held at the Nanango State High School Hall on the evening of Tuesday 25 January 2022
-

AMENDMENT

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

1. The South Burnett Regional Council 2021 Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at Nanango on Sunday Afternoon, 23 January 2022.

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

Against: Nil

CARRIED 6/0

COMMITTEE RESOLUTION 2021/36

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

1. The South Burnett Regional Council 2021 Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at Nanango on Sunday Afternoon, 23 January 2022.

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

Against: Nil

CARRIED 6/0

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

COMMITTEE RESOLUTION 2021/37

Moved: Cr Roz Frohloff
Seconded: Cr Scott Henschen

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0

7.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CODE OF CONDUCT - STATUTORY011

COMMITTEE RESOLUTION 2021/38

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Employee Code of Conduct – Statutory011 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION PRIVACY POLICY - STATUTORY038

COMMITTEE RESOLUTION 2021/39

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Information Privacy Policy – Statutory038 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY - STATUTORY039

COMMITTEE RESOLUTION 2021/40

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 be adopted as presented.

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

7.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050 AND COMMUNITY ENGAGEMENT STRATEGY

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as presented.

AMENDMENT

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as amended with the inclusion of a clause at step 3 as follows:-

For matters of strategic or community significance, including any capital expenditure projects or major operational works that are likely to impact on the community or give rise to community concern, Council is to be consulted in determining the level of impact.

In Favour: Cr Kathy DuffAgainst: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen**LOST 1/5**

COMMITTEE RESOLUTION 2021/41

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as presented.

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

Against: Cr Kathy Duff

CARRIED 5/1

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001

MOTION

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the matter lay on the table until the General Meeting on 25 August 2021.

In Favour: Crs Kirstie Schumacher and Kathy Duff

Against: Crs Roz Frohloff, Gavin Jones, Danita Potter and Scott Henschen

LOST 2/4

MOTION

COMMITTEE RESOLUTION 2021/42

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the meeting adjourn at 10.19am.

CARRIED

RESUME MEETING

COMMITTEE RESOLUTION 2021/43

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the meeting resume at 11.35am.

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

Against: Nil

CARRIED 6/0

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001

COMMITTEE RESOLUTION 2021/44

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That a blending of V2 & V3 and this draft be brought back to the September Executive and Finance & Corporate Standing Committee, acknowledging the Mayor as the official spokesperson. Councillors feedback will be taken into consideration in the drafting process.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12.28pm, General Manager Peter O'May left the room

7.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY- STATUTORY028

COMMITTEE RESOLUTION 2021/45

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

Procedural Motion:

That the report on the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be taken off the table.

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

Against: Nil

CARRIED 6/0

COMMITTEE RESOLUTION 2021/46

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be adopted as presented.

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

Against: Nil

CARRIED 6/0

Attendance

At 12:30 PM, General Manager Peter O'May returned to the meeting

7.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUEST GUIDELINES POLICY - STATUTORY004

COMMITTEE RECOMMENDATION

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines – Statutory004 be adopted as presented.

AMENDMENT

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines – Statutory004 be adopted as amended with the term Managers being added to clause 3.14.

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

Against: Nil

CARRIED 6/0

COMMITTEE RESOLUTION 2021/47

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines – Statutory004 be adopted as amended with the term Managers being added to clause 3.14.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:46 pm, Cr Roz Frohloff left the meeting.

At 12:50 pm, Cr Roz Frohloff returned to the meeting.

8 PORTFOLIO - REGIONAL DEVELOPMENT

8.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/48

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

8.1.1 BUSINESS FORUM

COMMITTEE RESOLUTION 2021/49

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That a partnership between Council's Regional Development Portfolio and CCIQ to host a Business Forum on Tuesday 21 September 2021 with key representatives from each South Burnett based business group and chamber of commerce in Nanango.

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

Against: Nil

CARRIED 6/0

8.2 LOCAL PROCUREMENT TARGETS

COMMITTEE RESOLUTION 2021/50

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council adopt an aspirational target to increase its local procurement to 50 per cent of its annual spend by 2023.

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

Against: Nil

CARRIED 6/0

8.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/51

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for July 2021 be received for information.

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

Against: Nil

CARRIED 6/0

8.3.1 TOURISM TOWN GUIDES

COMMITTEE RESOLUTION 2021/52

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That tourism town guides are designed and produced for Proston and surrounds, incorporating the new destination South Burnett branding consistent with the recently produced guides for other locations.
2. That Council investigate opportunities to prepare similar materials for the smaller towns and villages across the South Burnett, establish the value and level of local buy in and bring a report back to the October Executive and Finance & Corporate Standing Committee meeting with approximate costings for consideration.

In Favour: Crs Danita Potter, Kirstie Schumacher and Kathy Duff

Against: Crs Roz Frohloff, Gavin Jones and Scott Henschen

LOST 3/3

On the casting vote of the Acting mayor

8.3.2 REPORT - TOURISM TOWN GUIDES

RESOLVED 2021/53

Report back to the next Executive and Finance & Corporate Standing Committee meeting with approximate costings to prepare similar materials for the smaller towns and villages across the South Burnett for consideration.

8.4 SOUTHERN QUEENSLAND COUNTRY TOURISM - SOUTH BURNETT MONTHLY REPORT - JUNE 2021

COMMITTEE RESOLUTION 2021/54

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the report be received for information.

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

Against: Nil

CARRIED 6/0

8.5 MOBILE BLACK SPOT PROGRAM

COMMITTEE RESOLUTION 2021/55

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council

1. That the following areas be investigated for future submission to the mobile blackspot programme:

- (a) Boondooma Dam QLD-0528
- (b) Mount Mowbullian (Bunya Mts) QLD-1505
- (c) Moffatdale, Burnett Hwy, Redgate
- (d) Malar Road, Kingaroy
- (e) Crawford, Memerambi, Wooroolin

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

Against: Nil

CARRIED 6/0

8.6 LOCKDOWN SUPPORT FOR QUEENSLAND BUSINESSES

COMMITTEE RESOLUTION 2021/56

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That Council notes the report for information.

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

Against: Nil

CARRIED 6/0

9 QUESTIONS ON NOTICE

9.1 CHANGE OF OWNERSHIP OF PROPERTIES IN THE SOUTH BURNETT OVER THE PAST SIX (6) MONTHS.

COMMITTEE RESOLUTION 2021/57

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the response to the question regarding the number of properties which have changed hands in the last six (6) months raised by Councillor Kirstie Schumacher be received and noted.

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

Against: Nil

CARRIED 6/0

9.1.1 CHANGE OF OWNERSHIP OF PROPERTIES STATISTICS

RESOLVED 2021/58

The change of ownership of properties in the South Burnett statistics to be included in the Portfolio Report every 6 months.

9.2 MURGON INDUSTRIAL LAND

COMMITTEE RESOLUTION 2021/59

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the response to the question regarding Murgon Industrial Land raised by Councillor Kathy Duff be received and noted.

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

Against: Nil

CARRIED 6/0

9.3 FUEL TAX CREDIT SUBSTANTIATION METHODOLOGY SYSTEM

COMMITTEE RESOLUTION 2021/60

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the response to the question regarding implementing a substantiation methodology for fuel tax credit claims raised by Mayor Otto be received and noted.

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

Against: Nil

CARRIED 6/0

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING

The Meeting closed at 1.59pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 15 September 2021.

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CHAIRPERSON