

## ***DISCLAIMER***

*The following copy of the Minutes of the meeting of the South Burnett Regional Council held on Wednesday 13 October 2021 are **UNCONFIRMED** and are supplied as a courtesy.*



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# **MINUTES**

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

**Order Of Business**

<b>1</b>	<b>Opening .....</b>	<b>3</b>
<b>2</b>	<b>Leave of Absence / Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Acknowledgement of Traditional Owners .....</b>	<b>3</b>
<b>4</b>	<b>Declaration of Interest .....</b>	<b>3</b>
<b>5</b>	<b>Confirmation of Minutes of Previous Meeting .....</b>	<b>4</b>
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 September 2021 .....	4
<b>6</b>	<b>Business Arising .....</b>	<b>4</b>
<b>7</b>	<b>General Business.....</b>	<b>4</b>
<b>8</b>	<b>Portfolio - Corporate Services, People &amp; Culture, Communications/Media, Finance &amp; ICT.....</b>	<b>4</b>
8.1	Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio .....	4
8.2	ALGA National General Assembly Advice on Motions .....	5
8.3	Community Consultation .....	5
8.4	Adoption of the South Burnett Regional Council Corporate Credit Card Policy - Statutory031.....	5
8.5	Adoption of the South Burnett Regional Council Financial Hardship Policy - Statutory012.....	6
8.6	Adoption of the South Burnett Regional Council Media Relations Policy - Strategic001 .....	6
8.7	Adoption of the South Burnett Regional Council Rate Collection Policy - Statutory041.....	6
8.8	Adoption of the South Burnett Regional Council South Burnett Libraries Operations Policy - Strategic021 .....	7
8.9	Adoption of the South Burnett Regional Council Library Collection Development Policy - Strategic020.....	7
8.10	Review of CBD Footpath Cleaning Operational Costs.....	7
<b>9</b>	<b>Portfolio - Regional Development.....</b>	<b>8</b>
9.1	Regional Development Portfolio Report .....	8
9.2	Regional Development and Tourism Monthly Update.....	8
9.3	South Burnett Regional Council Tourism Brochures.....	8
<b>10</b>	<b>Confidential Section .....</b>	<b>9</b>
<b>11</b>	<b>Closure of Meeting.....</b>	<b>9</b>

**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, 13 OCTOBER 2021 AT 1.30PM**

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

Cr Gavin Jones (Deputy Mayor), Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, 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), Lynelle Paterson (Coordinator Executive Services)

**1 OPENING**

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

**2 LEAVE OF ABSENCE / APOLOGIES****APOLOGY**

---

**COMMITTEE RESOLUTION 2021/102**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 4/0**

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS****4 DECLARATION OF INTEREST**

Nil

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

---

**COMMITTEE RESOLUTION 2021/103**

Moved: Cr Roz Frohloff  
Seconded: Cr Danita Potter

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

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

Against: Nil

**CARRIED 4/0**

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

---

**COMMITTEE RESOLUTION 2021/104**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

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

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

Against: Nil

**CARRIED 4/0**

**Attendance:**

At 1.41pm Cr Henschen attended the meeting.

## 8.2 ALGA NATIONAL GENERAL ASSEMBLY ADVICE ON MOTIONS

---

### COMMITTEE RESOLUTION 2021/105

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 5/0**

## 8.3 COMMUNITY CONSULTATION

---

### COMMITTEE RESOLUTION 2021/106

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the report be received for information.

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

Against: Nil

**CARRIED 5/0**

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

---

### COMMITTEE RESOLUTION 2021/107

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

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

Against: Nil

**CARRIED 5/0**

---

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

---

**COMMITTEE RESOLUTION 2021/108**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

---

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

---

**COMMITTEE RESOLUTION 2021/109**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

---

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

---

**COMMITTEE RESOLUTION 2021/110**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

---

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

---

**COMMITTEE RESOLUTION 2021/111**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

---

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

---

**COMMITTEE RESOLUTION 2021/112**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

---

**8.10 REVIEW OF CBD FOOTPATH CLEANING OPERATIONAL COSTS**

---

**COMMITTEE RESOLUTION 2021/113**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

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

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 5/0**

## **9 PORTFOLIO - REGIONAL DEVELOPMENT**

### **9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

---

#### **COMMITTEE RESOLUTION 2021/114**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 5/0**

### **9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**

---

#### **COMMITTEE RESOLUTION 2021/115**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 5/0**

### **9.3 SOUTH BURNETT REGIONAL COUNCIL TOURISM BROCHURES**

---

#### **COMMITTEE RESOLUTION 2021/116**

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 5/0**



**10 CONFIDENTIAL SECTION**

**11 CLOSURE OF MEETING**

The Meeting closed at 2:42pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 17 November 2021.

.....  
CHAIRPERSON