



AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 15 June 2022

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

Date: Wednesday, 15 June 2022

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.

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Recognition of Traditional Owners	4
4	Declaration of Interest	4
5	Confirmation of Minutes of Previous Meeting	5
	5.1 Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 May 2022	5
6	Business Arising	24
7	Notices of Motion	25
	7.1 Notice of Motion - Visitor Information Centres	25
8	General Business	26
9	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	27
	9.1 Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability and ICT & Fleet Portfolio.....	27
	9.2 Meeting Dates for the Ordinary Meetings of Council's Standing Committees, General Meetings and Budget Meeting	32
	9.3 Assignment of Councillor Portfolio Representation	35
	9.4 Reinforced Concrete Pipes and Precast Concrete Products Procurement Exception	54
10	Portfolio - Regional Development	55
	10.1 Regional Development Portfolio Report	55
	10.2 Regional Development and Tourism Monthly Update.....	60
	10.3 Regional Community Forums	78
	10.4 Visitor Information Centre Accreditation	80
	10.5 Murgon Visitor Information Centre Proposal.....	81
11	Questions on Notice	84
	11.1 Resident Information Packs/Letter.....	84
	11.2 Local Government Roadshow - Learnings and Takeaway.....	85
12	Confidential Section	86
13	Closure of Meeting	86

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 18 MAY 2022

File Number: 15/6/2022

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 May 2022 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 May 2022**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 18 May 2022

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Acknowledgement of Traditional Owners	4
4	Declaration of Interest	4
5	Deputations/Petitions	4
6	Confirmation of Minutes of Previous Meeting	5
6.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 20 April 2022	5
7	Business Arising	5
8	Notices of Motion	5
8.1	Notice of Motion - Birt Road Tourist Signage as Matthew Hayden Drive	5
9	General Business	6
9.1	Kingaroy Transformation Project Estimate Depreciation.....	6
10	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	6
10.1	Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability and ICT & Fleet Portfolio.....	6
10.1.1	Customer Service.....	6
10.1.2	Local Government Roadshow	6
5.1	Deputation - Michelle Hansen & Jason Wyeth - South Burnett Rail Trail Users Association.....	7
10.2	Assignment of Councillor Portfolio Representation.....	8
10.3	Appointment of Councillor Representatives on Council Committees and Other Organisations	9
10.3.1	Council Committees and Organisations	11
10.4	Local Government Electoral Expenditure Caps - Discussion Paper.....	11
10.5	DRAFT South Burnett Regional Council Annual Operational Plan 2022/23.....	12
10.6	Adoption of the South Burnett Regional Council Computer, Internet and Email Usage Policy - Strategic007	12
10.7	Adoption of the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications Policy - Strategic017	12
10.3.1	Consideration of applications for reductions in council's fees and charges - building and Development Applications.....	13
10.8	Adoption of the South Burnett Regional Council Infrastructure Asset Naming Policy - Strategic026	13
10.9	Adoption of the South Burnett Regional Council Community Engagement Policy - Statutory050	14
10.10	Adoption of the South Burnett Regional Council Domestic and Family Violence Policy - Statutory052	14

10.11	Adoption of the South Burnett Regional Council Overgrown Property Policy - Statutory062.....	14
10.12	Repeal Resolution Minute Number 3029 and Adoption of the South Burnett Regional Council Fit for Work Policy - Statutory065	15
10.13	Expression of Interest - Update for donation of replaced mowers to local community groups.....	15
10.14	Impacts of Funding received for Flood Damage to Roads.	16
11	Portfolio - Regional Development.....	16
11.1	Regional Development Portfolio Report	16
11.2	Regional Development and Tourism Monthly Update.....	17
11.3	Regional Water Assessment Bundaberg and Burnett Stakeholder Advisory Group Meeting	17
12	Questions on Notice	17
12.1	Council's partnership with QFES & SES.....	17
12.2	Percentage of Stores Purchases	18
13	Confidential Section	18
14	Closure of Meeting.....	18

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 18 MAY 2022 AT 9.00AM**

PRESENT:**Councillors:**

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Tim Low (Acting General Manager Infrastructure), Carolyn Knudsen (Manager Corporate Services), Joanne Newbery (Communications Officer), Kerri Anderson (Manager Finance and Sustainability), Maxine Campbell (Strategic Asset Management Accountant), Craig Patch (Coordinator Finance), Aaron Meehan (Manager Kingaroy Project Transformation), Rebecca Humphrey (Manager People and Culture), Leanne Petersen (Manager Property), Michael Lisle (Acting Manager Planning and Environment), Wendy Kruger (Executive Assistant Finance and Corporate), Brandon Orchard (Fleet Scheduler), Bree Hunt (Executive Assistant)

1 OPENING

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

Cr Duff shared a prayer for the Smith family.

2 LEAVE OF ABSENCE / APOLOGIES**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 DEPUTATIONS/PETITIONS

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 20 APRIL 2022

COMMITTEE RESOLUTION 2022/201

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 20 April 2022 be received.

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

Against: Nil

CARRIED 7/0

7 BUSINESS ARISING

Attendanc:

At 9:04am, Manager People and Culture Rebecca Humphrey entered the meeting (online).

8 NOTICES OF MOTION

8.1 NOTICE OF MOTION - BIRT ROAD TOURIST SIGNAGE AS MATTHEW HAYDEN DRIVE

MOTION

The Committee recommend to Council:

1. That Council engage with residents on Birt Road with a view to the road being recognised as a tourist route for regional tourism development and signed accordingly as Matthew Hayden Drive;
2. That Council considers funding tourist route signage and the construction of a minor lookout facility at the northern end of Birt Road as part of the 2022/2023 W4Q capital budget allocation.

The motion was withdrawn by the mover.

Attendance:

At 9:08am, Chief Executive Assistant Mark Pitt left the room.

At 9:09am, Chief Executive Assistant Mark Pitt returned to the room.

At 9:29am, Executive Assistant Finance and Corporate Wendy Kruger entered the meeting (online).

At 9:43am, Manager People and Culture Rebecca Humphrey left the meeting (online).

At 9:48am, Manager People and Culture Rebecca Humphrey entered the meeting (online).

9 GENERAL BUSINESS

9.1 KINGAROY TRANSFORMATION PROJECT ESTIMATE DEPRECIATION

COMMITTEE RESOLUTION 2022/202

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Council notes this report.

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

Against: Nil

CARRIED 7/0

Attendance:

At 9:49am, Kingaroy Transformation Project Manager Aaron Meehan left the meeting.

At 9:49am, Strategic Asset Management Accountant Maxine Campbell left the meeting.

At 10:15am, Executive Assistant Finance and Corporate Wendy Kruger left the meeting (online).

10 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT

10.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO

COMMITTEE RESOLUTION 2022/203

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

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

Against: Nil

CARRIED 7/0

10.1.1 CUSTOMER SERVICE

A report be brought back about if Council are meeting the objectives of the charter with regards to how long it takes to close customer requests.

10.1.2 LOCAL GOVERNMENT ROADSHOW

Information to be circulated with learnings and take aways from the Local Government Road Show where improving customer experience through workforce empowerment was discussed.

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2022/204

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 7/0**RESUME MEETING**

COMMITTEE RESOLUTION 2022/205

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 10:45am.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 10:45am, Acting Manager Planning and Environment Michael Lisle entered the meeting.

At 10:45am, Manager Property Leanne Petersen entered the meeting.

At 10:50am, Communications Officer Joanne Newbery returned to the meeting.

Debate for item 10.2 – Assignment of Councillor Portfolio Representation was adjourned for deputation at 11:26am.

5.1 DEPUTATION - MICHELLE HANSEN & JASON WYETH - SOUTH BURNETT RAIL TRAIL USERS ASSOCIATION

At 11:26am, Michelle Hansen and Jason Wyeth addressed the Council in relation to the South Burnett Rail Trail Users Association.

MOTION

COMMITTEE RESOLUTION 2022/206

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting be adjourned.

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

Against: Nil

CARRIED 7/0

The Executive and Finance & Corporate Standing Committee resumed with the following in attendance:

PRESENT:

Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Joanne Newbery (Communications Officer), Kerri Anderson (Manager Finance and Sustainability), Leanne Petersen (Manager Property), Michael Lisle (Acting Manager Planning and Environment), Brandon Orchard (Fleet Scheduler), Wendy Kruger (Executive Assistant Finance and Corporate), Bree Hunt (Executive Assistant)

RESUME MEETING

COMMITTEE RESOLUTION 2022/207

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting resume at 2:45pm.

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

Against: Nil

CARRIED 7/0

Attendance:

At 2:48pm, Manager Property Leanne Petersen entered the meeting.

At 3:16pm, Executive Assistant Finance and Corporate Wendy Kruger left the meeting (online).

10.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RECOMMENDATION

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the committee recommend to Council:

That South Burnett Regional Council set the portfolios aside in abeyance for the remainder of this term of Council with a view to a wholistic view of governance involving the entire Council.

In Favour: Crs Brett Otto, Jane Erkens and Kathy Duff

Against: Crs Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen

LOST 3/4

COMMITTEE RESOLUTION 2022/208

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That South Burnett Regional Council review the Councillor portfolio appointments and provide Councillors with an opportunity to express their interest to the Mayor and CEO in a portfolio that they would like to lead for the remainder of the term and a report be brought back to the next Executive and Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

10.3 APPOINTMENT OF COUNCILLOR REPRESENTATIVES ON COUNCIL COMMITTEES AND OTHER ORGANISATIONS

COMMITTEE RESOLUTION 2022/209

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommend to Council:

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

Committees for nomination of Councillor appointments	Councillor Membership	Councillor/s allocation
South Burnett Regional Council Audit Advisory Committee	2 Councillors with 1 appointed as the Chair	Mayor Brett Otto Cr Kirstie Schumacher
South Burnett Regional Council Australia Day Judging Panel	4 Councillors	Mayor Brett Otto Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Blackbutt Pool Committee	Division 2 Councillor	Deputy Mayor Gavin Jones
Boondooma Homestead Management Advisory Committee	2 Councillors	Cr Kathy Duff Cr Scott Henschen
Burnett Inland Economic Development Organisation (BIEDO)	1 Councillor	Cr Kathy Duff
South Burnett Community Police Consultative Committee	3 Councillors	Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Murgon Sports Association	1 Councillor	Cr Kathy Duff
Reconciliation Action Plan Committee	Mayor & 2 Councillors	Mayor Brett Otto Deputy Mayor Gavin Jones Cr Kathy Duff
South Burnett Community Consultative Committee (Health)	1 Councillors	Cr Danita Potter (Chair)

South Burnett Community Network Committee (Interagency)	3 Councillors	Cr Danita Potter Cr Kathy Duff Cr Scott Henschen
Traffic Advisory Committee	3 Councillor	Deputy Mayor Gavin Jones Cr Scott Henschen Cr Jane Erkens
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Resource Group	Councillor	
Wide Bay Burnett Regional Road Transport Group (WBBRRTG)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Regional Sport & Recreation Advisory Committee	Portfolio Councillor	Cr Danita Potter
South Burnett Tourism Advisory Committee	2 Councillors will be appointed to the Committee, 1 Council's Tourism Portfolio Holder who will perform the role of Committee Chairperson. 1 Councillor appointed to the Committee as Deputy Chair.	Cr Kirstie Schumacher Deputy Mayor Gavin Jones
Wide Bay Burnett Regional Arts Services Network	Mayor Councillor	Mayor Brett Otto Cr Danita Potter
Kingaroy Stakeholder Consultative Group	2 Councillors	Cr Danita Potter (Chair) Cr Jane Erkens
South Burnett Local Drug Action Team	Portfolio Councillor	Cr Danita Potter
BIEDO Sub Committee - Ag Network	2 Councillors	Cr Kathy Duff Cr Kirstie Schumacher Cr Scott Henschen
Mundubbera—Jandowae Road Working Group	2 Councillors	Cr Kathy Duff Deputy Mayor Gavin Jones
South Burnett Drought Resilience Committee	2 Councillors	Cr Kathy Duff Cr Danita Potter
LDMG	2 Councillors	Cr Danita Potter Deputy Mayor Gavin Jones
Recovery	2 Councillors	Cr Kathy Duff Cr Scott Henschen
South Burnett Suicide Prevention Working Group Inc.	1 Councillor	Cr Danita Potter (Chair)
Proston Sports Association	1 Councillor	Cr Kathy Duff
Murgon RSL Commemorative Committees	1 Councillor	Cr Kathy Duff (Chair)
Drive Inland	1 Councillor	Cr Kirstie Schumacher

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

Against: Nil

CARRIED 7/0

10.3.1 COUNCIL COMMITTEES AND ORGANISATIONS

CEO to check if the BIEDO Sub Committee – Ag Network is still current and if the process for the South Burnett Regional Council Australia Day Judging Panel allows for four councillors on the panel.

ADJOURN AFTERNOON TEA

COMMITTEE RESOLUTION 2022/210

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for afternoon tea.

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

Against: Nil

CARRIED 7/0

Attendance:

At 4:24pm, Manager Property Leanne Petersen left the meeting.

RESUME MEETING

COMMITTEE RESOLUTION 2022/211

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the meeting resume at 4:24pm.

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

Against: Nil

CARRIED 7/0

Attendance:

At 4:27pm, Communications Officer Joanne Newbery returned to the meeting.

At 4:29pm, Communications Officer Joanne Newbery left the meeting.

At 4:30pm, Communications Officer Joanne Newbery returned to the meeting.

10.4 LOCAL GOVERNMENT ELECTORAL EXPENDITURE CAPS - DISCUSSION PAPER

COMMITTEE RESOLUTION 2022/212

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the report be noted for information

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

Against: Nil

CARRIED 7/0

10.5 DRAFT SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2022/23

COMMITTEE RESOLUTION 2022/213

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 (as presented) be approved for inclusion in the operational plan development workshop to be held on 6 June 2022 prior to the adoption of the 2022/23 budget.

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

Against: Nil

CARRIED 7/0

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY - STRATEGIC007

COMMITTEE RESOLUTION 2022/214

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 be adopted as presented.

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

Against: Nil

CARRIED 7/0

10.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONSIDERATION OF APPLICATIONS FOR REDUCTION IN COUNCIL'S FEES & CHARGES - BUILDING & DEVELOPMENT APPLICATIONS POLICY - STRATEGIC017

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges – Building & Development Applications Policy – Strategic017 be adopted as presented.

-
- Section 3.1 to include reference to an applicants eligibility 50% discount subject to application on the prescribed fee reduction form.
-

COMMITTEE RESOLUTION 2022/215

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

Procedural Motion:

That the matter lay on the table.

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

Against: Nil

CARRIED 7/0

10.3.1 CONSIDERATION OF APPLICATIONS FOR REDUCTIONS IN COUNCIL'S FEES AND CHARGES - BUILDING AND DEVELOPMENT APPLICATIONS

A report to be brought back to the June Executive and Finance & Corporate Standing Committee about the consideration of applications for reductions in Council's fees and charges - building and development applications, including how many applications do we receive in a year.

10.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE ASSET NAMING POLICY - STRATEGIC026**COMMITTEE RESOLUTION 2022/216**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the South Burnett Regional Council Infrastructure Asset Naming Policy – Strategic026 be adopted as presented.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:05pm, Communications Officer Joanne Newbery left the meeting.

At 5:06pm, Communications Officer Joanne Newbery returned to the meeting.

At 5:06pm, Communications Officer Joanne Newbery left the meeting.

10.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050

COMMITTEE RESOLUTION 2022/217

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 be adopted as presented.

- Consideration given to section 3.

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

Against: Nil

CARRIED 7/0

10.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DOMESTIC AND FAMILY VIOLENCE POLICY - STATUTORY052

COMMITTEE RESOLUTION 2022/218

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Domestic and Family Violence Policy – Statutory052 be adopted as presented.

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

Against: Nil

CARRIED 7/0

10.11 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL OVERGROWN PROPERTY POLICY - STATUTORY062

COMMITTEE RESOLUTION 2022/219

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Overgrown Property Policy – Statutory062 be adopted as presented.

- Section 3.5 - 300mm becomes 400mm and properties size classifications be removed.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:45pm, Fleet Scheduler Brandon Orchard entered the meeting (online).

10.12 REPEAL RESOLUTION MINUTE NUMBER 3029 AND ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FIT FOR WORK POLICY - STATUTORY065

COMMITTEE RESOLUTION 2022/220

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, South Burnett Regional Council Resolution Minute Number 3029 relating to the adoption of the South Burnett Regional Council Fitness for Work Policy and South Burnett Regional Council Fitness for Work Procedure be repealed; and

That the South Burnett Regional Council Fit for Work Policy – Statutory065 be adopted as presented.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:52pm, Acting Manager Planning and Environment Michael Lisle left the meeting (online).

10.13 EXPRESSION OF INTEREST - UPDATE FOR DONATION OF REPLACED MOWERS TO LOCAL COMMUNITY GROUPS

COMMITTEE RESOLUTION 2022/221

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council accept the report for consideration and approve the actions outlined within this report to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:57pm, Fleet Scheduler Brandon Orchard left the meeting (online).

At 5:58pm, Cr Danita Potter left the meeting.

10.14 IMPACTS OF FUNDING RECEIVED FOR FLOOD DAMAGE TO ROADS.

COMMITTEE RESOLUTION 2022/222

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the report be received for information.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 6:01pm, Executive Assistant Bree Hunt left the meeting.

At 6:03pm, Cr Danita Potter returned to the meeting.

At 6:03pm, Executive Assistant Bree Hunt returned to the meeting.

At 6:05pm, General Manager Community Peter O'May left the meeting (online).

At 6:27pm, Cr Jane Erkens left the meeting.

At 6:28pm, Cr Jane Erkens returned to the meeting.

11 PORTFOLIO - REGIONAL DEVELOPMENT**11.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2022/223

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, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

11.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2022/224

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Regional Development and Tourism monthly update for April 2022 be received for information.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 6:38pm, Cr Scott Henschen left the meeting.

11.3 REGIONAL WATER ASSESSMENT BUNDABERG AND BURNETT STAKEHOLDER ADVISORY GROUP MEETING

COMMITTEE RESOLUTION 2022/225

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommend to Council:

1. That South Burnett Regional Council nominate Cr Schumacher to attend the BBRWA Investment Logic Map Workshop on 30 and 31 May 2022 or as advised and that a technical support officer is identified to assist with the workshop.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 6:40 pm, Cr Scott Henschen returned to the meeting.

12 QUESTIONS ON NOTICE

12.1 COUNCIL'S PARTNERSHIP WITH QFES & SES

COMMITTEE RESOLUTION 2022/226

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the response to the question regarding Council's partnership arrangements with the SES/QFES raised by Councillor Gavin Jones be received and noted.

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

Against: Nil

CARRIED 7/0

12.2 PERCENTAGE OF STORES PURCHASES

COMMITTEE RESOLUTION 2022/227

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the question regarding the dollar value for locally sourced stores purchases raised by Councillor Schumacher be received and noted.

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

Against: Nil

CARRIED 7/0

13 CONFIDENTIAL SECTION

14 CLOSURE OF MEETING

The Meeting closed at 6:42pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 15 June 2022.

.....
CHAIRPERSON

6 BUSINESS ARISING

7 NOTICES OF MOTION

7.1 NOTICE OF MOTION - VISITOR INFORMATION CENTRES

File Number: 15/06/2022

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 15 June 2022, I intend to move the following motion:

MOTION

That the committee recommend to council that:

That a report be brought back to the next standing committee as to the options for using existing staff in each of the towns using a roster system to work in the Visitor Information Centres across the region.

RATIONALE

I was asked by members of the Murgon Business & Development Association to raise the option of existing staff from the Murgon Office working in the Visitor Information Centre supported by volunteers. There are complaints that the computer system and requirements are too difficult for many of the volunteers and they no longer wish to work in our Visitor Information Centres. It has been suggested that the staff who are rostered on could do their normal work in the VIC rather than in the Murgon Office and manage the administrative side of the Vic work. The volunteers could then enjoy doing what they love and simply engaging with the visitors and selling our region to them. This could be rolled out across all of our Visitor Information Centres and would be the answer to the current volunteer shortage.

CORPORATE PLAN

EC 6 – Appropriately support and encourage volunteers, advisory groups and community organisations to value add to Council's services and Infrastructure.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

8 GENERAL BUSINESS

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

9.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO

File Number: 15-06-2022

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

Corporate, Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report

SUMMARY

Mayor Otto presented his Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

Corporate, Governance & Strategy:

As we fast approach the end of this financial year, the Branch is operationally focused on the completion of projects and activities coupled with the preparation for the commencement of 2022/23. The Customer Service team continue to triage customer enquiries through Council's 41899100 number with over 3,200 calls answered last month. I look forward to speaking to Council's 4th and final update of the 2021/22 Annual Operational Plan at the Ordinary Meeting of Council in July.

People and Culture:

South Burnett Regional Council has again been nominated for a QLD Training Award under Large Employer of the Year in the Darling Downs Southwest region.

The *Department of Employment, Small Business and Training* (DESBT) team are coming next Friday 17th June for photos at 12.45pm, all Councillors and current trainees are invited to participate

We are very excited to be nominated again and awaiting information and announcements on the finalists.

Communications/Media:

In May 2022, the Media and Communications team progressed the following:

- Media Releases x 38
- Media enquiries (via the Media email) x 10
- Social Media:
 - Facebook: 76 Posts
 - Instagram: 58 Posts
- Enews x 2
- Printed advertising x 6
- Graphic design x 49

A list of all media release/enquiries and statistics for May 2022 is available as an attachment to this report.

Finance & Sustainability:

At the end of May 2022, Council held \$56.345 million in cash and cash equivalents with \$45.67 million sitting with Queensland Treasury Corporation (QTC).

The Finance department are currently in the final stages of putting the 2022/23 budget together.

Water meter reading will commence in June.

408 debtors were sent to Recoveries & Reconstruction (Aust) Pty Ltd to recover rate arrears.

BACKGROUND

Nil

ATTACHMENTS

1. **Media and Communications Report - May 2022** [↓](#) 

Media Releases – May 2022: 38

1. 329. Public Notice 03-05-2022 Nanango Water Main Replacement works
2. PHN Release 03-05-2022 Mental Health Funding
3. 330. Media Release 04-05-22 Community group grants for flood recovery
4. 331. Public Notice 05-05-2022 KTP Glendon St Closure
5. 332. Media Release 06-05-22 - Mental Health Funding welcomed
6. 333. Media Release 10-05-2022 - Mayor calls for help on flood recovery funding after farmers knocked back
7. 334. Public Notice 10-05-2022 Land Valuations
8. 335. Media Alert. 10-5-22 - New Councillor Swearing In
9. 336. Media Release 11-05-2022 Mayor congratulates new Councillor Jane Erkens at Declaration of Office
10. 337. Media Feature 12-05-2022 - Museum Volunteers Wanted
11. 338. Media Release 12-05-2022 - Visitor Services Review
12. 339. Media Release 12-05-2022 - South Burnett Alert Status
13. 340. Media Release 12-05-2022 - Kilkivan to Kingaroy Rail Trail closure
14. 341. Public Notice 13-05-2022 - New Dates for Wild Dog & Feral Pig Baiting Program
15. 342. Media Release 13-05-2022 - Be Prepared and Be Safe - Check the Council Dashboard
16. 343. Media Release 13-05-2022 - River Road Cricket Project Completed
17. 344. Public Notice 16-05-2022 - KTP 119 Invitation to Offer - Fabrication and Supply of Lanterns
18. 345. Public Notice 16-05-2022 - KTP Electrical Works on Road Lighting Poles along Alford Street from Youngman to Kingaroy Streets, Kingaroy
19. 346 Public Notice 17-05-2022 Fick's Crossing Closure
20. 347 Public Notice 17-05-2022 Wondai Murgon Rail Trail Closure
21. 348. Media Release 17-05-2022 - Auditor-General Report shows South Burnett leading in financial management
22. 349. Media Release 17-05-22 - Illegal Dumping
23. 350. Public Notice 17-05-2022 Festival of the Dams Postponed
24. 351 Public Notice 17-05-2022 Murgon Free Camp Bathroom Facilities Closed
25. 352. Media Release 19-05-2022 -Reminder of Johnathan Thurston visit
26. 353. Media Release 19-05-2022 - Water Survey
27. 354. Public Notice 20-05-2022 Bullcamp Road Floodway
28. 355. Public Notice - 20-05-2022 - John Street Road closure
29. 356. Public Notice 20.05.2022 - Blackbutt CBD Update
30. 357. Public Notice 23-05-2022 Rail Trail Closure
31. 358. Public Notice 23-05-2022-SBRCQ 21-22-89 Supply of PPE Field Uniforms for Council Employees
32. 359. Public Notice 24-05-2022-Water Meter Readings
33. 360 Media Exclusive 26-05-2022 - Graham Maynard 42 years Council service
34. 361. Media Release 27-05-2022 - National Reconciliation Week
35. 362. Public Notice 26-05-2022-Nanango Road Closure
36. 363. Media Release 30-05-22 - Change of Time - Council's June Infrastructure Standing Committee Meeting
37. 364. Public Notice 30-05-22 - Change of Date - Council's June Community and Executive and Finance & Corporate Standing Committee Meetings
38. 365. Media Release 31-05-2022 - Visitor Survey link

Media Releases 21-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	29	26	26	28	45	41
2022	Jan	Feb	Mar	Apr	May	Jun
	28	35	33	40	38	

Media enquiries (received to the Media email): 10

- 11-05-2022 – Radio Interview to promote participation by landholders in the regional baiting program for the control of wild dogs and feral pigs.
- 10-05-2022 – ABC – Requesting interview regarding the South Burnett Mayor's call for urgent improvements to flood recovery funding as QRIDA rejects farmers' applications.
- 10-05-2022 – Channel 7 Toowoomba – Requesting an interview in relation to the Queensland Rural Industry and Development Authority (QRIDA) Media Release.
- 11-05-2022 – Channel 7 - Requesting a catch up with regards to advertising.
- 11-05-2022 – News Corp – Requesting information in relation to dog attacks.
- 19-05-2022 – 4SB - Query regarding when Council will be releasing press releases regarding the budget.
- 19-05-2022 – Burnett Today – Requesting a few words for Mark Smith and Jim Kingston to put in a tribute.
- 24-05-2022 – ABC – Requesting an interview with Johnathan Thurston.
- 24-05-2022 – ABC Wide Bay – Requesting an interview in relation to Council Disaster Management.
- 31-05-2022 – ABC Wide Bay – Requesting an interview regarding National Reconciliation Week.

Media Enquiries 21-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	10	13	8	7	9	3
2022	Jan	Feb	Mar	Apr	May	Jun
	3	12	8	11	10	

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 84 posts

Most engaged post:

18-05-2022 – Reminder: Meet Johnathan Thurston on Tuesday in Kingaroy – 13621 reached, 1532 engagements, 125 reactions, 61 comments, 53 shares

Followers: 9,515K

Page reach: 32,258 (-4% from April 2022)

Instagram: 58 posts

Most engaged post:

10-05-22 – The new Councillor for Division One was officially signed in – 12 likes, 2 comments, 326 reached, 12 engagements, 0 shares

Followers: 1068 (+1.2 from April 2022)

Page reach: 724 (+15.4% from April 2022)

Social media posts – all platforms						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 61 LinkedIn: 8 Instagram: 9	Facebook: 67 LinkedIn: 13 Instagram: 47	Facebook: 54 LinkedIn: 3 Instagram: 25	Facebook: 73 LinkedIn: 17 Instagram: 61	Facebook: 102 LinkedIn: 14 Instagram: 96	Facebook: 116 Instagram: 51
2022	Jan	Feb	Mar	Apr	May	Jun
	Facebook: 94 Instagram: 27	Facebook: 61 Instagram: 38	Facebook:74 Instagram: 41	Facebook:76 Instagram: 48	Facebook: 84 Instagram: 58	

Enews

- Council progressed 2 Enews during May

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during May – 12 May 2022 and 26 May 2022
- Council progressed one advert for the Kingaroy Mud Map
- Council progressed one Murgon Moments ad in May for South Burnett Libraries
- Council progressed one Public Notice in the Courier Mail during May – 6 May 2022
- Council progressed one Public Notice in the Queensland Government Gazette – 6 May 2022

Graphic design – May 2022: 49

- Recognition of Service Invitations x 7
- Recognition of Service Certificates x 7
- Certificate of Service Certificate x 1
- Website Banner x 1 (Visitor Servicing Review)
- Social media graphic – public notices x 33

9.2 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES, GENERAL MEETINGS AND BUDGET MEETING

File Number: 15/6/2022
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

This report is to recommend dates, times, and locations for ordinary meetings of Council's Standing Committees, General Meetings and Budget Meeting for the period 1 July – 31 December 2022.

SUMMARY

In accordance with Section 254B (1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times, and locations of the ordinary meetings of Council's Standing Committees, General Meetings and Budget Meeting for the period 1 July – 31 December 2022.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That Council adopt the dates, times, and locations for ordinary meetings of Council's Standing Committees, General Meetings as follows:

Committee	Date	Time	Location
Infrastructure Standing Committee	Wednesday 6 July 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Special Budget Meeting	Friday 8 July 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 13 July 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 13 July 2022	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 20 July 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 3 August 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 10 August 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 17 August 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 24 August 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy

Committee	Date	Time	Location
Infrastructure Standing Committee	Wednesday 7 September 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 14 September 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 21 September 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 28 September 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 5 October 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 12 October 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 12 October 2022	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 26 October 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 2 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 9 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 16 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 23 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 30 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability Standing Committee	Wednesday 7 December 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 7 December 2022	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 14 December 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds are provided for the costs associated with Council Meetings.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal discussions held regarding establishment of standing committees – council direction is sought.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of the meetings is required pursuant to Section 254B (1) of the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Nil

ATTACHMENTS

Nil

9.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: 15/6/2022
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

Assignment of Councillor Portfolio Representation

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

This report was presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022 with the following resolution:

COMMITTEE RESOLUTION 2022/208

Moved: Cr Kirstie Schumacher
Seconded: Cr Jane Erkens

That South Burnett Regional Council review the Councillor portfolio appointments and provide Councillors with an opportunity to express their interest to the Mayor and CEO in a portfolio that they would like to lead for the remainder of the term and a report be brought back to the next Executive and Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

For discussion and direction.

OFFICER'S RECOMMENDATION

That the committee recommend to Council:

1. [Type Recommendation here](#)
 - (a) [Type Recommendation here](#)
 - (i) [Type Recommendation here](#)

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report

LINK TO CORPORATE/OPERATIONAL PLAN

OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Request from Mayor to review portfolio allocations after completion of Division 1 By-Election.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report

REPORT

South Burnett Regional Council adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The Mayor has suggested an alternative structure for discussion as below:

*Four portfolio cabinets:**Cabinet 1 > **Infrastructure** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Jones and Duff > operational leadership by **GM Meehan** covering:*

- *design;*
- *works;*
- *water/waste-water.*

*Standing committee being '**Infrastructure**' with a team approach by councillors Jones and Duff to presenting a joint consolidated (single) cabinet portfolio report.*

Standing committee meetings to be chaired on a rotational basis by councillors Jones and Duff with GM Meehan supporting.

*Cabinet 2 > **Communities and Liveability** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Potter, Henschen and new councillor > operational leadership by **GM O'May** covering:*

- *planning and environment;*
- *community & liveability;*
- *waste.*

*Standing committee being '**Communities and Liveability**' with a team approach by councillors Potter, Henschen and new councillor to presenting a joint consolidated (single) cabinet portfolio report.*

Standing committee meetings to be chaired on a rotational basis by councillors Potter, Henschen and new councillor with GM O'May supporting.

*Cabinet 3 > **Finance and Corporate** – one operational plan that links to various key priorities across our corporate plan:*

*Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **GM Jarvis** covering:*

- *finance;*

- corporate governance;
- IT & business systems.

Standing committee being '**Finance, Corporate and IT**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with GM Jarvis supporting.

Cabinet 4 > Executive Services, People & Culture and Regional Development – one operational plan that links to various key priorities across our corporate plan:

Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **CEO Mark Pitt**, covering:

- executive services;
- people & culture;
- regional development.

A new fourth standing committee being '**Executive, people & culture and regional development**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with CEO Mark Pitt supporting.

(this committee meeting could be held on the same day, straight after the Finance, Corporate & IT meeting).

ATTACHMENTS

1. Previous Reports - Assignment of Councillor Portfolio Representation [↓](#) 
2. Councillor Portfolio Representative Policy [↓](#) 

Title CP - 2682224 - Assignment of Councillor Portfolio Representation

Document Information

ECM ID 2682224

Author Manager Social & Corporate Performance

**Endorsed
By General Manager Finance & Corporate
Chief Executive Officer**

Date 20 April 2020

Précis

Assignment of Councillor Portfolio Representation

Summary

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

Portfolio	Portfolio	Portfolio
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

Officer's Recommendation

That Council adopts the assignments of specific portfolios as:

Portfolio	Portfolio Councillor
Social & Corporate Performance People & Culture Communications/ Media Finance	

ICT	
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	
Community Arts Heritage Sport & Recreation	
Local Disaster Management Water Wastewater Waste	
Economic Development - industry - agriculture - water security - tourism	
Rural Services Natural Resource Management Planning Compliance Services Roads & Drainage	

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan 2018/19 to 2022/23
EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation

Communication/Consultation (Internal/External)

Councillors and Senior Management were consulted in the defining of the Portfolios.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report

Report

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

Portfolio	Portfolio	Portfolio
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

6.4 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**File Number:** EXEC3**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Assignment of Councillor Portfolio representation – change of portfolio name.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

And

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23 - EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussions with Councillors and senior staff.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Executive and Finance & Corporate Standing Committee Meeting Agenda 17 February 2021

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the Local Government Act 2009. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The following resolution was passed at the general meeting of 29 April 2020, with delegates assigned to portfolios as shown below:

5.3.2 CP - 2682224 - Assignment of Councillor Portfolio Representation Resolution:

Moved Cr KA Duff, seconded Cr DA Potter.

That Council adopts the assignments of specific portfolios as:

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Social & Corporate Performance People & Culture Communications/ Media Finance ICT</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs</i>	<i>Cr Kathy Duff</i>
<i>Community Arts Heritage Sport & Recreation</i>	<i>Cr Danita Potter</i>
<i>Local Disaster Management Water Wastewater Waste</i>	<i>Cr Roz Frohloff</i>
<i>Economic Development</i> <ul style="list-style-type: none"> • <i>industry</i> • <i>agriculture</i> • <i>water security</i> • <i>tourism</i> 	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Planning Compliance Services</i>	<i>Cr Scott Henschen</i>
<i>Roads & Drainage</i>	<i>Cr Gavin Jones</i>

Carried 7/0

FOR VOTE - Councillors voted unanimously

ATTACHMENTS

Nil

6.6 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update in regard to the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

At the General meeting of 29 April 2020, the South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand. During this term of Council, a Standing Committee structure has been adopted with Council no longer holding closed Portfolio Briefing meetings. The Standing Committees are open and live streamed and consider information reports as well as making recommendations to the monthly Ordinary meeting of Council.

At the meeting of 17 February 2021 Council made an adjustment to the portfolio system with the change the economic development portfolio as follows:

South Burnett Regional Council adopts the assignments of specific portfolios as:

<i>Regional Development</i> <ul style="list-style-type: none">• <i>industry</i>• <i>agriculture</i>• <i>water security</i>• <i>economic development and tourism</i>	<i>Cr Kirstie Schumacher</i>
--	------------------------------

As detailed in a separate report in this agenda the draft corporate plan is nearing final adoption and Council will consider both policy direction and structure moving forward. It is considered premature to finalise any portfolio changes until the corporate plan process is finalised.

ATTACHMENTS

Nil

Ordinary Council Meeting Agenda

24 February 2021

9.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec 2
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 - Assignment of Councillor Portfolio representation – change of portfolio name.

SUMMARY

Committee Resolution 2021/35

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That

1. South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021

Item 9.2

Page 1

Ordinary Council Meeting Agenda

24 February 2021

ATTACHMENTS

Nil

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

CARRIED 6/0

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

ATTACHMENTS

Nil

7.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The review and consultation phase of the organisation realignment has been conducted during August and September 2021. Information is being collated to discuss with Councillors regarding structure going forward. The portfolio allocation would be considered in association with this alignment of structure, and it is proposed to bring this matter to the October Ordinary meeting for consideration by Council.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the October Executive and Finance & Corporate Standing Committee and a workshop be held with Councillors prior to this meeting.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Secinded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff

Secinded: Cr Kathy Duff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

CARRIED 6/0

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2021/1

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

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

Against: *Nil*

CARRIED 5/0

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

ATTACHMENTS

Nil



POLICY CATEGORY-NUMBER: Statutory-003
POLICY OWNER: Social & Corporate Performance

ECM ID: 2681185
MINUTE NUMBER: 1215
ADOPTED ON: 29 April 2020

Councillor Portfolio Representative Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	1
5. GENERAL INFORMATION	1
6. DEFINITIONS	2
7. LEGISLATIVE REFERENCE	2
8. RELATED POLICIES/PROCEDURES	2
9. NEXT REVIEW	3
10. VERSION CONTROL	3

1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council ('Council').

3. POLICY OBJECTIVES

Council has adopted a portfolio system where each Councillor is a representative for specific portfolios that reflect the organisation structure and the strategies within Council's Corporate Plan 2018/19 to 2022/23.

4. BACKGROUND AND/OR PRINCIPLES

The portfolios are focused at the strategic level of Council. The policy is **does not**:

- Intend to detract from any Councillor's responsibility to represent their constituents on day-to-day issues. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand; and
- Diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the 'Act'), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act.

For clarity, the responsibilities of a Portfolio Councillor **do not** include:

- Involvement in operational matters of the Council;
- Giving directions to Council employees;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council; or
- Does not diminish Councillors' statutory responsibilities under the Act.

5. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:

- 5.1 To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
- 5.2 To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio.
- 5.3 To have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
- 5.4 To comply with the Media Relations Policy when engaging with the media.
- 5.5 To act as relevant portfolio spokesperson in the Ordinary Council Meetings and Portfolio Briefings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the relevant Manager, General Manager or the Chief Executive Officer (CEO).
- 5.6 To request further information from Council officers in accordance with Council's Acceptable Request Guidelines. Formal Community engagement activities are to be approved by the Mayor, planned and documented as per the Community Engagement Policy and Procedure.
- 5.7 To liaise and communicate with the relevant Manager, General Manager or the CEO, on a monthly basis to keep abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan and progress with major strategic projects.
- 5.8 To represent the Council on relevant and approved external committees and community forums.
- 5.9 To keep the Mayor abreast of issues within the Councillor's portfolio.
- 5.10 To keep the Mayor and fellow Councillors informed regarding matters that may affect Council and/or a Councillor's divisional area.

6. DEFINITIONS

Not Applicable

7. LEGISLATIVE REFERENCE

Local Government Act 2009

8. RELATED POLICIES/PROCEDURES

Acceptable Request Guidelines
Councillor Code of Conduct Policy
Corporate Plan 2018/19 to 2022/23
Employee Code of Conduct Policy
Media Relations Policy

9. NEXT REVIEW

April 2022 or as required by legislation

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	18 July 2012
2	Revision of Policy	7 April 2016
3	Revision of Policy	19 April 2017
4	Revision of Policy	13 June 2018
5	Change to Portfolio Names	October 2018
6	Local Government Quadrennial Election	Anticipated 29 April 2020


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 29.04.2020

9.4 REINFORCED CONCRETE PIPES AND PRECAST CONCRETE PRODUCTS PROCUREMENT EXCEPTION

File Number: 15/06/2022
Author: Strategic Procurement Coordinator
Authoriser: Chief Executive Officer

PRECIS

Reinforced concrete pipes and pre-cast concrete products procurement exception.

SUMMARY

Procurement has sought an exception from the CEO in accordance with his delegation to deviate from the Procurement Policy to source Reinforced Concrete Pipes and Pre-Cast Concrete products from Pre-Qualified suppliers under the Local Buy Arrangement LB 283 established under s234 of the *Local Government Regulation 2012* due to national supply chain shortages.

OFFICER'S RECOMMENDATION

That the report be received for information.

BACKGROUND

Council has recently tendered for a Preferred supplier arrangement for Reinforced Concrete Pipes (RCP) and Precast Concrete Products under s233 of the *Local Government Regulation 2012 (LGR)* to secure a supply arrangement with a supplier through the accumulation of the goods to obtain value for money and security of the supply chain.

Unfortunately, Council received no responses. There are current unprecedented nationwide, supply chain shortages of RCP and Precast products which is creating market pressures across all civil industries. Suppliers have advised lead times for product can be up to 12mths.

Alternatively, Procurement approached the Southeast Queensland Procurement Network (SEQPN) of Local Government Councils in an effort to utilise an existing contracted arrangement by applying s235 of the *LGR (f) whereby the contract is made with, or under an arrangement with a government agency*. Unfortunately, the general consensus is that all Councils are experiencing the same market and supply chain issues whether they have a contracted arrangement in place or are sourcing under the Local Buy Contracted arrangement LB 283 Water and Sewerage Products.

Procurement is seeking an exception to deviate from the Procurement Policy whereby Council sources the RCP and Precast Products from a Local Buy Pre-Qualified Supplier under s234 of the *Local Government Regulation* that have capacity to supply within a timely manner to ensure council is able to meet its operational needs and commitments to the community. The deviation from the standard Procurement process may not always:

- provide the most financially efficient option
- obtain the correct number of quotes required in accordance with the purchasing threshold table
- be for the quotation timeframe indicated within the purchasing threshold table

This deviation will assist in ensuring Council can meet its operational and project timeframes. It may expedite the process however will not guarantee supply to meet Council demand due to the nationwide shortages.

ATTACHMENTS

Nil

10 PORTFOLIO - REGIONAL DEVELOPMENT

10.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 15/6/2022

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.

Following on from last month's report I recently represented our Council at the update with Stanwell's board of directors and executive and site leadership team to understand their strategy and current operations. It was a great opportunity to meet the recently appointed non-executive Chair and Director Paul Binsted. Mr Binsted was grateful for the warm welcome he and his board received to the South Burnett.

I also met with the TSBE Energy and Infrastructure team with CEO Mark Pitt. I extended that invitation to all Councillors. At the meeting the TSBE team offered to connect us with the Western Downs Regional Council (WDRC) and support us in understanding how we may be able to influence fair, reasonable and transparent outcomes, and attract investment in renewable energy in our region. I will provide the details of the proposed meetings with WDRC to Councillors and hope at the meeting we can discuss some of the work they have undertaken and look to how we may adopt something that works for our region. TSBE also gave an update about their recent representation at the APPEA (Australian Petroleum Production & Exploration Association) Conference and Exhibition in Brisbane. This is a national conference where they showcased the regions' suitability for major energy projects as well as the regional strengths in supply chain to support the jobs and skills required in the energy sector of the future. I understand both the TSBE and the Southern Queensland Hydrogen Industry Institute (SQHII) stands were busy and the buoyant market activity reflected the positivity in the energy sector largely due to price demand. Some of the key takeaways TSBE shared:

- Global and domestic energy demands are creating more need for cheap energy as we transition to new energy sources. Together with balancing increasing global demand, we need a balance of energy to supply cheap reliable energy to support all users of energy, and gas and coal will play a role in that transition as we grow our renewable base load.
- Carbon Capture will play a large role in meeting opportunity to reduce and meet emissions targets for CSG and coal and heavy emitting industry. Australia and the Surat Basin do have the geographical resources to provide that opportunity.

- The transition of energy on the net zero journey is creating a demand for a variety of energy such as renewables, batteries, pumped hydro, bioenergy and hydrogen. There is no other region with such a diverse mix of energy supply in Australia, and it will only grow as demand for energy increases.
- TSBE is proud to have a relationship with most of the projects in the region to understand their demands and to support members to connect to these opportunities.
- Australia is positioned to provide clean green energy globally, and industry throughout the supply chain has more intention to meet these targets.
- Workforce attraction means that early education around entering the workforce will play a big role in the regional energy industry. This is not just a challenge for the energy sector, but will have direct opportunities in attracting people to this industry early.
- Energy prices are up, so now is the time to drive innovation and technology in the service sector for when things swing. There is no better time to think about how local business can capture the current market trends for the long term by looking at innovation, new markets or new technology.
- As we bring in new energy technology and more projects to the region, the need for better and continued stakeholder engagement to bring the community along on the journey is required. Understanding the 'S' (social) in the ESG discussion will play a large part. Our region has a history of supporting new industry, but we need to ensure we continue to create the broader trust that new industries can bring to a region.

I agree with TSBE sentiment that while the energy sector is in a very disruptive stage, it is during times of disruption that we have the chance to create opportunity for our region, and this is what we plan to do on our pathway to becoming the Energy Capital of Australia! As I have shared with my fellow colleagues TSBE will be hosting the Surat Basin Energy Summit later next month and have encouraged our attendance. I know we have discussed a similar round table/forum and believe the summit in Dalby will be a great opportunity to learn and frame what a similar conversation in our region could look like.



I also recently followed up on my conversations with Assistant Minister for Hydrogen Lance McCallum, and with CEO Mark met the representatives from the Department of Energy and Public Works Director David Wright, along with Managing Director, Energy Transition Matthew Yeo and Director Hydrogen Coordination Unit Rachel Oudyn. At the meeting we discussed the enormous demand and interest in renewable energy projects to meet the state government's decarbonisation targets of 50 per cent by 2030. The representatives agreed to achieve these targets and facilitate growth there is much work that must happen. We discussed the importance of coordination and support for communities like ours, that have been identified to have good resources and transmission network strengths. The department listened to the concerns I have raised in this chamber with regards to ensuring renewable energy project proponents appropriately engage with the community and demonstrate their commitment to being a good neighbour. As a Council, I believe we must continue to advocate for renewable energy proponents to commit to maintaining a relationship of trust and understanding with our community, to developing a social license, and ensuring our community has an opportunity to engage in open, fair, and transparent conversations about these projects from the onset. Our community needs to have confidence in how these projects are designed, planned, constructed, and operated and that there are systems in place that ensure the operators genuinely engages, responds and considers any concerns or feedback raised by our community. At the meeting with the Department of Energy and Public Works we discussed the critical importance of a social impact assessment and supporting regulatory framework that enables communities like ours to navigate the opportunities presented by renewable energy projects in our region, ensure meaningful social investment in our region and extract the supply chain benefits in a transparent way. This is something I have been advocating for since the start of this term and will continue to do so.

As Council elected me and Cr Potter to be its representative at the upcoming ALGA general assembly I have been working with the executive services team and LGAQ to broker meetings with Queensland Senators via The Hon. David Littleproud's office while I am in Canberra. At the time of writing, Parliament is yet to set its sitting dates so its unknown if the meetings will be able to occur, however I wanted to ensure we leveraged the opportunity to meet and raise the issues of the South Burnett and advocate for our needs in Canberra should the opportunity present itself.

I also recently attended the Wide Bay Burnett Resource Group Meeting and Opportunities Showcase on 31 May in Bundaberg. The focus of the day was to:

- receive updates of activity from member exploration and mining companies
- inspect and hear of the current and future developments at the Port of Bundaberg (whereby Chair of the Port of Bundaberg, Dr Anthony Lynham joined us and sends his best wishes to our region).
- virtually tour the Sunstate Sands silica sand mine
- facilitate introductions and informal discussion

At the meeting I met with representatives from Kingaroy Kaolin Pty Ltd and learned more about their operations in our region, and regional transport needs. It was also interesting to learn more about the diverse range of minerals in the Wide Bay Burnett region that will be critical to the construction of renewable energy projects into the future. As part of the discussion the Deputy Director General – Minerals and Energy Resources Shaun Ferris and Deputy Director General – State Development Group Michele Bauer agreed to champion the concept of a Minerals Taskforce, who would lead further conversations about the development of supporting infrastructure that would enable the potential pipeline of mineral exploration projects across the Wide Bay Burnett.

I also attended the Bundaberg Burnett Regional Water Assessment, Investment Logic Mapping workshop. I'd like to thank Andrew Hetherington, Adam McVeigh and Stuart Nicholson who gave their time to be part of this conversation and advocate for water infrastructure in our region. As part of the process, we engaged in robust debate and discussed the disparity in water challenges across the region for urban, commercial, industry and agricultural purposes. The development of the investment logic map will be another key milestone to inform the state governments investment and further investigation and development of the options shortlist our region has already identified as part of the National Water Infrastructure Development Fund, South and North Burnett Business Case. I hold great hope that some of the projects we have identified in the South Burnett will be progressed by the government through business case phase, and that we may see some shovels in the ground into the future. We absolutely know our capability as a region relies on secure, affordable, and sustainable water now and into the future. I look forward to the release of the investment logic map.

I also met with Tourism and Events Queensland (TEQ) and Southern Queensland Country Tourism, again an invitation was extended to all Councillors for this meeting. Tourism and Events Queensland shared some information about the proposed realignment of the Regional Tourism Organisations' (RTOs) across Queensland. I also learned of the extensive campaigns SQCT have been undertaking to attract international tourists to their member Council's. I would like to see our Council reconsider the opportunity to partner with our RTO with a financial membership into the new year as I do believe the return on this investment would strengthen our reach and support the tourism industry. Our neighbouring Council's are reaping the benefits of such, and it concerns me that South Burnett is missing

out on these opportunities. As I have strongly advocated in the past I believe a three way partnership between the RTO, LTO being Visit South Burnett and this Council is critical if we are to grow our tourism industry and encourage new money into our economy.

There have been many other meetings and phone calls with regards to the regional development portfolio over this past month, which has served as a reminder of the importance of appropriately resourcing the regional development department into the future. As I continue to say, the South Burnett will be the next Growth Story!

BACKGROUND

Nil

ATTACHMENTS

Nil

10.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 15.06.2022

Author: Visitor Enhancement Officer

Authoriser: Chief Executive Officer

PRECIS

Regional Development and Tourism update for the month of May 2022

SUMMARY

This report provides an update on the South Burnett Regional Council's Regional Development and Tourism section for the Month of May 2022

OFFICER'S RECOMMENDATION

That the Regional Development and Tourism monthly update for May 2022 be received for information

BACKGROUND

In May the Regional Development and Tourism team progressed the following:

South Burnett Visitor Information Centre (VIC) Network

The VIC network received a steady flow of visitors across all centres in May. With an average increase of 10%. This may have been boosted by ten bus tours conducted at Kingaroy, Nanango, and Wondai.

To celebrate National Volunteers Week this month, volunteers enjoyed a guided tour around Boondooma Homestead, took in the views of Boondooma Dam, had high tea at Proston Golf Club and received a private tour around Proston from the wonderful locals and Cr Duff.





Volunteers were entertained and educated by local volunteer Bob Baldwin who provided commentary on the agricultural crops and local history of the area.

As a token of appreciation volunteers received a local gift to say thank you for their great work, ensuring the visitors to the South Burnett receive a warm and inviting welcome.



Thank you to all the wonderful volunteers who continue to support our Visitor Information Centres, Museums and Art Galleries.

The South Burnett VIC network welcomed three new volunteers to the team this month.

- Linda Hibbard – Murgon VIC
- Fleur Morris – Kingaroy VIC
- Robert Shaw – Kingaroy VIC

Visitor Service Review

Volunteers from Murgon, Wondai, Kingaroy, Nanango and Blackbutt were invited to attend the Visitor Service Review focus group meeting this month. The group of volunteers from Visitor Information Centres, Museums and Art Galleries provided vital feedback that will be used to help guide the future direction of visitor servicing in the South Burnett. Volunteers were asked to think outside the box on ways to connect with visitors when they travel into the region.

The Visitor Service Review is due to be finalised by the end of June.

South Burnett Museums

It's all hands on, as volunteer Pam Kerr shows students an antique cast metal iron used in the early 1900s.

The Kingaroy Heritage Museum hosted 70 year two Taabinga State School students in May. "Yesterday and Today" is one of the many activities organised for school groups when they visit the Museum.

Children are asked to match an item they use today with an item that was used many years ago.

"Our students visit the museum each year and it leaves them with special memories of how technology has changed and shaped our way of life" explains year two teacher Ms Sampson.



Monthly Statistics

Visitor Information Centres – Monthly Statistics 2021-2022						
2021	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$8180 M - \$568 N - \$1114 W - \$3500	K - \$ M - \$ N - \$ W - \$	K - \$5409 M - \$630 N - \$1450 W - \$3708	K - \$6597 M - \$344 N - \$1253 W - \$3779	K - \$5870 M - \$526 N - \$784 W - \$2640	K - \$9254 M - \$792 N - \$1684 W - \$1731
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	K - 774 M - 324 N - 455 W - 333
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - M - N - W -	K - 1 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 0	K - 0 M - 0 N - 1 W - 0	K - 0 M - 0 N - 0 W - 0
Volunteer Numbers	K - 26 M - 13 N - 17 W - 10	K - M - N - W -	K - 21 M - 13 N - 18 W - 11	K - 21 M - 12 N - 15 W - 10	K - 18 M - 11 N - 15 W - 7	K - 23 M - 10 N - 16 W - 10
Volunteer Hours	K - 786 M - 232 N - 475 W - 208	K - M - N - W -	K - 588 M - 187 N - 265 W - 189	K - 721 M - 137 N - 391 W - 186	K - 561 M - 133 N - 385 W - 177	K - 766 M - 284 N - 384 W - 124
Days Open	K - 27 M - 27 N - 31 W - 27	K - M - N - W -	K - 20 M - 25 N - 28 W - 26	K - 25 M - 24 N - 31 W - 25	K - 25 M - 24 N - 29 W - 25	K - 24 M - 24 N - 27 W - 24
2022	Jan	Feb	Mar	Apr	May	Jun
Sales	K - \$2199	K - \$2046	K - \$4424	K - \$4576	K - \$4470	K - \$

	M - \$340 N - \$876 W - \$1000	M - \$365 N - \$701 W - \$998	M - \$236 N - \$990 W - \$1784	M - \$301 N - \$1372 W - \$3278	M - \$247 N - \$888 W - \$3750	M - \$ N - \$ W - \$
Visitor Numbers	K - 419 M - 142 N - 337 W - 279	K - 411 M - 194 N - 329 W - 248	K - 660 M - 207 N - 421 W - 403	K - 828 M - 266 N - 639 W - 663	K - 910 M - 234 N - 453 W - 740	K - M - N - W -
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - 4 M - 0 N - 1 W - 0	K - 1 M - 0 N - 0 W - 0	K - 4 M - 0 N - 2 W - 4	K - M - N - W -
Volunteer Numbers	K - 15 M - 11 N - 10 W - 8	K - 20 M - 10 N - 11 W - 8	K - 22 M - 10 N - 15 W - 11	K - 23 M - 10 N - 14 W - 9	K - 19 M - 11 N - 10 W - 10	K - M - N - W -
Volunteer Hours	K - 410 M - 203 N - 268 W - 152	K - 530 M - 204 N - 144 W - 246	K - 727 M - 209 N - 343 W - 176	K - 635 M - 141 N - 246 W - 179	K - 775 M - 172 N - 245 W - 214	K - M - N - W -
Days Open	K - 13 M - 23 N - 26 W - 22	K - 23 M - 23 N - 26 W - 21	K - 25 M - 27 N - 31 W - 26	K - 21 M - 22 N - 25 W - 24	K - 24 M - 25 N - 27 W - 27	K - M - N - W -

Media Releases:

Media Releases 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	4	1	0	2	4	1
2022	Jan	Feb	Mar	Apr	May	Jun
	4	1	1	3	3	

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	Posts 11
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	Posts 4
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	Posts 1
Drive Inland	Posts 0 Likes 860	Posts 1 Likes 872	Posts 2 Likes 894	Posts 0 Likes 911	Posts 1 Likes 916	Posts 0

	Followers 940	Followers 958	Followers 984	Followers 1002	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	Posts 1
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	Posts 2
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	Posts 8
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	Posts 4
2022	Jan	Feb	Mar	Apr	May	Jun
SB VIC Network	Posts 4 Likes 826 Followers 1069	Posts 7 Likes 835 Followers 1080	Posts 9 Likes 842 Followers 1097	Posts 1 Likes 849 Followers 343	Posts 11 Likes 868 Followers 347	
Discover South Burnett	Posts 1 Likes 4043 Followers 4332	Posts 0 Likes 4074 Followers 4362	Posts 7 Likes 4102 Followers 4401	Posts 9 Likes 4114 Followers 4421	Posts 9 Likes 4126 Followers 4432	
Kilkivan to Kingaroy Rail Trail	Posts 0 Likes 1658 Followers 1872	Posts 0 Likes 1672 Followers 1892	Posts 2 Likes 1697 Followers 1938	Posts 0 Likes 1722 Followers 1964	Posts 3 Likes 1731 Followers 1982	
Drive Inland	Posts 0 Likes 933 Followers 1030	Posts 0 Likes 992 Followers 1094	Posts 0 Likes 1120 Followers 1234	Posts 0 Likes 1154 Followers 1278	Posts 0 Likes 1320 Followers 1460	
Wide Bay- Burnett – The Perfect Place	Posts 0 Likes 2438 Followers 2486	Posts 0 Likes 2437 Followers 2486	Posts 0 Likes 2436 Followers 2484	Posts 0 Likes 2433 Followers 2481	Posts 0 Likes 2432 Followers 2479	
Business South Burnett	Posts 1 Likes 1867 Followers 1993	Posts 0 Likes 1866 Followers 1992	Posts 0 Likes 1872 Followers 1997	Posts 0 Likes 1870 Followers 1995	Posts 0 Likes 1868 Followers 1993	
Lake Boondooma	Posts 7 Likes 9037	Posts 11 Likes 9212	Posts 2 Likes 9351	Posts 0 Likes 9427	Posts 6 Likes 9468	

Caravan & Recreation Park	Followers 9253	Followers 9432	Followers 9585	Followers 9667	Followers 9728	
Yallakool Caravan Park on BP Dam	Posts 0 Likes 4567 Followers 5048	Posts 0 Likes 4600 Followers 5072	Posts 2 Likes 4656 Followers 4783	Posts 1 Likes 4724 Followers 4858	Posts 0 Likes 4736 Followers 4871	

ATTACHMENTS

1. Visit South Burnett May 22 Newsletter [↓](#) 



2022 May Newsletter

May Wrap Up: From the Committee

Welcome to winter in the Burnett! One of the busiest times for tourism in the South Burnett, the crisp weather is bound to bring some more visitors from near and far and travellers flock to the country for a refreshing change of scenery, snuggled up around a crackling wood fire with a top notch glass of award-winning local wine in hand. Check out the wonderful article in this week's edition of the Burnett Today newspaper or via [South Burnett Online](#) to read all about the official launch of our website as well as the exciting recent visit from [Gourmet Traveller Magazine](#).

NEWS BurnettToday.com.au

Raising a glass to tourism

By Kate McCormack, VSB

South Burnett tourism organisation, Visit South Burnett and premium food and wine publication, Gourmet Traveller Magazine are putting the region on the map with two exciting announcements.

In a significant move for local tourism, Visit South Burnett has launched its official website with the goal to promote the region to tourists near and far.

Visit South Burnett Tourism Development Officer, Melanie Eastaugh said the project had been a major undertaking for the committee and was several months in the making, but the combined efforts and hundreds of hours are all about to pay off.

"The whole Visit South Burnett community are very proud to launch this website as it is going to be a fundamental tool in successfully marketing and showcasing the South Burnett region as a must-see tourism experience," Mrs Eastaugh said.

"The really exciting part is that this launch is just our starting platform. We are looking forward to all of our members contributing to the website and sending in their information, specials and packages as well as upcoming events so that we can get these out in a timely manner to a wide range of demographics who want to visit our beautiful region."

Mrs Eastaugh wanted to stress how vital it was for all tourism businesses and destinations to share their events, packages and deals with Visit South Burnett in order for the web-erything the region has to offer.

"It's integral that everyone in the local tourism scene keeps us up to date on what is happening around the region so that we can share this with tourists from all over the world," she said.

"We can't sell a secret, so send us an email and let us help showcase why the South Burnett is the perfect place to stay another day."

Visit South Burnett was also pleased to recently host journalist and judges from the Gourmet Traveller Magazine.

Their visit to the region was culminated in an article that featured in the prestigious Gourmet Traveller Magazine, but also formed part of their annual Australia's Best Cellar Door Awards.

Visit South Burnett President and Wine Industry representative Jason Kinsella said he was very pleased with the results.

"The quality of wineries in the South Burnett is the envy of many regions and the awards certainly reflect this. The itinerary was developed by Visit South Burnett, the region's peak tourism body and also saw the judges visit the best of the region's gourmet food offerings and regional highlights," Mr Kinsella said.

"The judges remarked that from Blackbutt to Murgon, they were very impressed with the standard of food, wine and accommodation in the South Burnett, and were also quite impressed with the use and passion for regional produce."

The subsequent article will appear in the latest edition of the Gourmet Traveller magazine and comes at a great time for the South Burnett's tourism operators with the peak winter season approaching.




VB Tourism Development Officer, Melanie Eastaugh shows off the newly launched Visit South Burnett website on her mobile device.

Jason Kinsella, the Visit South Burnett president and owner of Moffatdale Ridge winery in Barambah.

Pictures: VSB

CALL IN FOR

URGENT: COMMUNITY FEEDBACK WELCOME ON VISITOR SURVEY

Council is currently reviewing how visitors to the South Burnett are encouraged to stay longer, spend more money, and visit all corners of our beautiful region. Comments from the community and business will help regional tourism development consultancy Tilma Group identify the ideal visitor servicing options for the South Burnett. To have your say please complete the online [survey](#), which is available via Council's website www.southburnett.qld.gov.au or Facebook. Council encourages the community to participate in the survey which closes TODAY, Monday 6 June

Copy and paste this link to complete the survey:
<https://www.surveymonkey.com/r/visitor-servicing-review>

Wrap-up from May Meet and Greet at the Yarraman Caravan Park

A great night was had by all in Yarraman with last month's meet and greet hosted by the beautiful Yarraman Caravan Park, a beautiful venue with a fantastic rollup of members. It is great to see the sense of community building month on month with members starting to work together and as we listened to the discussions around the room as to how one member may benefit from each other's event etc, and starting to see how working together brings great results. It is always great to listen to our guest speakers and this month was no exception with Tania giving us a fantastic presentations about the park, followed by Mick filling us all in on the Pink

Flamingo, Paula from the Royal Hotel supplied some scrumptious canopes. We also heard from the lovely ladies from the Roy Emerson centre in Blackbutt about what's happening in Blackbutt and the team from the Kingaroy Heritage Machinery show gave us an update with plans for this event well in hand and it is starting to get very exciting for them. KHM president Matt Lonsdale stressed that they are expecting a huge crowd and his team are passionate about making sure the whole South Burnett benefits from their event. This is exactly what VSB is built on and this will be a fantastic opportunity for the SB to shine.

- Jason Kinsella, VSB President



**June Meet and Greet at the Kingaroy Art Gallery!
Stay tuned - more details to come...**

#QLDWINTERCRAFTFESTIVAL



WORKSHOPS

DEMONSTRATIONS

EXHIBITIONS

AND MORE!

WORKSHOP BOOKINGS

PHONE 0488 793 419

EMAIL GALLERY@KINGAROYART.COM.AU



Australian Government
Regional Arts Fund



July Meet and Greet at Nanango Theatre Company

Save the date: Wednesday, July 13 at 6pm

(Located on the corner of Elk and George Streets)

2022 Let's Go Queensland Caravan & Camping Supershow

Next weekend Kate McCormack, our Media and Communications Officer, will be jetting off to Brisbane for the [Let's Go Queensland Caravan & Camping Supershow](#) to help promote the region to potential caravaners and campers heading inland to explore the great south-east backyard and beyond. She will be taking down a boot-load of VSB tourism guides to hand out at the expo and restocking all of the major Visitor Information Centres and accommodation providers along the way.

How you can help us promote the South Burnett to winter travellers

This tourism expo will be a great opportunity to share several deals and offers to prospective travellers by leading people to our new website page via a QR code system, allowing VSB members to promote their current seasonal specials and savings. If you currently have a winter special or promo running now or in the next couple of months **PLEASE SEND US ALL THE DETAILS AND T&C's SO WE CAN ADD THIS TO THE NEW WEBSITE PAGE.** You can also get in touch with VSB and she can add your flyers with the details to the VSB guides she will be handing out to thousands of people at the expo.

Tourism deals to warm the heart this winter

Here's an example to give you some inspo for some winter warming deals and offers:

“Book two nights at the Pioneer Lodge Motel in Kingaroy to receive a complimentary bottle of local wine from Moffatdale Ridge Winery on arrival AND ring ahead to book in for lunch at Moffatdale Ridge Winery to receive a 10% discount off your total bill. Quote “WINTER DEAL” when booking your accommodation and lunch to receive this discount. Offer valid until 31 August 2022.”

Email in your specials and event details

If you do have an upcoming event, special or winter deal please email it through to visitsouthburnettevents@gmail.com, we love hearing from our members and want to help promote local events across VSB's website and social platforms, so send us an email today.

IMPORTANT:

Are you a VSB Member? Would you like your business listed on the VSB Website then simply fill in the business information form (download form by pushing the button below) and email it to tourismvsb@gmail.com with a nice photo or two. If you're having trouble downloading the form or would like a hard copy please call VSB on 0455 49 47 41.

Download Form

Visit South Burnett would like to extend a big congratulations to Kingaroy Country Motel ahead of their upcoming 61st birthday celebrations!

This is a momentous achievement and we are sure this popular local hospitality destination will be around for many years to come. Congratulations and happy birthday to Julie and the team!!!



Visit South Burnett has been busy helping promote the upcoming Queensland Winter Craft Festival on behalf of our valued VSB members, Kingaroy Art Gallery Inc. This project is a great example of how Visit South Burnett can assist members with promotional content, digital marketing strategies, creating press releases and generating media opportunities and captivating content. Reach out to VSB today about how VSB can help build your business' online reach and media presence by emailing tourismvsb@gmail.com today.

Here's an example of a recent media release created by VSB to help promote the Winter Craft Festival:

South Burnett community knit together for sixth annual winter craft festival

Crafters across Kingaroy and beyond are weaving their magic for this year's Queensland Winter Craft Festival

As the South Burnett temperature begins to drop the local craft community begins to warm up, with the annual Queensland Winter Craft Festival right around the corner. The two-month long festivities will celebrate its sixth year in 2022 with an eight-week program stuffed to the brim with wonderful workshops, clever crafting demonstrations and of course, the exquisite quilt trail to wrap things up.

Secretary of the Queensland Winter Craft Festival, Julia Jeffery said the Kingaroy Art Team Inc. wove up the idea for a South Burnett craft festival several years ago.

"Our vision was always to host a Winter Craft Festival that would bring people from all across Queensland to our beautiful little region," Ms Jeffery said.

"This year we're hoping to build on from the excitement and success of last year's festival, which was a lot bigger than our previous years despite Covid regulations restricting travellers from the Sunshine and Gold Coasts and Brisbane joining us."

Ms Jeffery said last year's festival saw an impressive 1000 people through the Kingaroy Art Gallery doors over the span of the two months, not to mention the several busloads that came to the region in the final weekend alone for the Quilt Trail.

Queensland Winter Craft Festival Coordinatol, Ros Smith said this year's festival would showcase hundreds of wonderful winter woolly creations at the Kingaroy Art Gallery.

"The quilt trail across the South Burnett in the final weekend of July is a real draw card for tourists and encourages entire busloads of visitors to flock to the region," she said.

"We're just beside ourselves with excitement for what the event is going to bring to the region. We were so ecstatic after last year's event. We had people travelling from Bundaberg, Hervey Bay, Agnes Waters, Toowoomba, Monto, and they all said how much fun they had and how excited they were to travel back this year."

The Winter Craft Festival will showcase the work of dozens of textile artists from all over the south Burnett region including Ms Jeffery who makes wonderful woolly knits on her Wheatlands property, Shady Pines Alpacas.

"I am part of the Alpaca Collective, a group of several passionate South Burnett creatives who produce farm to fashion garments including shawls, scarves, ponchos, and winter woollies including cuddly mini alpaca friends," she said.

"Everything we produce is handmade by the members, several local people. The local spinning group also encompasses a young man named Sam Bowler, who spins and weaves his own beautiful ponchos, which will be part of the exhibition.

"The art of spinning and weaving is seeing a major revival as people are turning back to their roots and seeking to learn the skills of their parents and grandparents."

Two whole months of craft, community and colour!

The Kingaroy Art Gallery will host demonstrations every day, with several different crafting lessons and experiences available across June and July including weaving, spinning, Faberge eggs, dry etching, crocheting, rug making, knitting and Kudusama paper folding just to name a few.

Meanwhile, several hands-on weekend workshops will take place in the old 1913 Council Chambers in Kingaroy and there are daily in the Kingaroy Art Gallery and the highly anticipated Quilt Trail is taking place on Saturday, July 23 and Sunday, July 24 and will showcase hundreds of quilts on display across several Kingaroy locations and Alisellou Designs in Wooroolin.

One of the several stop off points, Quilters Rest is putting on camp oven lunches and dinners with bookings essential while the Kingaroy QCWA, Kingaroy Coinda Craft Group and the Nanango Quilting Group will also have tea, coffee and light refreshments available for a donation.

For all the details to this year's festival, head to the [Kingaroy Art Gallery Facebook page](#) and follow the link to the [website](#).

The 2022 Queensland Winter Craft Festival was made possible with financial assistance from the Australian Government's Regional Arts Fund, provided through Regional Arts Australia and administered in Queensland by Flying Arts Alliance.

Some Upcoming Events in April / May

June

- QLD Winter Craft Festival - Kingaroy Art Gallery - 1st June - 28th July
 - Cricket 4 Life - Kingaroy - Saturday 11th June
- South Burnett Chorale Cent Auction & Concert - Saturday 11th June
 - Junior Motorcycle Club Race Day - Saturday 25th June
 - Wondai Country Running Festival - 25th - 26th June
 - CardiGras - Proston Showgrounds - Saturday 25th Jun

July

- The Yarraman Festival - Saturday 2nd July
- **Proston Rally & Burnouts - Saturday July 2nd**
 - Murgon Daytime Rodeo - Sunday 10th July
- Louis Winton & other artists Xmas in July - Variety Concert - Saturday 16th July
 - Nanango Theatre Company presents *The Phantom of The Music Hall*
 - July 22, 23, 24, 29 & 30
- Christmas In July Fun Day - Chrissy Trees 4 U - Sunday 24th July

Local Markets:

- Nanango Markets 1st Saturday - Nanango Showgrounds
 - Kumbia Markets 2nd Saturday - Bell St
- Wooroolin Community Markets 2nd Sunday - QCWA Building
 - Yarraman Markets Every Saturday - Toomey St Yarraman
 - Murgon CBD Markets 2nd Sunday – Lamb St Murgon
- Blackbutt Country Markets 3rd Sunday - Les Muller Park Coulson Street Blackbutt
 - Wondai Country Markets 4th Saturday - Coronation Park Wondai
 - Bunya Mountains Markets Last Sunday - Bunya Mountains
 - Hivesville Country Markets - Last Sunday

**It's back and it's going to be bigger and bacon-ier than ever!
Don't forget to put BaconFest into your calendar for August!**

BOOK ONLINE

19TH -21ST AUGUST 2022 **IT'S LIVE!**
in Queensland

Baconfest

is **KINGAROY**

Back

BROUGHT TO YOU BY

See you there!
kingaroybaconfest.com.au

**CELEBRITY CHEFS | LONG TABLE BREAKFAST | WINE & SWINE EVENT
SUNPORK SMOKE-OFF BBQ COMP | BBQ MASTERCLASSES | FAMILY ACTIVITIES
LIVE MUSIC AND SO MUCH MORE!**

[@kingaroybaconfest.com.au](https://www.instagram.com/kingaroybaconfest.com.au)

THANKS TO OUR SPONSORS

Do you have a special offer for our VSB members? Send it through to visitsouthburnettevents@gmail.com or call VSB on 0455 494 741

Visit The South Burnett Visitors Guide - Digital Version

Follow this link to take you to the digital flip book:

<https://www.flipbookpdf.net/web-site/95a3c0f0cawed5e1d32d088853a5d35c171d808750fBP23108876.pdf.html#page/1>



New Social Media Accounts for Visit South Burnett!

**Visit South Burnett now also has a Youtube & TikTok account!
With the key aim to increase awareness across multiple platforms reaching a bigger more diverse audience with our social campaigns moving forward in 2022!**

Follow Our Visit South Burnett Youtube
https://www.youtube.com/channel/UCOS_Z9kelxtTajo1aYt-C2w

TikTok
https://www.tiktok.com/@visit_south_burnett


We're always looking for great photos and content for our social pages to help promote the region! Remember to #visitsouthburnett or tag @visitsouthburnett in your posts/videos or simply message or email tourismvsb@gmail.com.

HAVE YOU JOINED THE VISIT SOUTH BURNETT MEMBERS ONLY FB GROUP YET?

This group is a place where Visit South Burnett Inc members can share their events, ask questions, communicate with the management committee, keep up to date with everything that is happening and have input on upcoming campaigns.

JOIN NOW





MEMBERSHIP APPLICATION 2022/2023
ABN: 57271854781

Date: _____

Trading name: _____

Surname: _____ Given Names: _____

Postal Address: _____
Postcode: _____

Residential Address (if different to postal address): _____
Postcode: _____

Phone Numbers :
Work: _____ Home: _____ Mobile: _____

Email: _____

Website(if available): _____

Are you a SQCT Member Yes No

Nominating Member: _____ Seconded by: _____

VSB membership 2022/2023 Financial year is \$50
Joining now will entitle you to membership until 30th June 2023
Your membership application will be endorsed at the next VSB management committee meeting.


Please complete all details and return form to:



<small>Post: Visit South Burnett Inc PO Box 454 Nanango, Qld 4615 Cheques made payable to: Visit South Burnett Inc.</small>	<small>Email completed application and receipt of payment to: visitsouthburnett@gmail.com Direct Credit to: Heritage Bank BSB: 638 070</small>
---	--

2022 / 2023 Membership

Renew your membership Today!

Download Membership form





Don't want these emails anymore? You can [Unsubscribe](#) or [Manage Preferences](#).

Made with love in Flodesk.

10.3 REGIONAL COMMUNITY FORUMS

File Number: 15062022
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

By request of the Mayor information on the history and make up of the Queensland State Government Regional Community Forums

SUMMARY

Since October 2019, Regional Community Forums have been great platforms for discussion and innovation. Forums are held periodically across locations in seven regional areas, hosted by local MPs and attended by Cabinet Ministers and invited community representatives.

OFFICER'S RECOMMENDATION

That the report be received for information.

BACKGROUND

Forums are held on the same day across the State in the following regions:

- Far North region
- North/North West region
- Mackay/Isaac/Whitsunday region
- Western region
- Central Queensland region
- **Wide Bay/Burnett/Fraser Coast region**
- Darling Downs/South West region

Forums have strengthened economic stability, growth, diversity, and opportunity in regions – from promoting regional products and services through the pandemic, to enhancing regional training and industry partnerships. They have elevated a diverse and experienced cross-section of regional voices, and they will continue to serve that purpose, with a fresh start and new membership in 2022.

Forums for the Wide Bay/Burnett/Fraser Coast Region have been previously held on:

- Monday 28 October 2019
- Monday 24 February 2020
- Wednesday 24 June 2020
- Monday 3 August 2020
- Monday 29 March 2021
- Monday 21 June 2021
- Monday 27 September 2021
- Monday 22 November 2021

In the previous years forums were held Cherbourg and Kingaroy.

Whilst the membership of the forums is not published it is understood that the Wide Bay-Burnett-Fraser Coast forum includes representation from the region's indigenous community, local Government, health, and education sectors, as well as agriculture, tourism, and small business. A community nomination process is held periodically with the last call for nominations conducted in 2021. The Mayor of the host council is also invited.

The latest meeting of the forum was held in Bundaberg 30 May 2022 with 20 members in attendance.

Attendance at the Wide Bay-Burnett-Fraser Coast forum also included the Minister for Children and Youth Justice and Minister for Multicultural Affairs Leanne Linard.

Member for Bundaberg Tom Smith and Member for Hervey Bay Adrian Tantari co-chaired the forum.

It is understood that the agenda recapped and confirmed areas of interest and begin the development of a new region-specific action plan, guided by the priorities of forum members.

There was also a session on the recent Queensland Workforce Summit. It is understood that the forums are invitation only and the membership is appointed through the Premiers Department.

ATTACHMENTS

Nil

10.4 VISITOR INFORMATION CENTRE ACCREDITATION**File Number:** 15.06.2022**Author:** Visitor Enhancement Officer**Authoriser:** Chief Executive Officer**PRECIS**

Visitor Information Centre Accreditation

SUMMARY

This report provides an update to accreditation requirements for Visitor Information Centres

OFFICER'S RECOMMENDATION

That the report be noted for information.

BACKGROUND

Future of the Visitor Information Centres report presented to Council on 16 March 2022, highlighted the importance for VICs to offer value into the future they must maintain accreditation.

The National Accredited Committee met in April to discuss the 42 hours/7 days requirement for accredited centres. It was decided that opening hours for accredited centres will remain flexible and will be reviewed again in June.

With the impending review, at present volunteer operated visitor information centres will be unable to meet accreditation requirements due to volunteer staffing levels. The need to investigate all options of staffing exist to ensure that one centre remains a valued resource into the future.

Kingaroy Visitor Centre is the most viable option due to its central location, visitor numbers, and co-located with the museum and art gallery. All other centres at Murgon, Wondai and Nanango would become non-accredited information centres, reducing the number of hours, days and volunteers required to keep these centres open. This allows for a greater flexibility in the hours operated as the hours can be set without risk of the accreditation.

Further options to staffing the Kingaroy Visitor Centre seven days a week will need to be investigated before the review is finalised.

ATTACHMENTS**Nil**

10.5 MURGON VISITOR INFORMATION CENTRE PROPOSAL

File Number: 15/06/2022

Author: Visitor Enhancement Officer

Authoriser: Chief Executive Officer

PRECIS

Murgon Visitor Information Centre Proposal

SUMMARY

The Creative Country Association Inc (CCA) proposal to relocate the Murgon Visitor Information Centre.

OFFICER'S RECOMMENDATION

That the Murgon Visitor Information Centre remains in Lamb Street and Council provides support to Creative Country Association Inc (CCA) to provide tourism information.

BACKGROUND

Tourism Tap Pty Ltd on behalf of Creative Country Association Inc. (CCA) have lodged a proposal to relocate the Murgon Visitor Information Centre to the new Murgon Ancient Songbird Centre, due to be opened in October 2022.

Research supports the recommendation to attach Visitor Information Centres (VIC) to a complementary attraction. Not only does it give travellers a reason to visit a region, but also enables the (VIC) to be a destination in its own right. Statistics gathered by the South Burnett VIC network over last ten year, support this theory with Kingaroy, Wondai and Nanango receiving the highest number of visitors.

More recently Council has partnered with the Roy Emerson Museum to establish a non-accredited information centre, with the foresight to increase patronage and provide a better experience for visitors to Blackbutt. The same opportunity may exist to support CCA's volunteer workforce to provide tourism information to the visitors of Murgon. This support would not include relocating the Murgon Visitor Information Centre or paying a commercial tenancy agreement of \$250 per week for Council to provide this service.

Presently the Murgon Visitor Information Centre cannot maintain accreditation due to staffing levels. Moving the centre to a new location would not allow for the information centre to open the required 42 hours/ 7 days a week.

ATTACHMENTS

1. Murgon VIC Proposal [↓](#) 



MURGON VISITOR INFORMATION CENTRE PROPOSAL

**PREPARED FOR SOUTH BURNETT REGIONAL COUNCIL
BY TOURISM TAP PTY LTD ON BEHALF OF
CREATIVE COUNTRY ASSOCIATION INC**

MARCH 2022

V.I.C PROPOSAL

PROPOSAL BACKGROUND

The Creative Country Association, Inc. (CCA) has made significant progress toward securing the funds required to complete all stages of the proposed tourist attraction.

The building works are nearing completion and the external artworks, even though incomplete, are creating a colourful, eye catching panorama that has already started to gain the attention of passing traffic.

With a forecast opening date in October 2022, the attraction is to be launched as the "Murgon Ancient Songbird Centre" offering ticketed and non-ticketed visitor experiences.

Due to an expectation that visitors will also request tourism information services CCA plan to offer this service through their volunteer workforce and destination marketing material available online and in printed form.

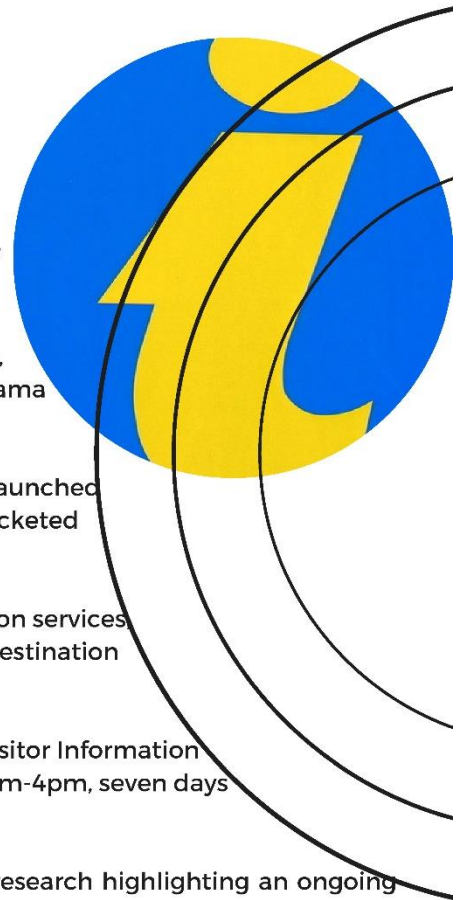
This will be identical to the information provided in the accredited Visitor Information Centre (VIC) in Murgon township, however the service will operate 9am-4pm, seven days per week, which the VIC currently does not.

CCA are aware there is a significant body of consumer and market research highlighting an ongoing decline in the number of visitors using VIC's for information services, and in recent times there has been a corresponding decrease in the number of volunteers supporting these services. Other studies find that in regional areas, especially in Qld, VIC's can operate quite successfully in conjunction with a visitor attraction, especially when both facilities are Council owned.

To address this issue, reduce the potential for duplication of services, and potentially reduce the operational cost associated with maintaining an accredited VIC in Murgon, CCA have considered, and approved, the option to offer a dedicated space inside their attraction to deliver the Council funded visitor information services. This would be provided to South Burnett Regional Council on a commercial basis with terms and conditions to be agreed by both parties if there is interest to progress discussions.

COMMERCIAL TERMS-FOR DISCUSSION

- Tenancy Location - Murgon Ancient Songbird Centre Reception
- Tenancy Size - as required/suitable wall space for brochures and Reception Desk.
- Tenancy Fitout - provision for phone and internet connection
- Tenancy Term - minimum 1 year
- Tenancy Cost - \$250 per week plus utilities on user pay basis
- Tenancy Inclusions - Staff Room and amenities
- Tenancy staffing - Council responsibility and management
- Other - tbc



11 QUESTIONS ON NOTICE

11.1 RESIDENT INFORMATION PACKS/LETTER

File Number: 15/06/2021

Author: Manager Finance & Sustainability

Authoriser: Chief Executive Officer

The following question on notice was received from Councillor Kirstie Schumacher.

Question

Is there any way to determine through rate searches if a resident is new to the South Burnett?

Response

Rate searches are received either direct from the Solicitor, via Infotrack, which is a conveyancing service utilised by many Solicitors, or over the Counter at Council's Customer Service Centres. The purchaser's full details are not provided in rate searches so there is no way of knowing if the purchaser is a current resident or new to the South Burnett Region.

The only way Council will know if the purchaser is a new resident is when Council receive transfer advice from the Qld Department of Resource and a new owner record is to be created in TechOne's Property & Rating, which is at the end of the process.

RECOMMENDATION

THAT the response to the question regarding "Is there any way to determine through rate searches if a resident is new to the South Burnett?" raised by Councillor Kirstie Schumacher be received and noted.

ATTACHMENTS

Nil

11.2 LOCAL GOVERNMENT ROADSHOW - LEARNINGS AND TAKEAWAY

File Number: Q1
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

The following question on notice was received from Councillor Schumacher at the May Executive and Finance & Corporate Standing Committee.

Question

10.1.2 LOCAL GOVERNMENT ROADSHOW

Information to be circulated with learnings and take aways from the Local Government Road Show where improving customer experience through workforce empowerment was discussed.

Response

1. Build relationships with patience
2. Believe in what people can become
3. Create a sense of purpose

What are our Common themes –

- COVID Disruption
- Digital adoption & Cyber security

Building a Dynamic, Adaptive and Resilient Council to Deliver Modern Citizen Services in a Changing World

- How do you balance the needs of your customers with those of your workforce as well as broader organisational goals?
- How do you ensure buy-in from all parties when embarking on your digital transformation journey?
- How do you maintain flexibility when it comes to implementing organisational transformation?
- What are your top tips when it comes to citizen-centric services in a pandemic and beyond?

Improving Customer Experience Through Workforce Empowerment

- Enabling employees with the skills required to sustain ongoing digital change
- Supporting your workforce's continued growth to provide a modern customer experience
- Overcoming resistance to change and creating a culture that fosters change and innovation

RECOMMENDATION

THAT the response to the question regarding Local Government Roadshow – Learnings and Takeaway raised by Councillor Schumacher be received and noted.

ATTACHMENTS

Nil

12 CONFIDENTIAL SECTION

13 CLOSURE OF MEETING