



AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 8 December 2021

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

Date: Wednesday, 8 December 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 DEPUTATIONS/PETITIONS

5.1 PETITION FROM WHEATLANDS STATE SCHOOL

File Number: P1

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

Update on the progress of the petition from the students at Wheatlands State School.

SUMMARY

To update Councillors on actions taken in response to an enquiry at the November Ordinary Meeting of Council.

OFFICER'S RECOMMENDATION

That the report be noted for information.

BACKGROUND

The petition was acknowledged by written correspondence which included the Council resolution.

Written correspondence has been forwarded advising that the matter is under consideration and it is expected to be fully actioned in the 3rd Quarter of this financial year.

Engagement will be organised with the PCYC regarding the equipment being a trampoline centre referred to in the petition. Reporting on any actions will continue through the business arising table.

Previous Council resolutions:

24 November 2021 – Ordinary Meeting.

8.1.5 PETITION FROM WHEATLANDS STATE SCHOOL

RESOLVED 2021/252

Chief Executive Officer to provide an update to the December Executive & Finance & Corporate Standing Committee Meeting in relation to the petition from Wheatlands State School.

22 September 2021 – Ordinary Meeting

RESOLUTION 2021/140

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of Council.

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

Against: Nil

CARRIED 7/0

ATTACHMENTS

1. **Card from Wheatlands State School**  



Banana Leaf
Noosa
0417 111 882
www.bananaleafcards.com.au

Cooper Watson

Stella

Elizabeth

Riley R

~~Brady~~

Brady

Max

Gabriel

Dean

Alyssa
thank you
for having
us. Parker

Jorja
this was
a great
opportunity!
The morning
tea was
great

Kerry Dymn

Thank you South Bur
Councilors for allowing
be part of an official

From the Wheelands
School students.

thankyou for having
we really enjoyed
we appreciated it.

Eli, Thank you for having us.

Mia: thank you
for having us we
had lots of fun

Ethan: thank you
Hayden

Libby P

Hayley Maudsley.

Abby

Thank-you!!

Heidi
Thank you
very much
for having
us

Judy Wessling

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 17 NOVEMBER 2021

File Number: 08/12/2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 November 2021 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 November 2021**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 17 November 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, 17 NOVEMBER 2021 AT 9.00AM**

PRESENT:**Councillors:**

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Ged Brennan (Acting General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Coordinator Finance), Lynelle Paterson (Coordinator Executive Services)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 13 OCTOBER 2021**

COMMITTEE RESOLUTION 2021/117

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 13 October 2021 be received.

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

Against: Nil

CARRIED 7/0

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

COMMITTEE RESOLUTION 2021/118

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

8.2 LGAQ 125TH STATE CONFERENCE - OUTCOME REPORT

COMMITTEE RESOLUTION 2021/119

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the report be noted and received for information.

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

Against: Nil

CARRIED 7/0

8.2.1 COUNCILLOR ATTENDANCE AT FUTURE LGAQ CONFERENCES

RESOLVED 2021/120

Report to the April 2022 Executive and Finance & Corporate Standing Committee Meeting with the option for all Councillors to attend the LGAQ Conference.

8.3 CHANGES TO QUEENSLAND GOVERNMENT DEFAMATION CASE LAW AND THE USE OF SOCIAL MEDIA

COMMITTEE RESOLUTION 2021/121

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the Committee receives the report for information.

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

Against: Nil

CARRIED 7/0

8.4 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL RESOLUTIONS - MINUTE NUMBERS 584 & 4291

COMMITTEE RESOLUTION 2021/122

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the committee recommends to Council:

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

1. Item 5.2.2 of the General Meeting held on 12 June 2019 – South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference – Strategic029 – Minute Number 584.
2. Item 10.2.6 of the General Meeting held on 23 February 2011 – South Burnett Regional Council Disposal of Council Real Estate Policy – Minute Number 4291.

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

Against: Nil

CARRIED 7/0

8.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MAGPIE BEHAVIOUR MANAGEMENT POLICY - STATUTORY061

COMMITTEE RESOLUTION 2021/123

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Magpie Behaviour Management Policy – Statutory061 be adopted as presented.

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

Against: Crs Roz Frohloff, Gavin Jones and Scott Henschen

CARRIED 4/3

8.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RELATED PARTY DISCLOSURE POLICY - STATUTORY057

COMMITTEE RESOLUTION 2021/124

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Related Party Disclosure Policy – Statutory057 be adopted as presented.

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

Against: Nil

CARRIED 7/0

8.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL HERITAGE COLLECTION POLICY - STRATEGIC003

COMMITTEE RESOLUTION 2021/125

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Heritage Collection Policy – Strategic003 be adopted as presented.

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

Against: Nil

CARRIED 7/0

8.8 FUEL TAX CREDIT METHODOLOGY UPDATE

COMMITTEE RESOLUTION 2021/126

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the update on the Fuel Tax Credit review be noted and received for information.

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

Against: Nil

CARRIED 7/0

8.8.1 QUESTION ON NOTICE - FUEL TAX CREDIT METHODOLOGY

Question on notice from Cr Duff:

What was the cost of the consultant for the review of the Fuel Tax Credit methodology? Report to the December Executive and Finance & Corporate Standing Committee Meeting.

9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/127

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, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/128

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

9.2.1 QUESTION ON NOTICE - SOUTH BURNETT TOURING GUIDE

Question on notice from Cr Kirstie Schumacher

Will the Rail Trail and the Mountain Bike Trails be acknowledged in the South Burnett Touring Guide?

9.2.2 QUESTION ON NOTICE - VOLUNTEERS FOR THE VISITOR INFORMATION CENTRES

Question on notice from Cr Duff:

Is there a plan to work with the business groups to get some more volunteers? Cr Duff to send through a list of the agencies that have expressed an interest in volunteering at the VICs.

9.3 BOONDOOMA DAM FISH STOCKING ASSOCIATION - YELLOWBELLY COMPETITION 2022

COMMITTEE RESOLUTION 2021/129

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the committee recommends to Council

That South Burnett Regional Council support the Boondooma Dam Fish Stocking Association with in-kind support for the 2022 Yellowbelly Competition and Delegate the Chief Executive Officer to finalise the assistance.

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

Against: Nil

CARRIED 7/0

9.4 CLIMATE RISK ASSESSMENT

COMMITTEE RESOLUTION 2021/130

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the report be noted and received for information.

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

Against: Nil

CARRIED 7/0

10 QUESTIONS ON NOTICE

10.1 QUESTIONS ON NOTICE

COMMITTEE RESOLUTION 2021/131

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the responses to the question raised be received and a report presented to the December Executive and Finance & Corporate Standing Committee Meeting outlining council's white fleet utilisation for the period 1 July 2021 to 31 October 2021.

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

Against: Nil

CARRIED 7/0

11 CONFIDENTIAL SECTION

12 CLOSURE OF MEETING

The Meeting closed at 10:38am.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 8 December 2021.

.....
CHAIRPERSON

7 BUSINESS ARISING

8 GENERAL BUSINESS

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

File Number: 08/12/2021

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:

The customer service team has been busy attending to an increase in calls to Council's 41899100 number with on average over 200 calls per day. Additionally, with the recent rain event there has been a further increase in calls and customer requests. Whilst the wait time in busy periods can be up to 10 minutes per call, there may be external delays at times in the coming weeks, so I ask the community be patient and understanding.

As the Christmas New Year holiday period is fast approaching, it's hard to believe that the end of another year is upon us. While we wind down for the year and enjoy all that this wonderful season has to offer, I encourage everyone to approach the holidays with gratitude for all the good things that happened during the year and also to reflect upon the local, nationwide and global events that touched us.

I acknowledge that this time of year can be stressful and heighten the sense of isolation for some members of our community. There are a number of support programs in our region to help individuals and families over the coming weeks. For those in our community who may be unsure as to what services or support may be available, Council's Community Department can provide the contact details of local organisations and there is information to link community to services on Council's website.

I would like to wish you all a merry Christmas and a blessed New Year.

People & Culture:**WHS Safety Management System Audit**

Council recently engaged the services of an accredited WHS Auditor to undertake an audit on our Safety Management System. The National OHS Audit Tool was selected for this audit as a follow on from previous audits to allow benchmarking and give an indication of compliance with Self Insurance requirements.

The audit objectives were to:

- Determine compliance with current statutory, regulatory, and contractual requirements for work health and safety; and
- Evaluate the effectiveness of the current safety management system

The following summary of results is provided:

For Elements 1,2,4 and 5:

- 26 Conformances (previous audit: 24 conformances (C) or (DC))
- 3 Partial Conformances (previous audit: 4 partial-conformances (PC))
- 0 Non-Conformances (previous audit: 2 non-conformances (NC); and
- 73.2 % performance score against Element 3 (previous audit: 70.6%)

For an Organisation to demonstrate that a minimum management system standard exists for the purposes of self-insurance, the organisation must achieve a total score equal to or exceeding 70%.

We have achieved a score of 73.2% indicating that a minimum management system standard has been achieved.

This has also indicated a steady improvement in the overall score since the last audit where there has been some improvement in implementation of system elements and review against objectives. This was however not the case in all elements, where document review and chemical management still need some improvement.

The Auditor mentioned *"It was pleasing though, to see that general safety awareness by workers continues to be very good, with a positive attitude displayed by all those interviewed and anticipated with stable senior management, that while there are still some issues persisting from the last audit, there is now a schedule in place, aligned with available resources, to complete these, and appears to be progressing as planned."*

Areas of Good Performance

The following areas were observed to be performing well:

- Skill levels and functionality of the Safety Team has improved since the last audit
- The move to control of documents by Corporate Services should improve the previous document control and review issues.
- Simplification of the system by reducing the number of procedures where there is no significant risk or responsibility, or overarching corporate processes can be used, such as Risk Management.
- The initial round of competency assessments (VOCC) has been completed for most workers, and now into refresher training for many.
- Delivery of Risk Management training for staff.

Key Opportunities for Improvement

Areas of focus should be:

- As overdue document reviews have been an ongoing issue, consider changing the current 'periodic' review period of 2 years for all WHS documents, to a more achievable period, based on relative risks associated with the document or procedure.
- Complete movement and management of training records into Tech 1
- Chemical Management
- Contractor management and procurement processes must be aligned with current practice
Commence the internal audit program.
- Continue to investigate software solutions for the Safety Management System.

Several of the areas for improvement had already been identified and listed as actions in the People and Culture Workforce Plan for improvement. The WHS Team are still reviewing the audit report and recommendations from the Auditor to develop actions to continue to make improvements for the safety of all workers at Council.

Communications/Media:

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

- Media Releases x 45
- Media enquiries x 9
- Social Media:
 - Facebook: 102 Posts
 - LinkedIn: 14 Posts
 - Instagram: 96 Posts
- Enews x 1
- Printed advertising x 3
- Graphic design x 72

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

Finance:

Finance have sent out notification to active suppliers to advise of changes for payment dates over the Christmas shutdown period between the 24th of December 2021 and the 4th of January 2022. Council intends to make creditor payments on the 15th December, 22nd December, 5th January and 12th January with payments then returning to fortnightly after this date.

The second quarter budget review is currently underway with managers having until the 10th of December to provide any adjustments that are required. Finance will analyse any changes and present the proposed second quarter budget figures in January.

Rates:

Water meter readings are forecasted to be undertaken during December in preparation for the January 2022-June 2022 rates levy which will be run in February 2022. This will allow time for any re-reads to be performed and for the rates team to identify any potential high water usage readings that property owners may need to be made aware of.

BACKGROUND

Nil

ATTACHMENTS

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

Media Releases: 45

1. 110. Public Notice 01-11-2021 - SBRC 21_22-03 Request for Tender - Remediation of illegal dumping site at Taromeo Creek
2. 111. Public Notice 01-11-2021 - Gravel Resheeting on Smith Road Boobie
3. 112. Public Notice 01-11-2021 - Works on Memerambi Barkers Creek Road Memerambi
4. 113. Public Notice 03-11-2021 - Information session - Kingaroy Aerodrome proposed animal proof fencing
5. 114. Media Release 03-11-21 - South Burnett shoppers set for garage sale nirvana
6. 115. Media Release 04-11-21 - Santa's Workshop makes its debut in South Burnett
7. 116. Media Release 04-11-21 - Mayor's Community Christmas Luncheon tickets now on sale
8. 117. Media Release 04-11-21 - Santa Claus Lane is back to brighten up the streets of South Burnett
9. 118. Public Notice 05-11-2021 - Notice of Weekend Road Closure – Haly Street, Kingaroy
10. 119. Public Notice - 05-11-2021 - KTP Update - Scheduled works from 8 November to 21 November 2021
11. 120. Media Release 08-11-2021 - Minister Hinchliffe visits the South Burnett
12. 121. Public Notice 10-11-2021 - SBRC 21_22-24 Invitation to Offer - First Aid Kit Service & Supply
13. 122. Public Notice 10-11-2021 - SBRC 21_22-08 Request for Tender - Cleaning of Council Buildings Nanango Area
14. 123. Public Notice 10-11-2021 - SBRC 21_22-05 Request for Tender - Design and Construct of Switchboard Upgrades
15. 124. Public Notice 10-11-2021 - Found - One (1) Horse
16. 125. Public Notice 10-11-2021 - Refresh of Tenders for Pre-Qualified Supplier Panels of Wet Hire, Dry Hire & Quarry Materials
17. 126. Public Notice 11-11-21 - Kingaroy Visitor Information Centre now accepting donations for Salvation Army Christmas Appeal
18. 127. Public Notice 11-11-21 - Support local by purchasing a Christmas hamper from the Kingaroy Visitor Information Centre
19. 128. Public Notice 11-11-2021 - SBRC 21_22_07 Request for Tender for the Management and operation of the Wondai Pool
20. 129. Public Notice 11-11-2021 - Request for Quotation - Supply and delivery of four (4) Dual Cab High clearance Tray Back Utilities
21. 130. Public Notice 11-11-2021 - SBRC 21_22-26 Invitation to Offer - Cleaning Contracts - Public Conveniences
22. 131. Public Notice - 11-11-2021 - KTP Update - Upcoming road closures and works update 13 November to 18 November 2021
23. 132. Public Notice 12-11-2021 - Gravel resheeting on Benair Road Wattle Grove
24. 133. Media Release 12-11-2021 - COVID-19 Vaccination Clinics in South Burnett
25. 134. Public Notice 12-11-2021 - South Burnett Aquatic Centres upgrades to bathrooms and upcoming closure
26. 135. Public Notice 12-11-2021 - Lake Boondooma public boat ramp closed for public safety
27. 136. Public Notice 16-11-2021 - Notification of Road Works
28. 137. Public Notice 18-11-2021 - Hearing Australia comes to South Burnett
29. 138. Public Notice 18-11-2021 - Murgon Jubilee Swimming Pool welcomes new management Belgravia Leisure
30. 139. Public Notice 19-11-2021 - Footpath cleaning and sealing works in Murgon CBD
31. 140. Public Notice 19-11-2021 - Bitumen resealing works
32. 141. Public Notice 19-11-2021 - Notice of night works and road closure on Haly Street Kingaroy

33. 142. Public Notice 19-11-2021 - Scam Alert - False tradespeople claiming to work for Kingaroy Transformation Project and offering bitumen laying service with 'leftover' product
34. 143. Public Notice 23-11-2021 - Public consultation - Future use of park on Walter Road Kingaroy
35. 144. Public Notice 23-11-2021 - Justice of the Peace now available at Kingaroy Library
36. 145. Public Notice 23-11-2021 - Council's closure dates for Christmas and New Year 2021_2022
37. 146. Public Notice 26-11-2021 - Night works and road closure to recommence on Haly Street Kingaroy
38. 147. Media Release 26-11-2021 Reds to Regions tour comes to South Burnett
39. 148. Media Release 26-11-2021 COVID-19 Vaccination Mandates in Queensland
40. 149. Media Release 29-11-2021 Council acknowledges Harold Adlem for 36 years of service at Kingaroy Heritage Museum
41. 150. External Media Release 29-11-2021 - Burnett Bands Together
42. 151. Public Notice 29-11-2021 Heavy rainfall causing flooding and damage in South Burnett
43. 152. Public Notice 30-11-2021 Water meter reading programme December 2021 – January 2022
44. 153. Public Notice 30-11-2021 Rail Trail closed in parts of Tingoorra, Wondai and Goomeri due to flooding
45. 154. Media Release 30-11-2021 LDMG advises residents on current weather event in South Burnett

Media Releases 21-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	29	26	26	28	45	
2022	Jan	Feb	Mar	Apr	May	Jun

Media enquiries: 9

1. 03-11-2021 – Burnett Today – LGAQ statement from Councillors
Deadline: 08 November 2021, 10.00am
Responded: 08 November 2021, 10.04am
2. 04-11-2021 – ABC Wide Bay – Interview with Mayor about Kingaroy Aerodrome animal proof fencing
Deadline: 05 November 2021, 8.45am
Responded: 04 November 2021, 4.50pm
3. 11-11-2021 – Burnett Today – Photo of Salvation Army Christmas Appeal donation bin at VICs
Deadline: 15 November 2021, 10.00am
Responded: 11 November 2021, 3.24pm
4. 12-11-2021 – ABC Southern Queensland – Interview with Mayor Otto regarding dam levels
Deadline: 12 November 2021, PM
Responded: 12 November 2021, 3.18pm
5. 13-11-2021 – Burnett Today – Garage Sale Trail web page and local sale details
Deadline: Not given
Responded: 13 November 2021, 10.57am
6. 24-11-2021 – The Courier Mail – Enquiry on whether Mayor and Councillors have been vaccinated against COVID-19
Deadline: 25 November 2021, 12pm
Responded: 25 November 2021, 5.12pm

7. 25-11-2021 – The Courier Mail (different journalist) - Enquiry on whether Mayor and Councillors have been vaccinated against COVID-19
Deadline: 25 November 2021, 12pm
Responded: 25 November 2021, 5.12pm
8. 25-11-2021 – Cherbourg Radio - Christmas lights competition interview
Deadline: Not given
Responded: 26 November 2021, 9.30am
9. 26-11-2021 - The Courier Mail – Clarifying if the Mayor is or isn't disclosing his vaccination status
Deadline: Not given
Responded: 03 December 2021

Media Enquiries 21-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	10	13	8	7	9	
2022	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 102 posts

Most engaged post:

08-11-2021 – Horse found in Byee flats area – 13,295 reached, 1,991 engagements, 92 reactions, 84 comments, 123 shares

Followers: 8.7K

Page reach: 42,432 (+177.1% from October 2021)

LinkedIn: 14 posts

Most engaged post:

22-11-2021 – KTP crew placed over 600 tonne of EME2 on Haly Street Kingaroy. This is a shift record for the project! – 52 reactions, 2 comments, 2,419 impressions, 138 website clicks, 0 shares, 7.94% engagement rate

Website clicks: 7 (+16% from October 2021)

Page views: 236 (+34% change from October 2021)

Unique visitors: 102 (+32% from October 2021)

Followers: 1847 (+40 followers from October 2021)

Instagram: 96 posts

Most engaged post:

25-11-2021 – EME2 asphalt night works on Haly Street with drone photo – 20 likes, 0 comment, 349 engagements, 0 shares

Followers: 1026 (+5 from October 2021)

Page reach: 1221 (+18.8% from October 2021)

Social media posts – all platforms						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 61	Facebook: 67	Facebook: 54	Facebook: 73	Facebook: 102	
	LinkedIn: 8	LinkedIn: 13	LinkedIn: 3	LinkedIn: 17	LinkedIn: 14	
	Instagram: 9	Instagram: 47	Instagram: 25	Instagram: 61	Instagram: 96	
2022	Jan	Feb	Mar	Apr	May	Jun

Enews

- Council progressed 1 Enews during November

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during November – 11 November and 25 November 2021
- Council progressed one Murgon Moments ad in November for South Burnett Libraries

Graphic design: 72

- Advertisement – Mayor Community Christmas Luncheon Burnett Today
- Advertisement – South Burnett Touring Guide for dams x2
- Advertisement – South Burnett Touring Guide for museums and VICs x 7
- Advertisement – Mud Map Nanango VIC and Blackbutt Roy Emerson Museum x2
- Flyer - Mayor Community Christmas Luncheon
- Flyer – Walter Road public consultation
- Flyer – Kingaroy Aerodrome information session
- Social media graphic – South Burnett Health and Community Services Expo x2
- Web banner - South Burnett Health and Community Services Expo
- Poster – Council Christmas and New Year Closure
- Poster – Council meeting dates
- Sign – Nanango Racetrack
- Sign – Wondai Free Camp tourism signs for art gallery, timber museum and VIC x3
- Social media graphic – public notices x 48

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

File Number: IR2550286
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024.

SUMMARY

The recently reviewed policy was adopted by Council at the Ordinary Council Meeting held on 22 September 2021, under resolution 2021/153.

Subsequently, there has been an update to legislation referenced within the policy triggering an administrative review.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 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)

The draft policy was adopted by Council at the Ordinary Council Meeting held on 22 September 2021 under resolution 2021/153.

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)

Building Regulation 2021 (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 implements actions that will expedite the approval process and provide best practice solutions for clients, removalists and builders. This policy applies to Council representatives.

ATTACHMENTS

1. **South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy - Strategic024** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic024
POLICY OWNER: Planning & Land Management

ECM ID: 2550286
ADOPTED:

Demolish, Remove or Relocate Buildings 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

Removal or demolition of a building or structure requires building approval in accordance with the *Building Act 1975*. The approval process requires both amenity and aesthetics consideration assessment and removal building security bond amount assessment by way of a Referral Agency Assessment Application to South Burnett Regional Council ('Council').

2. SCOPE

This policy implements actions that will expedite the approval process and provide best practice solutions for clients, removalists and builders. This policy applies to Council representatives.

3. GENERAL INFORMATION

To ensure compliance with the **Building Regulation 2021** and the Queensland Development Code and ensure that an appropriate fee structure exists for the type and value of building work being undertaken.

Removal or demolition of a building or structure does not require an amenity and aesthetics assessment, if the building is a Class 2 to 9 (e.g., commercial building).

All applications will require an asbestos report from a licenced asbestos assessor and a pest inspection report. Council will require confirmation from a suitably licensed contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building within the Region or moving a building to the Region.

Lead-based paint is most likely to be found on window frames, doors, skirting boards, kitchen and bathroom cupboards, exterior walls, gutters, metal surfaces and fascias on homes or structures built before 1970, or even interior walls. If paint is in good condition, there may be no need to remove it unless major renovation and comprehensive removal is planned. However, lead-based paint should be removed from areas that are likely to be chewed or licked by children, knocked or subject to friction. The removal of lead-based paint must be undertaken in a safe manner to control the risk to health and safety. Council issued building approvals are conditioned to meet the relevant Work Health and Safety Queensland (WHSQ) requirements.

Performance criteria P7 of the Queensland Development Code NMP1.6, specifies that certainty is to be provided for the timely reinstatement or upgrading of any removal structure. The acceptable solution is that payment of any security bonds required by the receiving council is made prior to the development approval for building work, including removal, is given. In some cases, permits are also required from the Department of Transport, and other service authorities.

3.1. Remove or demolish building from site

To remove or demolish a building, there are several application processes to consider.

3.1.1. Stage 1 – Referral to Council

Under schedule 9, Table 7 of the *Planning Regulation 2017*, Council is required to act as a 'referral agency' where a building is being removed or demolished. Council needs to make an assessment of the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

There are some properties within the South Burnett Region which are identified as being a State Heritage Place or a Local Heritage Place. Minor building work on a Local Heritage Place is subject to the requirements of the Local Heritage Place Code of the South Burnett Regional Council Planning Scheme. A Code Assessable planning application will be triggered when these requirements cannot be met or where the work does not meet the definition of minor building work. Where a planning application is needed, it is recommended the applicant/s seek specialist consultant advice as specialist reports will be required to support the case that demolition is justifiable. This may include a report from a structural engineer if the applicant/s are suggesting the building is structurally unsound.

Properties identified as a State Heritage Place will require a permit from the State and do not require assessment against the South Burnett Regional Council Planning Scheme.

When removing or demolishing a building that has plumbing and drainage connected, it is important that the drains are sealed properly. In accordance with the *Plumbing and Drainage Act 2018*:

- Capping of sewer or water at the building will require a Form 4 Notifiable Work to be lodged with the Queensland Building and Construction Commission by a licenced plumber.
- Disconnection of the building drainage at the sewer connection point requires an application to Council.
- Buildings or structures connected to an onsite sewerage system to be demolished or removed require a plumbing application to be lodged with Council.

A licenced plumber must complete the work and can assist in determining the best place to seal the drains on the site.

Security Bond

A bond is payable to Council as security at the site will be cleared of all debris and services disconnected by suitably qualified or licenced persons. If the structure/s contains asbestos materials these are to be disposed of in accordance with regulatory requirements. (Note: This bond can be paid in cash, Bank Cheque, or Eftpos). The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's schedule of fees as amended.

3.1.2. Stage 2 – Application for Building Work

Building approval is required to demolish or remove a building. The application may be lodged with Council or with a Private Certifier but must be made on the approved forms and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 12-months of approval.

3.2. Relocation of a building on a site

Rebuilding or re-establishing a building on a site, which has been removed from another site or placing a demountable building or donga on a site will also trigger several different application processes.

Depending on the planned use of the building for, e.g., residential or commercial, there may be planning requirements under the South Burnett Regional Council Planning Scheme.

3.2.1. Stage 1 – Concurrence Agency Referral

Council (the Concurrence Agency) must be advised in writing of an intention to relocate a building within or into the Region. A report from a registered Professional Engineer of Queensland, outlining

the structural adequacy of the building for habitable purposes, must be sought prior to making the application.

For all buildings relocated from any site within the South Burnett Region, a relocation permit is required prior to the works commencing.

Security Bond

The application is assessed for amenity and aesthetics, and the security bond amount is determined by Council's Building Certifier but no less than in Council's schedule of fees as amended. The bond is to ensure that any building work required to comply with current regulations is completed within the currency period of the application. (Note: This bond can be paid in cash, Bank Cheque, Eftpos or Unconditional Bank Guarantee.) The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory completion of the building.

3.2.2. Stage 2 – Application for Building Work

The second stage is application for building work - relocation, restumping and alterations and additions required to make the building compliant with current building legislation. A building application along with the relevant fee, is to be submitted showing the details of the dwelling in its proposed location. This application can be submitted concurrently with the stage 1 application but will not be approved until the security bond is received. The details required for submission of this application are those applicable to any new dwelling.

All work for this stage is to be completed within 12-months of the building being located at the new site, including additional works such as verandas, carports and the like.

Where this 12-month time period is likely to be exceeded for additional works, consideration should be given to lodgement of a further application. Payment of fees is required for any additional building work e.g., verandas, carports or the like, regardless of when the application is lodged.

4. DEFINITIONS

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

Removal Building means

- The removal and/or demolition of a building or structure, whether for rebuilding at another site or not.
- The rebuilding of a building or structure relocated from another site.
- Relocating and rebuilding of a building within the same property.

Removal buildings include, but are not limited to, established existing houses, buildings, manufactured transportable homes, demountable buildings and dongas, sheds, commercial buildings, houses in holding yards.

Minor Building Work means building work that increase the gross floor area of the building by no more than the lesser of the following:

- 50m²;
- An area equal to 5% of the gross floor area of the building.

5. LEGISLATIVE REFERENCE

Building Act 1975 (Qld)

Building Regulation 2021 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code Building Code of Australia 2016

Other applicable codes in the Queensland Development Code

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Planning Scheme 2017

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	21 November 2018	2550286
2	Review of policy	22 September 2021	2550286

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SUNDRY DEBTORS RECOVERY AND REFUND POLICY - STATUTORY058

File Number: IR2616074
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Sundry Debtors Recovery and Refund Policy – Statutory058.

SUMMARY

South Burnett Regional Council ('Council') ensures consistent guidelines to effectively recover outstanding sundry debts to Council. The policy covers key principles that Council employees must consider when collecting debts, reviewing the likelihood of collection, writing-off bad debts and the legislative requirements for calculating an impairment.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Sundry Debtors Recovery and Refund Policy – Statutory058 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 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 Coordinator Finance proposing minor changes to the policy.

All other feedback received supported the content of the draft policy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

AASB 9 Financial Instruments
 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 generates significant income from sundry debtors. The purpose of this policy is to ensure that there is an unbiased approach to managing the associated debt with the intent of ensuring that the receivables showing as outstanding on the debtors aged trial balance are accurate, reliable, and collectable.

ATTACHMENTS

1. **South Burnett Regional Council Sundry Debtors Recovery and Refund Policy - Statutory058** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory058

POLICY OWNER: Finance

ECM ID: 2616074

ADOPTED:

Sundry Debtors Recovery and Refund 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") ~~This policy has been established to~~ ensures consistent guidelines to effectively recover outstanding sundry debts to Council. The policy covers key principles that Council ~~officers-employees~~ must consider when collecting debts, reviewing the likelihood of collection, writing-off bad debts and the legislative requirements for calculating an impairment.

2. SCOPE

This policy covers all sundry debtors where an invoice or notice is raised through:

- Regulatory Applications;
- Certificates and Searches;
- Licences and Permits;
- Animals;
- Infringements;
- Trade Waste;
- Sundry Debtors;
- Property by Law Enforcement; and
- Leases.

3. GENERAL INFORMATION

Council generates significant income from sundry debtors. The purpose of this policy is to ensure that there is an unbiased approach to managing the associated debt with the intent of ensuring that the receivables showing as outstanding on the debtors aged trial balance are accurate, reliable, and collectable.

The policy objectives are:

- To ensure that the collection of sundry debts is undertaken equitably (that is, fairly and impartially), consistently, efficiently, effectively and in accordance with good governance.
- To ensure that the collection of debt is consistent with Local Government Acts, Local Government Regulations, Accounting Standards and recognised financial practices.

3.1. General Principles Applicable to Sundry Debtors

3.1.1. Collection Terms

Council's collection terms are 30 days from invoice date unless specific arrangements apply.

3.1.2. Bad Debts

If debts are over 12 months with no payment plans in place and the receivable has been assessed as uncollectable, they shall be considered bad debts.

After all avenues to collect the debt have been exhausted, approval may be sought to write-off a bad debt, even within the 12-month timeframe, if the debt is knowingly considered to be uncollectible.

3.1.3. Approval of Write-Off Bad Debts

3.1.3.1. Individual Invoices

The approval limits for the write-off of individual invoice arrears are as follows:

- up to \$500 requires the approval of the relevant **Department** Manager and Manager Finance.
- greater than \$501 up to \$1,000 requires the approval of the relevant General Manager and the General Manager Finance & Corporate.
- greater than \$1,001 up to \$5,000 requires the approval of the relevant General Manager, General Manager Finance & Corporate and the Chief Executive Officer.
- greater than \$5,001 requires Council approval, once the relevant General Manager, General Manager Finance & Corporate and the Chief Executive Officer have approved the write-off.

3.1.3.2. Aggregate Invoices

The approval limits for the write-off of aggregate invoice arrears are as follows:

- up to \$1,000 requires the approval of the relevant General Manager and the General Manager Finance & Corporate.
- greater than \$1,001 up to \$5,000 requires the approval of the relevant General Manager, General Manager Finance & Corporate and the approval of the Chief Executive Officer
- greater than \$5,001 requires Council approval once the relevant General Manager, General Manager Finance & Corporate and the Chief Executive Officer have approved the write-off.

A list of all written-off individual and aggregate invoice arrears shall be reported quarterly to the Senior Executive Team and the **Corporate Risk & Audit Advisory** Committee.

3.1.4. Waiver or Reduction of Sundry Debtor Fees and Charges

A waiver or reduction of sundry debtor fees and charges may be granted and is subject to the eligibility criteria stipulated in the Procedure – Consideration of Applications for Reduction in Council's Fees and Charges – Building and Development Applications and Hall Hire Donations Procedure.

3.1.5. Approval to Waive or Reduce Sundry Debtor Fees and Charges

Any waiver or reduction of sundry debtor fees and charges requires Council approval. A list of all waived fees and charges shall be reported quarterly to the Senior Executive Team and the **Corporate Risk & Audit Advisory** Committee.

3.1.6. Refund of Sundry Debtor Fees and Charges

The nature of sundry debtor fees and charges refund include but are not limited to:

- Refund of bonds upon fulfilment of Council requirement;
- Incorrect fee was charged and paid;
- Pro-rata refund of licence fees due to closure of business;
- Overpayment of fees (e.g. search fees); and
- Withdrawal of application.

3.1.7. Approval to Refund Sundry Debtor Fees and Charges

The approval limits for the refund of sundry debtor fees and charges are as follow:

- up to \$1,000 requires the approval of the relevant Team Leader, Coordinator or Supervisor.
- greater than \$1,001 but less than \$10,000 requires the approval of the relevant Manager.
- greater than \$10,001 requires the approval of the relevant General Manager.

3.2. Roles and Responsibilities

The following table identifies which Departments/Branches are responsible for what processes. In some cases, the Department/Branch responsible will be based on the application raised.

Module	Module Description	Department Responsible for:					
		Invoice/Notice	Reminder Letters	Statements	Debt Recovery	Write-Offs	Refunds
Certs	Searches and Certificates	Customer Service	Not Applicable	Not Applicable	Customer Service, Planning and Land Management, Infrastructure, Rates	Customer Service, Planning and Land Management, Infrastructure, Rates	Customer Service, Planning and Land Management, Infrastructure, Rates
Plus	Licences and Permits	Environment and Waste	Environment and Waste	Not Applicable	Environment and Waste	Environment and Waste	Environment and Waste
Rams	Regulatory Applications	Planning and Land Management, Customer Service, Infrastructure, Executive Services	Planning and Land Management, Customer Service, Infrastructure, Executive Services	Not Applicable	Planning and Land Management, Customer Service, Infrastructure, Executive Services	Planning and Land Management, Customer Service, Infrastructure, Executive Services	Planning and Land Management, Customer Service, Infrastructure, Executive Services
PBE	Property By Law Enforcement	Environment and Waste	Environment and Waste	Not Applicable	Environment and Waste	Environment and Waste	Environment and Waste
Infringe	Infringements	Environment and Waste, Planning and Land Management, Infrastructure	Not Applicable	Not Applicable	Not Applicable	Environment and Waste, Planning and Land Management, Infrastructure	Not Applicable
Debtors	Sundry Debtors	Finance	Finance	Finance	Finance	Finance	Finance
Animals	Animal Management	Environment and Waste	Environment and Waste	Environment and Waste	Environment and Waste	Environment and Waste	Environment and Waste
Trade W	Trade Waste	Water and Wastewater	Water and Wastewater	Water and Wastewater	Water and Wastewater	Water and Wastewater	Water and Wastewater
Lease	Lease	Property	Property	Not Applicable	Property	Property	Property

3.3. Provision for Impairment of Sundry Debtors

3.3.1. Basis for Impairment Calculations

Accounting standards AASB 9 is an expected credit loss model that recognises potential future losses based on forward looking information. This standard permits a simplified approach for trade receivables without a significant financing component. The standard requires the entity to recognise in the Income Statement, an impairment gain or loss that is the amount of the expected credit losses (or reversal) at the end of each reporting period. The aim of the impairment is to ensure the carrying amount of the financial assets are not overstated.

In assessing expected credit losses, Council will consider both the historical factors, such as the debtors timing in making payments and the ageing schedule of debtor balances, as well as possible

future impacts such as any significant financial difficulties of the debtor, the probability that the debtor will enter bankruptcy or other financial reorganisation and default.

4. DEFINITIONS

Bad Debts means debts that have been assessed as being uncollectable. When this assessment has been made, approval is sought to write-off the debt which results in the debt being taken out of the Council's balance sheet.

Council employee means a person 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.

Debt Owner means the Department/Branch that has responsibility for the income.

Provision for Impairment of Debts means an accounting term used to describe debts that have been assessed as likely to become a bad debt. Under accounting standards an assessment must be made as to the collectability of debts and a provision for impairment of debts must be created for debts that are unlikely to be collectable.

Refund means the return of payment made by a sundry debtor due to incorrect fees charged and paid, return of bond payment, pro-rata returns of licence fees due to business closure, overpayment of fees, withdrawal of application, and the like.

Waiver means the intentional or voluntary relinquishment of Council's right to charge sundry debtors fees and charges.

Write-Off of Individual Arrears means the write-off of bad debts of a singular debtor invoice (e.g. bad debt for a specific debtor transaction).

Write-Off of Aggregate Arrears means the collective write-off of bad debts of more than one debtor invoice or a group of debtor invoices related to a common debtor transaction (e.g. bad debts for animal debtor transaction).

5. LEGISLATIVE REFERENCE

AASB 9 Financial Instruments.
Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Consideration of Applications for reduction in Council's Fees and Charges – Building and Development Applications Policy – Strategic017
South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021
South Burnett Regional Council Sundry Debtors Management Procedure – Procedure035

7. NEXT REVIEW

As prescribed by legislation or December 2023

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development of policy	15 February 2017	2616074
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH CONFIDENTIAL INFORMATION POLICY - STATUTORY060

File Number: IR2599012

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Dealing with Confidential Information Policy – Statutory060.

SUMMARY

South Burnett Regional Council ('Council') creates, maintains and manages confidential information providing processes to ensure that Council representatives understand the requirements for management of confidential information.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Dealing with Confidential Information Policy – Statutory060 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 was received by General Manager Finance and Corporate suggesting minor changes. All other feedback received supported the content of the draft policy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Acquisition of Land Act 1967 (Qld)

Crime and Corruption Act 2001 (Qld)

Information Privacy Act 2009 (Qld)

Integrated Planning Act 1997 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Planning Act 2016 (Qld)

Right to Information Act 2009 (Qld)

Sustainable Planning Act 2009 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way 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 operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

ATTACHMENTS

1. **South Burnett Regional Council Dealing with Confidential Information Policy - Statutory060** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory060
 POLICY OWNER: Corporate Services
 ECM ID: 2599012
 ADOPTED:

Dealing with Confidential Information 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') **creates, maintains and manages confidential information providing processes to ensure that Council officers-representatives** understand the requirements for management of all confidential information.

This policy aims to:

- Assist Council in determining what is considered to be confidential information and how this information should be handled;
- Provide guidance to Councillors in complying with *Section 171 of the Local Government Act 2009* regarding the proper handling of confidential information;
- Provide guidelines relating to the management of confidential and sensitive information in respect to Council reports, communication with Council **officers-representatives**, communication with members of the public and provide guidance to Council **officers-representatives** in complying with *Section 200 of the Local Government Act 2009*.

2. SCOPE

This policy applies to all persons who are or have been a **Councillor and to all persons who are or have been an employee, contracted staff or a volunteer with South Burnett Regional Council representative** regarding information they have acquired whilst engaged by Council.

3. GENERAL INFORMATION

Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

It is accepted that Council **officers-representatives** will be in receipt of confidential information acquired during the normal conduct of their duties with Council. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation or enable any individual or organisation to gain a financial advantage.

Whilst endeavouring in the interests of public accountability to limit the number of matters which are

considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

3.1. Consideration of Confidential Information

The following types of information are deemed to be confidential to Council unless or until the Council resolves to the contrary:

- Commercial in confidence information, including where the release of information would affect a company's competitive advantage (particularly including competitive tender situations);
- Information derived from government departments or ministers that have been classified as confidential;
- Information of a personal nature or about personal affairs, for example the personal details of Council ~~members or Council officer representatives~~;
- Information relating to a property disposal or acquisition process where release of the information may prejudice Council;
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else;
- Information relating to ~~clients customers~~ of Council;
- Information not owned or controlled by Council;
- Information that could result in any action being taken against Council for defamation;
- Information involving legal advice to Council or a legal issue or a matter before the Courts;
- Information that is expressly given in confidence; or
- Information about:
 - The appointment, dismissal or discipline of Council ~~officers employees~~;
 - Industrial matters affecting Council ~~officers employees~~;
 - ~~the local government's Council's~~ budget information in certain circumstances;
 - Rating concessions in certain circumstances;
 - Contracts proposed to be made by Council;
 - Starting or defending legal proceedings involving Council; or
 - Any action to be taken by Council under the *Integrated Planning Act 1997* or the *Sustainable Planning Act 2009* or the *Planning Act 2016*, ~~including deciding applications made to Council under the Local Government Act 2009~~.

It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal reasons or in accordance with the *Local Government Act 2009*, *Right to Information Act 2009* and the *Information Privacy Act 2009*.

(Please refer to Appendix A - South Burnett Regional Council Information Security Classifications).

3.2. Confidential Information at Council Meetings

In accordance with *Section 254J* of the *Local Government Regulation 2012*, Council may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to close the meeting to discuss:

- The appointment, dismissal or discipline of ~~employees~~ ~~the Chief Executive Officer~~; or
- Industrial matters affecting employees; or
- The local government's budget; or
- Rating concessions; or
- Legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

- Matters that may directly affect the health and safety of an individual or a group of individuals ~~contracts proposed to be made by it;~~ or
- Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government; ~~starting or defending legal proceedings involving the Council;~~ or
- Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967* ~~any action to be taken by the Council under the Planning Act, including deciding applications made to it under that Act;~~ or
- A matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State ~~other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.~~

The Chief Executive Officer ('CEO') has the responsibility of preparing the agenda for a Council meeting. In doing that, the agenda will indicate items in open and closed session. A resolution that a meeting be closed must state ~~the matter as listed above to be discussed and include an overview of what is to be discussed while the meeting is closed. the nature of the matters to be considered while the meeting is closed and a~~ A resolution (other than a procedural resolution) must not be made in a closed meeting.

Whilst a resolution arising from such matters must be considered in open session, Council has the option to make any reports or material prepared about a closed session matter only available under the provisions of the *Right to Information Act 2009*, the *Information Privacy Act 2009* or legal proceedings.

Should it be determined that the report should remain a confidential document then the wording of the resolution must not refer to the subject report.

Nevertheless, this policy deems that as a minimum:

- The CEO may make a declaration that information (other than Council reports) concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
- An item on a Council meeting agenda and the information contained in the documentation or supporting material that is declared confidential by the CEO is to remain confidential unless or until Council resolves to the contrary.
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If Council exercises its powers under *Section 254J75* of the *Local Government Regulation 2012* to close its meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council resolves to the contrary.
- Confidential information shall be clearly identified as confidential.
- Any information of a type deemed to be confidential is to be presumed by Council ~~officers representatives~~ to be confidential to Council and must not be released without seeking advice from the CEO.
- If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption that Council does so intend until the doubt is resolved at a subsequent meeting of Council.

In general, the schedule of confidential matters as per *Section 254J75* of the *Local Government Regulation 2012* will apply. However, specific strategic planning initiatives could also be included to ensure that a corporate position is resolved prior to any media release.

3.3. Responsibilities of Council ~~Officers Representatives~~

~~Councillors, employees, volunteers and contractors representatives~~ must be aware of their responsibilities and agree (either through the Oath of Office or Code of Conduct) that they should:

- Exercise due care when handling or using information acquired in their role;
- Acknowledge that there will be information that must be treated as confidential, because to release it would prejudice public trust and confidence in the integrity of Council;
- Acknowledge that disclosure of confidential information constitutes a breach of the *Local Government Act 2009* and that Council **or an external agency/authority** may take disciplinary action for any damages caused;
- If uncertain, presume information is confidential and seek advice from a Council **Governance Officer**, Manager, General Manager or CEO prior to any release of it;
- Undertake not to disclose and to use their best endeavours to prevent disclosure of confidential information to any person or organisation, specifically:
 - Avoid discussing confidential Council information with family, friends and business associates; and
 - Ensure documents containing confidential information are properly safeguarded at all times – including materials stored at private or business residences.
- Not use confidential information to gain improper advantage for themselves or any other person or body; and
- Not use confidential information to cause harm or detriment to Council or any other person or body.

3.4. Use of Information by Councillors

Councillors must handle information in a way that promotes and maintains the public's trust and confidence in the integrity of the Council. Improper release of Council information by a Councillor is considered a breach of *Section 171* of the *Local Government Act 2009*.

A breach of *Section 171(3)* of the *Local Government Act 2009* includes a release such as:

- Orally telling any person about the information or any part of the information;
- Providing the original or a copy of documentation or any part of the documentation that is marked confidential; or
- Paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.

A person may make a complaint about a breach by a Councillor of *Section 171(3)* by giving notice of the complaint to the Council's CEO **or lodging a complaint directly with the Office of the Independent Assessor**. A breach of *Section 171(3)* is misconduct (see the definition of misconduct in *Section 150L* of the *Local Government Act 2009*). Complaints about Councillor conduct must be referred to the Independent Assessor. ~~(see division 2 of the *Local Government Act 2009*).~~

3.5. Use of Information by **Council Officers local government employees and councillor advisors**

Section 200 of the *Local Government Act 2009* states:

(1) This section applies to a person who is, or has been, any of the following:

- (a) a local government employee;**
- (b) a councillor advisor;**
- (c) a contractor of the local government;**
- (d) another type of person prescribed by regulation.**

(2) The person must not use information acquired as a person mentioned in subsection (1)(a), (b), (c) or (d) to:

- (a) gain (directly or indirectly) an advantage for the person or someone else; or**
- (b) cause detriment to the local government.**

Maximum penalty—100 penalty units or 2 years imprisonment.

(3) Subsection (2) does not apply to information that is lawfully available to the public.

(4) The person must not release information that the person knows, or should reasonably know, is information that:

- (a) is confidential to the local government; and
- (b) the local government wishes to keep confidential.

Maximum penalty—100 penalty units or 2 years imprisonment.

1) This section applies to all local government employees, including the Chief Executive Officer.

2) A local government employee includes—

- (a) a contractor of the local government; and
- (b) a type of person prescribed under a regulation.

3) A person who is, or has been, a local government employee must not use information acquired as a local government employee to—

- (a) gain (directly or indirectly) an advantage for the person or someone else; or
- (b) cause detriment to the local government.

Maximum penalty—100 penalty units or 2 years' imprisonment.

4) Subsection (3) does not apply to information that is lawfully available to the public.

5) A person who is, or has been, a local government employee must not release information that the person knows, or should reasonably know, is information that—

- (a) is confidential to the local government; and
- (b) the local government wishes to keep confidential.

Maximum penalty—100 penalty units or 2 years' imprisonment.

3.6. Release of Confidential Information

Any release of confidential information for any purpose to any person or organisation (other than to those who are entitled to the information) is a breach of the *Local Government Act 1993* (until 1 July 2010) and the *Local Government Act 2009* (beyond 1 July 2010).

Release of information can include:

- Orally telling any person about the information or any part of the information;
- Providing the original or a copy of documentation or any part of the documentation that is marked confidential; or
- Paraphrasing any confidential information and providing that in writing or orally.

4. DEFINITIONS

Contracted Staff means a person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.

Confidential information means information generally not known by, or available upon request to, the public which:

- Identifies and relates to a particular individual; or
- Carries a risk that— if released or improperly used— would cause harm to the Council or a member of the community, or give an unfair advantage to someone.

Council employee means a person 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.

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

External Parties means anybody that is not engaged by Council.

Employed by Council means persons appointed by Council, contracted on a casual or temporary basis, consultant agreements or contractual arrangements.

Independent Assessor investigates and assesses complaints about Councillor conduct.

The Independent Assessor also:

- Provides advice, training and information about dealing with alleged or suspected inappropriate conduct, misconduct or corrupt conduct to Councillors, local government employees and the public; and
- Prosecutes misconduct offences via the Councillor Conduct Tribunal.

Information means data with context. Includes, but is not limited to, physical or digital files in any format and data recorded by Council's applications. Any information within Council's possession even if not technically SBRC information such as record provided by a third party.

Information means knowledge communicated or received concerning some fact or circumstance; news and knowledge on various subjects, however acquired. Information comes in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, voicemail and/or other forms of information including discussions during formal and informal meetings.

Record means information in any format that has been generated or received by Council in the course of its activities, and which must be retained by Council as evidence of its actions and decisions. A record can consist of one or more pieces of information that together form a record or context of the activity, action or event. Information created, received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business (Australian Standard AS ISO 15489-1-2017).

Volunteer means any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a Volunteer by the Chief Executive Officer and/or his authorised delegates.

Workshops and/or Briefing Sessions means non-decision making forums convened by Councillors, the CEO and, as directed by the CEO, other Council officers Council representatives that create an opportunity for Councillors and officers Council representatives to discuss matters of proposed policy or other strategic or community sensitive issues, as well as providing a forum for Councillors to be made aware of issues of significance to the organisation and/or to the community.

5. LEGISLATIVE REFERENCE

Acquisition of Land Act 1697 (Qld)

Crime and Corruption Act 2001 (Qld)

Information Privacy Act 2009 (Qld)

Integrated Planning Act 1997 (Qld)

Local Government Act 2009 (Qld)

Planning Act 2016 (Qld)

Right to Information Act 2009 (Qld)

Sustainable Planning Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001

South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039

South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or December 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	12 June 2019	2599012
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

Appendix A
South Burnett Regional Council Information Security Classifications

South Burnett Regional Council Information Security Classifications

Classification	Description	Example data types
UNOFFICIAL	Information that is unrelated to SBRC and is of a personal nature.	Personal correspondence (e.g., dinner plans).
OFFICIAL - PUBLIC	Information that if breached owing to accidental or malicious activity would have an insignificant impact. The information is authorised for public access however it may not be made available in the public domain.	SBRC strategy; published project outlines; Council meeting calendar; published report data.
OFFICIAL - INTERNAL	Information that if breached owing to accidental or malicious activity would be unlikely to cause harm to SBRC, another organisation or an individual if released publicly. The information has a restricted audience, and access must only be authorised based on organisational, operational or in the public interest or by legislative needs.	Identity information of staff members or customers (e.g., employee number or position title); internal correspondence; business unit process and procedure; team leave calendar.
SENSITIVE	Information that if breached owing to accidental or malicious activity could reasonably be expected to cause harm to SBRC, another organisation or an individual if released publicly. The information has a restricted audience, and access must only be authorised based on strict organisational, operational or in the public interest or by legislative needs.	Customer personal information and human resources data (e.g., Tax File Numbers, passport details, bank account details); organisational financial / supplier data not published; unpublished project information data/status report i.e., T2 project.
PROTECTED	Information that if breached owing to accidental or malicious activity could reasonably be expected to cause serious harm to SBRC, another organisation or an individual if released publicly. The information has a restricted audience, and access must only be authorised based on very strict organisational, operational or in the public interest or by legislative needs.	Health records; personal data regarding persons under the age of 18; credit card data; commercially significant data; legal advice; legal proceedings

9.5 FUEL TAX CREDIT STATUS UPDATE**File Number:** 08.12.2021**Author:** Coordinator Finance**Authoriser:** Chief Executive Officer**PRECIS**

End of November update on the status of the Fuel Tax Credit review

SUMMARY

A fuel tax credit review has been in progress for the last few months with a consultant assisting Council's finance team to implement a new claim methodology as well as doing retrospective claims on prior years.

OFFICER'S RECOMMENDATION

That Council note the Fuel Tax Credit Status Update for information.

BACKGROUND

The consultant has finished performing their Fuel Tax Credit review for the period from October 2018 to June 2021.

Finance Branch has arranged in early December for the consultant to provide training to staff on the updated methodology procedure and how to use the new templates.

Once this training has occurred, Finance Branch will ensure that the consultant's retrospective claim values are verified before they claim is made through the monthly Business Activity Statements.

On early inspection, values the consultant has used look to be reasonable however Finance Branch will analyse the new procedure and parameters to use before signing off on values being 100% valid.

A report including finalised retrospective claims and final costs for the consultant will be brought to the Ordinary Meeting of Council in January 2022. The Finance Branch can confirm however, that the additional claims will outweigh the costs of the consultant.

ATTACHMENTS

Nil

10 PORTFOLIO - REGIONAL DEVELOPMENT

10.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 08/12/2021

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.

On 18 November Mark Pitt and I attended the Wide Bay Burnett Major Projects forum, with other key industry leaders and the Kingaroy Chamber of Commerce Executive in attendance. Forums like these strengthen opportunities for economic stability, growth, and diversity in the Wide Bay Burnett. The cross-section of regional voices and diverse industry led projects offered insights and learnings including:

- Queensland's reopening with a strong economic position
- Housing boom seeing record building approvals in Wide Bay Burnett, is starting to cool.
- Construction projects vary from housing to major civils

We have good reason to be confident in our region, with forward investment in Wide Bay Burnett is at a decade high, equating to 384 major projects representing a \$10.2b investment. At this stage, \$0.46b represents projects that are committed to in the Wide Bay Burnett \$8.5b planned projects and \$1.3b represents projects underway, with a good mix of funding arrangements including government, joint and private funding:

- Large proportion of committed projects is in the engineering space, representing 197 projects.
- 60 per cent of this future planned activity will be in renewable projects
- Majority of the work in the pipeline is at a planning phase

The crunch however, we have dire shortages of construction workers and the number of vacancies are at decade highs, with the available workforce at decade lows. Some of the solutions identified at the forum included advocating for more incentives for apprentices to enter the construction workforce.

Further discussions included an overview of the Wide Bay Burnett Minerals Investment Prospectus which has identified 14 different mineral types and the significant opportunities for these minerals in clean energy tech.

At the forum, we also heard from local industry leader, Plenty Foods, Josh Gadishcke who reflected on his growth story, the tech that will be built into his operations that is not yet seen in Australia, the opportunity to process and add more value to Australia's nut exports and his passion for showing others, the value in creating revenue and jobs in regional towns like ours. A legacy that I'm sure you will agree will live on for decades to come. Hansens Kitchens, Michelle Hansen urged others not to wait for the workforce to come to you, and reflected on their journey in recruiting and training staff. As Michelle said there are job opportunities in our region, and she has found success in working with the local high schools and their work placement officers, to show students that jobs are changing in

our region – there are opportunities here for our youth and they can grow and learn here. The opportunities are clearly great in our region.

A snapshot of the other activities that I have been collaborating with our council team and key stakeholders to achieve this past month:

- **Focus on the Department of Housing, Investing in a better housing strategy and the Housing and Homelessness Action Plan.** There have been a series of online conversations that we have participated in. There are also a few private housing projects that we have provided information about the State Government's Housing Investment Fund (HIF), whereby these developers may wish to explore the opportunity to leverage this funding. We know that government partnerships with the private and not-for-profit sector can also catalyse that investment into more new social homes as well as mixed tenure developments that bring jobs as well as homes into our communities. Conversations and a proposal for a partnership to build more social and affordable housing in the South Burnett are progressing internally with staff and project proponents with more information to come to Council at the December General Meeting, in time for the Department's Expression of Interest deadline in January. Thank you to the team for helping to progress these important conversations.
- **Water Feasibility Project Phase 2** – Lead project consultants KPMG have begun making contact and meeting with prospective water customers, community, and business leaders this month. Further in-person demand assessment meetings with prospective water users will occur in February to March 2022, with a project steering group meeting to occur in the new year.
- Partnering with the Department of State Development, Infrastructure, Local Government and Planning to create the **Regional Development Action Plan** in collaboration with the Regional Development Advisory Committee early in 2022.
- Working with the Kingaroy Chamber of Commerce and Industry to meet with the Small Business Financial Counsellor, Helen Schirok and AusIndustry Regional Manager, Kay Strong to understand the opportunity **to support business in the South Burnett** and access targeted supports following the recent business forum.
- Establishing relationships with Powerlink who have been engaging with stakeholders in the Western Downs and South Burnett Regional Council areas to share their plans for electricity supply to the region and the proposed **Wambo Wind Farm connection**.
- Reading the Queensland Government's recently released Technical Discussion Paper on Renewable Energy Zones (QREZ) design and access and will share the learnings from a webinar I will be participating in on 7 December.
- Furthermore, working to establish a relationship with the Director of Renewable Energy Zones and partnering with the LGAQ Lead in Trade and Investment, Paul Cranch, seeking more information and to be part of the coordinated process regarding the QREZ Southern zone. I recently shared the discussion slides with my colleagues and the responses to the targeted questions I had asked in the forum relating to the future of our region. I will continue to work with you to advocate for our region's seat at the table.
- Participating in the identifying opportunities through freight data webinar and will share those learnings, as we look to identify the **highest priority heavy vehicle freight routes** to unlock industry growth and capacity in our region.
- Individualised meetings and support to a few potential investors looking to establish businesses and operations in our region.
- Meeting with Stanwell's Executive and Site Leaders and discussing their strategy and current and future operations at Meandu Mine and Tarong Power Stations. I would like to take this opportunity to congratulate Michael O'Rourke, the former Chief Finance Officer who has recently been appointed Chief Executive Officer of Stanwell. It's comforting to know there will

be a steady hand leading the organisation and supporting the state to achieve its goals for decarbonisation.

In closing, I just wanted to share some information about the Queensland Agritourism grants program, **recognising the opportunity to grow agritourism in our region**. I have shared this information with Visit South Burnett and am mindful that you may be aware of any local farming operations who may be interested. The new grants are now available to assist farmers establish or expand their operations into agritourism and share where Queensland's high-quality food, fibre and foliage comes from and how it is produced. The Queensland Farmers' Federation (QFF) has partnered with the Queensland Government to deliver the Queensland Agritourism Grants program, offering a 50 per cent co-contribution up to a maximum of \$25,000 to match farmers' funds. Agritourism is a tourism-related agricultural experience, service or product that connects visitors with people, places or products on a farm. Agritourism is an important growth industry for Queensland's economy, particularly in regional and rural areas over the next decade and is worth an estimated \$4.5 billion by 2030.

Grants are open to eligible Queensland farmers to develop, implement and expand agritourism activities. Applications for grant funding close 10 January 2022. Further information on how to apply for a Queensland Agritourism Grant is available at: www.qff.org.au/projects/agritourism

Thank you for the year that has been and the opportunity to lead this portfolio, I look forward to building on the foundations of what we have created in 2022 and strengthening the future of the South Burnett. I absolutely believe we will be the next growth story, and our outside looking in approach and collaboration across regions will be critical in the years ahead.

BACKGROUND

Nil

ATTACHMENTS

Nil

10.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 08-12-2021

Author: Administration Officer

Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

Events / happenings:

November The Kingaroy Visitor Information Centre is accepting donations for the Salvation Army Christmas Appeal, of non-perishable food items, unwrapped toys, gifts and gift cards to bring unexpected joy to families in need.

The Kingaroy Visitor Information Centre has commenced preparing pre packed local Christmas Hampers for sale. 52 hampers have been sold in the month of November – 28 x \$25.00, 8 x \$35.00, 5 x \$55.00, 1 x sweet \$55.00 and 10 x special packs.



The Wondai Heritage Museum has spent the month reorganising current displays and relocating cabinets around the museum, highlighting the wide-ranging camera equipment in the foyer which has received positive comments from visitors. The volunteers continue to work on entering the extensive Boisen collection of records onto Mosaic software.

4 Nov The South Burnett Energy Centre hosted Visit South Burnett's November meet and greet event. The evening was well attended and Council's Visitor Enhancement Officer gave an overview of the four Visitor Information Centres within the South Burnett,

encouraging those in attendance to consider volunteering when and wherever possible. A number of wonderful comments were received about how great the Energy Centre is looking.

9 Nov 19 St Mary's primary school students aged 7, visited the Wondai Timber Museum.

16-17 Nov The Murgon Visitor Information Centre was selected as a COVID-19 hub on Tuesday 16 and Wednesday 17 November. Approximately 50 vaccinations were given over the two days.

Murgon Visitor Information Centre welcomed two new volunteers this month - Gavin Rewald and Faye Cook.

24 Nov A special morning tea of Wondai Timber museum volunteers, past and present, gathered to mark the 20th anniversary of the opening. Special guest Noreen Briar, who managed the Centre for 11 years shared memories from the early days.

Three volunteers were acknowledged for their 20 years of service to the Museum, Ruth Mason, Margaret Heritage and Yvonne Hurt, and were given the honour of cutting the official anniversary cake.



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	K - \$6597 M - \$344 N - \$1253 W - \$3779	K - \$5870 M - \$526 N - \$784 W - \$2640	
Visitor Numbers	K - 1575 M - 382 N - 588 W - 778	K - 942 M - 356 N - 435 W - 578	K - 1311 M - 435 N - 757 W - 848	K - 1240 M - 433 N - 534 W - 821	K - 746 M - 449 N - 453 W - 573	
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	K - 1 M - 0 N - 0 W - 0	K - 0 M - 0 N - 1 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	K - 21 M - 12 N - 15 W - 10	K - 18 M - 11 N - 15 W - 7	
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	K - 721 M - 137 N - 391 W - 186	K - 561 M - 133 N - 385 W - 177	
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	K - 25 M - 24 N - 31 W - 25	K - 25 M - 24 N - 29 W - 25	

Media Releases:

Media Releases 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	4	1	0	2	4	
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	Posts 10 Likes 795 Followers 1017	Posts 11 Likes 799 Followers 1029	
Discover South Burnett	Posts 6 Likes 3921 Followers 4160	Posts 12 Likes 3929 Followers 4192	Posts 11 Likes 3939 Followers 4195	Posts 7 Likes 3992 Followers 4256	Posts 19 Likes 4005 Followers 4279	

Kilkivan to Kingaroy Rail Trail	Posts 1 Likes 1350 Followers 1510	Posts 1 Likes 1402 Followers 1570	Posts 2 Likes 1463 Followers 1654	Posts 0 Likes 1519 Followers 1717	Posts 1 Likes 1550 Followers 1749	
Drive Inland	Posts 0 Likes 860 Followers 940	Posts 1 Likes 872 Followers 958	Posts 2 Likes 894 Followers 984	Posts 0 Likes 911 Followers 1002	Posts 1 Likes 916 Followers 1011	
WBB – The Perfect Place	Posts 0 Likes 2443 Followers 2495	Posts 1 Likes 2400 Followers 2499	Posts 1 Likes 2444 Followers 2496	Posts 0 Likes 2443 Followers 2495	Posts 1 Likes 2442 Followers 2493	
Business South Burnett	Posts 4 Likes 1880 Followers 2004	Posts 16 Likes 1877 Followers 2001	Posts 2 Likes 1874 Followers 1998	Posts 3 Likes 1871 Followers 1996	Posts 5 Likes 1870 Followers 1995	
Lake Boondooma Caravan & Recreation Park	Posts 1 Likes 8460 Followers 8615	Posts 1 Likes 8500 Followers 8640	Posts 2 Likes 8534 Followers 8707	Posts 8 Likes 8580 Followers 8755	Posts 4 Likes 8632 Followers 8821	
Yallakool Caravan Park on BP Dam	Posts 0 Likes 4156 Followers 4234	Posts 1 Likes 4200 Followers 4255	Posts 1 Likes 4216 Followers 4308	Posts 1 Likes 4251 Followers 4832	Posts 3 Likes 4380 Followers 4483	

Visit South Burnett Monthly Report



- The VSB committee along with Mayor Brett Otto, Cr Kirstie Schumacher and Cr Kathy Duff caught up with Tourism Minister Stirling Hinchliffe to discuss upcoming tourism and future development in the South Burnett.



- VSB hosted a successful Meet and Greet at the start of November with special guest speaker CEO from South Queensland Country Tourism - Peter Homan. A huge thank you to all our wonderful members who also shared information on the night.
- VSB has been busy working with Southern Queensland Country to put together our portion of the "Mother of all" Summer Nature campaign, showcasing everything our wonderful region has to offer. - This is a part of VSB's summer destination marketing campaign.
- VSB launched the first Visit the South Burnett visitors guide, and it has already been distributed throughout the South Burnett, Noosa, Tewantin, Caloundra, Summerset area, Crows Nest, Toowoomba, Hampton, Dalby, Western Downs, Fernvale, Kilcoy and more. With great feedback received! - see below for the link to the digital flipbook and QR code. Also, if you're wanting some extra copies please call Melanie on 0455 494741 or email tourismvsb@gmail.com
- VSB is busily organising the Annual General Meeting for Tuesday, 7th December at Moffatdale Ridge Winery, followed by a VSB members Christmas party and Meet and Greet, a special thank you to Jason & Sue for hosting the event

Thank you to our Wonderful hosts - Nanango Energy and Visitor Information Centre and Nanango RSL for a great feed after the November Meet and Greet.

ATTACHMENTS

1. **Southern Queensland Country Tourism Report - October 2021** [↓](#) 
2. **Tourism Sentiment Index Report - November 2021** [↓](#) 



Key Points from October 2021



South Burnett's occupancy level for October was 60%, which was a small increase of 3.4% since last month.



The average reservation window for October was 33 days, which has been slowly declining over the past 4 months.

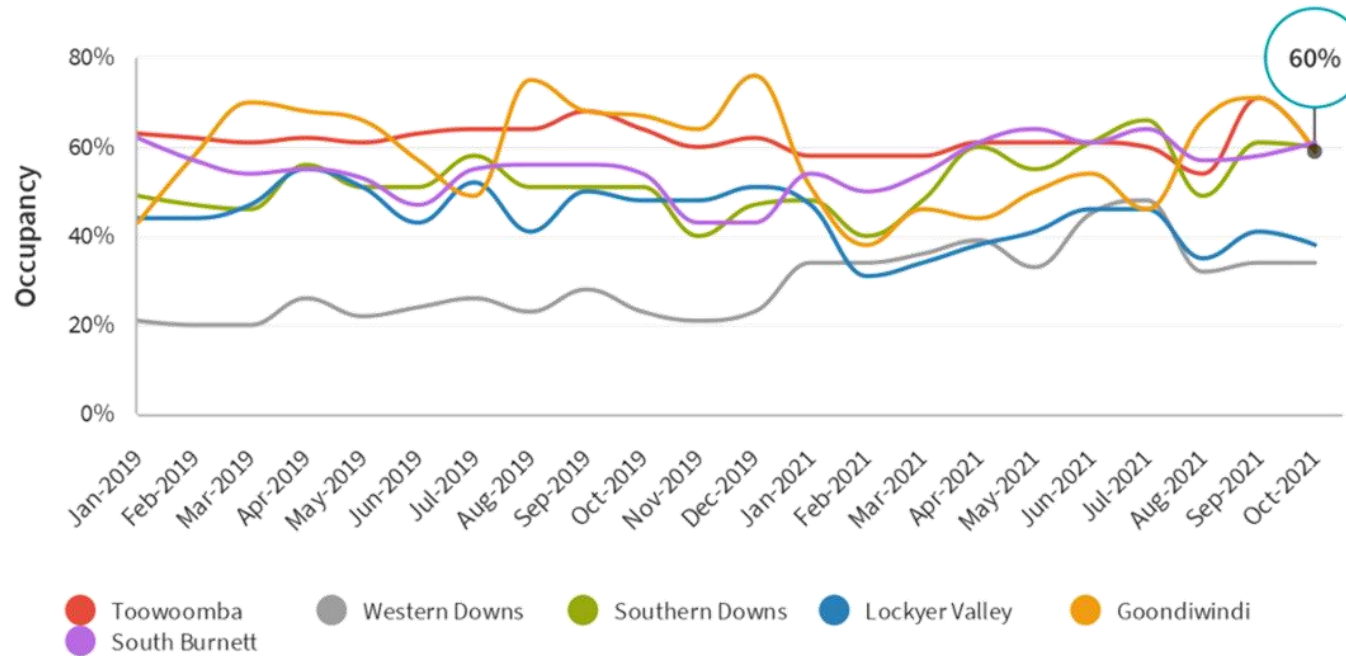


October 2021 has had an ADR of \$133 which is a 40% increase when compared to 2019.

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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.



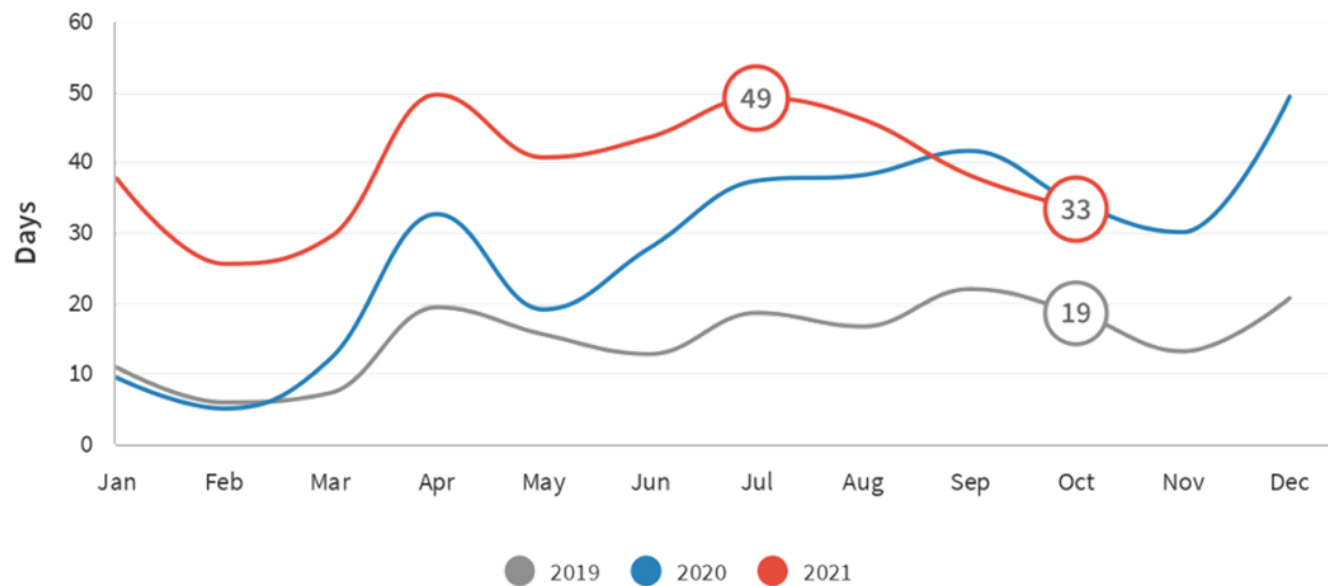
INSIGHT

South Burnett's occupancy level for October was 60%, which was a small increase of 3.4% since last month. Toowoomba, Southern Downs, Goondiwindi and South Burnett all shared a similar level of occupancy this month and were the highest for the region.

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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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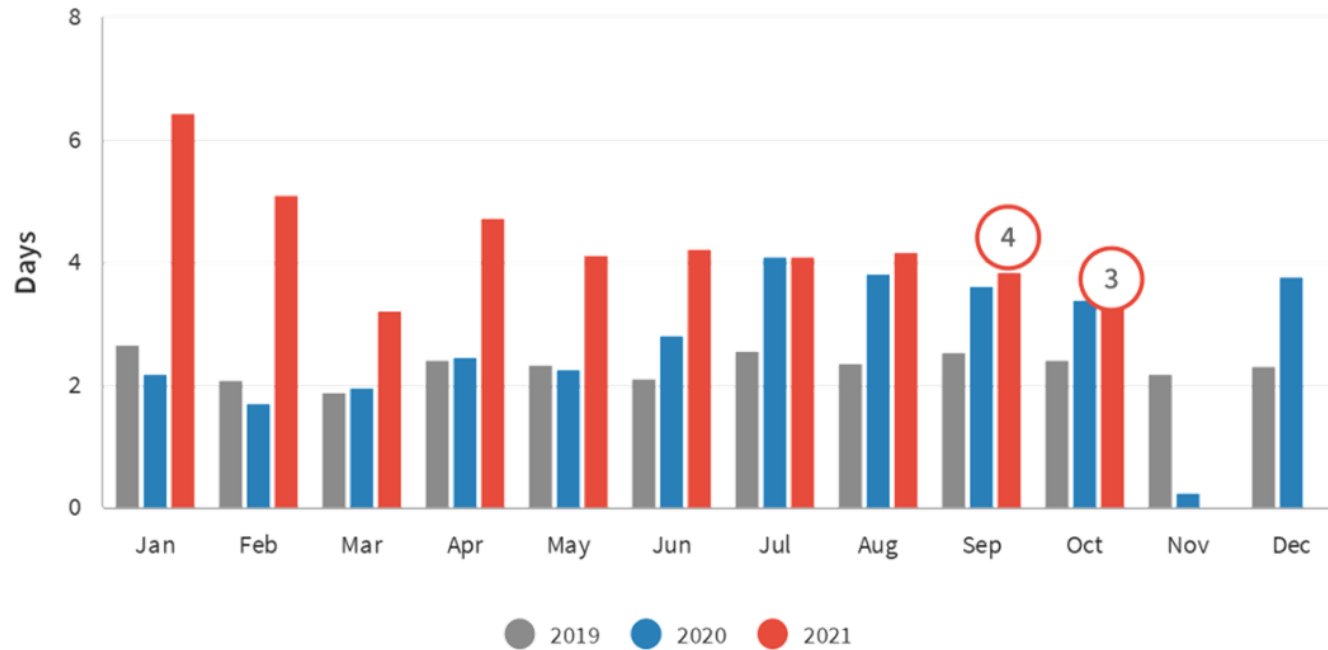


INSIGHT

The average reservation window for October was 33 days, which has been slowly declining over the past 4 months. When compared 2019 which wasn't impacted by COVID, there is still a 73% increase in the reservation window.

Length of Stay

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



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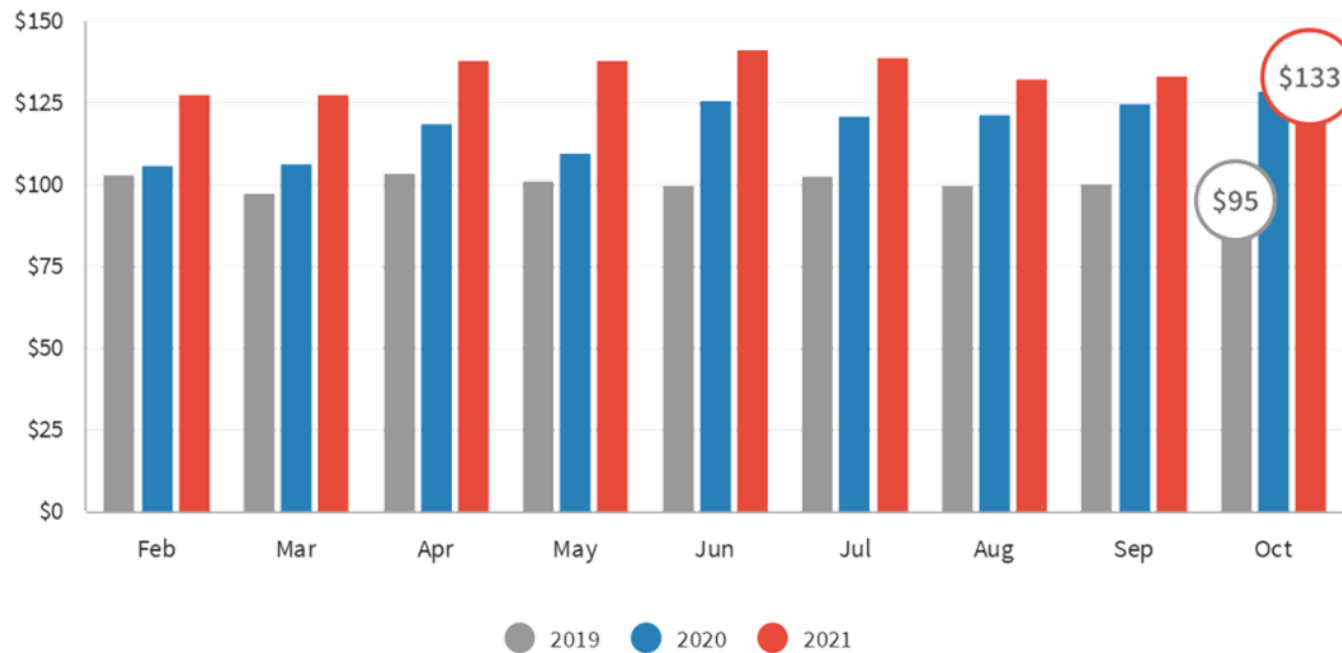


INSIGHT

Length of Stay in October 2021 was 3 days and has had a decrease of 25% since last month. 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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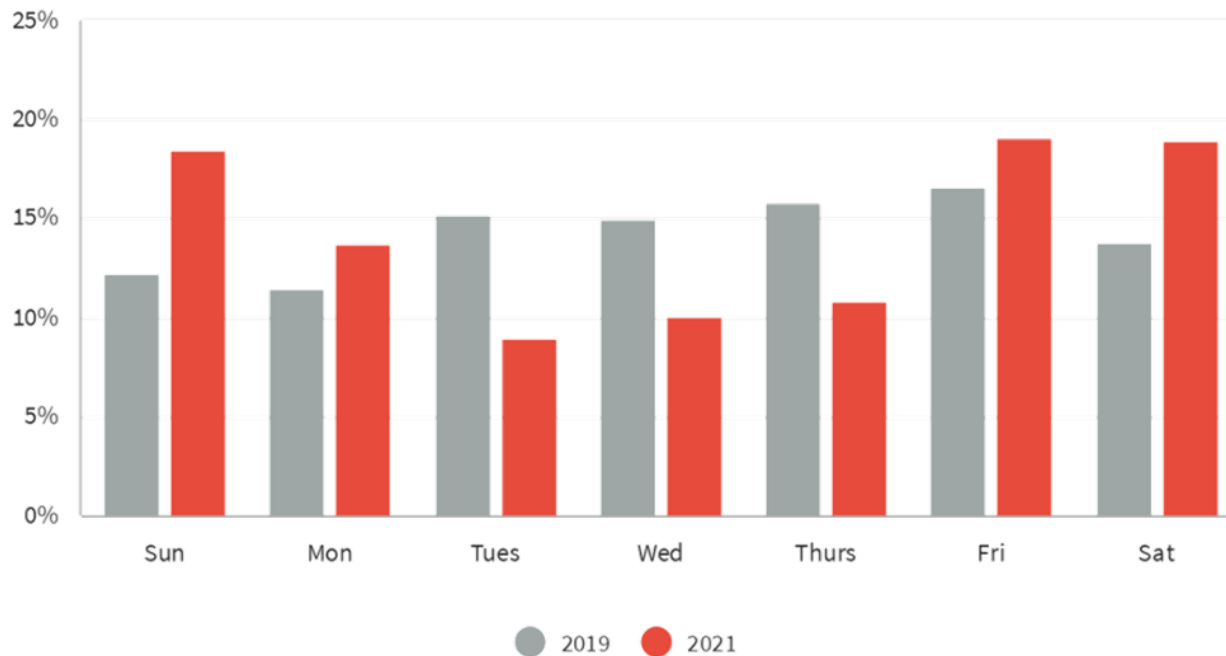
34%

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. October 2021 has had an ADR of \$133 which is a 40% 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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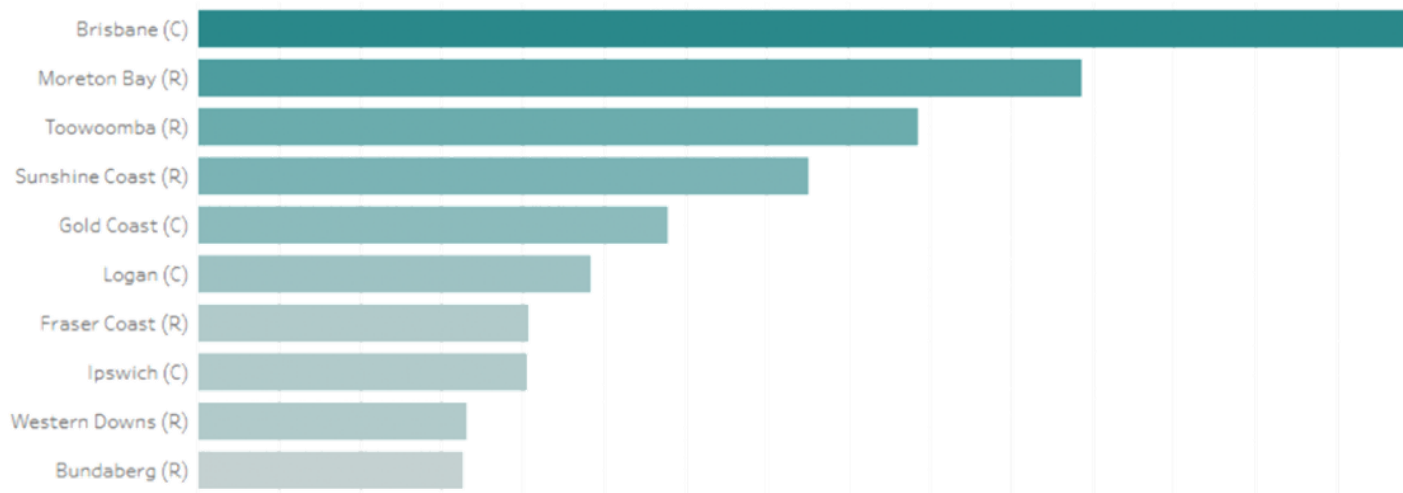


INSIGHT

The highest day of visitation in October 2021 was Saturday at 17.4%. Interestingly 2019 had most of visitation throughout the weekdays, which has now changed with 2021 seeing most of it's visitation on the weekend.

Source Market

The source market demonstrates which LGA visitors are travelling from, by checking device area data. Focusing on the top 10 for the month.



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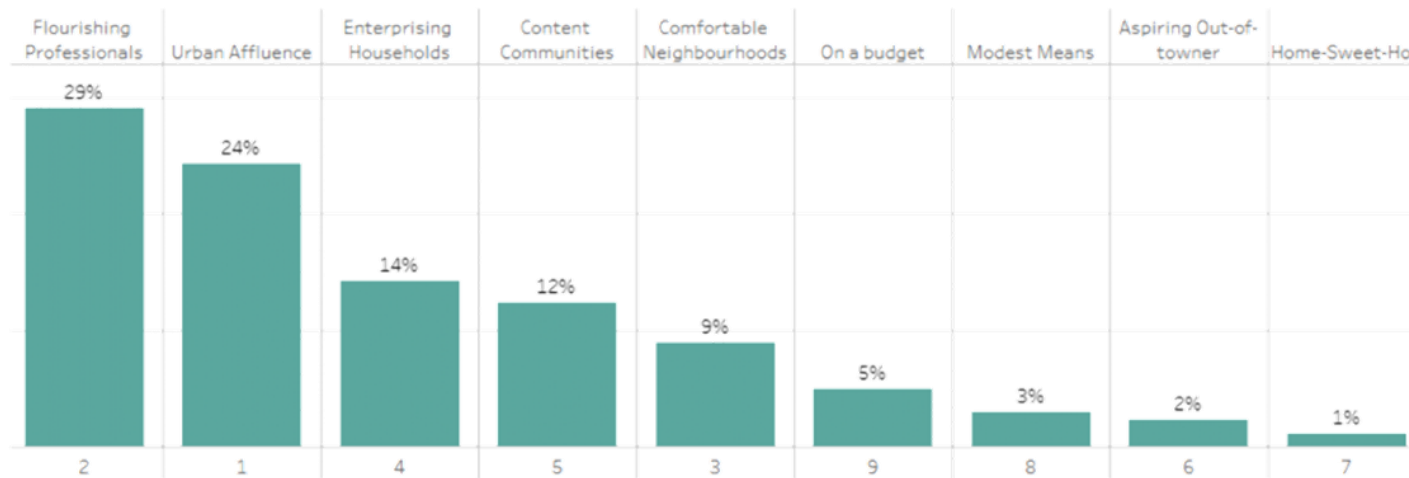


INSIGHT

The LGA's with the most amount of devices seen within the South Burnett region in October 2021 were Toowoomba with 13.75% of the total devices seen, Brisbane with 12.66% and Moreton Bay with 12.19%.

Top Visitor Segments - Brisbane

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



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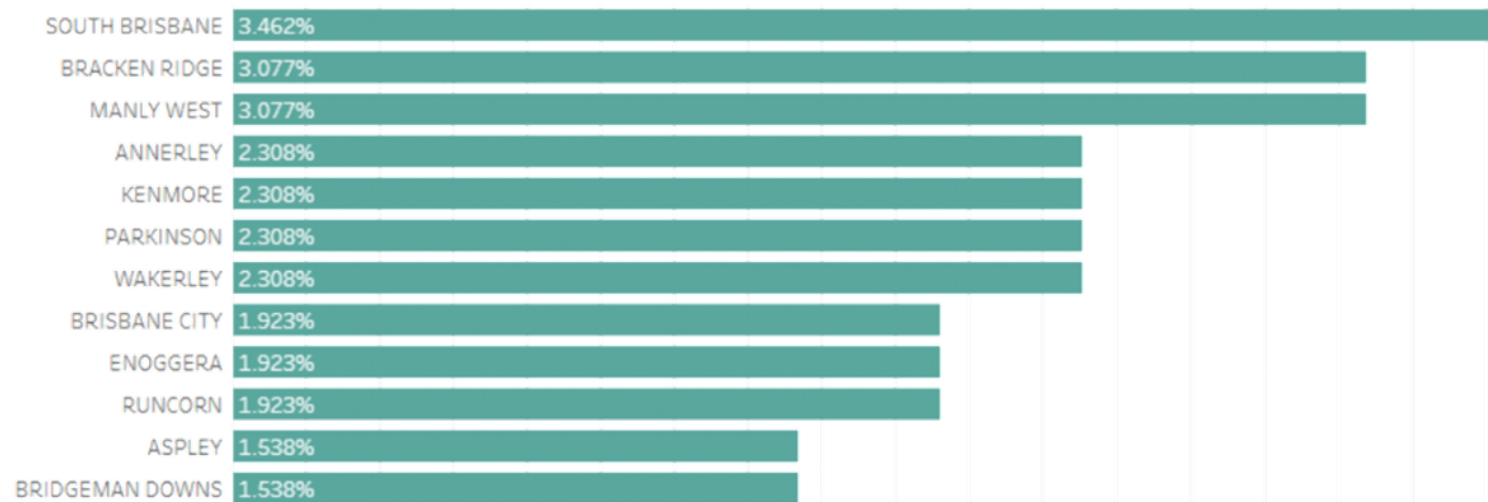
INSIGHT

The top visitors of South Burnett from Brisbane in the month of October were the first and second wealthiest segment, contributing to 49% 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.



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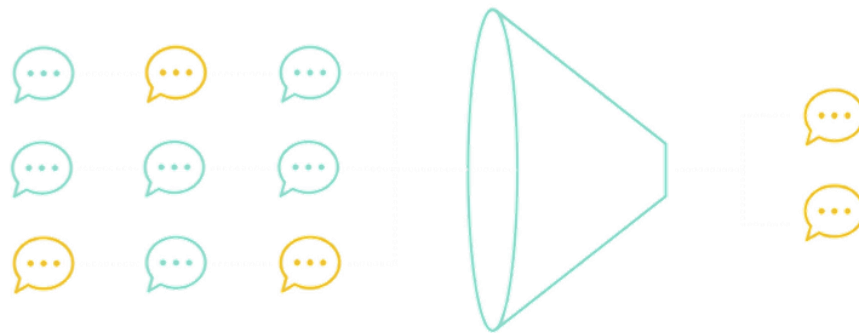
REAL CONVERSATIONS.
IN REAL TIME.

SOUTH BURNETT QUEENSLAND

TOURISM SENTIMENT SNAPSHOT

DECEMBER 2021

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 | DECEMBER 2021



SOUTH BURNETT, QUEENSLAND
**TOURISM
SENTIMENT SCORE®**

12



NOVEMBER 2021
SCORE

19

DECEMBER 2021

-7 points

OVER
NOVEMBER 2021

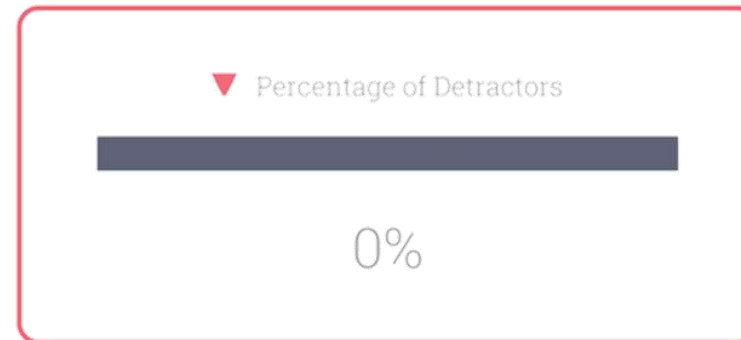
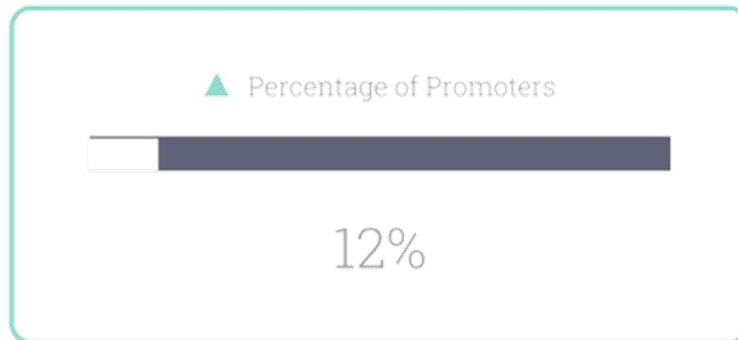
SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



TOURISM SENTIMENT SCORE®:

12

SOUTH BURNETT'S SCORE IS COMPOSED OF



SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



TOURISM SENTIMENT SCORE[®] OVER TIME



SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



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

SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



MOST TALKED ABOUT



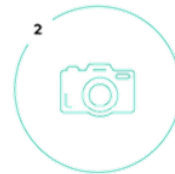
Between one and three topics may appear here, if the data reveals any trends. These topics are the top drivers of **overall awareness** around South Burnett's tourism offering throughout December 2021. It is important to ensure the sentiment towards these topics remains positive and within range of comparative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



Tourism Sentiment Score: 23

Wildlife Viewing

16% OF TOTAL TOURISM CONVERSATION



Tourism Sentiment Score: 4

Nature Photography

16% OF TOTAL TOURISM CONVERSATION



Tourism Sentiment Score: 11

Accommodation

13% OF TOTAL TOURISM CONVERSATION

SOUTH BURNETT, QUEENSLAND | DECEMBER 2021





MOST APPEALING

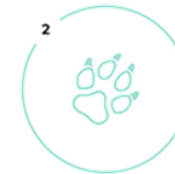
Between one and three topics may appear here, if the data reveals any trends. These topics drove the most positive conversations around South Burnett's tourism experience throughout December 2021 and best represent the **core pillars driving positive brand** perceptions. It is important to defend and continue to grow these throughout January 2022.



Tourism Sentiment Score: 1

Festival + Events + Concerts

50% OF TOTAL POSITIVE CONVERSATION



Tourism Sentiment Score: 23

Wildlife Viewing

50% OF TOTAL POSITIVE CONVERSATION





TRENDING UP FROM NOVEMBER 2021

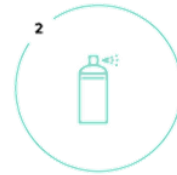
Between one and three topics may appear here, if the data reveals any trends. These topics illustrate the greatest growth throughout December 2021 in South Burnett. They may not be top drivers of conversations but show **potential trends to leverage** through January 2022 for South Burnett.



Tourism Sentiment Score: -2

Natural Disaster

**+100% INCREASE OVER
NOVEMBER 2021**



Tourism Sentiment Score: 26

Street + Public Art

**+100% INCREASE OVER
NOVEMBER 2021**



Tourism Sentiment Score: 0

Farmers Markets +
Food Producers

**+100% INCREASE OVER
NOVEMBER 2021**

SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



TOPICS TALKED ABOUT LESS



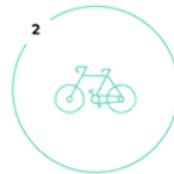
Between one and three topics may appear here, if the data reveals any trends. These topics illustrate a **shift in conversations** around South Burnett and areas that are presently on the decline. It is important to monitor these topics throughout January 2022 to gain insight into the natural ebb and flow of the conversations and look for signals to act on.



Tourism Sentiment Score: 23

Wildlife Viewing

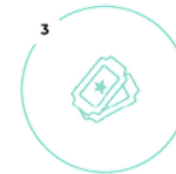
**-30% DECREASE OVER
NOVEMBER 2021**



Tourism Sentiment Score: 0

Biking + Cycling

**-7% DECREASE OVER
NOVEMBER 2021**



Tourism Sentiment Score: 1

Festival + Events +
Concerts

**0% DECREASE OVER
NOVEMBER 2021**



NOW LET'S LOOK AT
**PERFORMANCE FOR
KEY TOPICS**
FOR DECEMBER 2021

SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



KEY TOPICS YOU CHOSE TO TRACK:

SOUTH BURNETT ASSETS

	December 2021	November 2021	Performance
 BIKING + CYCLING	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-
 FESTIVAL + EVENTS + CONCERTS	Tourism Sentiment Score: 1	Tourism Sentiment Score: 98	-97 Difference
 RESTAURANT / DINING / TAKEAWAY	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-

SOUTH BURNETT, QUEENSLAND | DECEMBER 2021



INSIGHTS BASED ON DATA FROM THE
TOURISM SENTIMENT INDEX
DECEMBER 2021

Brought to you with data from:

10.3 BIEDO BOARD REPRESENTATIVE

File Number: 08/12/2021
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

To update Council on the BIEDO Board representation.

SUMMARY

South Burnett Regional Council has supported and has been a member of BIEDO with a budget allocation since 2004.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council appoint _____ as the Council representative to the BIEDO board.

BACKGROUND

AT the Ordinary meeting of 29 April 2020, Council adopted the following resolution:

5.3.3 CP - 2682021 - Appointment of Councillor Representatives on Council Committees and Other Organisations Resolution:

Moved Cr SW Henschen, seconded Cr RJ Frohloff.

That the following Councillors be appointed as the Council representatives to Council Committees and other organisations as listed below:

- *Committees for nomination of Councillor appointments*
- *Councillor Membership*
- *Councillor/s allocation*

Burnett Inland Economic Development Organisation (BIEDO) - 1 Councillor Cr Kirstie Schumacher

Cr Schumacher has completed her term and as BIEDO has recently conducted its AGM Council is requested to consider a new nomination to the Board.

FINANCIAL

Council pays an annual membership fee to BIEDO of \$10,000 plus GST.

ATTACHMENTS

Nil

11 NOTICES OF MOTION

11.1 NOTICE OF MOTION - PARTNER COUNCIL MEMBERSHIP WITH TOOWOOMBA AND SURAT BASIN ENTERPRISE

File Number: 08/12/2021

I, Councillor Kirstie Schumacher, give notice that at the next Ordinary Meeting of Council to be held on 8 December 2021, I intend to move the following motion:

MOTION

That the committee recommends to Council:

That South Burnett Regional Council become a partner regional council with TSBE, Toowoomba and Surat Basin Enterprise and that the Chief Executive Officer, be given delegate to negotiate the terms of a diamond membership package to include:

- Attendance at TSBE board room briefings and stakeholder events that enable Council to identify the opportunities for collaboration in neighbouring regional projects of significance or partner with key industry leaders or investors.
- Targeted advocacy support, that includes working with the TSBE team to identify the broader regional and industry challenges and work with all levels of government to leverage growth opportunities and advance the South Burnett region.
- Targeted investment attraction support that enables Council to establish working relationships with major project owners and leverage opportunities in the energy, health, agriculture and manufacturing sectors.
- Direct assistance and support in identifying suitable grant opportunities and completing applications.

RATIONALE

TSBE is an independent, member-driven economic development organisation actively linking our business community to opportunities across the Toowoomba, Western Downs, Maranoa and surrounding areas. TSBE aims to diversify and grow the region by investing in activities that:

- attract new businesses and create growth in the region
- grow our communities and skilled workforce
- generate increased investment
- advocate for our region with all levels of government

In August, Council met with TSBE and explored potential ideas for a partnership that included tailored export assistance for local products, transport and logistics advocacy support, access to Development Status Reports, opportunities to leverage the Inland Rail project, connect to ag tech, etc. There are synergies and a clear alliance between the strategic goals of Council's Regional Development Strategy and the tailored support and knowledge that TSBE can offer.

As stated in the TSBE Annual Report 2021 by TSBE Chair, Shane Charles, '*Real estate is booming; we are discussing land availability; our rental vacancies are at an all-time low; our unemployment is one of the lowest in the country, and many businesses are experiencing issues finding qualified staff*'. The South Burnett shares an interest in finding the solutions to these same challenges, as well as understanding and leveraging the value other partner regional council's including Toowoomba, Maranoa and Western Downs, have gained from their involvement with TSBE.

As the areas surrounding Toowoomba continue to grow, the South Burnett's ideal geographic location, resources and affordable land means the region is well positioned to leverage this growth. This membership will strengthen relationships with Toowoomba Regional Council, Western Downs Regional Council and Maranoa Regional Council, enabling a shared regional voice and advocacy for our shared priorities. Furthermore our regions have been identified in the Southern Queensland Renewable Energy Zone, and as a TSBE membership will support our Council to establish strategic relationships with renewable energy proponents, and help to connect local industry with growing renewable energy sector opportunities. Further information to understand the renewable energy zones is available here: [Understand renewable energy zones | QREZ | Have your say about Queensland Government programs and initiatives \(engagementhq.com\)](#)



I commend this Notice of Motion to Council.

REPORT

In reply email 3 December 2021 to the Councillors email advice the Mayor requested the Corporate Plan Linkage and potential cost.

LINK TO THE CORPORATE PLAN

GR 02 Continue to develop Council's investment readiness to identify a sequence of actions that can enhance council's capability in responding to investment related enquiries.

GR 04 Support and advocate for the development of an expanded and diversified agricultural economy, which may include, for example regenerative agriculture and centre for rural excellence and innovation.

GR 14 Support our community and key stakeholders to build a plan for our region's eventual coal transition.

GR 15 Work with key stakeholders to promote workforce attraction and retention in the South Burnett.

OR 12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

FINANCIAL IMPLICATIONS

Membership is estimated to be between \$17,000 to \$20,000 per annum. With management of current budgets this can be catered for in current operational budget.

ATTACHMENTS

Nil

12 QUESTIONS ON NOTICE

12.1 WHITE FLEET UTILISATION FOR THE PERIOD 1 JULY 2021 TO 31 OCTOBER 2021

File Number: 08 December 2021

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

The following question on notice was received from Mayor Brett Otto.

Question

A report be brought to the December Committee meeting outlining Council's white fleet utilisation for the period 1 July 2021 to 31 October 2021.

Response

In summary:

- There are 107 white fleet vehicles.
- Whilst there are custodians, which are the persons ultimately responsible for the vehicle, there are frequently a number of persons from within a particular work crew who could be driving/operating a vehicle. This is because the vehicle is utilised by a crew and not a specific individual.
- There are some Council officers that are multiple custodians, e.g., the Fleet Scheduler is the responsible person for all of Council's Hire vehicles.
- Council maintains a register of vehicle odometer readings however some vehicle odometer readings can at times be somewhat aged as:
 - As a vehicle assigned to a particular capital works project, may not travel high kilometres and consequently is not being refuelled as often due to the nature of the work that it is being utilised for and as all the work is within proximity.
 - Fuel transactions are manual in some locations such as Proston and it can take some time for these fuel receipts to make their way through the system.
 - A vehicle which is part of an employment contract with Council and all associated entries are journaled to another cost account and therefore will not show up in the current vehicle system.
- As of 1 July 2021, one (1) of the threshold trigger points for changeover of a vehicle is any ute that has exceeded 150,000 km. There are some 19 vehicles (or ~18% of the ute fleet) that would exceed the 150,000km threshold. Some of these vehicles had been identified for changeover last year, but restrictions had been placed upon Fleet last financial year preventing these vehicles from being replaced and disposed of. These vehicles are now being earmarked for auction and replacement this financial year. However, delivery of new vehicles are still unfortunately being hampered by COVID-19 downturn/restrictions which is having supply implications. Therefore, Council needs to hold on to some of these vehicles until such time as the replacement vehicles arrive.
- There are some 15 utes that are being driven > 30,000km per year.
- There are some 44 utes that are being driven > 20,000km per year.
- Booked hours - extrapolations as to yearly usage have then been calculated on this 4-month period:
 - There is ~ 1600 hours per year that a ute should be booked out for. There are 14 vehicles (13.08%) that would comply with this criterion. This is largely due to Council officers potentially not adequately/appropriately booking out the(ir) vehicle. That is,

not necessarily a computer system failure, but more of an administration improvement opportunity to better enable Council officers to identify in the system the applicable fleet usage such as through electronic timesheets.

- A whole of organisation utilisation business improvement opportunity has been identified as a project within the TechnologyOne business system T2 project. The scoping of this project has commenced and will be conducted over the coming financial year to assist in honing Council's fleet management / utilisation, providing robust data for analysis and utilisation improved practices.
- Through the vehicle utilisation T2 project the parameter for assessment of utilisation will be explored considering numerous benchmark criteria such as kilometre consumption. It is however acknowledged that this benchmark may not be the best indication of vehicle utilisation as a vehicle can be regularly utilised even though it is not being driven when supporting a service / function provided by Council. For example, Water and Wastewater (WWW) will have vehicles available in case of or when a main or pipe breaks/fails. WWW need to respond to that situation straight away. Similarly, the specialised Animal Management vehicle needs to be available should Council officers need to respond quickly to an animal collection or attack scenario.

Another slightly different scenario is where a vehicle is fully utilised, but because it may be utilised solely within a local township area it therefore doesn't travel very far for work to be undertaken. An example of this would be a Parks and Gardens vehicle. That is, a vehicle is used solely around Kingaroy for work at various Council Parks and may be fully committed for the day.

Another example, where kilometres may be low is where a vehicle is used to float out a piece of plant to a particular (out of town or remote) location. The remote location means that it may not be economical or efficient to drive out the plant and staff and drop it/them off and then drive back into town and then when the job is finished go back out to collect the plant and staff. Further, from a safety aspect if something was to happen while on that job at the remote location then the staff would have no way of getting help/assistance in a timely manner.

The above scenarios are not to say that these vehicles are not utilised in the normal course of a business day. Additionally, some of the vehicles are travelling high kilometres.

RECOMMENDATION

That the response to the question regarding Council's white fleet utilisation for the period 1 July 2021 to 31 October 2021 raised by Mayor Brett Otto be received and noted.

ATTACHMENTS

Nil

12.2 QUESTIONS ON NOTICE**File Number:** Q1**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer

The following questions on notice was received from Councillors Schumacher (Q.1) and Duff (Q.2).

Question

Q.1 Given Council advertised our own assets, does the rail trail and the mountain bike trails get published or promoted in the new guide? They are both on public land and should be promoted in the guide.

Q.2 Is there a plan to work with the business groups to get some more volunteers? Cr Duff to send through a list of the agencies that have expressed an interest in volunteering at the VICs.

Response

A.1 Our staff have spoken to the author who wrote the Touring guide and can confirm that there are editorials on the rail trails and mountain bike tracks in the guide. We will also place on a future advertising list if opportunity presents.

A.2 Our staff spoke at the Visit South Burnett meet and greet event in Nanango on 4 November encouraging businesses to consider volunteering at South Burnett VICs, asking that they make contact if they have capacity or availability to do so. To date, no businesses have called Council Tourism staff to discuss.

Further we have reached out to organisations specifically mentioned at the Standing Committee. Media campaigns are regularly conducted on volunteer recruitment as well.

RECOMMENDATION

THAT the response to the questions regarding Tourism matters raised by Councillors Schumacher and Duff be received and noted.

ATTACHMENTS**Nil**

13 CONFIDENTIAL SECTION

14 CLOSURE OF MEETING