



**SOUTH BURNETT**

**REGIONAL COUNCIL**

# **MINUTES**

**Executive and Finance & Corporate  
Standing Committee Meeting  
Wednesday, 9 December 2020**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 9 DECEMBER 2020 AT 9.00AM**

**PRESENT:****Councillors:**

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance &  
Corporate), Aaron Meehan (General Manager Infrastructure), Carolyn Knudsen  
(Manager Social & Corporate Performance), Celina Branch (Manager Finance),  
Lynelle Paterson (Executive Assistant)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES****Apology**

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**Committee Resolution 2020/15**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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

**CARRIED 6/0**

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD  
ON 18 NOVEMBER 2020**

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**COMMITTEE RESOLUTION 2020/16**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Minutes of the Finance & Corporate Standing Committee Meeting held on 18 November  
2020 be received.

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

Against: Nil

**CARRIED 6/0**

**6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT****6.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

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**COMMITTEE RESOLUTION 2020/17**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

**CARRIED 6/0****6.1.1 LETTER OF THANKS TO ICT DEPARTMENT**

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**RESOLVED 2020/18**

The Mayor requested a letter of thanks be sent to the ICT Department to acknowledge and thank them for their efforts including designing an app for the water meter readings.

**6.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER-STRATEGIC-018**

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**COMMITTEE RESOLUTION 2020/19**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That the South Burnett Regional Council Customer Service Charter – Strategic-008 be amended as per the discussion and recirculated for comment and feedback and tabled at the January 2021 General meeting.

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

Against: Nil

**CARRIED 6/0**

**MOTION**

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**COMMITTEE RESOLUTION 2020/20**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting adjourn for 10 minutes.

**CARRIED 6/0****MOTION**

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**COMMITTEE RESOLUTION 2020/21**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the meeting resume at 10.23am.

**CARRIED 6/0****6.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECRUITMENT & SELECTION POLICY-STATUTORY-014**

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**COMMITTEE RESOLUTION 2020/22**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Recruitment &amp; Selection Policy-Statutory-014 lay on the table until the February standing committee meeting.

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

At 11.22am, Cr Kirstie Schumacher left the meeting.

**6.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY-STRATEGIC-007**

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**COMMITTEE RESOLUTION 2020/23**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Computer, Internet and Email Usage Policy-Strategic-007 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 5/0**

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**Attendance:**

At 11:24 am, Cr Kirstie Schumacher returned to the meeting.

**6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ARTS CULTURE & HERITAGE POLICY-STRATEGIC-009**

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**COMMITTEE RESOLUTION 2020/24**

Moved: Cr Danita Potter

Seconded: Cr Brett Otto

That the committee recommends to Council:

That the draft South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic-009 be adopted for external consultation.

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

Against: Nil

**CARRIED 6/0**

**6.5.1 MEDIA RELEASE - ARTS CULTURE AND HERITAGE POLICY**

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**RESOLVED 2020/25**

Mayor Otto requested Council embark on a consultation process with the community with Cr Potter leading the consultation process, with the Media and Comms team preparing a media release to inform the community.

**6.6 CUSTOMER AND COUNCILLOR REQUESTS**

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**COMMITTEE RESOLUTION 2020/26**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Customer and Councillor Requests Summary be received for information.

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

Against: Nil

**CARRIED 6/0**

**7 PORTFOLIO – ECONOMIC DEVELOPMENT**

**7.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2020/27**

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That Cr Schumacher’s Economic Development Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0**

**7.2 ECONOMIC DEVELOPMENT AND TOURISM MONTHLY UPDATE**

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**COMMITTEE RESOLUTION 2020/28**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the Economic Development and Tourism monthly Update for November 2020 be received for information.

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

Against: Nil

**CARRIED 6/0**

**8 CONFIDENTIAL SECTION**

**9 CLOSURE OF MEETING**

The Meeting closed at 12.15pm.

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

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**CHAIRPERSON**