



AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 13 October 2021

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

Date: Wednesday, 13 October 2021

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.

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 15 SEPTEMBER 2021

File Number: 13/10/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 September 2021 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 September 2021**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 15 September 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, 15 SEPTEMBER 2021 AT 9.02AM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), 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), Ged Brennan (Acting General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Wendy Kruger (Personal Assistant Finance & Corporate), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open at 9.02am and welcomed all attendees. The Mayor passed on Council's most sincere condolences to the people of Cherbourg and Murgon on the passing of Bevan Costello.

2 LEAVE OF ABSENCE / APOLOGIES**APOLOGY**

COMMITTEE RESOLUTION 2021/61

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

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

In Favour: Crs Brett Otto, 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. Council observed a minutes silence for Bevan Costello.

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 18 AUGUST 2021**

COMMITTEE RESOLUTION 2021/62

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 August 2021 be received.

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

Against: Nil

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

COMMITTEE RESOLUTION 2021/63

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 6/0**7.1.1 QEII PARK MURGON**

COMMITTEE RESOLUTION 2021/64

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That a design be prepared for QEII Park Murgon and be circulated for community consultation and report back to Council.

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

Against: Nil

CARRIED 6/0

7.2 AUSTRALIA DAY - CHANGE OF LOCATION

COMMITTEE RESOLUTION 2021/65

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That South Burnett Regional Council location for the Australia Day Awards Ceremony be held at Blackbutt on Sunday Afternoon, 23 January 2022.

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

Against: Nil

CARRIED 6/0

7.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2021/66

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2021/67

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/68

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the meeting resume at 10.30am with Wheatland State School children in attendance.

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

Against: Nil

CARRIED 6/0

7.4 RESOLUTION FOR ENGAGEMENT OF A CONSULTANT FOR COUNCIL

OFFICER'S RECOMMENDATION

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council resolves it is satisfied that it would be impractical and disadvantageous for Council to invite quotes or tenders due to the specialised and confidential nature of the services provided to Council by Rainmaker Strategic Planning for the 2021-22 Financial Year.

COMMITTEE RECOMMENDATION

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the matter lay on the table until the September Ordinary Meeting of Council..

In Favour: Crs Kirstie Schumacher and Kathy Duff

Against: Crs Brett Otto, Gavin Jones, Danita Potter and Scott Henschen

LOST 2/4

COMMITTEE RESOLUTION 2021/69

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council resolves it is satisfied that it would be impractical and disadvantageous for Council to invite quotes or tenders due to the specialised and confidential nature of the services provided to Council by Rainmaker Strategic Planning for the 2021-22 Financial Year.

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

Against: Crs Kirstie Schumacher and Kathy Duff

CARRIED 4/2

7.4.1 RAINMAKER STRATEGIC SERVICES

RESOLVED 2021/70

A report to be provided to the September Ordinary Meeting of Council of what work has been done to date by Rainmaker Strategic Services.

Presentation of Petition:

Students Shaun Gordon and Hayden Godden from Wheatland School presented a petition with 218 signatures requesting a trampoline park be built at the PCYC.in Murgon

7.5 EVERY AGE COUNTS

COMMITTEE RESOLUTION 2021/71

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That we stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged, that we commit to speak out and take action to ensure older people can participate on equal terms with all others in all aspects of life.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:08 am, Cr Danita Potter left the meeting.

At 11:10 am, Cr Danita Potter returned to the meeting.

7.6 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE

COMMITTEE RESOLUTION 2021/72

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That in accordance with section 264 of the *Local Government Regulation 2012*, Council establish the South Burnett Botanical Advisory Committee;
2. That nominations be called for membership to the South Burnett Botanical Advisory Committee; and
3. That the Draft South Burnett Botanical Advisory Committee Terms of Reference be reviewed and brought back to a future Standing Committee Meeting.

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

Against: Nil

CARRIED 6/0**7.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LOCAL LAW-MAKING PROCESS POLICY - STATUTORY056**

COMMITTEE RESOLUTION 2021/73

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Local Law-Making Process Policy – Statutory056 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0****7.7.1 QUESTION ON NOTICE - RUBBISH**

Question on Notice from Mayor Otto:

If Council was looking to impose fines for people who drop rubbish on our roads or dump rubbish illegally, is that a local law matter or is that a State Government matter?

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADMINISTRATION WASTE REDUCTION POLICY - STRATEGIC025

COMMITTEE RESOLUTION 2021/74

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Administration Waste Reduction Policy – Strategic025 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0****7.8.1 WORKSHOP - WASTE REDUCTION**

RESOLVED 2021/75

Workshop to be held with Environmental and Waste Team in relation to waste reduction.

Attendance:

Students from Wheatlands State School left the meeting at 11.27am

7.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY - STATUTORY054

COMMITTEE RESOLUTION 2021/76

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK MANAGEMENT POLICY - STATUTORY020

COMMITTEE RESOLUTION 2021/77

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Risk Management Policy – Statutory020 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.11 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CODE OF CONDUCT - STATUTORY001

COMMITTEE RESOLUTION 2021/78

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the report be received for information.

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

Against: Nil

CARRIED 6/0

7.11.1 REPORT - SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CODE OF CONDUCT

RESOLVED 2021/79

A Code of Conduct for Queensland Councillors to be presented to the September Ordinary meeting of Council.

7.11.2 REPORT - SOCIAL MEDIA

RESOLVED 2021/80

Future report in relation to changes to Queensland Government defamation case law and the use of social media.

MEETING ADJOURN

COMMITTEE RESOLUTION 2021/81

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for lunch.

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

Against: Nil

CARRIED 4/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/82

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1.11pm.

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

Against: Nil

CARRIED 6/0

7.12 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REMOTE PILOTED AIRCRAFT DRONE POLICY - STATUTORY055

COMMITTEE RESOLUTION 2021/83

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.13 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024

COMMITTEE RESOLUTION 2021/84

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.14 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPLAINT MANAGEMENT POLICY - STATUTORY040

COMMITTEE RESOLUTION 2021/85

Moved: Cr Scott Henschen
Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the South Burnett Regional Council Complaint Management Policy – Statutory040 be adopted as presented.

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

Against: Nil

CARRIED 6/0

7.15 DRAFT SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY – STRATEGIC001 BE TABLED AT THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING TO BE HELD IN OCTOBER 2021

COMMITTEE RESOLUTION 2021/86

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Draft South Burnett Regional Council Media Relations Policy – Strategic001 be tabled at the Executive and Finance & Corporate Standing Committee meeting to be held in October 2021.

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

Against: Nil

CARRIED 6/0

7.16 REQUESTING COUNCIL REVIEW A MINOR LOCAL GOVERNMENT BOUNDARY CHANGE BETWEEN SOUTH BURNETT AND GYMPIE REGIONAL COUNCIL

COMMITTEE RESOLUTION 2021/87

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Committee recommend to Council

That Council offer no objection to a minor local government boundary change between Gympie Regional Council and South Burnett Regional Council to transfer Lot 66 on RP825862 from South Burnett Regional Council to Gympie Regional Council.

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

Against: Nil

CARRIED 6/0

7.17 DOG REGISTRATIONS

COMMITTEE RESOLUTION 2021/88

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

That provision of a 50% pensioner concession not be extended to all dog registration fees and the report be received and noted.

In Favour: Crs Gavin Jones, Kirstie Schumacher and Scott Henschen

Against: Crs Brett Otto, Danita Potter and Kathy Duff

LOST 3/3**On the casting vote of the Mayor**

7.17.1 DOG REGISTRATIONS

RESOLVED 2021/89

A report be brought back to the next Executive and Finance & Corporate Standing Committee Meeting.

ADJOURN MEETING

COMMITTEE RESOLUTION 2021/90

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting adjourn at 1.41pm.

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

Against: Nil

CARRIED 6/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/91

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 4.32pm

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

Against: Nil

CARRIED 4/0

Attendance:**Councillors:**

Cr Brett Otto (Mayor), Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Lynelle Paterson (Executive Assistant)

8 PORTFOLIO - REGIONAL DEVELOPMENT

8.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/92

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, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 4/0

8.2 SOUTH BURNETT REGIONAL COUNCIL TOURISM BROCHURES

COMMITTEE RESOLUTION 2021/93

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table until the October Executive and Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 4/0

8.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/94

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 4/0

8.4 LGAQ TRADE AND INVESTMENT OPPORTUNITIES

COMMITTEE RESOLUTION 2021/95

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the report on LGAQ Trade and Investment opportunities be received for information.

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

Against: Nil

CARRIED 4/0

8.5 TENDER OF LICENCE AREA 21 - KINGAROY AERODROME

COMMITTEE RESOLUTION 2021/96

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommend to Council

That Area 21 at the Kingaroy Aerodrome be offered for licence by way of tender.

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

Against: Nil

CARRIED 4/0

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - CITIES POWER PARTNERSHIP

COMMITTEE RESOLUTION 2021/97

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council become a member of the Cities Power Partnership, which is a free program that gives local governments the tools, connections and momentum to capitalise on the global shift to a clean economy, and that a workshop be schedule with Cities Power Partnership to support Council in identifying and adopting its five key action pledges.

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

Against: Nil

CARRIED 4/0

MOTION

COMMITTEE RESOLUTION 2021/98

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Item 10.1 - Great Lakes Agency for Peace and Development International - GLAPDI Ltd and Item 10.2 - Wondai Swimming Pool - Appointment of Temporary Pool Manager be tabled at the September Ordinary Meeting of Council.

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

Against: Nil

CARRIED 4/0**10 CONFIDENTIAL SECTION****10.1 GREAT LAKES AGENCY FOR PEACE AND DEVELOPMENT INTERNATIONAL - GLAPDI LTD.**

This item will be tabled at the September Ordinary Meeting of Council.

10.2 WONDAI SWIMMING POOL - APPOINTMENT OF TEMPORARY POOL MANAGER

This item will be tabled at the September Ordinary Meeting of Council.

11. GENERAL BUSINESS**11.1 CLIMATE RISK ASSESSMENT**

COMMITTEE RESOLUTION 2021/99

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That a report be brought back to the November standing committee meeting in relation to climate risk assessment and the integration of such into Council's governance framework

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

Against: Nil

CARRIED 4/0

11.2 CLIMATE RESILIENCE LEADERSHIP COURSE

COMMITTEE RESOLUTION 2021/100

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That Cr Schumacher be nominated to complete on behalf of Council the Climate Resilience Leadership Course provided by the Qld Climate Resilient Councils Group (QCRC).

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

Against: Nil

CARRIED 4/0

11.3 WORKSHOP - MEETING PROCESSES

RESOLVED 2021/101

Workshop to discuss meeting, agenda, standing committee/ordinary meeting processes.

12 CLOSURE OF MEETING

The Meeting closed at 5.17pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 13 October 2021.

.....
CHAIRPERSON

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

File Number: 13/10/2021

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report

SUMMARY

Mayor Otto presented his Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council.

OFFICER'S RECOMMENDATION

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

Corporate Services:

Customer Service

The Customer Service team has been busy over the past 3 months answering 10,218 calls to Council's 41899100 number with 4,208 of those calls answered during the 5-week rates collection period.

Additionally, the team issued 6,202 receipts from July to September, with 3,918 receipts processed in the 5-week rates collection period.

Further statistics of interest for the period between July and September are:

- 319 hall bookings processed;
- 5,422 customer requests opened; and
- 581 QGAP transactions undertaken (by the Blackbutt team).

Council's Customer Service centre in Kingaroy has relocated to the Kingaroy Library whilst scheduled maintenance is occurring within Council's Kingaroy office. This relocation will ensure that we maintain continuity of service for our customers as much as possible during this period. Whilst the relocation means a change for our corporate customers in the first instance, it will be a great opportunity for customers to experience what the Kingaroy library has to offer while doing business with Council.

Governance

Last month, 180 archive boxes containing finance records were transported, sorted and placed into shelving at the Wondai Records Storage Facility. A further 110 archive boxes containing former Nanango Shire Council records were categorised by the Governance team and collected for long term storage. Over the past 3 months, the Governance team has registered 1,329 items of hard copy mail and 3,163 emails.

Communications/Media:

In September 2021 the Media and Communications team progressed the following:

- Media Releases x 26
- Media enquiries x 8

- Social Media:
 - Facebook: 54 Posts
 - LinkedIn: 3 Posts
 - Instagram: 25 Posts
- Enews x 1
- Printed advertising x 5
- Graphic design x 7

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

Finance:

Finance

External auditors were on site for 2 weeks beginning the 20th of September 2021 to complete testing on Financial Statements for the 2020/2021 year. The audited copies for both Council and the South Burnett Community Hospital Foundation were presented to the Corporate Risk and Audit Advisory Committee on the 5th of October and will now be sent off to the Queensland Audit Office for signing.

End of month figures for the September period are still being finalised and will be presented along with the first quarter budget review at the October Council Meeting.

Rates

Rates were due on 22 September 2021. We have approximately 2976 Assessments that remain unpaid.

Reminder Notices will be issued in the next few weeks which should generate further payments.

Rate searches have remained constant with 201 searches completed since 1 September 2021.

Sale of Land Notice of Intention to Sell Letters are in the process of being completed

ICT:

Business Systems – Project T2

Improvements continue to be delivered through our Business and Systems Transformation Project, Project T2.

In the last month, the Payroll Team upgraded to the Ci Anywhere platform for the processing of the fortnightly pay runs. This has resulted in a streamlining of the pay run process saving the Payroll Team approximately 2 hours each fortnight.

Council's Accounts Receivable Team have also just moved to an automated, email distribution of monthly Statements, which is delivering a saving of around 6 hours each month.

People and Culture:

A large amount of work has gone into getting our Council ready for an in-take of School Based Traineeships for the 2022 year. I am pleased to announce we are now able to seek expressions of interest in mentoring and training of school-based trainees.

These traineeships will be for a 2-year period due to the part time nature of schooling/working balance, meaning the trainee will likely only work one day per week and possibly more over school holiday periods (this day may vary depending on their classes at school). Council is required to provide 50 paid days a year (over each 3-month period they must average 7.5 hours per week).

Council will commence recruitment shortly interviewing Grade 10 students who will begin in the new school year (then being Grade 11 students at that point), with likely commencement around February 2022.

Traineeships could potentially be offered:

- Certificate II Horticulture – TAFE days are held in Toowoomba and it would be clearly communicated in the recruitment process that students/families would need to make their own travel arrangements.
- Certificate II Civil Construction – TAFE trainer comes into the workplace for assessment, so no travel should be required.
- Certificate III Business Administration – Trainer comes into the workplace to meet with trainees, so no travel required.

BACKGROUND

Nil

ATTACHMENTS

1. **Media and Communications Report September 2021** [↓](#) 

Media Releases: 26

1. 056. Public Notice 02-09-2021 - Request for Tender - Provision of Security Services to SBRC Buildings and Facilities
2. 057. Public Notice 02-09-21 Bunya Highway Reseal Preparation Works
3. 058. Public Notice 02-09-2021 - Have your say - Wondai Roundabout community consultations
4. 059. Public Notice - 06-09-2021 - KTP Update - Scheduled works from 06 - 19 September 2021
5. 060. Public Notice 07-09-2021 - Temporary closure - Male public toilets in Gordon Mckell Park Wondai
6. 061. Public Notice 08-09-2021 - Temporary Interruption to Water Supply – Haly Street Kingaroy
7. 062. Public Notice 09-09-2021 - Found - One (1) Friesian Bullock
8. 063. 10-09-2021 Media Release - South Burnett powers nationwide festival of pre-loved stuff
9. 064. Media Release 10-09-2021 - South Burnett Regional Council partners with Cloyna State School to educate the community about illegal dumping
10. 065. Public Notice 13-09-2021 - Harris Road Kingaroy - Pavement Rehabilitation and Road Closures
11. 066. Public Notice 13-09-2021 - Air Scouring - Warren Truss Drive, Kingaroy
12. 067. Public Notice 16-09-2021 - Request for Tender - Supply and Delivery of 1 approx 100HP 4x4 Tractor with 4in1 Bucket
13. 068. Public Notice 16-09-2021 - Invitation to Offer - Provision of Real Estate sales service
14. 069. Public Notice 16-09-2021 - Invitation to Offer - Development of Master Plan for Memorial Park Precinct
15. 070. Public Notice 20-09-2021 - Free family fun with The Jillaroo Jive
16. 071. Public Notice 20-09-2021 - Invitation to Offer - SBRCQ 20_21-181 Sale of Mulch at the Kingaroy Waste Facility
17. 072. Public Notice 23-09-2021-Harris Road, Kingaroy – Road Closure
18. 073. Public Notice 23-09-2021-Notification of Works
19. 074. Public Notice 23-09-2021-Bitumen Resealing Preparation Works
20. 075. Public Notice 23-09-2021-Kilkivan to Kingaroy Rail Trail Event
21. 076. Media Release 23-09-2021-Upcoming Works on Cherbourg Road
22. 077. Public Notice - 28-09-2021 - KTP Update - Scheduled works from 27 Sept-10 Oct 2021
23. 078. Media Release 28-09-2021-Kumbia Streetscape Community Consultations
24. 079. Media Release 28-09-2021 - Council's Customer Service moves to Kingaroy Library
25. 080. Public Notice 28-09-2021 - Found - One (1) Horse
26. 081. Public Notice 30-09-2021 - Line marking works to commence on Alford Street and Glendon Street Kingaroy

Media Releases 21-22

2021	Jul	Aug	Sep	Oct	Nov	Dec
	29	26	26			
2022	Jan	Feb	Mar	Apr	May	Jun

Media enquiries: 8

1. 01-09-2021 – Burnett Today – Wondai showgrounds grandstand demolition
Deadline: 06 September 2021 10am
Responded: 09 September 2021 2.21pm

2. 03-09-2021 – Burnett Today – Federal Government's Financial Assistance Grant
Deadline: 06 September 2021, 10am
Responded: 14 September 2021, 9.37am
3. 13-09-2021 – Burnett Today – Difficulties filling swimming pool management position at Wondai and Proston
Deadline: 16 September 2021 8am
Responded: 20 September 2021 11.47am
4. 15-09-2021 – Burnett Today – Photos for Cloyna State School story
Deadline: 15 September 2021, COB
Responded: 15 September 2021, 3.09pm
5. 15-09-2021 – Triple M/Hit FM – Mayoral announcement on water study outcomes for the South Burnett
Deadline: 16 September 2021 COB
Responded: 15 September 2021 3pm
6. 23-09-2021 – ABC Southern Queensland – Feral pig sightings in South Burnett
Deadline: 24 September 2021, 12.30pm
Responded: 24 September 2021, 1.22pm
7. 24-09-2021 – ABC Wide Bay - Removal of dangerous birds from Council land
Deadline: 16 August 2021, 12pm
Responded: Still to be completed
8. 29-09-2021 – ABC Southern Queensland – Live breakfast interview regarding a missing horse
Deadline: 30 September 2021 6.45am
Responded: 29 September 2021 11.50am

Media Enquiries 21-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	10	13	8			
2022	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 54 posts

Most engaged post:

02-09-2021 – Council received notice from the Department of Transport and Main Roads that major reseal works will commence on Bunya Highway from 6 September 2021 – 7340 reached, 555 engagements, 63 reactions, 17 comments, 13 shares

Followers: 8.5K

Page reach: 15,103 (-27.1% from August 2021)

LinkedIn: 3 posts

Most engaged post:

08-09-2021 – Congratulations Kingaroy Satellite Cinema on being awarded a grant under the Supporting Cinemas' Retention Endurance and Enhancement of Neighbourhoods (SCREEN) Fund! – 6 reactions, 0 comments, 342 impressions, 3 website clicks, 0 share, 2.63% engagement rate

Website clicks: 16 (+433% from August 2021)

Page views: 184 (0% change from August 2021)

Followers: 1776 (+44 followers from August 2021)

Instagram: 25 posts

Most engaged post:

08-09-2021 – The sun is out and bbq sizzling for R U OK Day community breakfast in Kingaroy Town Hall forecourt. Here til 9.30am so come down, grab a sausage and have a conversation that could change a life. – 29 likes, 2 comment, 353 engagements, 0 shares
Followers: 1013 (+14 from August 2021)
Page reach: 841 (-14.8% from August 2021)

Social media posts – all platforms						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 61 LinkedIn: 8 Instagram: 9	Facebook: 67 LinkedIn: 13 Instagram: 47	Facebook: 54 LinkedIn: 3 Instagram: 25			
2022	Jan	Feb	Mar	Apr	May	Jun

Enews

- Council progressed 1 Enews during September

Printed advertising

- Council progressed three full page ads (Page 4) in the South Burnett Today during September – 2 September, 16 September and 30 September
- Council progressed one Murgon Moments ad in September
- Council progressed one public notice

Graphic design: 7

- Annual Report – working document
- Website banner - Garage Sale Trail
- Sign – security cameras in operation
- Sign – no camping
- Sign – no discharge of greywater
- Document – Rating Category Statement
- Document – Rates and Charges schedule

8.2 ALGA NATIONAL GENERAL ASSEMBLY ADVICE ON MOTIONS

File Number: ALGA1
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

Follow up advice on motions submitted for the 2021 National General Assembly (NGA) that was held in Canberra from 20 June to 23 June 2021.

SUMMARY

Correspondence received from the Australian Local Government Association on resolutions that were submitted by South Burnett Regional Council to the National General Assembly.

OFFICER'S RECOMMENDATION

That the outcomes from the National General Assembly motions be noted and the report received for information.

FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit the resolutions as well as to liaise with the agenda committee. Councillors' attendance at the conference to conduct deputations and debate the motions.

LINK TO CORPORATE/OPERATIONAL PLAN

5: ORGANISATIONAL EXCELLENCE - An organisation that is characterised by effective leadership, responsible management, good governance, and quality service delivery.

OR12 - Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion with Councillors regarding issues that are:

- Relevant to the work of local government nationally;
- Be consistent with the themes of the NGA;
- Complement or build upon the objectives of the LGAQ;
- Propose a clear action or outcome; and
- Not be advanced on behalf of third parties.

Considered by Council at the Executive and Finance & Corporate Standing Committee 17 February 2021 and the Ordinary meeting of 24 February with the following being adopted:

RESOLUTION 2021/252

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That South Burnett Regional Council submits the following resolutions to the National General Assembly of Local Government:

- a) That this National Assembly calls on the Federal Government to restore the Financial Assistance Grants to 1% equivalent of the Commonwealth Taxation revenue.*
- b) That this National Assembly calls on the Federal Government to fund ABC transmission black spot sites to ensure coverage for all communities in the event of Natural Disaster.*

c) *That this National Assembly calls on the Federal Government to consider a consistent National Energy Policy approach and legislation that ensures responsible investment in renewable energy projects.*

d) *That this National Assembly calls on the Federal Government to support regional investment into Health through programmes such SME Fund Leveraging the Unrealised Capital Potential of the Special Investor Visa (SIV) Programme.*

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen Against: Nil *CARRIED 7/0*

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This event provides a unique opportunity each year for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

All motions were submitted to the Agenda committee with only motion d) not making the final agenda. We have been advised that the 3 motions submitted were successful on the floor of the congress and the following actions have been undertaken by the ALGA executive.

- a) Financial Assistance Grant – ALGA has written to the Hon. Kevin Hogan MP, advising of the resolution, and inviting a response. *ALGA will continue to advocate for the Australian Government to:*
 - i. *Restore Financial Assistance Grants to a level equal to 1 per cent of Commonwealth taxation revenue;*
 - ii. *Preserves Financial Assistance Grants as the major source of Federal funding to Local Government; and*
 - iii. *Advocate to restore the Financial Assistance Grants funding lost in the 2014-15 indexation freeze as the first phase in restoring Financial Assistance Grants funding levels.*
- b) ABC Transmission – ALGA has written to the Hon. Paul Fletcher MP, advising of the resolution on communications and inviting a response. *ALGA's position over many years is that equitably delivered, and affordability priced telecommunications facilities should be available to all Australians, no matter where they live. Provision of information technology to all Australians is vital to innovation, economic growth and social equity; however, it is even more important to regional Australia where the tyranny of distance increases the inequity of services.*
- c) National Energy Policy – ALGA has written to the Hon. Angus Taylor MP, advising of the resolution on renewable energy and inviting a response. *ALGA will continue to advocate for Local Government Climate Change Response Partnership Fund. The Fund would consist of \$200 million over four years to provide support for councils to help their communities reduce emissions and understand and transition to the future.*

ATTACHMENTS

Nil

8.3 COMMUNITY CONSULTATION

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

PRECIS

A request was made by Councillor Duff regarding the process by which the Portfolio and Divisional Councillors are included in all community consultation meetings held by staff with community members or groups

SUMMARY

An update on the Community Engagement process as requested.

OFFICER'S RECOMMENDATION

That the report be received for information.

BACKGROUND

The matter of the community engagement policy and strategy has been considered as the Executive and Finance & Corporate Standing Committee of 18 August 2021 with the following adopted:

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*

And at the August Ordinary meeting with the following adopted:

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

RESOLUTION 2021/100

Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and Strategy be adopted as amended through the inclusion of the following clause at step 3 of the strategy guide and tools:

For capital works projects, the level of impact and level of engagement as presented in the IAP2 spectrum is to be determined by a resolution of Council as part of the capital budget adoption process. Further, the review date be amended to August 2022.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen *CARRIED 4/3*

The policy had not been updated since 2016 and the strategy and tools are designed to formalise what had been to date and informal process. The addition has been made to the strategy in accordance with Council's resolution of August.

This, as previously discussed, will be part of the capital budget for adoption each year.

Councillors are to be made aware of all Community meetings that involve broad community participation or are of a Division or Council significance. There are regular meetings and day to day interactions that are of a basis information gathering and are very operational in nature. Councillors would be briefed at the conclusion of this discussions. Dependant on the nature and level of consultation, individual community engagement plans may be developed or more formals meeting held either on site or at an office.

Council staff generally have no input or control over independent or non-corporate consultation meetings organised by individual councillors.

ATTACHMENTS

Nil

8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE CREDIT CARD POLICY - STATUTORY031

File Number: IR2608078
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Corporate Credit Card Policy – Statutory031.

SUMMARY

This policy provides for the purchasing and paying for items of South Burnett Regional Council ('Council') expenditure in accordance with Council's Procurement Policy via Council's corporate credit cards.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Finance with assistance from Corporate Services. A marked-up draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback was received by General Manager Finance & Corporate proposing changes to the policy.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A New Tax System GST Act 1999 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human

rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy ensures effective controls and procedures are in place with respect to the authorisation and use of corporate credit cards. Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities. The purpose of this policy is to set out a framework for the use of corporate credit cards including appropriate use and reporting of expenditure.

ATTACHMENTS

1. **South Burnett Regional Council Corporate Credit Card Policy - Statutory031** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory031

POLICY OWNER: Finance

ECM ID: 2608078

ADOPTED:

Corporate Credit Card Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

Table of Contents

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1. POLICY STATEMENT

This policy provides for the purchasing and paying for items of South Burnett Regional Council ('Council') expenditure in accordance with Council's Procurement Policy via Council's corporate credit cards.

2. SCOPE

This policy applies to all Council representatives who are provided with a Council corporate credit card.

Corporate credit cards are available as an alternative payment mechanism for the purchase of goods and services necessary in the course of the cardholder's work for the benefit of Council.

The following advantages have been identified with the utilisation of corporate credit cards:

- Simplified purchasing and payment procedures;
- Reduction of internal paperwork whilst maintaining a full audit trail;
- Improved payment performance to suppliers;
- Provision of support to local suppliers;
- Improved productivity;
- More effective cash management; and
- Enhanced service delivery to customers.

This policy ensures effective controls and procedures are in place with respect to the authorisation and use of corporate credit cards. Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities. The purpose of this policy is to set out a framework for the use of corporate credit cards including appropriate use and reporting of expenditure.

3. GENERAL INFORMATION

The purpose of the corporate credit card is to facilitate and simplify the purchasing process for minor purchases and travel expenditure. Corporate credit cards may be issued to permanent employees of Council (with the exception of the Mayor) where it can be demonstrated that the facility is necessary and provides the most effective means of meeting commitments incurred in the course of official Council business.

A corporate credit card may be made available to the Mayor and will be issued with the approval resolution of Council. The corporate credit card should only be used for extraordinary business expenses directly related to the Mayor attending to Council's business, pursuant to Council's Expenses Reimbursement Policy for Councillors – Statutory002.

3.1. Allocation and financial delegation

Corporate credit card allocation is at the **approval** of the General Manager Finance & Corporate. The approval will stipulate that the corporate credit card **must** be utilised for general work purposes only.

Corporate credit card transactions must be within the cardholder's financial delegation and limited to those areas and budgets for which the delegated officer has responsibility and must be in accordance with the purpose for which the funds are allocated.

All corporate credit card purchases must comply with Council's Policies and Procedures. If an employee demonstrates the need for an increase to any corporate credit card limits, approval must be granted by the relevant General Manager and General Manager Finance & Corporate or in the case of a General Manager requesting the increase, the Chief Executive Officer.

3.2. Appropriate uses of Corporate credit cards

Corporate credit cards are to be used for transactions where it is the most efficient procurement option; for example, travel and accommodation bookings, online purchases, one-off purchases and for purchasing goods and services of relatively low value.

When purchases are made with a corporate credit card, quotes/tenders are still required in accordance with Council's Procurement Policy. Multiple corporate credit card transactions (at the same time or over extended periods) must not be used to avoid the need to obtain quotations that would otherwise be required under Council's Procurement Policy **purchasing thresholds**.

Corporate credit cards must not be used for:

- obtaining cash from any source;
- payment of any private expenditure including the payment of travel expenditure for accompanying partners on business trips; or
- payment for goods or services which are not available or complete at the time of the transactions (i.e., no back orders).

3.3. Responsibilities of corporate credit cardholders ('cardholder')

All employees issued with a corporate credit card will be required to sign a form stating that they have read and understood the Corporate Credit Card Policy and Procedure and have received training in the use of the corporate credit card.

The cardholder will ensure that:

- The corporate credit card is used for official Council business only in accordance with this policy and Corporate Credit Card Procedure and does not exceed their delegated authority;
- Every transaction processed through the corporate credit card is authorised by the cardholder or investigated if unauthorised;
- A valid tax invoice is collected for all transactions;
- Ensure that the limit on the corporate credit card is not exceeded;
- The corporate credit card is stored safely and securely at all times;
- **In the event a tax invoice is lost or misplaced, unable to be provided, a Statutory Declaration stating facts will be acceptable;**
- The monthly statement is reconciled in accordance with Council's Corporate Credit Card Procedure within seven (7) days of the statement date;
- All documents pertaining to the transactions are made available to the Manager Finance in the format and timeframe requested in Council's Corporate Credit Card Procedure.

3.4. Cancellations

If a cardholder resigns or employment is terminated; the cardholder must return the card to the Manager Finance for cancellation. All transactions must be reconciled prior to the employee leaving. Where a cardholder does not comply with the requirements of the Corporate Credit Card Policy and Procedure, the corporate credit card may be cancelled. Any potential fraudulent misuse of the corporate credit card will result in the cancellation of the card immediately and an investigation undertaken where disciplinary action may be taken.

4. DEFINITIONS

Corporate Credit Card means corporate credit cards arranged and paid for (card fees and transactions) by South Burnett Regional Council for business use.

Council representative means all Councillors and Council employees including permanent, casual and temporary employee, apprentices, trainees; contractors, volunteers, and work experience students.

Cardholder means a Council representative who has been issued with a Council corporate credit card.

Valid Tax Invoice means an invoice satisfying the requirements of *A New Tax System GST Act 1999* (Cth)

Minor Purchase means purchasing goods and services of relatively low value.

5. LEGISLATIVE REFERENCE

A New Tax System GST Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Credit Card Procedure – Procedure095

South Burnett Regional Council Procurement Policy – Statutory007

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Gifts and Benefits Policy – Strategic002

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of policy	17 July 2019	2608078
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

8.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FINANCIAL HARDSHIP POLICY - STATUTORY012

File Number: IR2791654
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Financial Hardship Policy – Statutory012.

SUMMARY

South Burnett Regional Council ('Council') requires all property owners to pay their rates in full by the due date/s shown on rate notices. However, Council recognises that there are cases of genuine financial hardship that require respect and compassion in special circumstances.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Financial Hardship Policy – Statutory012 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Corporate Services. A marked-up draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback received supported the initial changes suggested for the policy.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Human Rights Act 2019 (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy applies to those ratepayers who are experiencing serious financial hardship and as a result are willing, but unable to pay their rates and charges. The policy will only apply to properties where the property is the ratepayers' principal place of residence, however, Council encourages any property owner experiencing financial hardship to make contact.

ATTACHMENTS

1. **South Burnett Regional Council Financial Hardship Policy - Statutory012** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory012

POLICY OWNER: Corporate Services

ECM ID: 2791654

ADOPTED:

Financial Hardship Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') requires all property owners to pay their rates in full by the due date/s shown on rate notices. However, Council recognises that there are cases of genuine financial hardship that require respect and compassion in special circumstances.

2. SCOPE

This policy applies to those ratepayers who are experiencing serious financial hardship and as a result are willing, but unable to pay their rates and charges. The policy will only apply to properties where the property is the ratepayers' principal place of residence, however, Council encourages any property owner experiencing financial hardship to make contact.

3. GENERAL INFORMATION

Council acknowledges that the circumstances affecting a property owner's ability to pay may be either temporary or long-term, financial or personal. Consequently, Council will assess a request for assistance on a case-by-case basis.

Council is committed to working with our property owners to find an appropriate, realistic and effective payment solution.

This policy communicates Council's position and provides guidance to **Council representatives**, property owners and stakeholders concerning the principles, processes and guidelines that Council will use when assessing applications for rates and charges relief due to severe financial hardship. In summary, the key objectives of this policy are to:

- provide a mechanism that enables property owners to feel comfortable in approaching Council about outstanding debts;
- provide a policy that encourages a consistent and proactive approach in identifying and assisting ratepayers who may be experiencing difficulty paying their rates due to personal or financial hardship; and
- encourage people experiencing financial hardship to access earlier financial counselling support services.

Council's Rate Collection Policy states that it will diligently pursue the collection of overdue rates and charges. It also states that non-payment of rates places an unfair burden on the ratepayers who do meet their obligations in full. It balances the foregoing statements by stating that Council will take into account the individual circumstances or the financial hardships faced by relevant ratepayers.

Financial hardship relief provided under this policy does not forego Council's normal debt recovery action, including Council's ability to sell the land for arrear of rates. Additional fees may apply in this case.

Section 120(1)(c) of the *Local Government Regulation 2012* states that Council may grant a concession if it is satisfied that "the payment of rates or charges will cause hardship to the landowner". Council will grant such a concession for rates relief as set out in this policy.

3.1. What is Financial Hardship?

A property owner will be considered to be in financial hardship if paying a rate notice will affect their ability to meet their basic living needs. This includes such things as food, clothing, medicine, accommodation and children's education.

In short, it means they have the intention, but not the financial capacity to pay.

Financial hardship may be caused by:

- loss of a property owners' (or a family member's) primary income;
- separation or divorce from a spouse;
- death of a spouse or loved-one;
- domestic or family violence;
- physical or mental health problems;
- a chronic medical condition or illness;
- budget management difficulties because of a low income;
- other unforeseen factors affecting your capacity to pay, such as a reduction in income due to a natural disaster, drought or downturn in economic conditions; or
- high-rate levy increases due to revaluation.

3.2. Temporary Financial Hardship

Property owner's experience payment difficulties due to a sudden and/or temporary change in circumstances that adversely affect their finances. These property owners generally require flexibility. Council is able to offer an extension of time to pay (generally with the loss of the prompt payment discount shown on the rate notice) or to set up a payment plan.

3.3. Identifying Property Owners in Financial Hardship

Property owners who think that they may be experiencing financial hardship are encouraged to contact Council as soon as possible. If assessment by a financial counsellor has been undertaken, **with written consent of the property owner**, they can contact Council on the property owner's behalf.

The following indicators will be considered when determining whether a property owner is experiencing financial hardship:

- the property owner requests information about alternative payment arrangements;
- the property owner's payment history indicates they have had difficulty paying accounts in the past;
- the property owner has had a change of circumstances that adversely affects their finances;
- eligibility for government funded concessions;
- advice has been received from an independent financial counsellor;
- total income after tax (take home pay);
- the number of properties owned;
- the number of children or dependants involved;
- current financial commitments including any existing debt;
- medical conditions or disability affecting earning capacity; and
- domestic or family violence.

Although the above list displays indicators of possible hardship, each property owner will be treated with sensitivity and understanding according to their individual circumstance.

As part of Council's assessment, we will consider any information provided by the property owner and/or, if applicable, their financial counsellor.

As soon as the assessment has been completed and a decision has been made, Council will advise the property owner of the outcome.

3.4. When will Council Consider an Application for Financial Hardship?

Council will not support applications for financial hardship relief where the applicant has another avenue to alleviate the situation or seek assistance and has not taken this alternative option.

Council will also encourage applicants to seek the assistance of a financial counsellor. Council's intent is to provide assistance to applicants who demonstrate genuine attempts to help themselves.

Council will only consider an application for financial hardship relief where:

- it is the property owner's principle place of residence; and
- upon application being made to Council for the relief of rates and charges by the property owner; and
- the property owner is experiencing genuine financial hardship due to a loss the property owner has suffered such as:
 - a person who has less than two (2) weeks of available funds equivalent to the maximum rate of income support payment provided by the Department of Human Services ('DHS') for Crisis Payments; or
 - has been unemployed and receiving payments from DHS continuously for 26 weeks; or
 - suffers from a chronic illness that is permanent or lasts longer than three (3) months; or
 - has been diagnosed with a terminal illness or disease; or
 - has incurred unexpected expenses (funeral costs) and reduction or loss of family income because of the death of a partner, dependent or other family member; or
 - has experienced a significant reduction in income due to a natural disaster, drought or downturn in economic conditions.

3.5. Assistance or Relief Available

Council may grant relief to a property owner under this policy through offering assistance by one (1) or more of the following:

- payment of the outstanding rates balance may be deferred (without further interest accrual or loss of discount) for a maximum period of 12 months;
- suspension of pending or current rate recovery action;
- repayment plans that are outside of the current Rates Recovery Policy; and
- interest costs written-off/waived for interest already charged and/or for interest that may accrue between the Council's decision and satisfactory completion of an agreed repayment plan.
- .

Council is committed to assisting property owners who are experiencing financial hardship. If a property owner is experiencing financial hardship, they are encouraged to contact Council as soon as possible to discuss the situation. Council does offer long-term options if the property owner adheres to and maintains an agreed arrangement.

In return, Council requests the property owner:

- keep Council informed of any change in circumstances;
- agree and maintain a suitable payment arrangement;
- contact Council to negotiate, **where practical**, an alternative arrangement should the property owner have difficulty maintaining the agreed payment plan; and

- contact a financial counsellor, if requested. It is important for a property owner who is in financial hardship to meet with a financial counsellor (or a person from a relevant customer representative organisation) to discuss their financial situation and consider the options that are available.

3.6. Lodging an Application

Lodging a request for relief must be on the prescribed form, available from the Council website, www.southburnett.qld.gov.au, and will involve a full financial assessment undertaken by **Corporate Services Branch under this policy**.

If a property owner:

- does not respond to the Council's offer of hardship relief; or
- fails to wholly comply with Council's offer of hardship relief; or
- once an agreed payment arrangement is entered, fails to comply with the requirement of that agreed payment arrangement, then

Council will continue with normal debt recovery action including outsourcing the debt to a debt collection specialist and the sale of the land for rate arrears. Additional fees will likely apply in this case.

3.7. Processing the Application

The process for assessing applications will remain simple and accessible as possible in recognition that at the very least, the ratepayers are experiencing financial difficulties. All applications are assessed confidentially and on merit.

4. DEFINITIONS

Application form means 'South Burnett Regional Council Rates Relief Application' for the purpose of applying for assistance under this policy.

Chronic illness means an illness that is permanent or lasts longer than three (3) months.

Council means South Burnett Regional Council.

Death of a partner means the unexpected expenses (funeral costs) and reduction or loss of family income because of the death of a member of a couple (married, registered relationship or de facto relationship).

Financial Hardship means unable to meet basic requirements, including food, clothing, medicine, accommodation and children's education. This hardship may occur because of chronic illness, long-term unemployment or death of a partner.

Long-term unemployment means a ratepayer who has received income support payments continuously for 26 weeks.

Natural disaster means a major adverse event resulting from natural processes of the earth; examples include floods, volcanic eruptions, earthquakes, tsunamis, cyclones, severe storms, bush fires, droughts.

Property owner means the 'owner of the land' as defined under the *Local Government Act 2009*.

Residential property means property that has as its primary use 'use for residential purposes'.

Terminal illness means an incurable disease that cannot be adequately treated and is reasonably expected to result in the death of the person.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

6. RELATED DOCUMENTS

South Burnett Regional Council Rates Collection Policy – Statutory041

South Burnett Regional Council Financial Hardship Rates Application Form

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of new Policy	24 June 2019	2603937
2	Review of Policy	15 July 2020	2701272
3	Review of Policy – Resolution 2021/374	26 May 2021	2791654
4	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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

File Number: IR2700319

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Media Relations Policy Strategic001

SUMMARY

South Burnett Regional Council ('Council') is committed to ensuring resident, key stakeholder and wider community communication about Council operations and decisions is delivered in a pro-active manner.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Media Relations Policy – Strategic001 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Executive Services with a mark-up draft policy prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks. Feedback was received from Mayor Brett Otto, Cr Kathy Duff and Cr Kristie Schumacher. Executive Services considered feedback and tabled three (3) versions of the policy for consideration at the Committee meeting in August:

- Version 1 - draft as circulated May 2021;
- Version 2 - based on consideration of both written and verbal feedback from the consultation period; and
- Version 3 - based upon Cr Schumacher's feedback and written submission.

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

Executive and Corporate Services worked together to develop a draft policy for circulation through Council's Policy Governance Framework. The draft policy was circulated for approximately three (3) weeks.

No feedback was received during the consultation period.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A New Tax System GST Act 1999 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council recognises media relations are one of the important communication channels that enables Council to share key messages, statements and factual information in a way that assists community understanding in the rationale behind Council's decisions, its operational intent and its progress in delivering on its strategic objectives.

ATTACHMENTS

1. **South Burnett Regional Council Media Relations Policy - Strategic001** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic001

POLICY OWNER: Executive Services

ECM ID: 2700319

ADOPTED:

Media Relations Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to ensuring resident, key stakeholder and wider community communication about Council operations and decisions is delivered in a proactive manner.

Council recognises media relations are one of the important communication channels that enables Council to share key messages, statements and factual information in a way that assists community understanding in the rationale behind Council's decisions, its operational intent and its progress in delivering on its strategic objectives.

The objectives of this policy are to:

- Demonstrate Council's commitment to communicating openly with the community via media outlets;
- Protect and enhance Council's reputation, integrity and brand;
- Ensure all Council representatives are aware of their responsibilities when interacting with the media;
- Provide an agreed protocol for media interactions when speaking with or on behalf of Council; and
- Demonstrate a commitment to the principles of local government as per the *Local Government Act 2009*.

2. SCOPE

The policy applies to all Council representatives and all media outlets. This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

3. GENERAL INFORMATION

Council media relations aim to be proactive in nature, with the intent of providing factual information and supporting public confidence in the organisation.

Council acknowledges its duty of care in ensuring its media relations adhere to appropriate standards of behaviour and contain information that is in the public interest. This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media. This policy provides guidelines for Council representatives, in their interactions with external media and acknowledges the measures to ensure the appropriate management of Council's media efforts.

3.1. Organisational Media Relations

Organisational media relations are coordinated by Council's Executive Services (through the Communications Officer) and are responsible for overseeing information provided to the media on Council decisions, activities, services and facilities. Council media relations are proactive and aim to inform and foster public confidence in the organisation. Activities include the production of media releases, publications and the management of media enquiries.

3.2. Official Council Spokesperson for Council-wide or Regional Significance

The Mayor is the official spokesperson for all Council responses or media interviews of Council-wide or regional significance. On a case-by-case basis, the Mayor may delegate to a Councillor to speak on behalf of Council.

Executive Services (through the Communications Officer) will field all enquiries.

3.3. Official Council Spokespersons for Portfolios

Councillors are permitted to provide comment or statement when requested or approached by the media in respect of their assigned portfolios. Councillors do not need to seek direct approval from the Mayor, however, must keep the Mayor and Executive Services informed as to the nature of the comment/statements and where possible provide the comment/statements in writing.

Councillors are to work through Executive Services (the Communications Officer) to prepare media releases that support Council's portfolio activities as identified within Council's corporate plan ensuring that day to day operational related media enquiries, if directly received, are referred to the Executive Services.

In speaking with the media on divisional matters, Councillors are responsible for adhering to the principles of the *Local Government Act 2009*, the Councillor Code of Conduct and this policy, in a way that maintains Council's integrity and reputation.

Executive Services (through the Communications Officer) will field all enquiries made directly with Council.

3.4. Media Release Preparation

All media releases will be managed and distributed through Executive Services (through the Communications Officer) with content provided by the relevant Branch if requested.

Councillors may request a media release be prepared by Executive Services (through the Communications Officer). Councillors are to notify the Mayor of their request so that Mayor is kept up to date on media related matters.

Portfolio Councillors and General Managers are encouraged to provide updates, photos and stories on what is happening in the individual Councillor Portfolios to Executive Services (through the Communications Officer).

Where possible and practical alongside media releases, photographs are encouraged to enhance the verbal documentation.

3.5. Media Release Approval Process

The Chief Executive Officer or delegated officer must approve all Council media releases. Responses made by Councillors to direct requests from the media are not considered media releases and as such do not require approval by the Chief Executive Officer however to assist Councillors in their response, it is advised that Councillors make contact with Executive Services (through the Communications Officer) to ensure the information they intend to provide is true and accurate and seeking appropriate support as needed.

3.6. Responding to Media Enquiries made directly with Council

Councillors, if Chair of a Council authorized committee or a Portfolio Representative Councillor are authorized to speak on that committee or portfolio and will be contacted by Executive Services. Media representatives are requested to make direct contact with Executive Services (through the Communications Officer) in the first instance. Executive Services (through the Communications Officer), in consultation with the relevant General Manager or delegated officer,

will co-ordinate a response in accordance with Council's Media Relations Flowchart, consulting with the relevant Councillor, where appropriate.

If the matter has a specialised or technical component, the Chief Executive Officer may respond or delegate the responsibility to a senior officer.

It is preferred Council provide a written response to specific questions. All written responses shall be co-ordinated by Executive Services (through the Communications Officer) and must be approved by the relevant General Manager or the Chief Executive Officer as appropriate.

The Mayor should be notified immediately of any potential risks to Council's reputation should a response be delayed.

In all cases, where comment is made or proposed to be made to the media, the spokesperson (including Councillors) is required to notify Executive Services (through the Communications Officer) of the nature of their comments.

All correspondence to or from the media to be forwarded to media@sbrc.qld.gov.au for records management.

3.7. Participation in Council related events / activities (where media maybe present)

In the instance where Council may host an event, for instance to launch a service or open a facility, or where Council has sponsored a project or major event, Executive Services is responsible for ensuring all Councillors are issued an invitation to attend the event/activity where practicable.

Where the attendance of Council representatives is limited, the Mayor, relevant Portfolio Councillor and Divisional Councillor are to receive the invitation in that order (as attendance numbers allow). Executive Services may extend an invitation to another Councillor or Senior Executive Team member/s should the Mayor, relevant Portfolio or Divisional Councillor be unable to attend.

3.8. Council Advertorial Activities

Council undertakes advertorial activities to ensure dedicated communication platforms for Council news such as a page or part-page in local print media. Where practical, Councillors are to be provided an opportunity to contribute to portfolio content on a rotational basis.

4. DEFINITIONS

Councillors means the Mayor and Councillors representing the South Burnett Regional Council.

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Media relations means the use of the media to communicate corporate messages about Council. This includes preparation and distribution of media releases, media statements, media interviews and conferences or briefings, media launches and features.

Media means television, radio, print and social media journalists, photographers and camera operators, including representatives from trade and specialist publications and internet news services.

Media releases means communications designed to be sent to the media in order to encourage them to develop articles on a topic. A media release is written in order to highlight an important event, program, or piece of information by Council that succinctly describes *who, what, where, when, why and how* of the story. Media releases are intended to promote the interests of Council and assist Council to meet the principles of Local Government.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Community Engagement Policy – Statutory042

South Burnett Regional Council Media Relations Flowchart – Procedure027

South Burnett Regional Council Social Media Procedure – Procedure024

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Adoption of Policy	24 September 2008	418029
1	Adoption of Policy	9 December 2009	817662
2	Policy Revision	21 November 2012	1407706
3	Policy Revision	16 November 2016	2022469
4	Policy Revision	13 June 2018	2512946
5	Policy Revision	15 July 2020	2700319
6	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2700319
7	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RATE COLLECTION POLICY - STATUTORY041

File Number: IR2792107
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Rate Collection Policy – Statutory041

SUMMARY

This policy outlines the principles, processes and guidelines that South Burnett Regional Council ('Council') staff and/or external agencies use when dealing with ratepayers, property owners, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on a rate notice.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Rate Collection Policy – Statutory041 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Corporate Services. A marked-up draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback received supported the initial changes suggested for the policy.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human

rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council staff, Councillors, ratepayers, and other stakeholders understand the actions that Council will undertake and the consequences for non-payment of rates, or for not promptly addressing overdue rates.

ATTACHMENTS

1. **South Burnett Regional Council Rate Collection Policy - Statutory041** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory041
 POLICY OWNER: Finance
 ECM ID: 2792107
 ADOPTED:

Rate Collection Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy outlines the principles, processes and guidelines that South Burnett Regional Council ('Council') staff and/or external agencies use when dealing with ratepayers, property owners, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on a rate notice.

2. SCOPE

This policy has been developed in association with the *Local Government Act 2009* and *Local Government Regulation 2012*, and Council's Revenue Policy – Statutory005. The following is an extract from the Revenue Policy and reaffirms Council's commitment to the following principles:

"Council will exercise its rate recovery powers to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy."

3. GENERAL INFORMATION

This policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council staff, Councillors, ratepayers, and other stakeholders understand the actions that Council will undertake and the consequences for non-payment of rates, or for not promptly addressing overdue rates.

Council requires payment of rates and charges within a specified period and it is Council's policy to diligently pursue the collection of overdue rates and charges. The non-payment of rates and charges by some ratepayers places an unfair burden on other ratepayers who do meet their obligations in full.

However, when Council is pursuing the collection of overdue rates and charges, Council will consider the individual circumstances, or the financial hardships faced by relevant ratepayers.

To cater for this, Council has established balanced administrative processes that allow for some flexibility in ratepayer payment options including payment by regular *approved* instalments. At the same time, these processes include a variety of options, including legal action through an external debt collection specialist, that allow the effective recovery of overdue rates, depending on the level of resistance experienced. At the most severe level, this will include the sale of land by public auction in accordance with the relevant legislative requirements.

3.1. Recovery Action

3.1.1. Summary of Initial and Advanced Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

Action	Timing	Action Type	Severity	Response Time	Recovery Suspended	Authority Level
Initial Recovery Action						
1	10-14 days after the due date (expiration of discount period)	First Reminder Notice	Low	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
2	21-28 days after the due date (expiration of discount period)	Final Reminder Notice	Low	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
Advanced Recovery Action						
Debt Recovery stages 3 to 6 will only apply to debts over \$800.00 (refer to Clause 3.4):						
3	30-35 days after the due date (expiration of discount period)	Letter of Demand issued by Debt Collection Specialist	Medium	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
4	50 days after the due date (expiration of discount period)	Statement of Claim issued served by the Debt Collection Specialist	Medium	28 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
5	78 days after the due date (expiration of discount period)	Pre-Judgement Warning Letter issued by Debt Recovery Specialist	Medium	7 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
6	85 days after the due date (expiration of discount period)	Judgement granted by the Court and Warning Letter by Debt Recovery Specialist	Medium	7 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
7	92 days after the due date (expiration of discount period)	Enforcement Warrant Sale and Seizure of Property by Debt Recovery Specialist	High	Subject to circumstance	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Council

Action	Timing	Action Type	Severity	Response Time	Recovery Suspended	Authority Level
8	3 years of overdue rates and charges or 1 year for vacant land	Possible Sale of Land Warning Letter issued by Council	High	Subject to circumstance	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
9	3 years of overdue rates and charges or 1 year for vacant land	Notice of Intention to Sell	High	Subject to circumstances	If rates are paid in full	Council
10	3 years of overdue rates and charges or 1 year for vacant land	Auction – Sale of Land	High	In accordance with Local Government Regulation 2012	If rates are paid in full	Council

3.1.2. Deferment of Recovery Actions

The Recovery Action steps shown above may be deferred for the following reasons:

- Deceased estates in probate;
- Bankruptcy liquidations;
- Receivership/Administration;
- Property sale where an unconditional contract has been signed;
- Approved hardship under Council's Financial Hardship Policy – Statutory 012;
- Special Circumstances.

3.2. Payment Arrangements

Council will not pursue or escalate recovery action against a property owner who has an approved payment arrangement with Council, where the payment arrangement is current, and the ratepayer adheres to the agreed repayment schedule.

If a payment arrangement is not maintained within the agreed terms, the ratepayer will be offered an opportunity to bring the payment arrangement up-to-date, or to make a revised payment arrangement. Failure to make and maintain an appropriate payment arrangement will result in the escalation of the recovery action.

Council reserves the right to renegotiate or cancel a payment arrangement should circumstances change where the debt will not be paid within the required timeframe.

Where a ratepayer on a payment arrangement has defaulted on a payment on two (2) consecutive occasions, (i.e., 2 weekly, or 2 fortnightly or 2 monthly payments are missed) and the ratepayer has not responded to requests to bring the payment arrangement up-to-date, Council has the right to cancel the payment arrangement; refuse to approve any further payment arrangement and escalate the recovery action.

If a ratepayer has a history of defaulted or cancelled payment arrangements or has a history of frequent reminders to bring an arrangement up-to-date, Council has the right to cancel the existing payment arrangement; to refuse any further payment arrangement applications and to escalate the recovery action.

This will involve sending the debt to the debt recovery specialist for the commencement of legal action. In these circumstances, Council will not initiate further recovery action without first notifying the ratepayer concerned.

3.2.1. Formal Payment Arrangements – Normal Terms and Conditions:

Applications for a formal payment arrangement must be made in writing ('Application to Pay Rates by Instalments') and are approved by the **Manager Finance or delegated officer**. The payment commitment must be made on the following terms:

- **Debts less than \$2,500** – payments should be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than six (6) months; or
- **Debts greater than \$2,500** – payments should be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than twelve (12) months.

3.2.2. Other Formal Payment Arrangements – Outside of Normal Terms and Conditions:

Council may consider requests for payment arrangements which fall outside the terms outlined in Clause 3.2.1, in cases of genuine hardship and extenuating and special circumstances such as (e.g., long-term illness or unemployment).

These requests must be made in writing and are approved by the **Coordinator Governance**. All reasonable requests will be considered and recommended for approval, only when the payment proposal has been assessed by the **Coordinator Governance** as being financially sustainable. This means that the proposed repayment amount, although outside the normal terms and conditions as per Clause 3.2.1, will be sufficient to clear the debt within a reasonable timeframe (e.g., the payment term may be extended to a maximum of two (2) years, but payment must include all arrears of rates and future rates that have not yet been issued).

Ratepayers experiencing genuine financial hardship must complete the appropriate application form and submit the necessary paperwork in accordance with Council's Financial Hardship Policy – Statutory012.

If Council approves a financial hardship application, property owners may receive additional flexibility in payment options and payment arrangements as detailed in the Financial Hardship Policy.

3.2.3. Periodic Payments Not Representing a Formal Payment Arrangement

Requests for arrangements that are assessed as being unsustainable as per Clause 3.2.2 will not be approved. Instead, these property owners will be granted a three (3) month period whereby further debt recovery action will be suspended, to allow sufficient time for financial advice to be obtained in relation to their options.

During this period, reasonable attempts must be made by the property owner to make periodic payments to their rate accounts and failure to do so will result in an escalation of recovery actions. At the end of this three (3) month period, the property owner must either pay the outstanding debt in full or enter into a payment arrangement in accordance with the terms and conditions outlined in Clause 3.1. Failure to do either of these actions will result in the escalation of recovery actions. (e.g., debt sent to external debt collection specialist for commencement of legal action).

3.3. Interest

In accordance with *Section 133 of the Local Government Regulation 2012*, Council will apply interest at the % rate shown in the relevant financial year's revenue statement (as calculated and amended annually), compounding daily on all overdue rates and charges, from the date on which the rates and charges became overdue.

Importantly, interest charges will not apply to debts under a payment arrangement as defined in Clause 3.2, provided that regular payments are made in accordance with the agreed and approved payment schedule.

3.4. Criteria for the Implementation of Legal Action

Council has set a threshold for the referral of debts for legal action of \$800.00. As per Clause 3.1, debts equal to or greater than this threshold will initially be referred for legal debt recovery at 28 days after the expiration of the discount period, with the first stage in the legal process being the issue of a letter of demand (step 3 at Clause 3.1).

- (i) **Debts equal to or greater than \$800.00** – Legal debt recovery action will only be initiated where the balance of rates and charges is equal to or greater than \$800.00, and no approved payment arrangement, as per Clause 3.2, is in place. All legal debt recovery action is administered by Council's approved external debt collection specialist and the relevant information in relation to the referred debt is supplied by Council to the debt collection specialist. Legal charges incurred are charged against the individual rate assessment and

recovered in full by Council.

- (ii) **Debts less than \$800.00** – Debts under \$800.00 are not referred to the external debt collection specialist for legal recovery action. The recovery process for these debts is a two-step process as per steps 1 and 2 of the table at Clause 3.1. The first step is the issuing of a reminder notice and then at step 2, Council issues a second Final Reminder Notice. There will be no further escalation of legal recovery action while the debt remains under the \$800.00 threshold. However, legal action may be instigated in circumstances where the debts remain outstanding for a period of at least 12 months and an approved payment arrangement (as per Clause 3.2) has not been entered into.

3.5. Criteria for Taking Action to Sell Land for Overdue Rates

In accordance with *Chapter 4, Part 12, Division 3* of the *Local Government Regulation 2012*, Council has the ability to instigate sale proceedings where rates remain outstanding beyond set periods of time. These periods are usually one (1) year for vacant land and three (3) years for all other land. Refer to the table within Clause 3.1, specifically steps 8, 9 and 10 of the debt recovery actions (Clause 3.1).

4. DEFINITIONS

Council means the South Burnett Regional Council.

Council Employee/s means a person/s employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

Councillor means Councillor, of a local government, includes the Mayor.

Rates and Charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Overdue Rates and Charges are defined in *Section 132* of the *Local Government Regulation 2012* as including the interest, if interest is payable, on the rates or charges and the costs, if the local government takes the ratepayer to court to recover rates or charges and the court orders the ratepayer to pay the council's costs.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Information Privacy Act 2009 (Qld)

Australian Competition and Consumer Commission Debt Collection Guidelines

Local Authorities Revenue Management Association Queensland Sale of Land Best Practice Guide

6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy – Statutory005

South Burnett Regional Council Revenue Statement

South Burnett Regional Council Financial Hardship Policy – Statutory012

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	11 November 2009	1906499
2	Review of policy	15 June 2015	1959080
3	Review of policy – Resolution 2021/376	26 May 2021	2792107
4	Review of policy – Administrative Change		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SOUTH BURNETT LIBRARIES OPERATIONS POLICY - STRATEGIC021

File Number: IR1040590
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021

SUMMARY

The South Burnett Regional Council provides information and recreational resources and services to the community in each South Burnett Libraries branch with reference to the Queensland Public Libraries Standards and Guidelines.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by General Manager Community and Regional Librarian with assistance from Corporate Services. A marked-up draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback received supported the initial changes suggested for the policy.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human

rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Queensland public libraries are primarily funded by local governments to support the local community in meeting its informational, educational, recreational and cultural needs.

The Queensland Government provides financial support to councils operating library services in Queensland through the Public Library Grant and the First 5 Forever initiative. These funds are managed by the Library Board of Queensland and distributed by State Library of Queensland.

ATTACHMENTS

1. **South Burnett Regional Council South Burnett Libraries Operations Policy - Strategic021** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic021

POLICY OWNER: Community

ECM ID: 1040590

ADOPTED:

South Burnett Libraries Operations Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

The South Burnett Regional Council provides information and recreational resources and services to the community in each South Burnett Libraries branch with reference to the Queensland Public Libraries Standards and Guidelines.

2. SCOPE

To provide guidelines for operational and management practices that enable free and equitable access to library facilities and services for all members of the community.

3. GENERAL INFORMATION

Queensland public libraries are primarily funded by local governments to support the local community in meeting its informational, educational, recreational and cultural needs.

The Queensland Government provides financial support to councils operating library services in Queensland through the Public Library Grant and the First 5 Forever initiative. These funds are managed by the Library Board of Queensland and distributed by State Library of Queensland.

Service Level Agreements acknowledge the partnership with council, outline the obligations of each party and govern the administration of the Queensland Government's financial investment in public libraries.

3.1. Access to library services

The library service provides free access and membership for residents in the local government area to programs, services and collections, through a combination of the physical library facility, electronic resources and online presence. It offers inclusive access for the whole community including children from birth, people with disabilities, people who are homeless, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people identifying as lesbian, gay, bisexual, transgender and queer or questioning (LGBTQ+). Library services function in accordance with the *Human Rights Act 2009* (Qld).

3.2. Library facilities

Library facilities are well maintained and offer pleasant and welcoming environments with furniture, technology and equipment to meet the needs of the community, with collections that are contemporary, diverse, well organised, regularly maintained and visually appealing. The full range of services are available all hours the physical library facility is open, and an after-hours return facility is provided.

3.3. Technology access and use

South Burnett Libraries provide free and equitable public internet access that is available to the community at all library facilities via library devices, and via wi-fi for customers using their own devices. Printing, photocopying and scanning services are also available and carry modest charges which are reviewed annually and adopted through Council's schedule of fees and charges.

South Burnett Libraries also provide on-line access to a range of electronic resources. These resources may be added to, discontinued or changed at the discretion of South Burnett Libraries. (Refer to Information Technology Resource Services Policy – Strategic019).

3.4. Collection development

The Library Collection Development Policy establishes guidelines for the development and management of South Burnett Regional Council's library resources in accordance with the Queensland Public Library Standards and Guidelines.

3.5. Membership

South Burnett Regional Council provides a free library service that includes:

- no fees for overdue collection items;
- no fees for collection item reservations;
- no charges for internet access;
- no charges for membership for residents from other local government areas in Queensland; and
- no charges for interlibrary loans between the Queensland public library network;

Identification totalling to 100 points must be provided when joining. Exceptions may be made and will be treated on merit.

Members' contact details need to be updated as details change. Membership is due for renewal every three (3) years to ensure that contact details remain current.

3.5.1. Under 18s membership

Under 18s membership is available to any person under the age of 18. Children under 18 require parental or guardian identification totalling 100 points. Exceptions may be made and will be treated on merit.

3.5.2. Organisational membership

Organisations including aged care facilities, education organisations and libraries may apply for membership. Each application must nominate a responsible person. Resources and number of items for loan are subject to approval of South Burnett Libraries.

3.6. Loans, renewals, reservations and requests

Members may borrow up to ten (10) physical items per membership for a four (4) week loan period. Items may be renewed once either in person, by telephone or via the online catalogue. Members may also choose to have items renewed automatically. Items cannot be renewed if they have been reserved by another member.

A limit of ten (10) items may be on reservation at any time.

Loan limits for electronic resources, including eBooks, eAudiobooks, eMagazines and eMovies are available on each platform.

Resources not held by South Burnett Libraries may be requested for purchased or inter library loan. (See Library Collection Development Policy – Strategic020).

3.7. Overdue items

Fines will not be charged for overdue items, however members are asked to return items promptly in consideration of other library users.

A reminder notice will be sent three (3) days prior to items becoming due, with items not returned with 14 days of the due date generating an overdue notice. Items that become long overdue (overdue

for 90+ days) automatically generate a replacement cost charge for the overdue item(s). Membership accounts that have incurred a charge will be suspended until the charge is paid or the overdue items are returned.

3.8. Damaged items

Library members are asked not to attempt to repair damaged or worn items themselves but to inform staff of the damage upon returning the item/s. If the damage is from general use no charge will be incurred, however if the damage is the members responsibility a replacement cost may be charged.

3.9. Lost items

If an item is reported lost members are asked to pay the replacement cost.

3.10. Gifts and donations

Donated materials will be accepted on the understanding that they will only become part of Council's library collection if the condition, currency and relevance justify inclusion in accordance with Council's Library Collection Development Policy – Strategic020. Items not included in the collection will be given to charity, discarded for recycling or held over for a library book sale.

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual and temporary employee, apprentices, trainees; contractors, volunteers, and work experience students.

South Burnett Libraries means Council's Library facilities location at Blackbutt, Nanango, Kingaroy, Wondai, Proston and Murgon

5. LEGISLATIVE REFERENCE

Human Rights Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Information Technology Resource Services Policy – Strategic019

South Burnett Regional Council Libraries Collection Development Policy – Strategic020

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development of policy	19 September 2012	1040590
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

8.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY - STRATEGIC020

File Number: IR1042277
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Library Collection Development Policy – Strategic020

SUMMARY

The Library Collection Development Policy establishes guidelines for the development and management of South Burnett Regional Council's library resources with reference to the Queensland Public Library Standards and Guidelines.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Library Collection Development Policy – Strategic020 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by General Manager Community and Regional Librarian with assistance from Corporate Services. A marked-up draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback received supported the initial changes suggested for the policy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;
4. Freedom from forced work;	16. Humane treatment when deprived of liberty;
5. Freedom of movement;	17. Fair hearing;
6. Freedom of thought, conscience, religion and belief;	18. Rights in criminal proceedings;
7. Freedom of expression;	19. Children in the criminal process;
8. Peaceful assembly and freedom of association;	20. Right not to be tried or punished more than once;
9. Taking part in public life;	21. Retrospective criminal laws;
10. Property rights;	22. Right to education;
11. Privacy and reputation;	23. Right to health services.
12. Protection of families and children;	

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Libraries aim to develop a collection that:

- provides a balanced range of resources including popular, bestselling material and enduring works;
- encourages literacy, the enjoyment of reading and lifelong learning;
- is flexible to meet the changing needs of the South Burnett community;
- provides equitable and equal access to information for all members of the community; and
- preserves the cultural heritage of the South Burnett region;

ATTACHMENTS

1. **South Burnett Regional Council Library Collection Development Policy - Strategic020** [↓](#)





POLICY CATEGORY - NUMBER: Strategic020

POLICY OWNER: Community

ECM ID: 1042277

ADOPTED:

Library Collection Development Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

The Library Collection Development Policy establishes guidelines for the development and management of South Burnett Regional Council's library resources with reference to the Queensland Public Library Standards and Guidelines.

2. SCOPE

South Burnett Libraries aim to develop a collection that:

- provides a balanced range of resources including popular, bestselling material and enduring works;
- encourages literacy, the enjoyment of reading and lifelong learning;
- is flexible to meet the changing needs of the South Burnett community;
- provides equitable and equal access to information for all members of the community; and
- preserves the cultural heritage of the South Burnett region;

3. GENERAL INFORMATION

3.1. Collection content

South Burnett Libraries provide access to a comprehensive range of collections for community members of all ages and backgrounds, including those with differing abilities. Collections are current and available across multiple formats to meet the recreation, learning, work and life skill needs of the community. While the composition of collections will vary between library branches to suit local needs, each library in the South Burnett provides access to the following essential collections:

- fiction and non-fiction across all age groups;
- fiction and non-fiction with content that reflects the diversity of the community including children from birth, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and LGBTIQ+;
- large print, literacy support and LOTE;
- magazines and newspapers; and
- electronic collections across all age groups and reflective of the diversity in the community, including eBooks, eAudiobooks, eMagazines, movies and electronic resources for reference, research and learning.

3.2. Resource selection

Librarians use their professional judgment, experience and knowledge to develop and maintain the collection, with decisions surrounding the addition of resources based on the following criteria:

- the resource is appropriate to the interests and needs of the community in terms of subject, style, currency, and language;
- there is a high demand for the resource;
- the resource provides current information;
- the resource is presented in an appropriate format;
- the resource is presented in a language appropriate for the community;
- the resource is important as a historical record;
- the resource strengthens the collection by filling a gap or updating an existing resource;
- the resource is attractive, well made and durable;

South Burnett Regional Council receives financial assistance from the Queensland Government through State Library of Queensland.

3.3. Collection procurement

South Burnett Libraries shelf-ready procurement model enables physical collection items to be acquired and processed by nominated suppliers according to library service specifications, delivered to specific service points, and associated records sent directly to the library service based on agreed profiles.

3.4. Request for purchase

Requests made by customers for the purchase of specific resources not held in the collection are considered if they meet selection criteria. If staff are unable to purchase the resource requested, attempts will be made to obtain the item via interlibrary loan or online information.

3.5. Gifts and donations

South Burnett Libraries accept donations but reserve the right to decline or redistribute them as appropriate if they do not meet the selection criteria. Items not included in the collection will be given to charity, discarded for recycling or included in a library book sale.

3.6. Collection Maintenance

South Burnett Libraries collections, whether physical or electronic, are evaluated regularly by suitably experienced staff to ensure their currency, quality and appeal, as well as their continued ability to meet demands. Worn, incomplete and outdated material is discarded as part of a regular evaluation program. Collection age, usage, condition, access periods, platforms, licensing arrangements and ability to download to a wide range of devices, are all useful indicators for collection evaluation.

Items withdrawn from the collection that are in fair physical condition, along with donations which do not meet selection criteria may be sold or donated to suitable community/charitable organisations.

Deselection practices support the discard standards in the State Library of Queensland's Standards and Guidelines.

3.7. Resources not collected

The following resources are not routinely collected by South Burnett Libraries:

- Expensive or rare items which are inappropriate for public library use;
- Ephemeral material;
- Items of inappropriate physical dimensions;
- Old, out-of-date or fragile items – unless specifically acquired for local history collections;
- Text books;
- Advertising material;
- Items prohibited by law, for example, pornography;

Exceptions may be made and will be treated each on its merits.

3.8. Censorship

South Burnett Libraries supports the Australian Library and Information Association's (ALIA) Free access to information statement.

No material will be rejected or removed from the library collection on the grounds of partisan or doctrinal disapproval alone.

Access to suitable materials by children under 18 years of age remains the responsibility of parents and/or guardians.

4. DEFINITIONS

Librarians means professional staff who have undertaken a tertiary course of study in librarianship and information science which qualifies them for admission to Associate membership of the Australian Library and Information Association (ALIA). Librarians develop and implement policies and deliver programs and services to meet the needs of library clients. In public libraries, this includes collection development, the organisation of resources, the provision of assistance to users in the retrieval of information and library resources and promotion of services.

Library Collection means the collection located within the South Burnett Libraries.

South Burnett Libraries means Council's library facilities located at Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Information Technology Resource Services Policy – Strategic019

South Burnett Libraries Operations Policy – Strategic021

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 September 2012	1042277
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

8.10 REVIEW OF CBD FOOTPATH CLEANING OPERATIONAL COSTS**File Number:** 13/10/2021**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Review of Operational costs of the CBD Footpath Cleaning

SUMMARY

At the September 2021 Ordinary Council meeting, a request was put forward to review of the operational costs of the CBD footpath cleaning with a update report to be presented to the October Executive, Finance and Corporate Standing Committee Meeting.

OFFICER'S RECOMMENDATION

That the report for operational costs of CBD Footpath Cleaning be received for information and that the matter be considered as part of future budget deliberations.

FINANCIAL AND RESOURCE IMPLICATIONS

Operational Expenditure to be considered as part of a future budget or budget amendment.

LINK TO CORPORATE/OPERATIONAL PLAN***Corporate Plan 2021-2026***

OR5: Continue to give priority to ongoing financial sustainability and prudent budget management.

EC2: Develop and implement CBD Renewal and Revitalisation Programmes for areas of our townships including service standards for maintenance and cleaning programmes.

Operational Plan 2021-2022

Key Activity - Develop and implement service standards for CBD cleaning and maintenance regime.

Outcomes/Measures - Establish working party to devise appropriate standards for CBD cleaning.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal communication with NRM & Parks Branch and Plant & Fleet to provide cost benefit and life analysis

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

There is no policy or local law implications associated with this proposal

ASSET MANAGEMENT IMPLICATIONS

Footpath maintenance

REPORT**Background**

At the Ordinary Council meeting on 25 August 2021 Council requested a to investigate the service levels and costings to implement a regional CBD footpath cleaning program with an option for a trial for a six (6) month period involving the hire of a Litter Vac and Pavement Scrubber with tandem trailer.

A report presented to the September Ordinary Council meeting by the Acting Manager NRM & Parks re-presented as follows:

BACKGROUND

At the Ordinary Council meeting on 25 August 2021, Council requested a report concerning service levels and costings to implement a regional CBD footpath cleaning program including an option for a trial for a six-month period involving the hire of a Litter Vac and Pavement Scrubber with tandem trailer.

Council was presented with cost estimates to purchase an EcoVac, Conquest street cleaner and trailer as part of the 2021-2022 budget deliberations. The estimated purchase price for these devices was \$125,000. It was also reported that to clean CBD footpaths under an own and operate model was \$15,552 per month, with annual costs being \$155,520 assuming ten (10) cleans.

CURRENT SERVICE LEVELS

Current service levels for the footpath cleaning program are under review by works and parks staff. Whilst in a draft form, the cleaning programme involves a list of town CBD footpaths, the type of cleaning activity and frequency. For example, each town CBD cleaning activity involves blow-down/rubbish collection, spot pressure clean, street sweeping and full pressure wash/scrub-down. Each activity is assigned to either parks or works staff and conducted on pre-determined frequencies being either daily, twice-weekly or weekly.

At the Community Standing Committee meeting on 14 April 2021, Council considered a 'draft' Level of Service Plan – NRM & Parks. It was resolved at the meeting for this matter to lay on the table, pending a workshop to review the document. The proposed workshop on Tuesday 4 May was unexpectedly cancelled due to unavailability for certain participants.

In reviewing the Level of Service Plan, there is potential to include further detail pertaining to CBD cleaning, once the current review is finalised in conjunction with Infrastructure staff.

CLEANING OPTIONS

Since the Ordinary Council meeting requesting this report, attempts have been made to source pricing and in some cases, there wasn't sufficient time or availability of supplier information to provide a comprehensive assessment.

Having said that, the table below includes a summary of options and applicable costings based on what data and information was available at the time.

<i>Service Level Options & Description</i>	<i>Advantages/Disadvantages</i>	<i>Cost estimate (ex-GST) 6-month period</i>
<i>Contractor One clean per month in each of the main towns using a scrubber/ sweeper.</i>	<p><i>Advantages</i></p> <ul style="list-style-type: none"> • <i>No capital equipment purchase</i> • <i>Contractor provides flexibility</i> • <i>Service standards documented and monitored</i> <p><i>Disadvantages</i></p> <ul style="list-style-type: none"> • <i>Costly and not budgeted</i> • <i>Working party hasn't devised appropriate standards for CBD cleaning</i> 	<i>\$64,544</i>

	<ul style="list-style-type: none"> • <i>Availability/ minimum contract period required</i> 	
<p><i>Hired</i></p> <p><i>Street Sweeper & trailer only. Heavy duty scrubbing/sweeping machine, battery charged with rotating brush.</i></p>	<p><i>Advantages</i></p> <ul style="list-style-type: none"> • <i>Provides additional machinery for CBD footpath cleaning</i> <p><i>Disadvantages</i></p> <ul style="list-style-type: none"> • <i>Currently no eco-vac available</i> • <i>Price includes Council labour \$28,800</i> • <i>Lack of availability of staff to operate machinery</i> • <i>Repair/damage costs to be met by Council</i> • <i>Additional costs of overtime and administration by Council</i> 	\$67,200

Preliminary evidence of cleaning methods indicates that scrubbing the footpath surface is preferred over pressure cleaning. Pressure cleaning takes much longer which increases the labour and equipment cost. It also creates more inconvenience to residents and businesses. Pressure cleaning tends to use more water, with some devices using between 20 to 30 litres per minute.

Pressure cleaning also pushes rubbish to the street, which requires further effort to street sweep residue material from gutters. There is also an ongoing risk of pollutants entering the stormwater system.”

The figures below are based on a useful life of five (5) years.

Hire Rate

Hourly Rate

- Ecovtec XR Street \$32 per hour
- Ecovtec Vac 20 \$22 per hour.
- Trailer \$12 per hour
- Ute \$15 per hour

The annual estimated operating cost would be \$111,360.

These figures do not include what the servicing cost would be as these are electric units.

Servicing requirements will be confirmed with the Sales Representatives in the coming week.

Purchase Price of Plant

- Ecovtec XR Streetsweeper \$63,645
- Ecotec Vac 240 \$39,940
- Trailer \$21,415
- TOTAL \$125,000**

ATTACHMENTS

- 1. Cost Benefit Analysis - CBD Footpath Cleaning**  

Cost Benefit Analysis - CBD Footpath Cleaning.xlsx

Per month hours										
	Per Hour	Kingaroy	Nanango	Murgon	Wondai	Blackbutt	Other	Travel	Totals Month	Totals Year
Sweeper	\$32.00	40.00	8.00	16.00	8.00	8.00	8.00	8.00	96.00	960.00
EcoVac	\$22.00	40.00	8.00	16.00	8.00	8.00	8.00	8.00	96.00	960.00
Trailer	\$12.00	40.00	8.00	16.00	8.00	8.00	8.00	8.00	96.00	960.00
Ute	\$15.00	40.00	8.00	16.00	8.00	8.00	8.00	8.00	96.00	960.00
Employee	\$35.00	40.00	8.00	16.00	8.00	8.00	8.00	8.00	96.00	960.00
									4800.00	

Per month costs									
	Per Hour	Kingaroy	Nanango	Murgon	Wondai	Blackbutt	Other	Travel	Totals
Sweeper	\$32.00	\$1,280	\$256	\$512	\$256	\$256	\$256	\$256	\$3,072
EcoVac	\$22.00	\$880	\$176	\$352	\$176	\$176	\$176	\$176	\$2,112
Trailer	\$12.00	\$480	\$96	\$192	\$96	\$96	\$96	\$96	\$1,152
Ute	\$15.00	\$600	\$120	\$240	\$120	\$120	\$120	\$120	\$1,440
Employee	\$35.00	\$1,400	\$280	\$560	\$280	\$280	\$280	\$280	\$3,360
	Totals	\$4,640	\$928	\$1,856	\$928	\$928	\$928	\$928	\$11,136
									\$111,360

9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 13/10/2021

Author: Councillor

Authoriser: Chief Executive Officer

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.

Should growth in housing options be part of regional development strategies and who is responsible? Must investment in housing projects wait until high-economic growth is attained and who will pay? How much priority should be given to social and affordable housing projects in view of the limited resources in regional communities like ours? What are the benefits of social and affordable housing projects in regional development? What does our future look like if people now can live in our region and work anywhere in the world? These very questions have generated heated debate across our community. We know, because we have experienced a recent influx of people looking at the lifestyle offered in the South Burnett very differently on the back of COVID-19 pandemic.

While I certainly don't have all the answers. What we know for sure is that here in the South Burnett, we absolutely need more bricks and mortar – we need more housing options? Our rental vacancies are almost non-existent, buyers are outbidding each other to purchase homes, property managers are overwhelmed by rental applications, there's been limited state government investment in social or affordable housing in our region for decades, builders' books are full, people are queuing for vacant land before its even developed, and pressures on supplies and increased costs are creating headaches across the construction industry.

We know we need more affordable, accessible, and secure housing. We know from the incredible work local service clubs are doing in our community there are more than 140 people currently homeless and living rough in the South Burnett. We know the Queensland's government's regional home building boost grants have helped to boost housing supply and create jobs in our region, but this has also put significant pressure on local trades, demand for available skilled workforce and the logistics of materials with suppliers doing their best to cope with unprecedented local increase in demand. We also know the solutions to the lack of housing options in the South Burnett will require a multi-faceted, bi-partisan approach and quite frankly we need actions to speak louder than words. We need government investment to deliver social and affordable housing projects and capital upgrades, we need developers and landowners in our region to put forward developments and open vacant land and we need the state government to see our region's needs as a priority. We know our local business community and residents are calling on us to urgently address the chronic shortage of housing stock in our region – but our Council can't do this sudden heavy lifting alone. We need genuine collaboration with all levels of government, industry, businesses, community organisations and agencies to achieve the best possible outcomes for our residents and take this opportunity for rapid growth and make it sustainable. Because we know, our staff here at Council are doing all they can to cope with the increased demands of property sales, customer service enquiries and rapid upshift in processing building, plumbing and development applications and inspections daily – and we too, are no different to any other workplace in attracting the qualified staff we need to support our team.

According to recent Commonwealth Bank data, vacancies in regional areas are at an all time low compared to capital cities, with an estimated 11% increase in Australian's making the regional move. It is believed, the rising house prices in capital cities and rapid adaption brought by technology, meaning you no longer need to live where you work, is making the move to regional areas like the South Burnett, much more realistic.

CSIRO research also suggests that by 2060 five million more citizens will choose to live outside capital cities in Australia, creating satellite cities roughly two hours from the capitals. Brisbane is 214 km from Kingaroy, just think about the anticipated growth in the area's surrounding our region by 2060 if these projections are accurate. What does the South Burnett look like by 2060? This sharp correction is a challenge. Clearly the leaders before us have been focused on sustaining our region on the back of the trending decline in population growth from 2014 to 2018, evidenced by Australia Bureau of Statistics data. We are now needing to dramatically shift gears and prepare for population growth.

While the growing base of ratepayers is needed in our region, the sudden pressure on aging infrastructure and Council's resources is a challenge. The need for additional housing, renewed infrastructure and land-use planning into the future is clearly paramount. While I do believe this Council accepts the challenge, we clearly cannot solve the problems we face alone. I also believe it's pertinent to report to our community, the many projects Council is currently undertaking to support and enable improved housing outcomes and growth in our region including:

- the available land assessment
- the major planning scheme amendments
- we are actively participating in the new generation of statutory regional plans with the state government to ensure broader regional outcomes are achieved through the application of state policy in local planning.
- investigating options and partners for a pilot project to support residential housing outcomes in Kingaroy
- the implementation of the Development Incentives Scheme Policy, which has brought significant developer's to the table, and if their projects are constructed, these would help to provide some housing relief.
- **The Maturing the Infrastructure Pipeline Program** (commonly known as the MIPP) which has developed a long term robust capital works programs and funding strategy to replace our failing water infrastructure and enable residential growth.
- Continued advocacy with relevant government agencies and ministers.

As per the Council Resolution 2021/357 I have been working with the team and community leaders to identify a potential partner and explore some options for collaboration in the pilot project to support residential housing outcomes in Kingaroy. I look forward to bringing forward a partnership proposal to establish a Memorandum of Understanding (MOU) for Council's consideration soon.

I've also been researching digital job opportunities and in doing so, we have been invited to visit the Peregrin Beach Digital Hub. The Hub is a world-class workspace for tech entrepreneurs, digital professionals, and remote workers. I will be looking to set up a meeting with the team to discuss their learnings, and to understand how these may be applied to the South Burnett with key stakeholders from our region and my fellow colleagues. The pandemic has clearly demonstrated that the digitization of our economy beyond our geographic boundaries is possible. It's my view that with digital connectivity there is a giant opportunity for residents to tap into jobs that aren't based in our region. In a digital future, it's no longer about where you live – if you have a computer you can have a job and essentially work with anyone across the globe. Just recently I met an Arabic interpreter, who is living here in Kingaroy. His wife is a nurse and every night he works with his colleagues who are based all over the world. Isn't that amazing, and we all know that he is not alone. In my opinion,

we need to share stories like these and help to normalize the role of digital jobs in our local economy. I'm working on a project plan, to understand who is living in our community and working remotely and what would improve their productivity or working environment here in the South Burnett. How can we support people working remotely and encourage residents to look to these opportunities into the future? Once again, I don't claim to have the answers however I believe by working together we can influence greater economic outcomes here.

I also recently was invited to Visit South Burnett's committee meeting and am pleased to report the membership is continuing to grow and the team are focused on industry led tourism outcomes for the South Burnett. I look forward to the next meeting.

I'd like to thank Tim Sayer CCIQ and the BIEDO team, Prue and Nikki, for all of their support in coordinating the Business Forum in Nanango. Together, attendees considered the following questions:

- When it comes to business and commerce, what does your town do well?
- What's the point of difference, that makes your town stand out from other towns?
- When it comes to business and commerce, what does your town not do well?
- What might be impacting or holding back your town, stopping it from taking advantage of opportunities?
- In terms of economic development, what key things are missing?
- What could value-add to the business/industry landscape of your town?
- What would help drive economic development in your town?

The valuable feedback gathered at this forum will help to inform the progression of the regional development action plan and I plan to bring a report back to Council.

Later this month, I will be participating in a webinar designed specifically for member councils in the [three Queensland Renewable Energy Zones \(QREZ\)](#), covering northern, central, and southern Queensland. I have circulated the details with my colleagues, and believe it's important we all participate and listen to the State government plans to:

- conduct stakeholder engagement
- invest in strategic network upgrades to unlock new renewable generation
- streamline the development of new renewable energy projects
- work to match new and existing industrial energy demand with affordable and reliable renewable energy
- deliver genuine benefits to communities.

It's important we understand the Queensland Government's commitment of \$145 million to establish three Renewable Energy Zones (REZ) and position the South Burnett as a renewable energy investment destination of choice.

I've also been working with the Acting General Manager of Infrastructure to schedule the first NWIDF Project Advisory Committee meeting for the coming weeks.

In closing, later this week CEO Mark and I look forward to meeting BIEDO's newly appointed CEO, Jacqueline (Jaci) Laidler. Ms Laidler has extensive rural sector experience and firsthand knowledge as a beef producer; operating two properties at Binjour and Calgoa with her husband Scott. As former Director of Community and Economic Development for Winton Shire Council and Regional Manager of Economic Development and Tourism Services at North Burnett Regional Council, Ms Laidler brings a broad range of capability and skills to the not-for-profit organisation.

References:

Di Iorio O (2021, September 29), 'Data Insights: Aussies are saying bye to the bustle', The Property Tribune Australia's Real Estate News <Aussies are saying bye to the bustle | The Property Tribune>.

southburnett.com.au (2019, October 17), 'Region's Population Declines Again', southburnett.com.au, <Region's Population Declines Again - southburnett.com.au>.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 13-10-2021

Author: Administration Officer

Authoriser: Chief Executive Officer

PRECIS

Regional Development and Tourism update for the month of September 2021.

SUMMARY

This report provides an update on the South Burnett Regional Council's Regional Development and Tourism section for the month of September 2021.

OFFICER'S RECOMMENDATION

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

BACKGROUND

In September 2021 the Regional Development and Tourism team progressed the following:

Events / happenings:

To promote the Spring Wondai Garden Expo, Wondai Visitor Information Centre volunteer Lesa Hodges created a garden display in the Centre during September, which captured much interest from visitors.



On the 22 September, Visitor Information Centre staff attended a Volunteer Management Workshop facilitated by Australian Museums and Galleries Association Inc (AMAGA) at the Kingaroy Town Hall.

Volunteer Ralph Argue commenced bus tours around Kingaroy 15 years ago. The bus tours have become a popular addition to the services offered at the Kingaroy Visitor Information Centre. On the 30 September, Ralph handed the reins over to volunteer Rhonda Callow to continue with this popular service.

This month we welcomed five new volunteers to the South Burnett Visitor Information Centres –

- Darrel & Janette Scott (Wondai)
- Maryann Hudson & Colin Badrick (Kingaroy)

Kingaroy Visitor Information Centre and Heritage Museum were kept busy this month with multiple groups and bus tours visiting the centre. Visitors included:

- Yarraman State School
- Peanuts Kid Kindy
- Coups Travel and Tours
- Ron Mead Tour and Charter Group



Monthly Statistics:

Visitor Information Centres – Monthly Statistics 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$8180 M - \$568 N - \$1114 W - \$3500	K - \$3417 M - \$583 N - \$2364 W - \$1333	K - \$5409 M - \$630 N - \$1450 W - \$3708			
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 1 W - 0	K - 1 M - 0 N - 0 W - 0			
Volunteer Numbers	K - 26 M - 13 N - 17 W - 10	K - 20 M - 13 N - 17 W - 9	K - 21 M - 13 N - 18 W - 11			
Volunteer Hours	K - 786 M - 232 N - 475 W - 208	K - 757 M - 232 N - 475 W - 208	K - 588 M - 187 N - 265 W - 189			
Days Open	K - 27 M - 27 N - 31 W - 27	K - 24 M - 27 N - 30 W - 26	K - 20 M - 25 N - 28 W - 26			

Media Releases:

Media Releases 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	4	1	0			
2022	Jan	Feb	Mar	Apr	May	Jun

Social Media Posts:

Social Media 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
SB VIC Network	Posts 10 Likes 762 Followers 959	Posts 13 Likes 760 Followers 968	Posts 5 Likes 787 Followers 1001			
Discover South Burnett	Posts 6 Likes 3921 Followers 4160	Posts 12 Likes 3929 Followers 4192	Posts 11 Likes 3939 Followers 4195			
Kilkivan to Kingaroy Rail Trail	Posts 1 Likes 1350 Followers 1510	Posts 1 Likes 1402 Followers 1570	Posts 2 Likes 1463 Followers 1654			
Drive Inland	Posts 0 Likes 860 Followers 940	Posts 1 Likes 872 Followers 958	Posts 2 Likes 894 Followers 984			
WBB – The Perfect Place	Posts 0 Likes 2443 Followers 2495	Posts 1 Likes 2400 Followers 2499	Posts 1 Likes 2444 Followers 2496			
Business South Burnett	Posts 4 Likes 1880 Followers 2004	Posts 16 Likes 1877 Followers 2001	Posts 2 Likes 1874 Followers 1998			
Lake Boondooma Caravan & Recreation Park	Posts 1 Likes 8460 Followers 8615	Posts 1 Likes 8500 Followers 8640	Posts 2 Likes 8534 Followers 8707			
Yallakool Caravan Park on BP Dam	Posts 0 Likes 4156 Followers 4234	Posts 1 Likes 4200 Followers 4255	Posts 1 Likes 4216 Followers 4308			

Visit South Burnett September News:

What's News.....from the committee

A great month again for the region's tourism operators. Nice weather, good numbers through and terrific numbers at our last Meet and Greet. Next week will also see the Visitor Guide go to the printers, this project was a huge task and has taken a lot time, effort, and people power to complete. A special thank you to Kate McCormack for her work on putting together the stories of our region and helping us to ensure the Visitor Guide has a real magazine feel about it. This brochure is designed to encourage visitors to pick it up and read it cover to cover. Also, a special thank you to all our contributors both with stories and photos from our picturesque region. The VSB Visitor Guide has been fully endorsed by SQCT, TEQ and the Regional Council and will be displayed not only in all SBRC VIC's but in VIC's across Qld and will be the main brochure handed out at all external events attended by VSB and SQCT, it is fantastic to have a new current brochure to assist with our visitor's experience.

Our Next Meet and Greet is in planning and we look forward to seeing you all then.

Visit South Burnett President

Jason Kinsella

Cycling

The last bridge crossing seen below over Wide Bay Creek will be completed on the Kingaroy/Kilkivan Rail Trail this month which make the Rail Trail 100% user friendly. Also, next month ongoing talks continue with the Department of Transport and Main Roads over future developments for the Rail trail in the Gympie region. Exciting times ahead maybe for the cycling tourist! - Photo below.

Visit South Burnett Inc. September round up!

- We held our second MEET & GREET at the Wondai Colonial Motel, thank you to our wonderful hosts Mary-Anne & Stephen who showcased their beautiful venue. Thank you to everyone that attended the night. (the next meet and greet is currently being organised for October information to be sent out soon)
- The visitors guide is progressing very well with paging now increased to 48. (please see example below)
- Visit South Burnett attended the South Queensland Caravan, Camping, Fishing & 4x4 Expo held last weekend on the Sunshine Coast. With great attendance and lots of interest in the South Burnett Region.
- The committee caught up with the SBRC on their Community Engagement Day, resulting in a very positive meeting.

VSB Report

Meetings/catch ups & phone calls

- Hillview Cottages - Discussion about upcoming events and possible more business meetings
- Kingaroy Office Central – Sue (signed as new member)
- Wondai Regional Art gallery opening - 3/09

- SQCT - Monthly Round Up - 23/09/21
- VSB Meet and Greet 17th September (Great night and very positive)
- Attended Sunshine Coast Caravan Expo - 24-26 September
- Donna Glass- Bunya Mountains Astrophotography (signed as new member)
- Matt Collins - CrowFM & VSB working together
- Mulanah Gardens – Discussions in relation Visitors Guide
- Edeleweiss B & B - Discussion about Blackbutt VIC centre & How VSB can Help
- Abigail - Anderssons fruit market - Visitors Guide - changes
- Nancy Jayde Photography - VSB Member Special offer / Visitors Guide
- Wiikiri Retreat - Julie - Visitors Guide
- Visitors Guide – Carolee Hotel, Moffatdale Ridge wines, Crane wines, Kingaroy Country Motel, Joe Spagalli, Kingaroy showgrounds, Nanango Showgrounds, Wondai Colonial Motel to name a few)

Upcoming meetings:

- Burnett Today - Helen - Monday - 11/10
- Voicing Business and Community - 12/10
- SQCT - Monthly Round up - 28/10
- VSB Meet and Greet (venue to be fixed)

New Members:

Kingaroy Office Central

Redrock Retreat

Galbraith Farmhouse

90 Day action plan progress:

Meet Members -99%

Website - 65%

New membership drive - 60%

Newsletter - 100% - September

South Burnett Meet and greet (October)- 10%

Visitors Guide - 100% (Currently at printers)

Other: Specifically TDO

- Visitors Guide took up most of the time this month (increased to 48 pages)
 - Design and proof guide - Work with writer - Finish proofing ads - talk and discuss with members - Get product print ready and to the printers
- Meet and Greet for VSB at Wondai Colonial - Finalise details (event held on the 17th September)
- Newsletter (October)- finalised and ready and sent out with Proof of Visitors Guide
- Promote VSB Facebook & instagram
- SQCT information update as requested - Summer Campaign - Photos, text etc
- VSB management Committee meeting - progress report

- Start work on the next 90 action plan
- Caravan and Camping expo - Sunshine Coast

Social Media:

- **Facebook**- 2411 Likes - 2665 Followers
- **Instagram**: 408 followers

ATTACHMENTS

1. **Southern Queensland Country South Burnett Monthly Report August 2021**  
2. **South Burnett Queensland Tourism Sentiment Snapshot - October 2021**  



Key Points from August 2021



South Burnett's Occupancy level for August was 57%, and has had a 10% decrease when compared to July last month.



The average Reservation Window has been looking very positive since the beginning of 2021 in comparison to previous years.

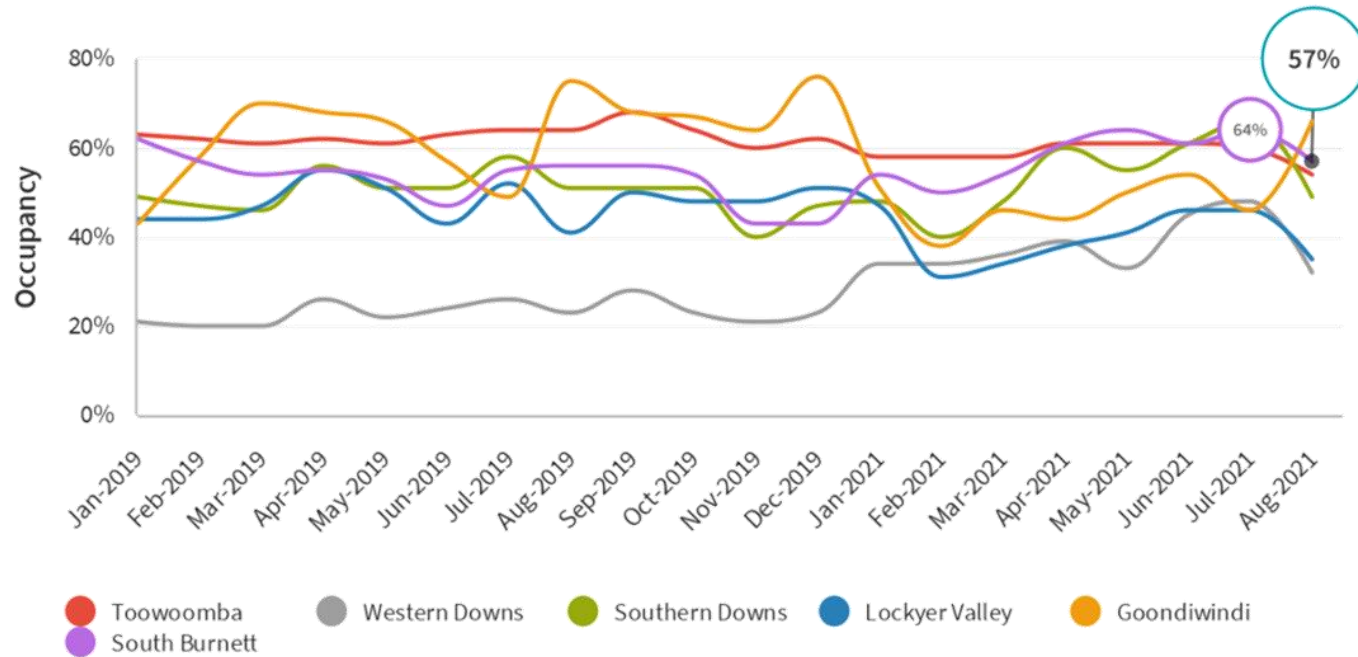



Length of Stay in August 2021 was 4 days and has had an increase of 100% when compared to 2019.

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Average Occupancy Rate

The occupancy rate is the ratio between the number of occupied rooms and the number of rooms offered that are open.

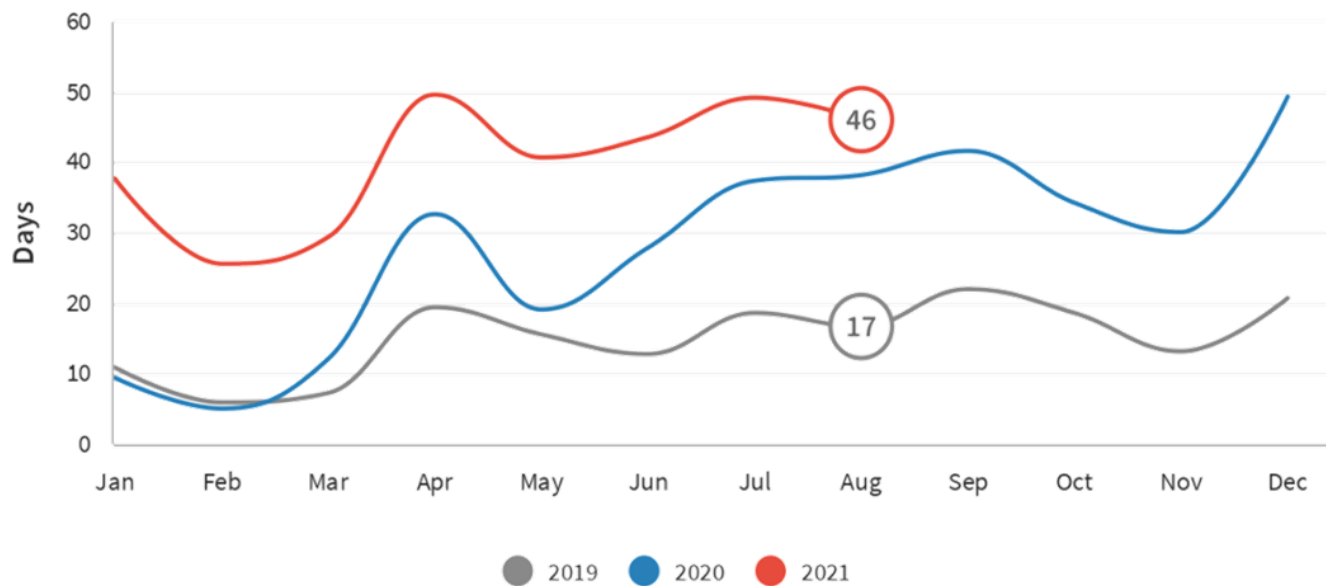
INSIGHT

South Burnett's Occupancy level for August was 57%, and has had a 10% decrease when compared to July last month. This decline can be attributed to the lockdown that QLD experienced in August.

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Reservation Window (Days)

The reservation window is the period of time between when the reservation is made by the guests and the actual arrival date to the destination. For example, a reservation of 40 days means that people are booking accommodation on average 40 days before they arrive at the destination.



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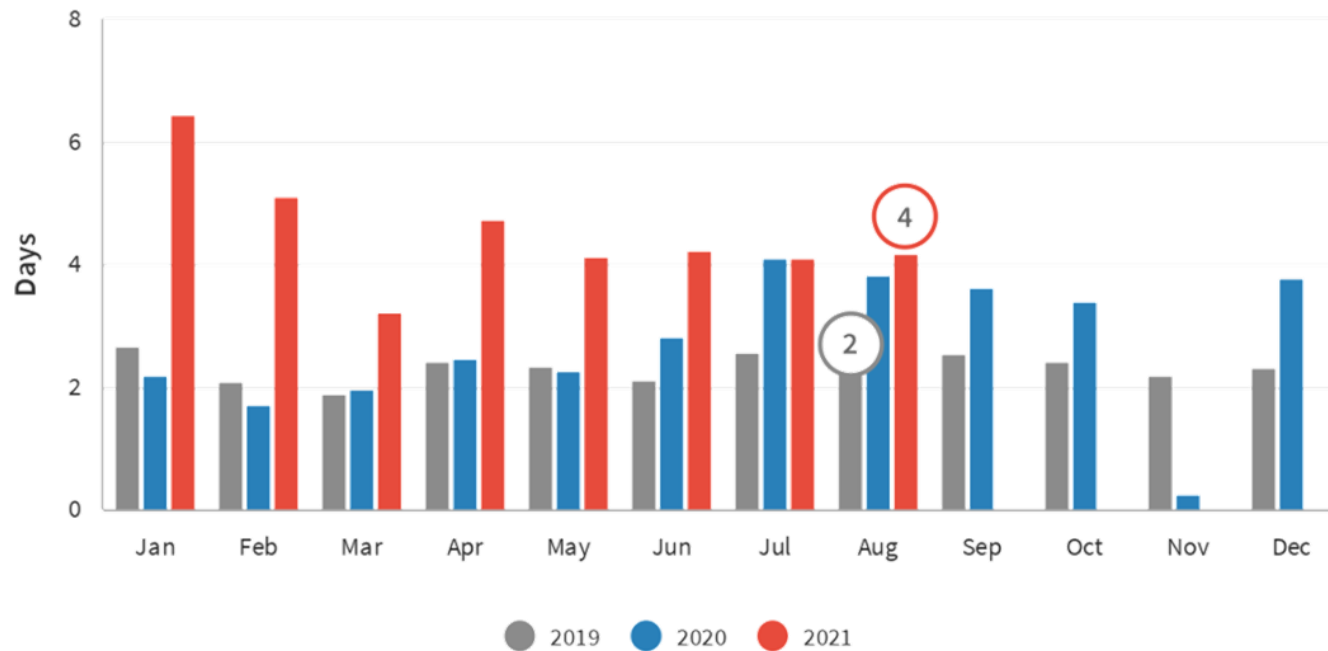


INSIGHT

The average Reservation Window has been looking very positive since the beginning of 2021 in comparison to previous years. This growth has continued into August with a reservation window of 46 days, which is an increase of 170% when comparing to 2019.

Length of Stay

Length of stay is the amount of time that was booked at the accommodation.



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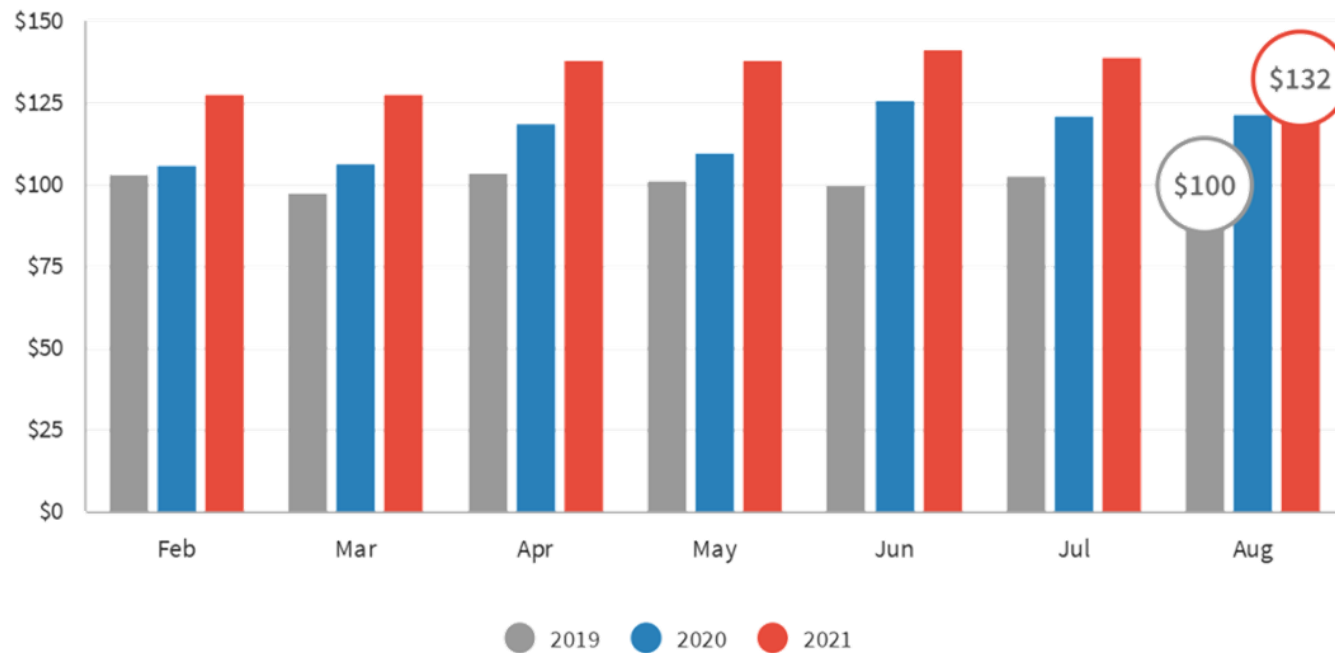


INSIGHT

Length of Stay in August 2021 was 4 days and has had an increase of 100% when compared to 2019. Average length of stay is in a great spot this year, seeing its highest numbers when compared to 2019 and 2020.

Average Daily Rate

The average daily rate (ADR) measures the average rental revenue earned for an occupied room per day.



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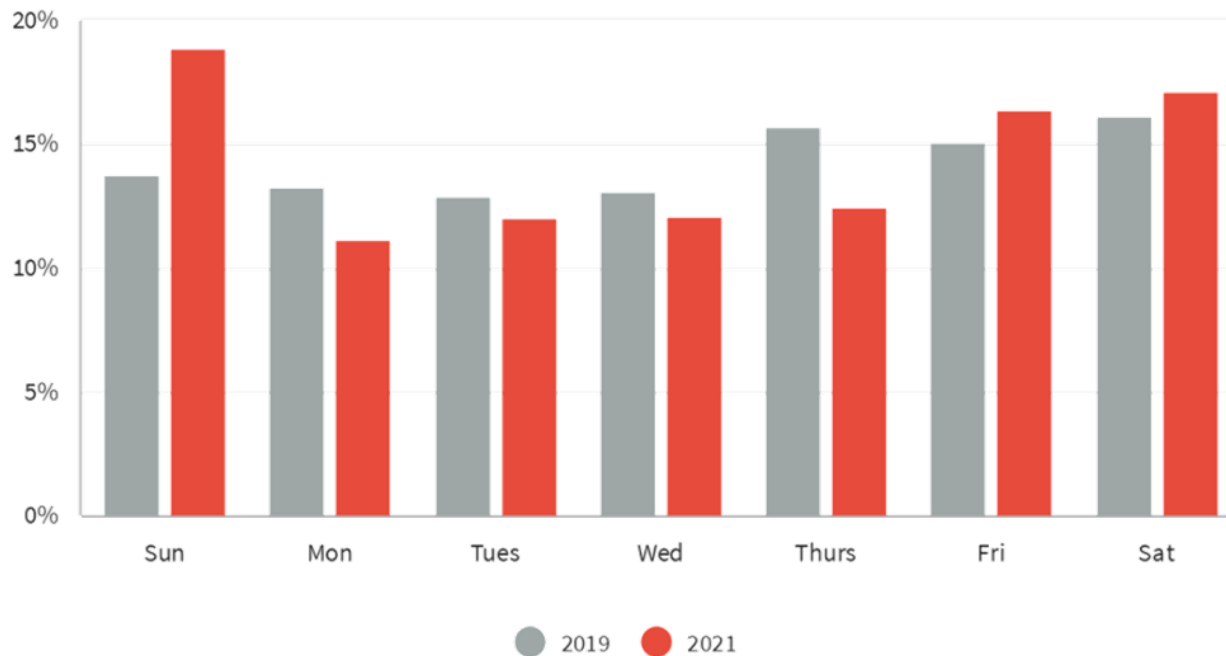
32%

INSIGHT

As a result of lock downs the ADR of both 2020 and 2021 has increased, as more people are looking to travel too regional areas. August 2021 has had an ADR of \$132 which is a 32% increase when compared to 2019. An increase in ADR means that people are willing to pay for more accommodation which is a great result.

Day of the Week

These graphs visualise which days of the week people are visiting the most for the month.



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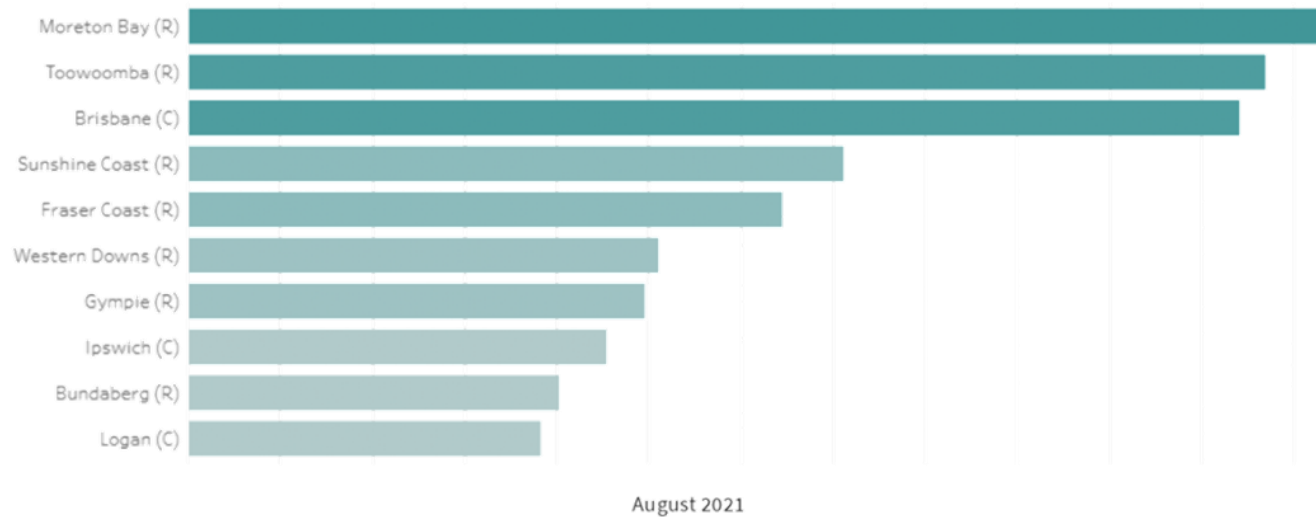


INSIGHT

The highest day of visitation in August 2021 was Sunday at 19.67%.

Source Market

The source market demonstrates which LGA visitors are travelling from, by checking device area data. Focusing on the top 9 for the month.



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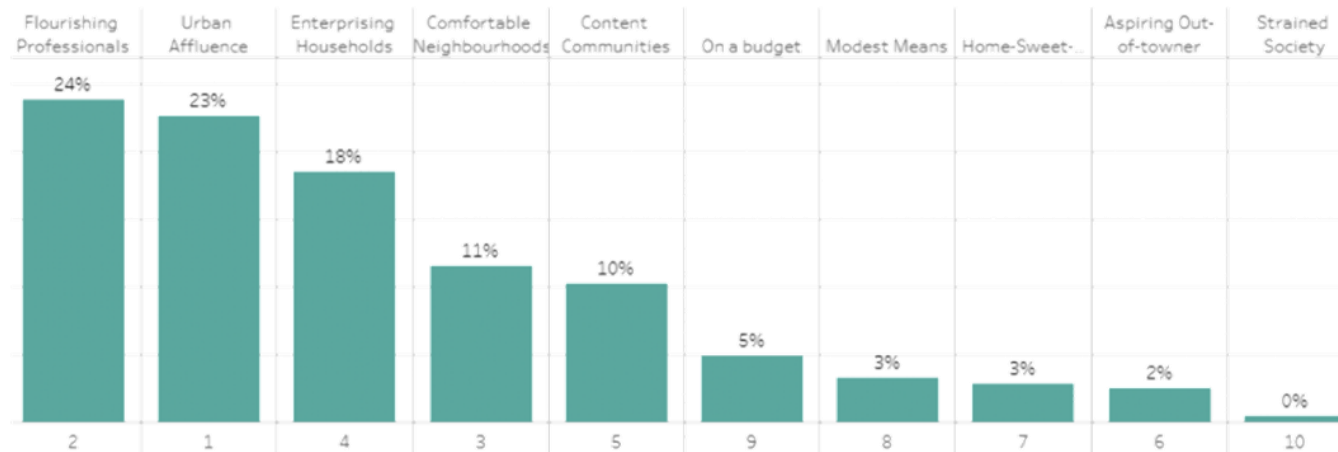


INSIGHT

The LGA's with the most amount of devices seen within the South Burnett region in July 2021 were Moreton bay with 12.41% of the total devices seen, Toowoomba with 11.70% and Brisbane with 11.42%.

Top Visitor Segments - Brisbane

Top Visitor Segments show the segmentation of people who visited the most.



Visitor Segmentation from Brisbane - August 2021

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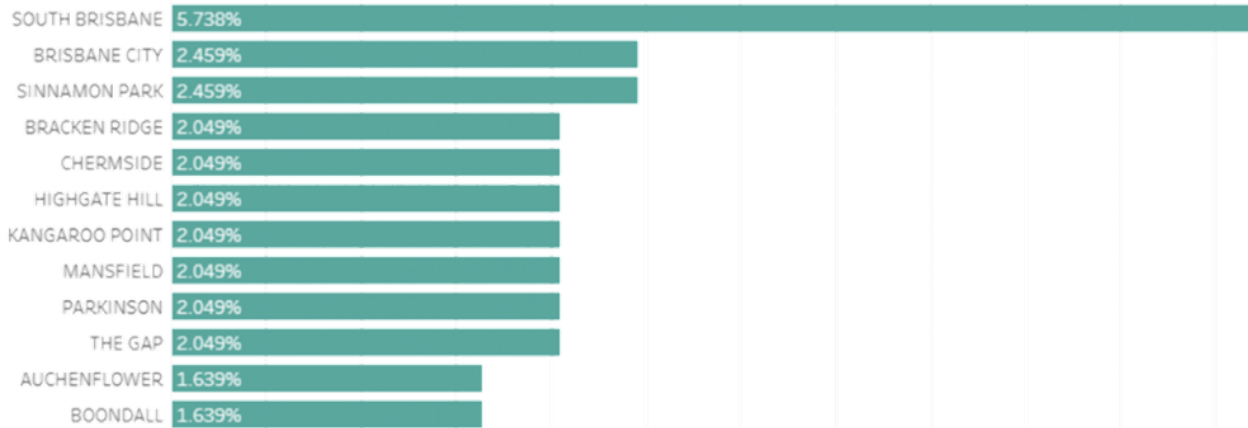
INSIGHT

The top visitors of South Burnett from Brisbane in the month of July were the second wealthiest segment, contributing to 47% of visitation.

Brisbane was the focus for this analysis as they have the highest propensity to stay overnight.

Top Visitor Suburbs Brisbane

Top Visitor Segments show the segmentation of people who visited the most from Brisbane.



Visitor Segmentation from Brisbane - August 2021

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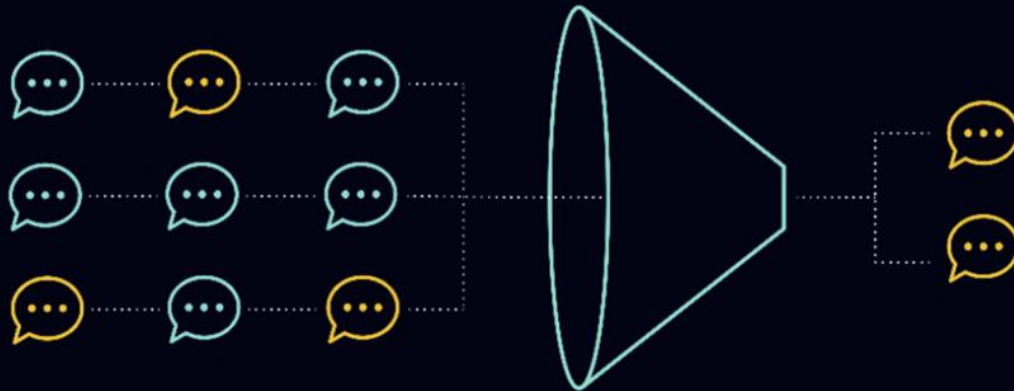


INSIGHT

The suburb that visited the most in August was South Brisbane with 5.7%, then Brisbane City and Sinnamonn park with 2.5%.



ESSENTIAL DATA IN REALTIME



TOURISM SENTIMENT SCORE® is a consolidated measure of a destination's ability to generate positive word of mouth about its tourism offering. It focuses solely on online conversations that reference or affect a potential traveller's perceptions of a destination's tourism offering.

GATHERS DATA FROM

500k+

online, peer-to-peer communication platforms

Including all major social networks and review sites, such as Twitter, Facebook, Instagram, TripAdvisor, Reddit, Tumblr and YouTube.

CURRENTLY TRACKS

19,500+

global destinations

AGGREGATES DATA FROM

1m+


peer-to-peer, online conversations

RELIES ON

unprompted and unbiased


perceptions and feelings that are not influenced by scripted surveys or focus groups.





WHAT'S THE TOPLINE
SENTIMENT *AROUND*
SOUTH BURNETT?

SOUTH BURNETT, QUEENSLAND | OCTOBER 2021

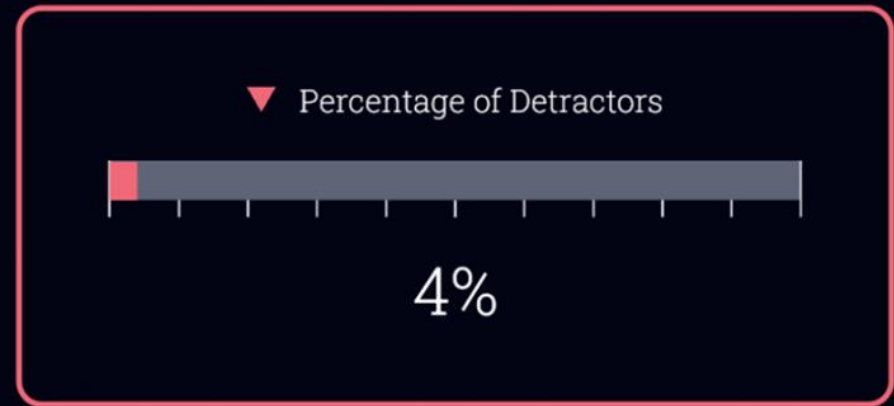
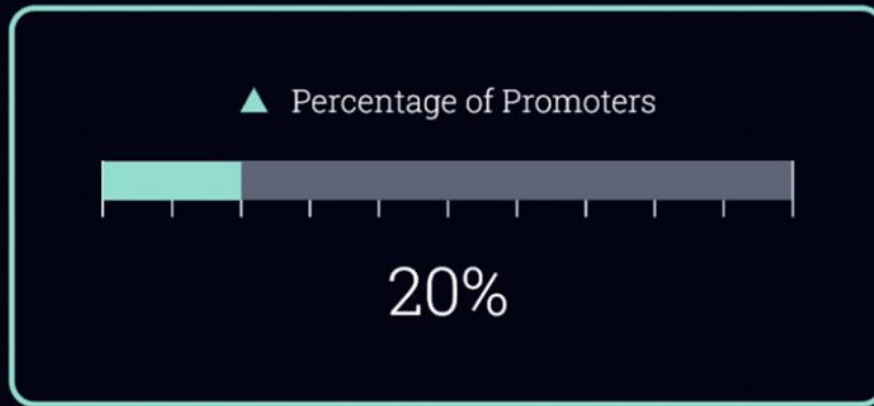




TOURISM SENTIMENT SCORE®:

16

SOUTH BURNETT'S SCORE IS COMPOSED OF



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LET'S TAKE A LOOK AT THE
TOPICS DRIVING SENTIMENT
THROUGHOUT
OCTOBER 2021

SOUTH BURNETT, QUEENSLAND | OCTOBER 2021





MOST TALKED ABOUT

Between one and three topics may appear here, if the data reveals any trends. These topics are the top drivers of **overall awareness** around South Burnett's tourism offering throughout October 2021. It is important to ensure the sentiment towards these topics remains positive and within range of comparative destinations around you.



Tourism Sentiment Score: -4

Wildlife Viewing

71% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: -32

Biking + Cycling

7% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: -22

Natural Disaster

6% OF TOTAL TOURISM
CONVERSATION



MOST APPEALING

Between one and three topics may appear here, if the data reveals any trends. These topics drove the most positive conversations around South Burnett's tourism experience throughout October 2021 and best represent the **core pillars driving positive brand** perceptions. It is important to defend and continue to grow these throughout Invalid date.



Tourism Sentiment Score: 74

Farmers Markets + Food Producers

50% OF TOTAL POSITIVE CONVERSATION



Tourism Sentiment Score: 91

Nature Photography

50% OF TOTAL POSITIVE CONVERSATION





TRENDING UP FROM INVALID DATE

Between one and three topics may appear here, if the data reveals any trends. These topics illustrate the greatest growth throughout October 2021 in South Burnett. They may not be top drivers of conversations but show **potential trends to leverage** through Invalid date for South Burnett.



Tourism Sentiment Score: -22

Natural Disaster

+100% INCREASE OVER
INVALID DATE



Tourism Sentiment Score: -91

Breweries + Pubs

+39% INCREASE OVER
INVALID DATE



Tourism Sentiment Score: -4

Wildlife Viewing

+28% INCREASE OVER
INVALID DATE



TOPICS TALKED ABOUT LESS

Between one and three topics may appear here, if the data reveals any trends. These topics illustrate a **shift in conversations** around South Burnett and areas that are presently on the decline. It is important to monitor these topics throughout Invalid date to gain insight into the natural ebb and flow of the conversations and look for signals to act on.



Tourism Sentiment Score: 0

Winery +
Vineyards

**-60% DECREASE OVER
INVALID DATE**



Tourism Sentiment Score: 91

Nature
Photography

**-22% DECREASE OVER
INVALID DATE**



Tourism Sentiment Score: -32

Biking + Cycling

**-9% DECREASE OVER
INVALID DATE**



NOW LET'S LOOK AT
PERFORMANCE FOR
KEY TOPICS
FOR OCTOBER 2021

SOUTH BURNETT, QUEENSLAND | OCTOBER 2021



KEY TOPICS YOU CHOSE TO TRACK:

SOUTH BURNETT ASSETS

	October 2021	Invalid date	Performance
 BIKING + CYCLING	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-
 FESTIVAL + EVENTS + CONCERTS	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-
 RESTAURANT / DINING / TAKEAWAY	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-

SOUTH BURNETT, QUEENSLAND | OCTOBER 2021



INSIGHTS BASED ON DATA FROM THE
TOURISM SENTIMENT INDEX

OCTOBER 2021

Brought to you with data from



9.3 SOUTH BURNETT REGIONAL COUNCIL TOURISM BROCHURES

File Number: Tourism1
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

Update on Council's tourism brochures.

SUMMARY

This report provides an update on the South Burnett Regional Council's tourism brochures produced both internally and externally.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Tourism Brochures report be received for information.

LINK TO CORPORATE/OPERATIONAL PLAN

GR6 – Advocate for and support of the region's tourism sector through an industry led development of a Tourism Strategy, with particular focus on indigenous tourism, adventure tourism, international tourism and high wealth tourism.

FINANCIAL AND RESOURCE IMPLICATIONS

Costs for design and print:

Quote for external printing (approximately):

- 1000 copies – A4 to DL – Coloured – Gloss \$465 inc GST
- 2000 copies – A4 to DL – Coloured – Gloss \$595 inc GST
- 5000 copies – A4 to DL – Coloured – Gloss \$896 incl GST
- + Design / Artwork \$90/hr inc GST

Cost for internal printing at approximately 30c each (toner + paper) for A4 double sided colour:

- 1000 - \$300
- 2000 - \$600
- 5000 - \$1,500
- Internally designed (through Media Team)

BACKGROUND

8.2 SOUTH BURNETT REGIONAL COUNCIL TOURISM BROCHURES

COMMITTEE RESOLUTION 2021/93

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table until the October Executive and Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 4/0

South Burnett Regional Council provides a variety of destination brochures to promote and highlight the plethora of resources available in the South Burnett.

Following amalgamation, a variety of brochures and flyers have been developed both internally and externally to assist with showcasing the South Burnett region.

Due to the large volume of requests for a South Burnett Regional map, individual town guides for the major centres incorporating Blackbutt, Kingaroy, Murgon, Nanango and Wondai, and the Kilkivan to Kingaroy Rail Trail, external providers have been engaged to assist with the design and print. A significant factor in the reprinting the brochures was that we had run out or limited numbers of stock.

Various other brochures are designed and printed in house on an as-needs basis.

A project for the 2021/2022 financial year is to review and update the regional areas/village brochures. As is demonstrated through the audit attached to this report some areas have no coverage in this space and other areas require updating to the new format and in accordance with Council's adopted style guide.

Council's media team is currently refreshing these resources to align with the newly developed Style Guidelines and branding. Updating the existing brochures will ensure the brochures are not only visually engaging but that the content is current, showcasing important information, highlights and features on the region.

A list of current tourism brochures is attached for reference.

ATTACHMENTS

1. **SBRC VIC Brochures** [!\[\]\(4decd7f4d36b8b21e9f05326cc7983ef_img.jpg\) !\[\]\(c3e0af516d5b5e8e8267fd350d6c692b_img.jpg\)](#)

Consolidated Brochure / Flyer Register		
Number	Type	Name
1	Kingaroy	Kingaroy Information Art & Heritage Precinct (TBD)
2		Kingaroy Town Brochure
3		Town Map
4		Things to do in - Kingaroy
5		Kingaroy - Accommodation
6		Kingaroy - Eateries
7		Kingaroy - History and General Information
8		Kingaroy - Taabinga Settlement
9		School Holiday Activities
10		Kingaroy - Drives
11		Mt Wooroolin Lookout
12	Kingaroy Heritage Museum	Kingaroy Heritage Museum (TBD)
13		History of the Peanut
14		Peanut Hunt
15	Murgon	Murgon Town Brochure
16		Boat Mountain Conservation Park
17		Things to do in - Murgon
18		Murgon - Accommodation
19		Murgon - Eateries
20		Murgon - History and General Information
21		Murgon - Free camp
22		Murgon - Community List
23		Murgon - Business directory
24	Nanango	Nanango Town Brochure
25		Things to do in - Nanango
26		Nanango - Accommodation
27		Nanango - Eateries
28		Nanango - Heritage & History Walk
29		Nanango - Camping
30		Chainsaw Sculptures
31		Mural Walk
32		Ringsfield House
33		Engine Room
34		7 mile diggings
35		Nanango - Events
36		Nanango - Community list
37		Ros Gregor Walking Track
38		Coomba Falls
39		Tipperary Flats
40	Wondai	Wondai Town Brochure
41		Wondai Timber Museum - TBD
42		Things to do in - Wondai
43		Wondai - Accommodation
44		Wondai - Eateries
45		Wondai - History and General Information
46		Wondai - History of the Timber Museum

47		Wondai - Drives
48		Wondai - Take a walk
49		Wondai - Free Camp
50		Wondai - Events
51		Wondai - Community List
52		Wondai - Business Directory
53		Timber Samples
54	Wondai Heritage Museum	Wondai Heritage Museum - TBD
55	Blackbutt	Blackbutt Town Brochure
56	Proston	South Burnett Adventure Playground
57		Proston Town Brochure
58	Dams	2 Dams One Destination
59	Rail Trails	KKRT
60		Bike Hire
61		Wondai Mountain Bike Track
62	Regional	Regional Town Map
63		South Burnett Events
64		The Great Bunya Drive
65		Free camping in the South Burnett
66		Wooroolin Wetlands
67		Gordonbrook Dam
68		South Burnett Wineries
69		Pet Friendly Accommodation & Eateries
70		Photographers Trail for the South Burnett
71		Bird Watching booklet
72		South Burnett Walks
73		South Burnett Markets
74	Crops	Duboisia Fact Sheet
75		Palownia Fact Sheet
76		Bunya Pine Fact Sheet
77		Legumes Fact Sheet
78		Crows Ash Fact Sheet
79		Maize Fact Sheet
80		Wheat Fact Sheet
81		Sorghum Fact Sheet
82		Barley Fact Sheet

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING