



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 17 November 2021

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

Date: Wednesday, 17 November 2021

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

File Number: 17/11/2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

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

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 13 October 2021**



MINUTES

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

Order Of Business

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| 2 | Leave of Absence / Apologies | 3 |
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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, 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 Henschen

Against: 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 Henschen

Against: 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 Henschen

Against: 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 Henschen

Against: 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 Henschen

Against: 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 Henschen

Against: 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.

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CHAIRPERSON

6 BUSINESS ARISING

7 GENERAL BUSINESS

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

8.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO

File Number: 17/11/2021

Author: Mayor

Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

Corporate Services:

Last month Corporate Services hosted neighbouring local governments for the first face-to-face South East Queensland Governance forum in 2021. The forum was well attended by Lockyer Valley, Southern Downs, Western Downs, and Toowoomba Regional Councils with guest speakers from MacDonnells Law. The program included discussions on Fraud & Corruption identification/prevention/complaints management as well as Delegations and Authorised Persons processes/systems.

Council's Policy Governance Framework has been recently extended to include all Council forms. Council forms are now put through a governance review with 'form owners' consulted before approval from the Chief Executive Officer. The business rules which underpin the framework are now applied to all Council policies, procedures, and forms. This financial year, Corporate Services in partnership with the Senior Management Team are currently reviewing / or have reviewed 48 forms, 43 procedures and 42 policies.

People & Culture:

Employee Satisfaction & Business Improvement Survey

The Senior Management team is proud to provide a snapshot of our debut 'Survey' (available as an attachment to this report). The snapshot allows some real feedback on what staff are thinking, feeling, and saying in relation to their work at SBRC. It is understood that this is the first time since the formation of the South Burnett Regional Council that such a survey of staff have been undertaken and it is planned that this is the first of many going forward.

For those mathematicians out there, when reviewing the answers to some questions please remember that questions could be skipped – so it might not all add up.

School Based Traineeships – Expressions of Interest

Recently High Schools within the South Burnett were encouraged to discuss with their current grade 10 students an excellent opportunity to join Council in 2022 undertaking a school-based traineeship in the fields of administration, horticulture, and civil construction. Council is pleased to advise we have received 14 EOI's. The process will now be undertaken to shortlist the candidates and begin the recruitment process.

Communications/Media:

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

- Media Releases x 28
- Media enquiries x 7
- Social Media:
 - Facebook: 73 Posts
 - LinkedIn: 17 Posts
 - Instagram: 16 Posts
- Enews x 1
- Printed advertising x 3
- Graphic design x 7

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

Finance:

The annual financial reports for both the Council and the South Burnett Community Hospital Foundation were signed off by the external auditors and the Queensland Audit Office during October with the Council's full annual report to be uploaded to the website during November.

Council's cash holdings at the end of October landed at \$46.774m with \$25.721m of this being restricted and \$21.053m being free cash. End of month figures are currently being finalised and will be provided to Council in the November Council Meeting.

Rates

- Total Rate Searches completed for September were 196 and October 188.
- The total number of Transfers for new ownership was 219 in September and 225 in October. This is expected to increase as we approach the Christmas period in November.
- The number of Customer requests and tasks completed were 300 for September and 360 for October.
- New tasks and requests received were 213 in September and 158 in October.
- Water meter Readings are now planned to commence from early December for the next Rate Notices to be issued in February 2022.

BACKGROUND

Nil

ATTACHMENTS

1. **Employee Satisfaction & Business Improvement Survey**  
2. **Media and Communications Report - October 2021**  



In August CEO Mark invited all employees to take part in a Satisfaction and Business Improvement Survey. The first survey that has been done in our Council.

The survey was completely voluntary and as was discussed by Bec Humphrey, Manager People and Culture the intent of the survey was to give Management a 'snapshot' of how SBRC was performing in the eyes of our most important asset—employees.

With just over a 51% completion rate we have received some valuable insight into what is going well and what we can improve on in the future. Overall, the common theme we read in the survey was the fact that for the most part people really enjoyed working in their direct team but felt there could be improvements made in the overall department. Great feedback that goes to show how important teamwork is!!!!

We promised to give some honest feedback and therefore we have released this snapshot as a starting point. The Senior Management Team will continue working on aligning structure with the common themes throughout the survey.

We look forward to continuing working with you and implementing positive changes for our staff.

Bec Humphrey, Manager People and Culture

11/11/2021

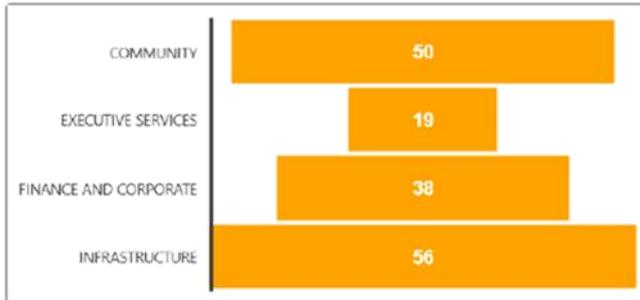


For further information contact Council's People & Culture team via email P&C@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100.

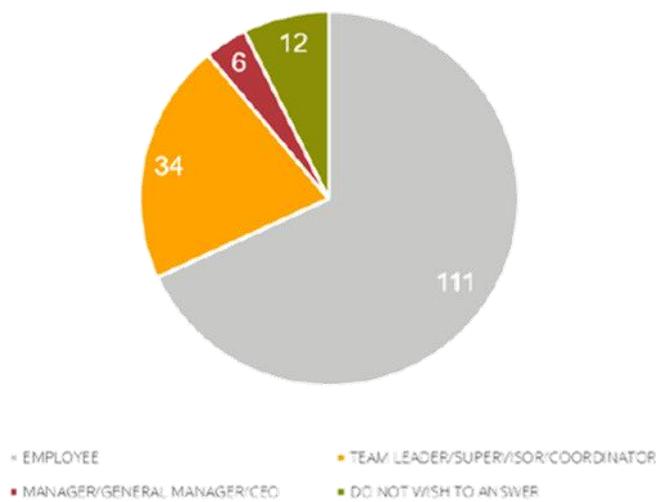
www.southburnett.qld.gov.au  [southburnettregion](https://www.facebook.com/southburnettregion)

Demographics

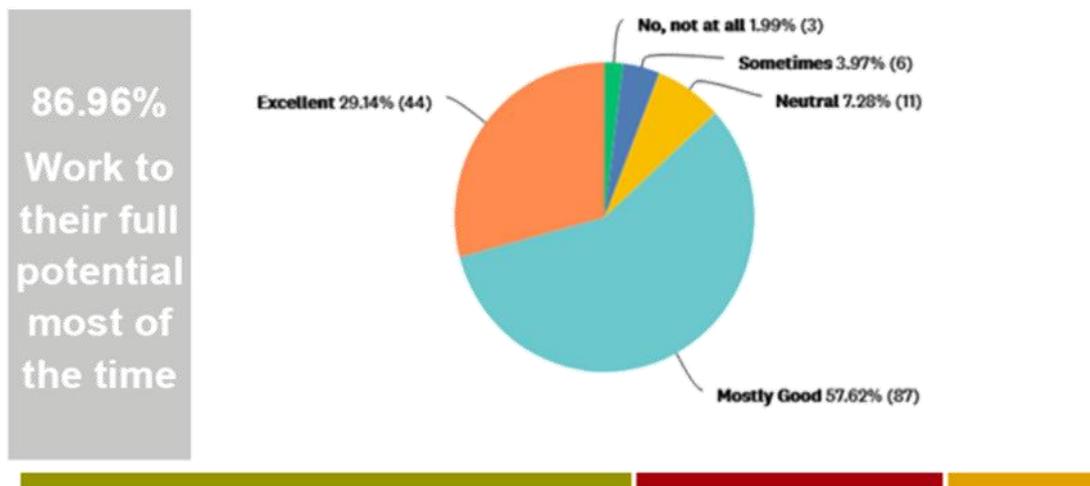
163 Responses - Branches breakdown:



Responses by Roles:



Do I work to my full potential in my current role?

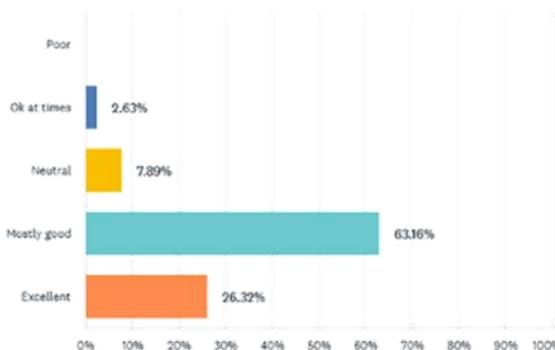


Performance

89.48%
 Mostly Good
 +
 Excellent

In the past 12 months, how would you rate your work performance:

Answered: 152 Skipped: 13



Reasons that influenced work performance

"Work load high- multiple tasks ongoing at all times easy to be sidetracked with outside issues."

"I feel supported by my team and everyone has been approachable when I have required their input on a project. I also appreciate being able to work mostly autonomously with minimal micro managing."

"I feel passionate about my profession and am committed to working towards providing a quality service for our community."

"I enjoy working with my Team, we all do our best to support each other in our roles and for this reason we all try our very best in all situations."

"Positive Supervisor feedback"

"It has been influenced by my fellow work mates as they encourage me to always work to my full potential."

"Being town proud. Looking back on accomplishments that better the towns."

"Resources and manger support could be better."

"Gets repetitive and not challenging enough at times"

"Lack of communication, poor planning, and lack of understanding by upper management on the operation of the plant and its strength and weakness"

"As a new employee I have received limited training in IT systems and have had to rely on asking team members for help. Formal induction training would ease the transition to new information systems and build capacity to increase work performance."

"Notice of request compared to deadlines (usually I needed this yesterday, now or tomorrow) Always doing the same thing. Lack of communication. Short staffed with no expected date of advertising or filling the position. Not wanting to be a chess piece in a managers games."

"Lack of communication and support and trained/ experienced people above me making the correct decisions or guiding what is required. Lack of training and support in being able to carry out every day tasks. Expected to know what one is doing . Asked for training and support and nothing was given even after continually asking."



Utilisation

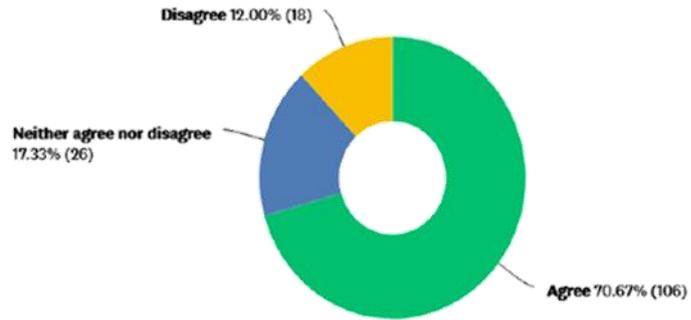
71.67%
Agree

61.93%
Agree

60.26%
Agree

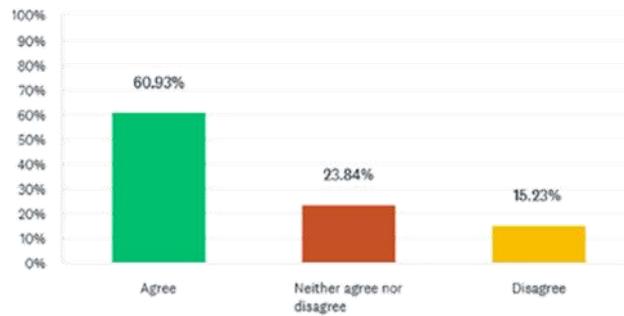
My job makes good use of my abilities and skills

Answered: 150 Skipped: 15



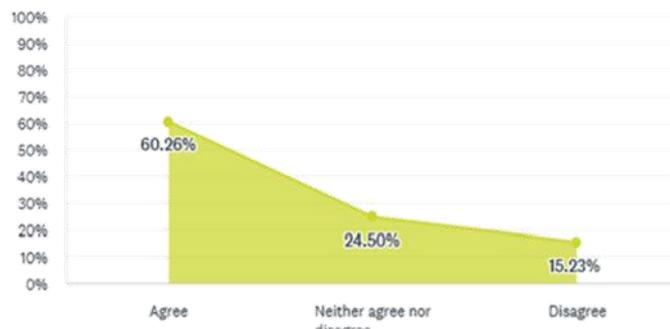
I have the right tools and equipment to do my job

Answered: 151 Skipped: 14



I get opportunities to update my skills

Answered: 151 Skipped: 14

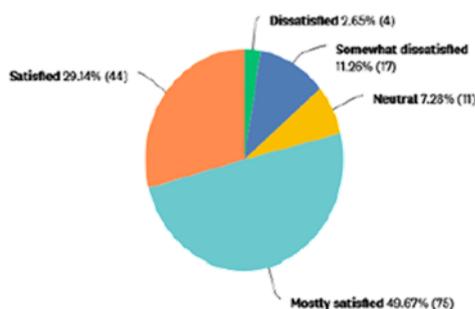


Satisfaction

79.01%
Mostly Satisfied
 +
Satisfied

Overall, how satisfied are you with your position at South Burnett Regional Council?

Answered: 151 Skipped: 14



Comments

"I enjoy my role in Council and working with community members to deliver real outcomes to improve community outcomes. Sometimes have struggled to build relationships with other staff members and understand reporting lines and structure of the organisation."

"No higher duties opportunities no freedom to provide frank and fearless advice. Not knowing what other parts of council are doing that affects your role or recommendations you are making."

"As mentioned previously, I work within a great team environment, which makes me feel satisfied."

"Quite often feel undervalued by staff outside my section."

"Fast paced decision making, lack of informed decision making, lack of resources and continual pressure to do more with less in short time frames."

"I don't believe that all council departments want to communicate or work together as a team, we could do much better and save money if this was different."

"I am encouraged to utilise my skills and knowledge to give support to the team."

"Very satisfied as there is unlimited potential and opportunity to make a positive difference to this council."

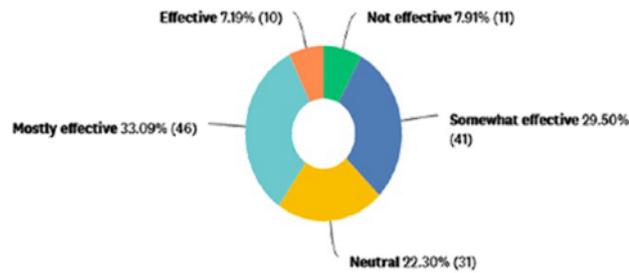


Delivery

40.28%
Mostly Effective
 +
Effective

Do you think Council's current structure provides effective service delivery to the community?

Answered: 139 Skipped: 26



If Council's structure was to change, what do you feel could be improved?

"Ensuring that there is enough resources to be able to efficiently complete tasks."

"Greater alignment of Departments to more suitable commonalities."

"Truly listen to the staff especially if we are upset because we are passionate about doing the job efficiently and cost effectively."

"Not sure if we need managers for each branch, have more senior staff/coordinators and more admin support. Also ensure business units are under the appropriate branch."

"Yes. I feel as an organization we need to listen to the people more and what they would like and not what we as the organization think they want."

"I think Council is doing a great job. The councillors and mayor are all very approachable. Also the CEO, and managers are approachable and friendly."

"It is important for a structure to reflect the customers' needs and expectations now and into the future. Structure changes come at a cost so it is important that changes are for a specific purpose rather than change for change's sake."

"Resource the weak areas not just set service standards without the people to deliver the outcomes"

"Communication between departments, there are instances where the fluency of a job will break down due to disorganisation, underprepared, or gaps in time waiting for something to carry out the job. A majority of this is caused by lack of communication."

"Structure change is always difficult at the beginning but over time becomes relevant mostly- just making sure everyone is playing their part or doing the jobs they are allocated is the important point."



Media Releases: 28

1. 082. External Media Release - 05-10-2021 - Darling Downs Health Kingaroy COVID 19 Pfizer clinic
2. 083. Public Notice - 08-10-2021 - KTP Update - Scheduled works from 11 October-25 October 2021
3. 084. Public Notice 08-10-2021 - Alford Street and Glendon Street - Notice of Progressive Night Road Closure
4. 085. Media Release 08-10-2021-Get Ready Queensland Week 2021
5. 086. Media Release 08-10-2021-SES Week – 9 – 17 October 2021
6. 087. Public Notice - 08-10-2021 - Schedule Works Fisher Street cnr Fitzroy Street 11-15 October 2021
7. 088. Media Release 11-10-2021-Get Ready Week 2021_22 View Council's LDMP
8. 089. Public Notice 13-10-2021 - Progressive Road Closure for Night Works
9. 090. Public Notice 13-10-2021 - Gravel Resheeting Works Update
10. 091. Public Notice 13-10-2021 - Pavement Rehabilitation Wooroolin
11. 092. Public Notice 13-10-2021 - Pavement Rehabilitation Chelmsford
12. 093. Media Release 15-10-2021 - Mayor pulls no punches on parliament visit - housing issue is a priority
13. 094. Public Notice 19-10-2021 - Request for Tender-Footpath Cleaning and Concrete Sealing in Murgon CBD
14. 095. Public Notice 20-10-2021 - Weekend Road Closure - Haly Street Kingaroy
15. 096. Public Notice 20-10-2021 - Powerlink to perform helicopter inspections throughout October and November
16. 097. Public Notice 20-10-2021 - Temporary closure - Wondai Visitor Information Centre
17. 098. Public Notice - 21-10-2021 - KTP Update - Scheduled works from 25 October - 7 November 2021
18. 099. Public Notice 21-10-2021 - SBRC 21_22-04 Request for Tender - Kingaroy Aerodrome Lighting Upgrade
19. 100. Public Notice 21-10-2021 - SBRCQ 21_22-17 Invitation to Offer - Provision for Real Estate Sales Services
20. 101. Public Notice 25-10-2021 - SBRCQ 21_22-31 Invitation to Offer - Internal linings and Floor Coverings 70, 68 Lamb St Murgon
21. 102. Media Release 25-10-2021 - South Burnett community urged to get the COVID vaccine to unite families by Christmas
22. 103. Media Release 25-10-2021 - South Burnett Timber Industry Museum 20th Anniversary Photo Competition
23. 104. Media Release 27-10-2021 South Burnett Health and Community Services Expo
24. 105. Media Release 27-10-2021 - South Burnett Regional Council receives water sustainability honour
25. 106. Public Notice 27 -10-2021 - Pavement Rehabilitation Works Wondai Industrial Estate
26. 107. External Media Release 28-10-2021 - Bush VaxBus Rolling around the Darling Downs
27. 108. Public Notice 29 -10-2021 - Bitumen Resealing Works
28. 109. Public Notice 29 -10-2021 - Notice of Road Closure – Alford and Glendon Streets, Kingaroy

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

Media enquiries: 7

1. 05-10-2021 – Burnett Today – Clarification on KTP closing shops for construction following a comment from a shop owner on Haly Street
Deadline: 05 October 2021 COB
Responded: 07 October 2021 4.50pm
2. 05-10-2021 – South Burnett Online – Mayor statement on homelessness in the region
Deadline: 07 October 2021 COB
Responded: 07 October 2021 4.30pm
3. 06-10-2021 – South Burnett Online – Reschedule and follow up on Interview with Aaron Meehan about KTP asphalt
Deadline: 14 October 2021 COB
Responded: Still to be completed
4. 15-10-2021 – SCA Triple M/Hit FM – Interview with Mayor Otto regarding Minister meetings in Brisbane
Deadline: 15 October 2021, AM
Responded: 15 October 2021, 9.31am
5. 20-10-2021 – South Burnett Times – Fact checking on the approval date of the MCU drive thru restaurant
Deadline: 20 October 2021 COB
Responded: 20 October 2021 4.07pm
6. 21-10-2021 – ABC Wide Bay – Live interview about COVID-19
Deadline: 21 October 2021, 10am
Responded: 21 October 2021, 10am
7. 28-10-2021 – Burnett Today - Goomeri Pumpkin Festival quote
Deadline: 01 November 2021, 10am
Responded: 09 November 2021 3.10pm

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

Social media: South Burnett Regional Council**Facebook**

@southburnettregion: 73 posts

Most engaged post:

25-10-2021 – South Burnett COVID-19 vaccination clinics listed – 4806 reached, 868 engagements, 42 reactions, 46 comments, 15 shares

Followers: 8.5K

Page reach: 15,498 (+25.5% from September 2021)

LinkedIn: 17 posts**Most engaged post:**

08-09-2021 – Council shared recognition of Total Asset Management Strategy (TAMS) project with GenEng Solutions and ATC Consulting in IPWEAQ highly commended in the Innovation & Sustainability in Water category – 27 reactions, 1 comments, 1007 impressions, 18 website clicks, 4 shares, 4.97% engagement rate

Website clicks: 6 (-66% from September 2021)

Page views: 233 (+33% change from September 2021)

Unique visitors: 90 (+21% from September 2021)

Followers: 1807 (+31 followers from September 2021)

Instagram: 61 posts

Most engaged post:

27-10-2021 – Council shared recognition of Total Asset Management Strategy (TAMS) project with GenEng Solutions and ATC Consulting in IPWEAQ highly commended in the Innovation & Sustainability in Water category. – 19 likes, 3 comment, 372 engagements, 0 shares

Followers: 1021 (+8 from September 2021)

Page reach: 1028 (+19.8% from September 2021)

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

Enews

- Council progressed 1 Enews during October

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during October – 14 October and 28 October 2021
- Council progressed one Murgon Moments ad in October for South Burnett Libraries

Graphic design: 7

- Annual Report – working document
- Flyer – South Burnett Health and Community Services Expo x8 versions
- Sign – Boondooma Dam boil water x1 version
- Sign – Council meeting dates
- Social media graphic – COVID-19 vaccination clinic list in South Burnett x6 versions
- Social media graphic – Public notice Instagram tile template
- Public Notice graphics x20
- Certificate – Recognition of service x2
- Social media graphic – KTP updates x3
- Event – Mayor Community Christmas Luncheon tickets x1 version

8.2 LGAQ 125TH STATE CONFERENCE - OUTCOME REPORT

File Number: LGAQ1
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

Update on the attendance at the 125th Annual LGAQ State Conference and the outcomes.

SUMMARY

LGAQ State President noted in the opening remarks in the Conference Programme:

This year we will mark 125 years since the inaugural meeting of Queensland's 21-member Local Authorities Association on 30 October 1896. That body, in time, became the Local Government Association of Queensland. This year's Annual Conference theme – 'Together' – reflects not just why your Association came into being in 1896 but also that this commitment is every bit as relevant today, more than a century later. Our level of government is at its most effective when we work together and speak with one voice.

OFFICER'S RECOMMENDATION

That the report be noted and received for information.

FINANCIAL AND RESOURCE IMPLICATIONS

The LGAQ Annual Conference for 2021 was held in Mackay on 25-27 October 2021. Council pays a conference levy in conjunction with its annual membership. Council is therefore entitled to send two (2) delegates to the conference.

Councillors' professional development allocation were utilised to cover the other registrations. The Chief Executive Officer utilised a training/professional development allocation to attend.

LINK TO CORPORATE/OPERATIONAL PLAN

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

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Attendance has been considered at several Council meetings with the following resolutions being adopted:

28 April 2021 - RESOLUTION 2021/328

Moved: Cr Brett Otto Seconded: Cr Roz Frohloff

1. That the Mayor, Deputy Mayor, Chief Executive Officer, Cr Henschen (subject to availability) and Cr Potter attend the 125th LGAQ Annual Conference 2021.

2. That the following Councillors attend the LGAQ biennial Bush Councils Convention 2021: • Mayor Brett Otto • Cr Gavin Jones • Cr Danita Potter • Cr Kirstie Schumacher • Cr Scott Henschen • Cr Kathy Duff

3. That the Mayor, Deputy Mayor and Cr Schumacher attend the ALGA National General Assembly 2021.

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

The LGAQ Bush Conference was cancelled this year through COVID related issues, and no councillors or staff attended as a result of this cancellation. The event has been rescheduled for 2022.

And;

25 August 2021 – RESOLUTION 2021/93

Moved: Cr Danita Potter Seconded: Cr Roz Frohloff

That Cr Kirstie Schumacher attend the 125th LGAQ Annual Conference 2021.

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

Submission of resolutions was confirmed at the *Ordinary meeting of 30 June 2021.*

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not Applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Conference had a strong representation from the total industry with all 77 Councils represented. South Burnett Regional Council, like many councils, has a strong history of attending both the LGAQ State Conference and the ALGA National Congress to represent our regions interests and needs.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

Several issues raised by our Council were progressed during the Conference with the four resolutions our council submitted being passed by the Conference:

1. That the LGAQ calls on the State Government to increase Department of Transport and Main Roads' (DTMR) RMPC funding to cover the significant number of unfunded defects that exist on the State-controlled network and further that the RMPC is amended to ensure that the current conditional indemnities do not unfairly favour DTMR in circumstances where the State-controlled road network is in such a poor condition.
2. That the LGAQ calls on the State Government for the continuation of the 105% waste levy advance payments for councils within the State Government Waste Levy Zone to cover the costs associated with the disposal of municipal solid waste (MSW) to landfill. These payments should be maintained until viable markets to divert waste from landfill have been established across Queensland and until local councils and the State Government have agreed to a sustainable phased reduction in the payments to avoid impacts on Queensland households.
3. That the LGAQ calls on the State and Federal governments to review the regulatory approvals process in terms of renewable energy projects, progress a coordinated approach to ensure social and economic benefits of such projects are delivered in asset communities, and provide funding to commence transition planning for regions that will be impacted by the closure of coal-fired operations.
4. That the LGAQ calls on the State Government to:
 - Review and implement changes to the Stock Route Management Act 2002 and Regulation to support greater cost recovery to councils through changes to the fee structure;
 - Allow councils to keep 100% of the revenue from permit fees;

- Allow councils to waive permit fees for adjacent landholders to graze the network in times of drought at council's discretion;
- Establish the Queensland Stock Route Advisory Group to support implementation of the Queensland Stock Route Network Strategy;
- Work with local governments to provide a strategic approach to resolving the issue where landholders have historically fenced in the stock route network and/or are accessing the land free of charge without
- a Permit to Occupy; and
- Commit to funding the ongoing maintenance of the stock route network at no expense to local government.

Once passed these topics become part of the LGAQ State Policy Platform and are presented to State and Commonwealth Government with the full support of the LGAQ and all Councils within Qld.

The programme contained many speakers and forums which gave invaluable opportunities for professional development and a greater understanding of issues impacting not only Local Government but also the State going forward. The Conference heard from both the current government and the opposition regarding legislative reforms to the sector and issues of government policy.

Rural and Remote Councils Community and Sustainability Initiatives

Councils from rural and remote Queensland provided insight into how they have overcome or plan to overcome community and sustainability challenges via video format.

The following case studies were shared with delegates:

- Flinders Shire Council – Hughenden Lake & Recreational Area
- Charters Towers Regional Council – Regional Prosperity and Future Proofing Our Communities
- ***South Burnett Regional Council – Disability Champion and Accessibility Improvement Project***
- Blackall-Tambo Regional Council – Responding to Population Decline and Continuing to Maintain Liveability and Economic Development Opportunities
- Etheridge Shire Council – Gilbert River Agricultural Project
- Winton Shire Council – Elderslie Street Improvement Project

Meetings were also held with multiple State agencies and specifically the Department State Development, Infrastructure, Local Government and Planning and Queensland Treasury Corporation.

Attendance was also at the **Regional Roads and Transport Group Assembly** with presentations from industry representatives and the Director General of Transport and Main Roads and the **Resources Councils Forum**.

ATTACHMENTS

Nil

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

File Number: 2021/80
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Changes to Queensland Government defamation case law and the use of social media.

SUMMARY

As of 1 July 2021, the last of the recent reforms to the *Defamation Act 2005* (Qld) came into effect, bringing Queensland's defamation framework into line with the law in New South Wales, Victoria and South Australia.

OFFICER'S RECOMMENDATION

That the Committee 'receives' the report for information.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

| | |
|----------------------------|--|
| Corporate Plan 2021 - 2026 | OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making. |
|----------------------------|--|

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

RESOLVED 2021/80

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Defamation Act 2005 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Human Rights Act 2019 (Qld)

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

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

1. Recognition and equality before the law;
2. Right to life;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Queensland Crown Law, on 5 August 2021, published an article “2021 Changes to Queensland Defamation Law” written by Paul Lack (Principal Lawyer). The content has been cited in this report to maintain the integrity and legitimacy of the content.

On 1 July 2021 the *Defamation (Model Provisions) and Other Legislation Amendment Act 2021* (Qld) came into force, the effect of which was to amend the *Defamation Act 2005* (Qld).

The purpose of this legal update is to highlight the more significant amendments and discuss what that might mean for the future of defamation claims for government agencies.

Key changes include the introduction of a ‘serious harm’ requirement, the issuing of a concerns notice as a pre-requisite to commencing proceedings, the removal of the defence of triviality, and the addition of new defences.

Serious harm requirement

One of the most significant changes to the defamation law is to introduce a new s10A that provides that an individual has no cause of action for defamation unless the individual proves that the publication has caused, or is likely to cause, serious harm to the reputation of the individual. And with respect to an excluded corporation, it must provide that the publication has caused, or is likely to cause, serious harm to the reputation of the corporation, and serious financial loss.

The previous defence of ‘triviality’ has been removed from the legislation.

The net result is that minor or trivial reputational harm alleged to have been caused by a defamatory publication will no longer give rise to a cause of action in defamation.

Requirement to issue a concerns notice

The previous legislation allowed for an aggrieved person to issue a ‘concerns notice’ as a form a pre-proceedings dispute resolution process. The process aims to resolve matters at an early stage without the need to issue proceedings. The legislation affords costs benefits if the concerns notice process has been engaged in before a proceeding is commenced, depending of course on what offers are made and who is ultimately successful at the end of the proceedings.

The amendments now make the concerns notice process compulsory. It is now a pre-requisite to commencing proceedings. Under new *s12B*, a concerns notice must be issued by the aggrieved person prior to commencing proceedings, otherwise the proceedings cannot be commenced.

Additional defences and removal of triviality defence

As mentioned above, the defence of triviality has been removed from the Defamation Act. New defences have been added, including:

- (a) the defence of responsible communication in the public interest; and
- (b) the defence of scientific or academic peer review.

Cooper Grace and Ward Lawyers produced an article on the important changes to Queensland's defamation laws. The article written by Lila Samysheva, Rocco Russo and Katherine Bligh published 5 July 2021, considers defamation and reputation management. The content cited in this report is without interpretation to maintain the integrity and legitimacy of the content.

In recent years, the *Defamation Act 2005* ('the Act') has been critiqued as being unable to deal appropriately with online and digital publications, placing unreasonable limits on freedom of expression and failing to encourage the early resolution of defamation claims.

Accordingly, the Queensland Parliament has implemented a number of important reforms to the Act. The changes, which took effect as of 1 July 2021, seek to modernise the legislation and strike a better balance between freedom of expression and the need for individuals to be able to protect their reputation against serious harm.

The key reforms include:

- a single publication rule;
- changes to the pre-litigation process;
- a serious harm threshold;
- a new public interest defence and scientific or academic peer review defence; and
- a cap on damages for non-economic loss.

Single publication rule

The usual time limit for bringing a claim for defamation in Queensland is one (1) year from the date of the defamatory publication.

Under the general law, each publication of a defamatory matter constitutes a separate cause of action. Publication ordinarily occurs whenever a third party receives the defamatory material in a communicable form.

For internet publications, this means that publication can occur each time that a webpage is downloaded. In practice, this meant that the one-year limitation period effectively recommenced with every new download of the defamatory material, even if it occurred years after the initial publication. Claimants were able to take advantage of this to, in effect, get around the one-year limitation period by relying on later downloads of the same material to establish a claim for defamation.

The single publication rule reform seeks to address this issue. Under the new rules, the start date for the one-year limitation period is the date that the material is *first* published. If the same or substantially similar material is published again at a later date, that will no longer constitute a new publication for the purposes of the limitation period. However, the single publication rule will not apply where the manner of publication in a subsequent publication is materially different from that of the first publication (for example, if the level of prominence or extent of a subsequent publication is much greater than the first publication, the single publication rule may not apply).

The reforms also clarify that the date of first publication for electronic material is the date that it is first uploaded for access online or sent electronically to a recipient, not when it is downloaded or received.

New pre-litigation processes

There is a process set out under the Act that involves a claimant sending a notice setting out that details of the defamatory publication to the alleged publisher. This is called a 'concerns notice'. Following receipt of a concerns notice, the publisher can make an offer to make amends. If the

claimant fails to accept a *reasonable* offer to make amends and proceedings are commenced, this can constitute a defence.

This was previously an optional process. However, to encourage parties to resolve defamation disputes at an early stage, the new rules mean it is now mandatory for a claimant to give the publisher a valid concerns notice before commencing proceedings for defamation (although a court may grant leave to commence proceedings without a concerns notice having been issued in certain circumstances). There are now specific formal requirements that a concerns notice must comply with in order to be a valid notice.

The amendments also include new rules about the timing and content of offers to make amends, which must be complied with if a publisher is to receive the benefit of the potential defence that arises if a reasonable offer to make amends is rejected.

Serious harm threshold

Another major change involves the introduction of a new 'serious harm' threshold. A claimant aggrieved by a defamatory matter will now have to establish that the publication has caused or is likely to cause 'serious' harm to their reputation.

The small group of corporate claimants that are eligible to bring defamation actions (not-for-profit companies and companies with fewer than 10 employees), will also need to establish that the publication has caused, or is likely to cause, serious financial loss.

There is yet to be a case considering the meaning of this new 'serious harm' element under the Act. However, cases considering similar legislation in the United Kingdom have held that, whether a defamatory publication causes 'serious harm' may depend on:

- the actual impact of the defamatory words, which may be assessed by reference to:
 - the number and characteristics of the recipients of the publication;
 - the quality of the publication;
 - whether the claimant had any reputation to begin with.
- the inherent tendency of the defamatory words to cause harm.

New defences

The reforms also include the introduction of two (2) new defences that publishers accused of defamation may avail themselves of, which are:

- a 'public interest' defence; and
- a 'scientific or academic peer review' defence.

The public interest defence addresses earlier difficulties experienced by defendants to defamation proceedings in raising the defence of qualified privilege. The defence offers a protection to journalists and media organisations in circumstances where they are fairly covering matters of public concern. In a similar vein, the scientific or academic peer review defence will apply to independent peer reviewed commentary to ensure academic debates can occur without fear of litigation.

Cap on damages for non-economic loss

The Act prescribes a maximum amount of damages that can be awarded for non-economic loss. However, a court has a discretion to order a greater amount than the maximum where it is satisfied that the circumstances of the publication warrant an award of aggravated damages.

In response to a number of recent cases in which these provisions appeared to be applied in conflicting ways, the reforms amend the Act to:

- confirm that the cap on damages for non-economic loss sets a scale or range, with the maximum amount to be awarded only in the most serious cases; and
- require that awards for aggravated damages are to be made separately to any damages for non-economic loss.

Implications and comments

These reforms are likely to have significant implications for those concerned they may have been the subject of a defamatory publication and publishers alike.

Individuals who believe they have been defamed will need to act quickly as soon as they become aware of a potentially defamatory publication, to ensure they do not fall foul of the one-year limitation period. However, they will need to carefully consider whether the serious harm threshold has been satisfied before commencing any proceedings.

It will also be important for claimants and publishers alike to ensure they comply with the specific requirements of the legislation when preparing a concerns notice or offer to make amends, as this may have significant ramifications for the outcome of a dispute.

Further, Holding Redlich published an article on 15 September 2021, entitled “Will the legislature bring defamation law regarding publication on social media platforms into the 21st century?”. The article written by Susan Goodman and Mina Rassam has been cited in this report without interpretation to maintain the integrity and legitimacy of the content.

Last week, the High Court confirmed that anyone who hosts or facilitates online or social media content may be held liable for defamatory comments made by third parties.

In the long-running proceedings brought by Dylan Voller (ex-Don Dale Youth Detention Center detainee) against a number of large media organisations, including Fairfax Media Pty Ltd, Nationwide News Pty Ltd and the Australian News Channel Pty Ltd, the Court held that by running Facebook pages, the media groups participated in communicating any defamatory material posted by third parties and were therefore responsible for those comments.

That leaves media organisations and anyone who maintains a website and social media pages vulnerable to a claim in defamation for publication of comments by others on those sites or pages.

It seems that now it is for the legislature to consider whether this orthodox approach to publication is appropriate in the digital age, perhaps during stage two of the review of the Model Defamation Provisions.

High Court findings

Mr Voller commenced proceedings in the Supreme Court of New South Wales in 2019 for allegedly defamatory posts made by third-party Facebook users in response to content posted by the media organisations, being links to stories on their digital news websites, with respect to Mr Voller’s incarceration at Don Dale Youth detention centre.

The media organisations appealed from the Court of Appeal’s judgment to the High Court, and by a five-two majority, the High Court dismissed the appeal in *Fairfax Media Publications Pty Ltd v Voller; Nationwide News Pty Limited v Voller; Australian News Channel Pty Ltd v Voller* [2021] HCA 27. In so doing, the High Court held that operators of public social media pages are “publishers” of third-party comments posted on their pages and can be liable in defamation, even if they are unaware of those comments.

The appellants contended that to be publishers, the common law requires that the publication of defamatory material be intentional. Merely playing a passive role in the publication process is not enough to be deemed a publisher. However, the High Court disagreed, referring to the common law rule in *Webb v Bloch*, that any act of participation in the communication of a defamatory matter to a third party is sufficient to make a defendant a publisher. The Court held that a publisher’s liability does not depend on their knowledge of the defamatory material which is being communicated or an intention to communicate it.

In this case, the appellants’ desire to optimise their readership by creating and administering a public Facebook page and posting content on that page facilitated, encouraged and thereby assisted third-party users to comment on each post, rendering them publishers of those comments.

The media groups submitted that the “Comment” function was a standard feature on Facebook which the appellants could not disable (at the time of publication). Therefore they did not know of, and could not have removed, the third party comments.

The Court was unsympathetic to this argument, stating that the “appellants’ attempt to portray themselves as passive and unwitting victims of Facebook’s functionality has an air of unreality”. In making the posts, the appellants are pursuing their own commercial and financial interests and had to “bear the legal consequences”.

The case will now return to the NSW Supreme Court for a trial on the remaining issues, including whether the comments about Mr Voller were in fact defamatory and if any defences apply.

Implications for social media users

Voller involved large media organisations hosting public Facebook pages that invite comments from users. However, the decision serves as a warning to anyone who posts on social media platforms

such Facebook, Twitter, Instagram and LinkedIn, which allow readers to comment, whether or not the material is posted for profit. These individuals should actively monitor the comments section regarding such posts and take them down if they could be construed as defamatory.

Reviewing and deleting any comments may be onerous, not only because administrators will have to self-assess what is considered “defamatory”, but also because of the sheer reach of some of these social media pages. For example, Channel 9 had 1.5 million Facebook followers and Sydney Morning Herald had 230,000 Instagram followers at the time of writing.

Social media platforms have already developed features to restrict or turn off comments entirely. Instagram and Facebook now allow publishers to switch off comments on posts. Twitter allows users to restrict comments. *Voller* may lead administrators to avoid the risk of defamation proceedings entirely by turning off posts, which invariably limits engagement and genuine dialogue between users and effectively harming free speech.

Serious harm threshold

A serious harm element in defamation law was introduced in NSW, Victoria and South Australia from 1 July 2021, and requires a party to show that the defamatory material (which has been published) has caused, or is likely to cause, serious harm to the reputation of a person. The onus is on the plaintiff to establish that the harm from the defamatory statement is, or will be, serious.

While administrators of public social media pages will still be considered publishers under *Voller*, the serious harm threshold may weed out trivial claims from the outset. Administrators are nevertheless advised to take quick action to remove potentially defamatory material from their public forums.

References

<https://cgw.com.au/publication/important-changes-to-queenslands-defamation-laws-come-into-force/>

<https://www.crownlaw.qld.gov.au/resources/publications/2021-changes-to-queensland-defamation-law>

<https://www.holdingredlich.com/will-the-legislature-bring-defamation-law-regarding-publication-on-social-media-platforms-into-the-21st-century>

ATTACHMENTS

Nil

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

File Number: 17 November 2021

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Notice to repeal South Burnett Regional Council ('Council') resolutions (Minute numbers 584 & 4291) adopting the South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference – Strategic029 and South Burnett Regional Council Disposal of Council Real Estate Policy.

SUMMARY

The Corporate Services Branch through the implementation of Council's Policy Governance Framework is undertaking a review of all current policies adopted by Council.

It has been identified by the Policy Owners through this review that the following policies are no longer required/ relevant:

- South Burnett Regional Council South Burnett Advisory Committee Terms of Reference – Strategic029 adopted by Council at its Ordinary Meeting held on 12 June 2019; and
- South Burnett Regional Council Disposal of Council Real Estate Policy adopted by Council at its Ordinary Meeting held on 23 February 2011.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications which arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was undertaken with:

- Executive Service and the Chief Executive Officer in relation to South Burnett Tourism Advisory Committee Terms of Reference – Strategic029; and
- Manager Property in relation to Disposal of Council Real Estate Policy.

At the conclusion of the consultation process, the Policy Owners advised that the policies were not longer required as there were other Council policies which reasonably addressed the direction of Council.

It should be noted that Council's Disposal of Council Real Estate Policy has been incorporated into South Burnett Regional Council's Disposal of Assets Policy – Statutory008.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Regulation 2012 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The Corporate Services Branch through the implementation of Council's Policy Governance Framework is undertaking a review of all current policies adopted by Council.

It has been identified by the Policy Owners through this review that the following policies are no longer required:

- South Burnett Regional Council South Burnett Advisory Committee Terms of Reference – Strategic029 adopted by Council at its Ordinary Meeting held on 12 June 2019; and
- South Burnett Regional Council Disposal of Council Real Estate Policy adopted by Council at its Ordinary Meeting held on 23 February 2011.

ATTACHMENTS

1. **South Burnett Regional Council Disposal of Council Real Estate Policy** [↓](#) 
2. **South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference - Strategic029** [↓](#) 



Disposal of Council Real Estate Policy

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1. LEGISLATIVE AUTHORITY

Queensland Local Government Act 2009, Queensland Local Government (Finance, Plans and Reporting) Regulation 2010

2. BACKGROUND AND/OR PRINCIPLES

Council has a responsibility to manage its real estate assets so that Council requirements are met, whilst considering the opportunity or holding costs associated with land assets. These requirements may change over time and Council's land assets schedule should be continually reviewed to ensure that land is being held for a specific purpose or identified as land that may be suitable for disposal.

The current and future use of property, as well as the economic potential of disposal, should be considered by Council.

3. POLICY STATEMENT

Real estate that is no longer needed by Council and for which Council has no long term plans of utilisation, should be disposed of promptly. Disposal of such property provides one or more of the following benefits to Council:

- (a) it earns immediate income for use in the replacement, renewal or embellishment of existing assets or construction of new assets;
- (b) it reduces operating costs, such as building or property maintenance and insurances;
- (c) it increases the number of rateable properties in the region;
- (d) it provides land for economic development

The disposal method chosen must promote fair and effective competition to the greatest possible extent, and disposals must be conducted in an ethical manner. The process of disposal is as important as the outcome as it reflects Council's level of commitment to fairness and equity.

4. SCOPE

This policy applies to the disposal of all Council owned real estate. It does not cover the sale of land for recovery of unpaid rates as this is not Council owned land.

5. ASSOCIATED POLICY PROCEDURES

Decision to Dispose

Before any real estate is disposed of, it is necessary to obtain Council approval to proceed with the disposal. The proposed disposal must be either part of a general Council policy or resolution to dispose of real estate, or the subject of a special report that covers the reasons for recommending disposal.

Valuation

Any Council real estate offered for disposal by whatever method shall first be assessed by a Registered Real Estate Valuer. The valuation provided shall become the reserve price for the property.

The only exception to this requirement will be where the price for land has been fixed based on development costs and profit margins.

Factors for Consideration

Apart from monetary value, the following factors should be considered:

- (a) the current conditions in the property market;
- (b) time considerations;
- (c) council resources required to manage the disposal;
- (d) costs associated with the different disposal methods, such as auctioneers costs, administration costs, etc;
- (e) benefits of the different disposal methods
- (f) whether Council has an existing tenant occupying the property.

Disposal Methods

The disposal method chosen must comply with both the Act and Regulation, be appropriate to the situation, and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected;

(a) Public Tender

- preparation of tender, including a list of the properties for sale, the conditions of the sale, the assessment criteria for evaluation of offers, a closing date, time and place.
- Public advertisement of the sale in a manner most likely to capture the anticipated market. This may involve advertising locally or nationally and on the internet, in newspapers or trade magazines, etc.
- Provide bidders with sufficient information to formulate a proper bid, including arrangements to inspect the property.

- ensure that bidders are dealt with equally, and that any changes or clarifications to the disposal arrangements are promptly communicated
- close and evaluate tenders with the utmost probity
- accept the highest tender, provided it meets or exceeds the reserve price
- notify the successful and unsuccessful tenderers in writing
- notify any existing tenants, if applicable

Should the reserve price not be attained by tendering, a sale can be affected by either:

- negotiating with the highest tenderer; and
- revising the reserve price; and
- seeking Council endorsement of the decision

(b) Public Auction

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:

- there is high public interest in the properties being offered;
- alternative disposal methods are unlikely to realise higher revenue; and
- the costs associated the auction can be justified in relation to the expected revenue from the sale

The process for conducting the auction should normally be:

- select appropriate auctioneer from Councils preferred supplier list or alternatively obtain competitive quotes on a commission basis from potential auctioneers;
- select an auctioneer based upon;
 - the commission rates; and
 - whether the auctioneer is licensed; and
 - the past performance and/or industry reputation of the auctioneer;
- prior to the auction ensure that the auctioneer is aware of the reserve price.

(c) Sale at a Pre-determined or Negotiated Price

This covers situations where Council is selling land that has been developed for the purpose of resale.

- the land and prices will be publicly advertised;
- offers to purchase will be received at any time in writing and must be accompanied by a non-refundable deposit or alternatively may be listed with registered real estate agents.
- offers lower than the advertised price will be considered by Council and must be approved by resolution of Council;

(d) Sale or Transfer to Other Agencies

There may be occasions when Council may consider selling or transferring real estate to a community or charity organisation that is currently the tenant of that property.

The following factors must be considered in such cases:

- the revenue that could otherwise be realised through a sale or auction
- savings in maintenance, insurances, etc that may be made;
- the costs of donation or disposal compared to the benefits;
- the credibility and reputation of the charity or organisation;

The following processes must be followed:

- the cost of the property transfer must be borne by the recipient;
- all records of the process must be retained for audit purposes;
- Council's contribution must be acknowledged by the recipient

Effecting the Disposal

In effecting the disposal of Council real estate the following procedure will be followed:

- (a) the decision to accept an offer to purchase a Council property must be approved by resolution of Council.
- (b) in general, property transfer and legal costs will be borne by the purchaser unless otherwise specified. On occasions the costs may be shared if the value of the property being transferred is high.

Exceptions to the Authorised Process

Regulation provides for Council to dispose of valuable non-current assets other than by tender or public auction if:

(a) the real estate:

- was previously offered for sale by tender or auction but was not sold; and
- Is sold for more than the highest tender or auction bid that was received; or

(b) the real estate is disposed of:

- to a government body; or
- to a community organisation; or
- will not be rateable land after the disposal; or
- to a person whose restored enjoyment of the land is consistent with Aboriginal tradition

Documentation and Declarations

The Relevant Officer is to ensure:

- (a) the disposal methodology is fully documented and all documentation is filed in Council's electronic documentation management system.
- (b) any conflict of interest issues, perceived or otherwise, in relation to the chosen means of disposal or with the officers involved in the disposal process should be declared and registered
- (c) the Chief Executive Officer or relevant Director will consider the conflict of interest declaration, assess the risk and provide formal notification of their decision on a case by case basis.

Allocation of Funds from the Disposal of Land

Funds received from the disposal of Council owned real estate are not to be used for operational works but placed in reserve for the replacement, renewal or embellishment of existing assets or construction of new assets in accordance with Councils strategic capital works program.

To determine the most appropriate distribution of net proceeds from the disposal of Council real estate, it has been placed into two categories:

(a) Operational Land

Land classified as "*operational*" is essentially land used for such things as civic buildings, car parking, depots, administration buildings, income generation, investment, development and commercial business.

(b) Community Land

Land classified as “community” is essentially used for social, recreational, environmental and historic purposes and is categorised in one of the following land uses within the land classes defined in Council’s Planning Scheme:-

- i. Local or Major Utility;
 - facilities for the conveyance, storage or treatment of water
 - facilities for the conveyance of stormwater,
 - facilities for the conveyance, storage and disposal of sewerage or waste
 - camping and water reserves
 - roads and traffic control devices
- ii. Special Use;
 - premises used for cultural or educational purposes, such as libraries, halls, art galleries or museums etc.
 - premises used for hospital or medical purposes
- iii. Indoor Recreation;
 - premises used for any sporting activity which is primarily conducted indoors, such as indoor sports facility or swimming pool
- iv. Outdoor Recreation
 - premises used for any recreational, entertainment or other leisure pastime, which is conducted primarily outdoors such as public swimming pools and sportsgrounds.
- v. Park;
 - land used for free outdoor public recreation and enjoyment including areas for the protection of environmentally sensitive or culturally significant places.

(a) Dispersal of Net Proceeds

| Type of Real Estate | Allocation of Disposal proceeds |
|---------------------|--|
| Operational Land | 100% of net proceeds to be placed in a General Assets Reserve |
| Community Land | 100% of the net proceeds to be placed in a Community Land & Projects Reserve to provide funds for:- (a) the creation/improvement/embellishment of new assets in the same category as the original community land; or (b) other community land acquisitions; or (c) provision of other community facilities or projects |

6. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

| | |
|--|---|
| Act | means the Queensland Local Government Act 2009 |
| Asset Disposal | means the process whereby Council divests itself of any asset in an organised and authorised manner |
| Best value | means a process whereby Council obtains the best possible return for the goods it sells in financial, social, economic and environmental term. |
| Community Land & Projects Reserve | means a pool of funds held in reserve to create, improve or embellish assets that are essentially used for social, recreational, environmental and historic purposes. |
| General Assets Reserve | means a pool of funds held in reserve to create, improve or embellish general and community assets excluding information and technology assets, plant and fleet, road, bridge and drainage infrastructure and water, waste water and waste infrastructure |
| Real Estate | means any Council-owned freehold or leasehold property, whether vacant and, business premises, industrial premises or residential property. |
| Regulation | means the Queensland Local Government (Finance, Plans and Reporting Regulation 2010 |
| Relevant Officer | means the Chief Executive Officer, Directors, Managers or Co-coordinators reporting to Directors |

7. NEXT REVIEW

This Policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced
- (b) Other circumstances as determined from time to time by the Chief Executive Officer

Notwithstanding the above, this policy is to be reviewed at intervals of no more than two years.



ECM ID: 2629447
 MINUTE NUMBER: 584
 ADOPTED ON: 12 June 2019

South Burnett Tourism Advisory Committee Terms of Reference

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1. INTRODUCTION

Council has instituted the setup of an Advisory Committee (the Committee) to support regional tourism, marketing and visitor servicing activity.

2. OBJECTIVES

- To review and support implementation of annual tourism marketing plan.
- To identify opportunities to maximise tourism, destination marketing and visitor servicing of the South Burnett Regional Council area.
- To establish strategies that develop and enhance the local tourism product.
- To promote emerging themes and visitation trends applicable to the region.
- To effectively communicate tourism, destination marketing and visitor servicing activity to key stakeholders and tourism operators.

3. DUTIES AND RESPONSIBILITIES

The purpose of the Committee is to provide recommendations to Council on tourism, destination marketing and visitor servicing activity.

4. MEMBERSHIP

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be Council's Tourism Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chair. Council can at any time appoint a stand-in or replacement member to the committee. Council will appoint the members based on industry representation.

Council's Senior Economic Development Officer and Tourism Officer are appointed to the Committee as ex-officio members.

The Committee may invite other Council Officers or relevant attendees to attend meetings as necessary.

5. MEETINGS

Notice of Meetings

- The chairperson may determine the dates, times and places for its meetings. The agenda will be prepared and circulated among members and attendees at least two (2) days prior to the meeting.

Quorum

- A quorum shall consist of at least half of the members of the Committee plus one.

Report

- Council shall provide secretarial functions and prepare a written report about the recommendations to Council.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.

6. ETHICAL CONDUCT

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

7. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

8. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

9. RELATED POLICIES/PROCEDURES

Conduct of Council & Committee Meetings Policy

Employee Conflict of Interest Policy

Councillor Code of Conduct Policy

Employee Code of Conduct Policy

Fraud and Corruption Prevention Management Policy

10. NEXT REVIEW

June 2021

11. VERSION CONTROL

| Version | Revision Description | Approval Date |
|----------------|-----------------------------|----------------------|
| 1 | Development and Adoption | 12 June 2019 |
| | | |

Mark Pitt
CHIEF EXECUTIVE OFFICER

12 June 2019

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

File Number: IR2840969

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Magpie Behaviour Management Policy – Statutory061.

SUMMARY

Australian Magpies, as with most native wildlife are protected under the *Nature Conservation Act 1992*. South Burnett Regional Council ('Council') acknowledges that it is an offence to harm or remove a Magpie without a permit issued by Department of Environment and Science. Council is committed to ensuring any activity associated with the management of Magpie behaviour is responsible and complies with legislation.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

Feedback was received by Cr Roz Frohloff and Acting Manager NRM and Parks proposing changes to the policy.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A New Tax System GST Act 1999 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

During breeding season, some Magpies may display defensive behaviours such as swooping to defend their nesting chicks from predators or perceived threats. This may sometimes include humans. Swooping and aggressive behaviour can occur between July and November and is a common occurrence across Australia.

ATTACHMENTS

1. **South Burnett Regional Council Magpie Behaviour Management Policy - Statutory061** [↓](#)




POLICY CATEGORY - NUMBER: Statutory061
POLICY OWNER: Community
ECM ID: 2840969
ADOPTED:

Magpie Behaviour Management Policy

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

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1. POLICY STATEMENT

Australian magpies, as with most native wildlife are protected under the *Nature Conservation Act 1992*. South Burnett Regional Council ('Council') acknowledges that it is an offence to harm or remove a magpie without a permit issued by Department of Environment and Science. Council is committed to ensuring any activity associated with the management of magpie behaviour is responsible and complies with legislation.

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

During breeding season, some magpies may display defensive behaviours such as swooping to defend their nesting chicks from predators or perceived threats. This may sometimes include humans. Swooping and aggressive behaviour can occur between July and November and is a common occurrence across Australia.

3.1. Preventing an injury from a Swooping Magpie

Council representatives are to advise customers of steps a person can take when confronted with a swooping magpie, including:

- Wear a broad-brimmed hat and sunglasses or shelter under an umbrella to protect a person's face from swooping magpies;
- Painting or sticking large 'eyes' on the back of a person's hat can deter magpies—however limited effectiveness for cyclists;
- Attaching zip ties in the form of 'pikes' or tying strips of 'bird tape' to bike helmets;
- If a magpie swoops while a person is cycling, it may stop swooping if the person dismounts their bike and walks to remove themselves from the vicinity of the swooping magpie;
- Avoid 'defence zones' by taking alternative routes during the breeding season;
- If a person must enter a 'defence zone', magpies will likely be less inclined to swoop if they are watched constantly, or if people walk in a close group;
- Reporting 'defence zones' to Council so appropriate signage to warn others of the location of nests and defence zones can be erected, particularly in areas used by vulnerable persons such as children and the elderly.

- Waving sticks or umbrellas in the air or attaching a brightly coloured flag on a long pole to your bicycle can divert magpies from swooping;
- It is not recommended to fight back if a magpie swoops. Throwing sticks and stones or yelling at a magpie are likely to make it more aggressive next time a person enters a defence zone;
- Never approach a young magpie. Fledglings that have just left the nest or have fallen out are likely to be under the watchful eye of a magpie parent. If a person picks them up or gets too close the magpie parent may think a person is a possible predator and become defensive in the future; and
- Parental supervision of children whilst in a known magpie swooping area and preventing them from inadvertently antagonising magpies.

3.2. Swooping Magpie Signage

Council encourages people to report the location of swooping magpies so appropriate signage can be erected at the entry to a defence zone. The signage provides a warning for persons who are entering magpie territory providing examples of how persons may protect themselves

3.3. Removal of Aggressive Magpies

Council will investigate the removal of aggressive magpies that cause injury or harm to people while on Council controlled land.

After collating reports of injury or harm Council will engage a licenced bird relocater to undertake the relocation of identified magpies causing injury or harm during the nesting season. Council will not respond/remove individual birds in the first instance and will compile a master list to ensure there are sufficient magpies requiring relocation to warrant engagement of a bird relocater.

Council may secure the services of a licensed bird relocater however will not be able to state a specific time period for removal. Relocation will be subject to the availability of a licenced bird relocater, budget allocations, and other mitigating factors such as number of reported incidents, weather conditions and the like.

Whilst awaiting the services of a licenced bird relocater, Council will erect signage and provide advice to the community on how to reduce the risk of injury from swooping magpies through a general information campaign in August to October each calendar year.

It is important to note that for if aggressive magpies are nesting or swooping on private property, the landholder may engage a licenced bird relocater at their own expense.

4. DEFINITIONS

Australian Magpie means a medium-sized black and white passerine bird native to Australia and southern New Guinea. Although once considered to be three separate species, it is now considered to be one, with nine recognised subspecies.

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

Defence Zone means a zone where a magpie is swooping persons moving through the zone.

Nesting Season means the period between July and November each calendar year.

5. LEGISLATIVE REFERENCE

Nature Conservation Act 1992 (Qld)

6. RELATED DOCUMENTS

Queensland Government – Guide to Relocating Problem Magpies

Queensland Government – Swooping Magpies Flyer

7. NEXT REVIEW

As prescribed by legalisation or November 2023

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|--------------|---------------|
| 1 | Development of policy | | 2840969 |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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

File Number: IR1641223
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Related Party Disclosure Policy – Statutory057.

SUMMARY

South Burnett Regional Council ('Council') provides this policy to assist Council representatives in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures*.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') provides this policy to assist Council representatives in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures* ('AASB 124').

Council ensures that the existence of certain related party relationships and related party transactions and information about the transactions, necessary for users to understand the potential effects on the financial statements are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements in compliance with the AASB 124, the *Information Privacy Act 2009* and the *Right to Information Act 2009*.

ATTACHMENTS

1. **South Burnett Regional Council Related Party Disclosure Policy - Statutory057**  



POLICY CATEGORY - NUMBER: Statutory057

POLICY OWNER: Corporate Services

ECM ID: 1641223

ADOPTED:

Related Party Disclosure Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') provides this policy to assist Council **representatives** in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the Australian Accounting Standard AASB 124 Related Party Disclosures.

2. SCOPE

This policy **assists Council representatives in:**

- Identifying related party relationships; related party transactions, and ordinary citizen transactions;
- Identifying information about the related party transactions for disclosure;
- Establishing systems to capture and record the related party transactions and information about those transactions;
- Identifying the circumstances in which disclosure are required; and
- Determining the disclosures to be made about those items in the general-purpose financial statements for the purpose of complying with the AASB 124.

3. GENERAL INFORMATION

Council ensures that the existence of certain related party relationships and related party transactions and information about the transactions, necessary for users to understand the potential effects on the financial statements are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements in compliance with the AASB 124, the *Information Privacy Act 2009* and the *Right to Information Act 2009*.

Section 177 of the Local Government Regulation 2012 requires Council to prepare its general-purpose financial statements in compliance with, relevantly, Australian Accounting Standards and, relevantly for the purpose of this policy, the AASB 124.

3.1. Related Parties of Council

The following are related parties of Council:

- Entities controlled by Council, jointly controlled by Council or over which Council has significant influence;

- Key Management Personnel of Council are the Mayor, Councillors, Chief Executive Officer, General Manager Finance, General Manager Infrastructure, General Manager Corporate Services;
- Close family members of Key Management Personnel who may be expected to influence, or be influenced by that person in their dealings with Council; and
- Entities that are controlled or jointly controlled by the Key Management Personnel or their close family members.

3.2. Exclusions

The notification requirements in this section do not apply to:

- Related party transactions that are ordinary citizen transactions not assessed as being material and
- For councillors, expenses incurred, and facilities provided to a councillor during the financial year, under Council's Councillors Expenses Reimbursement Policy, the particulars of which are contained in Council's annual report pursuant to **Section 186** of the *Local Government Regulation*.

4. DEFINITIONS

Arm's length terms means terms between parties that are reasonable in the circumstances of the transaction that would result from:

- Neither party bearing the other any special duty or obligation; and
- The parties being unrelated and uninfluenced by the other; and
- Each party having acted in its own interest.

Close family members or close members of the family means in relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include:

- That person's children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependants of that person or that person's spouse or domestic partner. For the purpose of the AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.

Control means control of an entity is present when there is:

- Power over the entity; and
- Exposure or rights to variable returns from involvement with the entity; and
- The ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 *Consolidated Financial Statements*.

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

Joint Control means the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Joint Venture means an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

Joint Venturer means A party to a joint venture that has joint control of that joint venture.

Key Management Personnel means person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

Ordinary Citizen Transactions means transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out council's

functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are:

- Paying rates and utility charges;
- Using Council's public facilities after paying the corresponding fees.

Related Party means a person or entity that is related to Council pursuant to the definition contained in the AASB 124, paragraph 9. Examples of related parties of Council are:

- Council subsidiaries;
- Key management personnel;
- Close family members of key management personnel; (d) entities that are controlled or jointly controlled by key management personnel or their close family members.

Related Party Transaction means a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:

- Purchases or sales of goods;
- Purchases or sales of property and other assets;
- Rendering or receiving of services;
- Rendering or receiving of goods;
- Leases;
- Transfers under licence agreements;
- Transfers under finance arrangements (example, loans); Note: Financial arrangements are subject to the *Statutory Bodies Financial Arrangements Act 1982*.
- Provision of guarantees (given or received); Note: Guarantees are financial arrangements that are subject to the *Statutory Bodies Financial Arrangements Act 1982*.
- Commitments to do something if a particular event occurs or does not occur in the future;
- Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Significant Influence means The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures

5. LEGISLATIVE REFERENCE

Accounting Standard AASB 124 Related Party Disclosures

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct – Statutory001

7. NEXT REVIEW

As prescribed by legislation or November 2023

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|----------------|---------------|
| 1 | Development of policy | 17 August 2016 | 1641223 |
| 2 | Review of policy | | |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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

File Number: IR444386

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Heritage Collection Policy – Strategic003.

SUMMARY

South Burnett Regional Council ('Council') provides a framework for the operation of Council museum facilities.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

Feedback was received from Manager Property proposing changes to the draft policy.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The policy states:

- The aim of the museums;
- Guidelines and instructions for the evaluation and subsequent handling of objects offered to or purchased for the museums for their collections; and
- Guidelines for the structuring of the documentation system for the cataloguing and classification of objects, documents and photographs as well as the storage systems relating to these sections of the collections.

ATTACHMENTS

1. **South Burnett Regional Council Heritage Collection Policy - Strategic003** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic003

POLICY OWNER: Executive Services

ECM ID: 444386

ADOPTED:

Heritage Collection Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') provides a framework for the operation of Council museum facilities.

2. SCOPE

The policy states:

- The aim of the museums;
- Guidelines and instructions for the evaluation and subsequent handling of objects offered to or purchased for the museums for their collections; and
- Guidelines for the structuring of the documentation system for the cataloguing and classification of objects, documents and photographs as well as the storage systems relating to these sections of the collections.

3. GENERAL INFORMATION

3.1. Council Museums

Council museums are known as the Kingaroy Heritage Museum, Wondai Heritage Museum, Ringsfield House, South Burnett Energy Centre – Nanango (including the Nanango History Room), South Burnett Region Timber Industry Museum and Boondooma Homestead (hereafter referred to as 'Council museum/s'). Council museums are under the management of Council and are run by curators employed or appointed by the council on behalf of Council with strong support of volunteers. (hereafter referred to as "the council").

3.2. The Aim of Council Museums

The aim of Council museums is to collect, preserve and exhibit objects of natural and social history that are of historical local significance to the collection area of the museums - that is the South Burnett Region ('Region') – with a particular emphasis on the main theme of each Council museum.

- **Boondooma Homestead** – Boondooma Station heritage, pastoral agricultural, lifestyle, and social history, (some heritage relating to neighbouring South Burnett Stations);
- **Kingaroy Heritage Museum** – Peanut Industry, Power House as well as archival and social history of Kingaroy and surrounding district;
- **Ringsfield House** – depiction of history of Ringsfield House and social history of Nanango;

- **South Burnett Energy Centre** – Nanango History of energy in the (including the Nanango History Room)—South Burnett (as well as general Australian history) and the related of Energy and the archival history of Nanango and surrounding district with linkage to the 'Power House' display at the Kingaroy Heritage Museum;
- **South Burnett Region Timber Industry Museum** - History of the South Burnett's timber industry; and
- **Wondai Heritage Museum** - Wondai Hospital, industrial, pastoralagricultural, archival and social history of Wondai and surrounding district.

There will be a strong emphasis on temporary displays reflecting local themes. These will be based on the existing collections and short-term loans from the community or outside institutions where appropriate.

3.3. The Collections

~~In the context of this policy, t~~In the context of the collections policy, ~~T~~the term "objects" is taken to refer to all objects, documents and images that fulfil the criteria for acceptance into the collections.

Council museums will collect objects that reflect the aim of ~~the individual Council~~ museum. In the development of the collections and in the construction of the displays, particular emphasis will be placed on the following themes:

- Town & community development;
- ~~Pastoral-Agricultural~~ history of the region; and
- Industrial history of the region.

3.4. Method of Collection

A Council museum ~~will not accept any objects that do not reflect the aim of the museums, that do not have a substantial historical contribution to make to the development of these themes or that do not contribute in some relevant way to the museum's displays, research or interpretive activities~~ shall acquire objects for the permanent collection by donation, bequest, or transfer. A Council museum will not accept conditional donations. (see 5. Criteria for Acceptance).

~~Acquisition Committee~~

~~The Each Council museum Acquisition Committee ('Committee') will consist of the Curator and two (2) to four (4) Committee members and a Council officer responsible for Council's Heritage Collection or by a person appointed by the Council's Chief Executive Officer ('CEO'). All recommendations made by the Committee will be documented and retained by the Council Museum.~~

3.5. Criteria for Acceptance

~~For an object to be accepted into the collections, it should conform to a number of criteria. Objects that do not conform to the criteria as laid down in this collections policy will not be accepted by the museum for its collections.~~

~~The donor must be the legal owner of the objects and must sign the donor form, objects left at the door, arriving by post or delivered by a third person will not be accepted for the collection unless accompanied by a form signed by the donor (legal owner).~~

~~Objects may be of social, artistic, scientific or aesthetic significance. Using the publication "Significance" for full details on how to assess the significance of an object.~~

~~The object should be able to be stored and/or displayed under adequate conditions that ensure its preservation, security and survival. If its size or physical condition prevents adequate care being administered it should not be accepted for the collections.~~

~~The objects should be appropriate to the aim of the museum as outlined above. Wherever possible, objects must be original and collected within the South Burnett area.~~

~~Objects for the collections must be appropriate to the museum's display, research or interpretive activities.~~

The object should be supported by as much information as possible relating to its source, manufacture and use, so that the historical significance can be better evaluated.

This information should, where possible, be complete and capable of verification. However, the museum may collect objects that have incomplete documentation provided that their contribution to projects or displays is considered significant in terms of the criteria set down in the collections policy. The museum will not accept duplicates of objects already in the collections, except where, the new object is in better condition or is a better example of its type, or the object will serve a specific purpose within the museum that is in keeping with best museum practice.

The museums will not accept any objects on long-term loan. All objects accepted for the collections, will be assessed on the following criteria:

- Relates to the aim of the individual Council museum;
- Contributes to the development of relevant themes;
- Contributes substantial historical significance to the Council Museum's displays, research or interpretive activities; and
- Is of an acceptable condition for exhibition and conservation.

3.6. Acquisition and Responsibility

The acceptability of an object for the collections will be determined by the Curator/s and Responsible Committee which includes a Council Heritage Team Leader responsible for Council's Heritage Collection or by a person appointed by the CEO from time to time to carry out this duty, acting according to the selection criteria laid down in this policy.

Acceptance of object must be made according to an accepted accessioning process, which should include the transfer of legal ownership to the Council Heritage Collection.

No objects, which relate to areas outside the designated collection area, will be accepted by a Council museum unless exceptional circumstances prevail. In such a case, each item will be assessed by the curator/s and Responsible Council officer responsible for Council's Heritage Collection. There may must be sufficient inherent interest in an object or a collection which does not conform to this policy for it to be accepted for a museum's collections.

No objects will be accepted for long-term loan.

3.7. Documentation and Record Keeping

When, after conforming to the above criteria an object is accepted into the museum, it is imperative that the correct documentation is put in place for each item (as outlined in the SBRC Council Heritage Collection Management Procedures).

These documents must record the donor, transfer of ownership, significance, history, condition, location, as well as any other information acquired through research or by other means, for each item.

The information is to be recorded on the collections database and the object given a number which will be attached to the object using the approved museum procedure.

All hard copies and original documents must be kept, even if the object is eventually deaccessioned, and the number must never be reassigned. Council museums aim at all times to maintain an effective documentation system. Donor forms, receipts, Council museum registers, and catalogue information will be kept at each Council museum and Council's Records (ECM) system.

3.8. Preservation & Conservation

Care must be taken to conserve and preserve all items that are accepted into the collection, whether going on display or into storage, using 'best museum practice', so as to not damage the significance or integrity of the item.

Council museums do not restore objects, as when objects are restored, the provenance of the object is lost. Council will not do anything to any object that is not reversible (refer to industry Conservation Management Guidelines).

3.9. De-Accessioning

From time-to-time de-accessioning and disposal of items held by a Council museum may be warranted. Objects are not to be de-accessioned solely on individual decisions or current fashion. Any decision to de-accession objects should be endorsed by the Curator/s and Council officer responsible for Council's Heritage Collection and the CEO which is to be recorded further noted in the Council's collection database. Council Heritage Team Leader and noted in the database. The decision to de-accession an object must be based on the following criteria (refer to Heritage Collection Procedure 6.11):

- The object is deemed to fall outside the criteria for acceptance outlined in this policy;
- The object has deteriorated beyond the possibility of conservation or lacks physical or historical integrity as a result of substantial changes to its original form or its form as it was accepted into the museum;
- Duplicates in better condition exist within a Council museum's collections; or
- The object is no longer able to be stored without deterioration within the current limitations of a Council museum.

3.10. Loans

The Committee and Council officer responsible for Council's Heritage Collection is responsible for determining object/s acceptable on loan. Objects on loan will be accepted under the following circumstances:

- Loans may only be made or accepted for fixed periods and for specific purposes;
- No objects will be accepted on indefinite or long-term loan;
- Loans will be accepted for a period of up to 12 months for the purpose of exhibition or research from appropriate institutions, or as determined by the Committee;
- Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation; and
- No object/s from the collection will not be lent to another museum or organisation.

3.11. Exhibition and Education

The Committee is responsible for the execution of exhibitions and education program in each Council Museum. All exhibits or educational program must:

- Provide well-researched, accurate and innovative exhibitions for visitors;
- Offer programs that create opportunities for a high degree of community participation;
- Develop opportunities for interaction with local artists, writers, historians and community groups;
- Where possible collaborate with other museums in the district and with libraries, galleries, heritage programs and community organisations;
- Where relevant promote local heritage places, attractions and businesses;
- Develop strategies to ensure exhibition projects have long term benefits and a life after the exhibition has concluded, e.g. through publications and online exhibitions; and
- Explore opportunities to mark historical events, anniversaries, commemorations, and contemporary festivals and special events.

3.12. Management of the Collection

It is the responsibility of the Committee and Council officer responsible for Council's Heritage Collection to ensure the condition of collection is preserved and maintained by:

- Providing appropriate training and resources to document and manage the collection;
- Regularly reviewing the collection policy and strategic priorities as Council Museums and collections develop; and,
- Regularly monitoring the condition of the collection.

3.13. Access

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment.

4. DEFINITIONS

Objects means all objects, documents and images that fulfil the criteria for acceptance into the collections.

Donor means a person who gives, donates, or presents something.

Heritage Committee means a group of persons who meet to make decisions or plans for a Council Heritage museum.

De-accessioning means the administrative process of removing an item from a collection.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Queensland Museum Act 1970 (Qld)

Aboriginal Cultural Heritage Act 2003 (Qld)

Queensland Heritage Act 1992 (Qld)

Queensland Heritage Regulation 2015 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Heritage Collection Management Procedure

South Burnett Regional Council De-accessioning and Disposal Procedure

South Burnett Regional Council Conservation Management Procedure

7. NEXT REVIEW

As prescribed by legislation or November 2023

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|-------------------|---------------|
| 1 | Development of policy | 30 September 2009 | 444386 |
| 2 | Review of policy | | |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

8.8 FUEL TAX CREDIT METHODOLOGY UPDATE**File Number:** 17112021**Author:** Coordinator Finance**Authoriser:** Chief Executive Officer**PRECIS**

Update on Fuel Tax Credit Review of Methodology

SUMMARYAn update on how the review on the Fuel Tax Credit Methodology is tracking

OFFICER'S RECOMMENDATION

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

REPORT

Finance have been working with an external contractor to do a full review on Council's current Fuel Tax Credit methodology and assisting in performing retrospective claims for the 2018-2021 years. The consultant has now completed a review of the 2020-2021 year and have provided their findings on the potential retrospective claim Council can take up on a future Business Activity Statement with Finance currently verifying these numbers prior to claiming. Finance have also provided the consultant information for the 2018-2019 and 2019-2020 years, with a review now being done on these based on the same methodology used for the 2020-2021 year. Part of the review will be for the consultant to provide Finance with an updated methodology to use going forward as well as training on how to use the new templates.

ATTACHMENTS

Nil

9 PORTFOLIO - REGIONAL DEVELOPMENT

9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 17/11/2021

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Regional Development Portfolio Report

SUMMARY

Cr Schumacher presented her Regional Development Portfolio Report to Council

OFFICER'S RECOMMENDATION

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

Council recently completed a land use assessment for 1 Pound Street, Kingaroy and as part of the analysis tabled at last week's Community Standing Committee meeting, I'd like to share some of the key economic trends and learnings from that report:

- **Growing ageing population:** In the past decade the average age in the South Burnett has increased by 3.1 years. Person's over 60 years and above currently account for 31.2 % of the population in the Local Government Area (LGA), this is projected to increase to 37.1 % by 2041.
- **Health Care and Social Assistance** is the main employment industry in Kingaroy, representing 21.2 % of total employment in 2020. This industry increased by 2.4 % as a proportion of the total employment when compared to 2016. Other major employment industries include retail trade, and manufacturing, however these industries have declined since 2016 as a proportion of total employment.
- **Kingaroy is the major regional centre of the South Burnett, housing 33 % of the region's population.** Since 2014, Kingaroy observed a declining population.

While I acknowledge there may be some change in this data, as it is drawn from the 2016 Australian Bureau of Statistics, the 2021 Census data is not expected to be available until 2022 and I think these reflections are important to keep in mind as we map the future of the South Burnett.

Clearly, the key drivers for growth, are population and demographic profile, and these interrelated factors change over time. Cr Potter and I learned more about the Queensland rental market challenges regions like ours are currently facing at the recent Housing and Homelessness Forum in Bundaberg:

- Rental prices are increasing faster than income growth
- 40 % of private market renters are paying over 30 % of their household income on rent.
- Low vacancy rates – less than 1 % in most Local Government Areas (LGA)
- National Rental Affordability Scheme cease in 2024
- Growing population and interstate migration

In summary, housing supply is not keeping up with population growth. There is overwhelming evidence in Australia that suggests this housing affordability crisis is only going to get worse. The number of households unable to access accommodation at market set levels or those requiring some form of housing assistance is on the rise. Without immediate intervention, this crisis will span years and impact heavily on industry advancement and community wellbeing. The forum and these

findings serve as an important reminder, of the relevance and priority of the work we are, and can do, in relation to our planning scheme amendments, streamline of planning process with the economic support instrument and the development incentives scheme.

Furthermore, there are other significant conversations happening across the state and federal levels of government with regards to manufacturing, net zero emissions targets, Inland rail, and water security (to name a few). These longstanding priorities require dedicated attention and as we learned at the LGAQ Conference and in conversations with other Councils, we must all do our part, and do so quickly.

I believe to progress these conversations in the South Burnett we need boots on the ground in regional development, and that our approach and investment must be targeted, and outcomes focussed. I have been investigating other models for how Council's support and deliver targeted regional development outcomes and work with elected representatives to overcome the most strategic challenges their regions face, while positioning the organisation to maximise funding and the region to deliver on growth opportunities. While I recognise the benefits of this kind of investment in resources, takes time to deliver a return, I have discovered the Gladstone Regional Council model has been successful in starting a conversation, building relationships and momentum that has been a catalyst for economic transformation in their region. Gladstone Regional Council have promoted regional development through initiatives that support knowledge-intensive modern manufacturing, sustainable energy production, transport and logistics and related new industrial activity. They have collaborated with relevant stakeholders to prepare the Gladstone Region Hydrogen Industry Development Strategy to guide the establishment and growth of their region's hydrogen ecosystem – an ecosystem that has not existed before. They have also promoted Gladstone as a Manufacturing Hub, to help existing and prospective local manufacturers develop their skill and expertise in modern manufacturing. In my view, these are game changing initiatives and GRC has demonstrated what is possible when each player actively contributes their specific knowledge and expertise, in a way that creates real value in thinking differently, testing new ideas and then building on the solutions that make these things happen. We have some incredible thought leaders in our region and working in our Council, who have done just this, and through the Regional Development Advisory Committee and by bringing key stakeholders to the table, I do believe we too, can achieve these things – however that will require resources, beyond my capabilities. And those resources will require this Council's support and investment.

If we as a Council are to deliver on the Regional Development Strategy, to progress the action plan and to maximise the growth opportunities before this region right now – we need boots on the ground. With this in mind, I would like to propose a Council delegation, including Councillors and Executive Leaders, take Mayor Matt Burnett up on his kind offer to show us firsthand how the Strategy and Economic Transformation team works with the Gladstone Regional Development Advisory Group and their Council to deliver meaningful regional development outcomes in their region.

As we have discussed many times before in this chamber, our region is on the cusp of significant change. We must lean in and work together if we are really to drive the South Burnett forward and in my capacity as Regional Development Portfolio holder I need dedicated strategic resources to deliver for my region and my community.

BACKGROUND

Nil

ATTACHMENTS

Nil

9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 17-11-2021

Author: Administration Officer

Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

Events / happenings:

- 1 Oct A meeting was held with Roy Emerson Museum to progress Blackbutt Information centre.
Kingaroy Visitor Information Centre welcomed two new volunteers this month - Denise Bainbridge and Robyn Bloomfield.
- 12 Oct The South Burnett Energy Centre welcomed a bus tour from Bribie Island. The visitors were impressed with the engines which were started for their benefit.
- 14 Oct Children from St Josephs Primary School visited the Murgon Visitor Information Centre to check out the local maps and fossilised crocodile tooth.



- 21 Oct The South Burnett Volleys travelled in air-conditioned comfort with Pursers Coaches for their second famil this year. The first stop was Redrock Retreat at Booie, then on to Mulanah Gardens B&B Cottages/Function Centre which is located towards Kumbia. Travelling out through Inverlaw and Ironpot to reach *Passchendaele* Farm Holidays, then back towards Kingaroy finishing up at Chrissy Trees 4 U. A great time was had by all volunteers, many learning so much more about our region.



52 Children from St John's Lutheran School visited the Kingaroy Heritage Museum. The children enjoyed the very popular peanut hunt and received an educational talk from volunteers on the olden days.

- 22 Oct The Kingaroy Museum had a visit from Elspeth Hocking (Museum Development Officer), and two colleagues from the Cobb & Co Museum in Toowoomba. They were all very impressed with the setup of the Museum and all the items in the collection.
- 24 Oct Kingaroy Heritage Museum welcomed new volunteer Vern Nord

Monthly Statistics:

| Visitor Information Centres – Monthly Statistics 2021-22 | | | | | | |
|---|---|---|---|---|------------|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| Sales | K - \$8180 M - \$568 N - \$1114 W - \$3500 | K - \$3417 M - \$583 N - \$2364 W - \$1333 | K - \$5409 M - \$630 N - \$1450 W - \$3708 | K - \$6597 M - \$344 N - \$1253 W - \$3779 | | |
| 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 | | |
| Coach Tours | K - 0 M - 0 N - 0 W - 0 | K - 0 M - 0 N - 1 W - 0 | K - 1 M - 0 N - 0 W - 0 | K - 1 M - 0 N - 0 W - 0 | | |
| Volunteer Numbers | K - 26 M - 13 N - 17 W - 10 | K - 20 M - 13 N - 17 W - 9 | K - 21 M - 13 N - 18 W - 11 | K - 21 M - 12 N - 15 W - 10 | | |
| Volunteer Hours | K - 786 M - 232 N - 475 W - 208 | K - 757 M - 232 N - 475 W - 208 | K - 588 M - 187 N - 265 W - 189 | K - 721 M - 137 N - 391 W - 186 | | |
| Days Open | K - 27 M - 27 N - 31 W - 27 | K - 24 M - 27 N - 30 W - 26 | K - 20 M - 25 N - 28 W - 26 | K - 25 M - 24 N - 31 W - 25 | | |

Media Releases:

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

Social Media Posts:

| Social Media 2021-22 | | | | | | |
|-----------------------------|---|--|--|---|------------|------------|
| 2021 | Jul | Aug | Sep | Oct | Nov | Dec |
| SB VIC Network | Posts 10 Likes 762 Followers 959 | Posts 13 Likes 760 Followers 968 | Posts 5 Likes 787 Followers 1001 | Posts 10 Likes 795 Followers 1017 | | |
| 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 | | |

| | | | | | | |
|--|---|--|---|---|--|--|
| 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 | | |
| Drive Inland | Posts 0 Likes 860 Followers 940 | Posts 1 Likes 872 Followers 958 | Posts 2 Likes 894 Followers 984 | Posts 0 Likes 911 Followers 1002 | | |
| 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 | | |
| 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 | | |
| 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 | | |
| 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 | | |

South Burnett Touring Guide Report

South Burnett Today will be producing the South Burnett Tourism Guide. This will complement the recently launched Visit the South Burnett Visitor Guide. There is a continued focus on Indigenous culture within the region and to ensure all towns are well represented.

SBRC have provided town maps for Murgon, Wondai, Kingaroy, Nanango and Blackbutt for the publication. The date of publication is 26 November which will then make the book relevant for the entire year.

Printing 30,000 copies with 80 pages on a gloss A5 booklet and distributing them through Link logic in Brisbane.

The South Burnett Touring guide which is traditionally printed around March and has been previously printed through the South Burnett Times and is now being delivered through South Burnett Today. Council was approached in January 2021 in regards to involvement with the guide again this year. In January 2021, Council had 17500 of the last guide still in storage at Link Logic for distribution. Approximately 7500 copies were distributed in 2020. The printing of the guide was to be completed by the end of the last financial year but due to issues outside of Council's control it has been moved into the current financial year.

A5 full page Advertisements for council facilities include:

- 1) Kingaroy VIC
- 2) Wondai Timber Museum and VIC
- 3) South Burnett Energy Centre & VIC
- 4) Murgon VIC
- 5) Kingaroy Heritage Museum
- 6) Wondai Heritage Museum

- 7) Boondooma Dam
- 8) Bjelke-Petersen Dam
- 9) Regional Map
- 10) Roy Emerson Museum
- 11) Proston Library and Tourist Information Centre

The following council facilities will contribute for their own advertisements:

- 1) Kingaroy Art Gallery – A5 Page
- 2) Wondai Art Gallery
- 3) Boondooma Homestead – ½ Page
- 4) Roy Emerson Museum – ¼ Page

Visit South Burnett October News:

Now that we have the brochure in place and the website scheduled for completion early December our focus is now shifting toward building weight into the individual portfolio's

Wineries and Hotels: Commence work on a guided or self-drive regional Pub trail. Feature the very interesting history and quirky stories of each of our regions Pubs told and deliver through an App on your mobile phone (Attendance at the ***NBN Tourism connectivity Roundtable*** identified possible NBN funding available to assist)

Accom and food: continue work on accommodation audit with focus on disabled accommodation report.

Agri Tourism: Continue work on identifying all market/ Visitor ready producers.

Attractions: Further work on identifying opportunities to leverage of existing rail trail visitation and related business opportunities.

Events: A meeting is in planning to conduct an event bootcamp, our region can benefit from a greater understanding of the grants that are available for events and VSB will assist with forming linkages between event co-ordinators, attraction operators and accommodation providers to begin putting packages together to piggyback off the regions already successful events to increase visitor yield and length of stay.

Meetings/catch ups & phone calls

- Voicing Business and Community - South Burnett
- NBN Tourism Connectivity Roundtable
- Drop in at Dusty Hill discuss member benefits
- SQCT - Monthly Round up
- SQCT & TEQ Catch up Toowoomba
- Carrollee Hotel - (Membership)
- Wondai & Murgon Visitor Information Centre
- Wondai Colonial Motel, Kingaroy Caravan Park, Peppertree cabins, Kingaroy Country Motel - Visitors Guides.
- Sassy Momma's to discuss support for renovations at Nobby's Corner

- Events Round table in Toowoomba with SQCT
- Lunch with Minister for Tourism, Stirling Hinchliffe. Very productive

Upcoming meetings:

- VSB AGM
- Speedway to discuss summer campaign

New Members:

Kingaroy Office Central

Redrock Retreat

Galbraith Farmhouse

Carrollee Hotel

Kingaroy Art Gallery

Kate McCormack - Freelance Writer

90 Day action plan progress:

Website - 70%

New membership drive - 65%

Newsletter - 100% - October

South Burnett Meet and greet (October)- complete

Visitors Guide – Completed and launched at Nanango Meet and greet

Mel's Tasks completed:

- Design and proofed guide - Work with writer - Finish proofing ads - talk and discuss with members - Get product print ready and to the printers, organise delivery.
- Delivering Guides
- Continue Membership drive
- Meet and Greet for VSB at Nanango Energy Centre - Finalise details, send out invites, work to numbers. Talk to Stacey & Sam. Special Guest.
- Newsletter (October)- finalised and sent out.
- Promote VSB Facebook & Instagram
SQCT information update as requested - Summer Campaign, Christmas in the Burnett. - Photos, text etc
- VSB management Committee meeting - progress report
- Commence work on formulating the next 90 action plan

- Focus back on the Website for completion December 7th. ‘Fingers crossed’
- Start updating email lists for different categories

Social Media:

Facebook: 2,415 Likes - 2665 Followers

Instagram: 425 followers

ATTACHMENTS

1. **Southern Queensland Country Tourism Report - September** [↓](#) 
2. **Tourism Sentiment Report - October 2021** [↓](#) 
3. **South Burnett Touring Guide Ads - Dams** [↓](#) 
4. **South Burnett Touring Guide Ads - Discover** [↓](#) 
5. **Proston Library and Tourist Information Centre Ad** [↓](#) 



Key Points from September 2021



South Burnett's occupancy level for September was 58%, which is a small increase of 1.7% since last month.



Length of Stay in September 2021 was 4 days and has had an increase of 33% when compared to 2019.

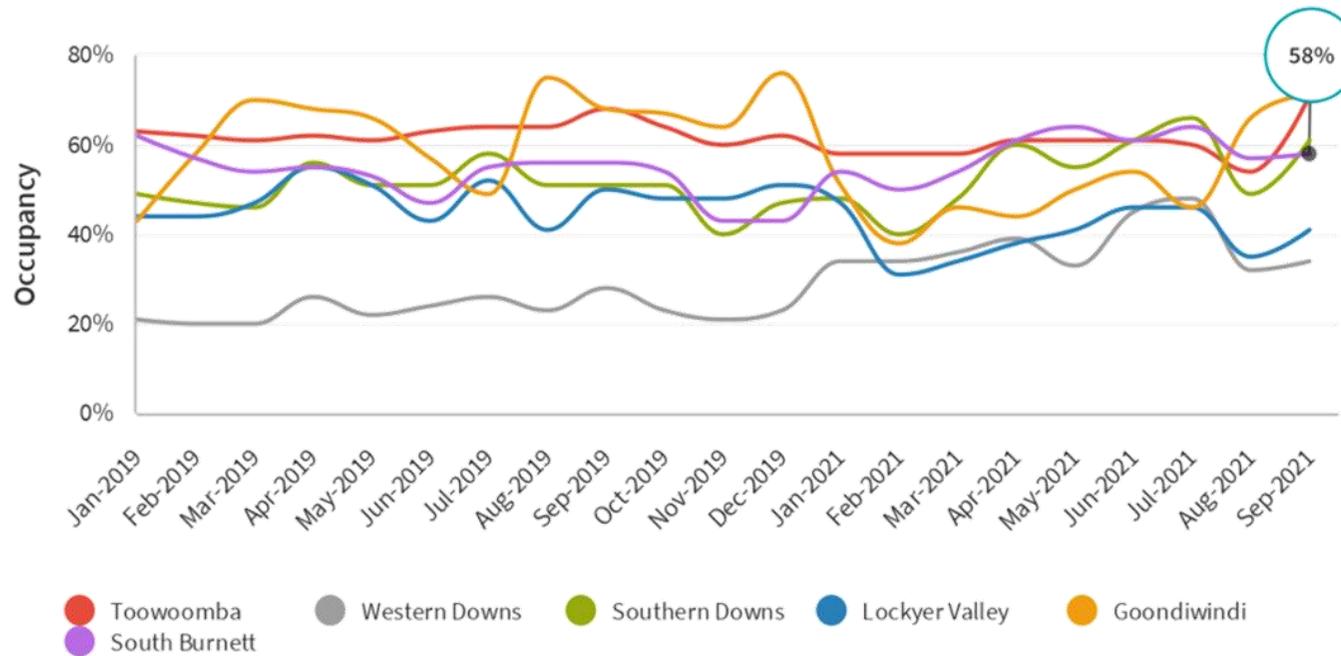


September 2021 has had an ADR of \$134 which is a 34% increase when compared to 2019. An increase in ADR means that people are willing to pay for more accommodation which is a great result.

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Average Occupancy Rate

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



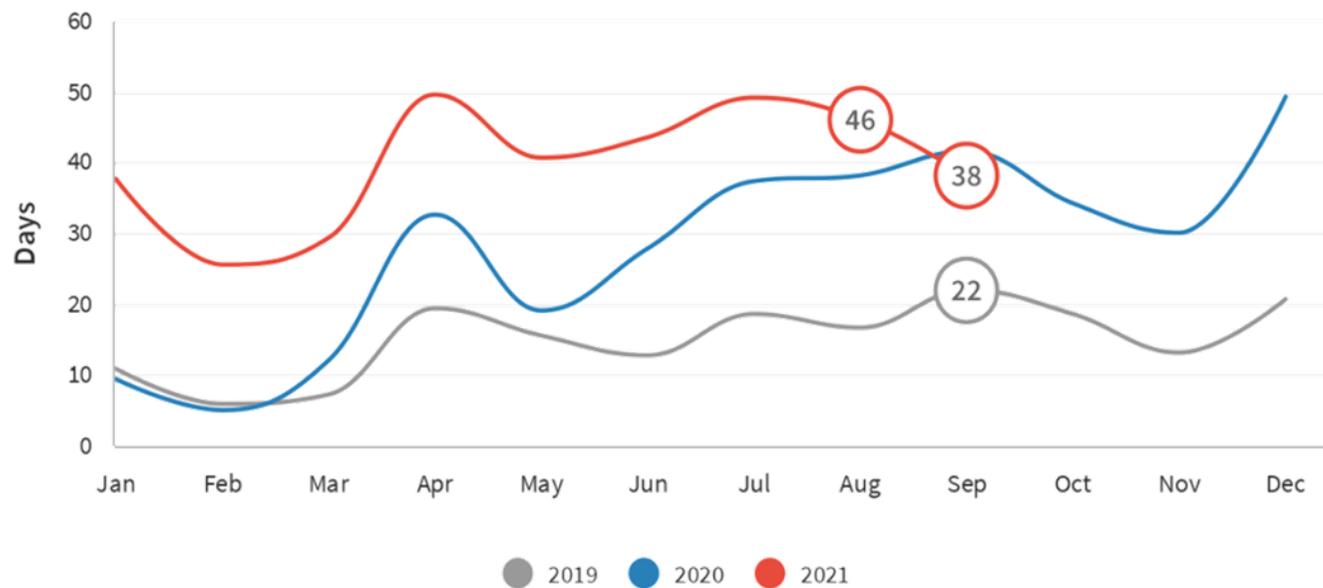
INSIGHT

South Burnett's occupancy level for September was 58%, which is a small increase of 1.7% since last month.

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Reservation Window (Days)

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



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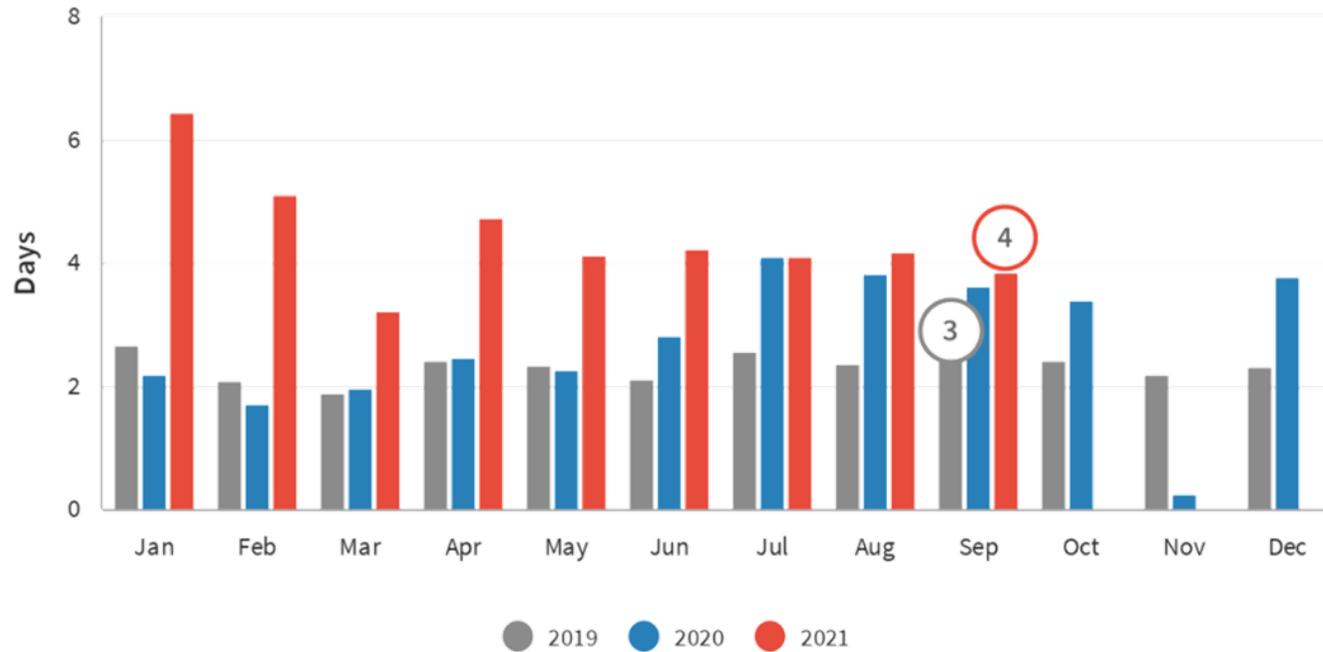


INSIGHT

The average Reservation Window has been looking very positive since the beginning of 2021 in comparison to previous years. This growth has continued into September with a reservation window of 38 days, which is an increase of 72% when comparing to 2019.

Length of Stay

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



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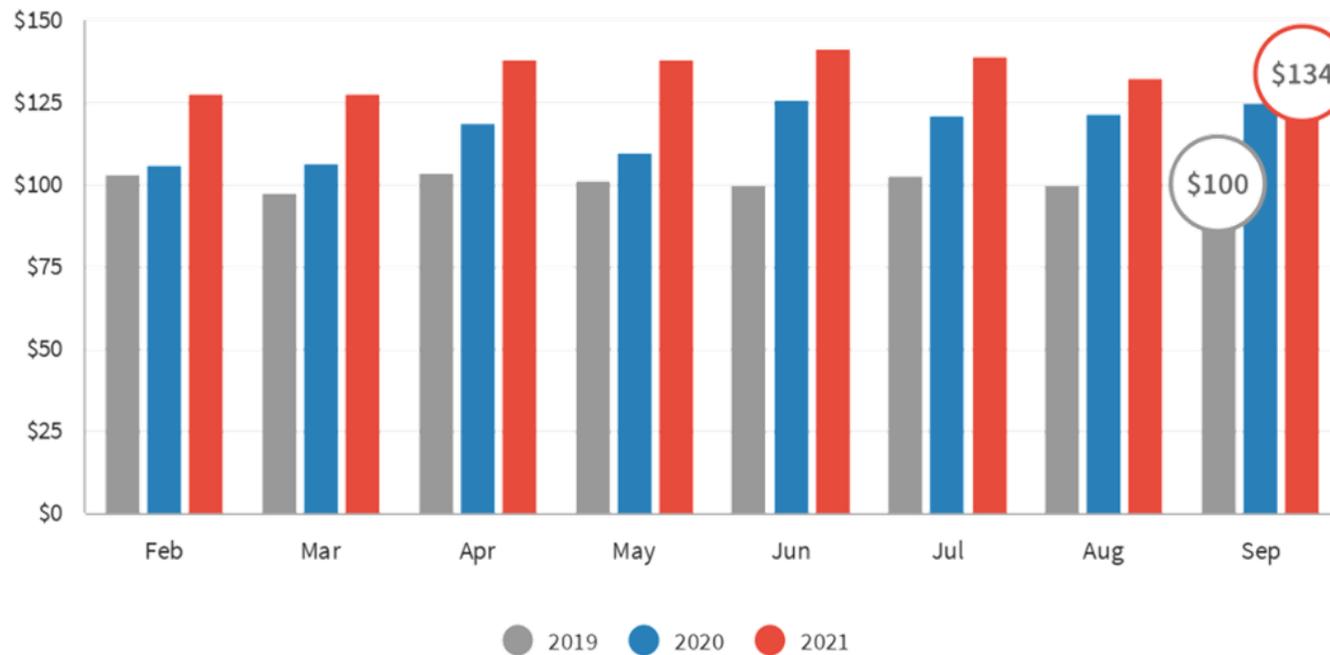


INSIGHT

Length of Stay in September 2021 was 4 days and has had an increase of 33% when compared to 2019. Average length of stay is in a great spot this year, seeing its highest numbers when compared to 2019 and 2020.

Average Daily Rate

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



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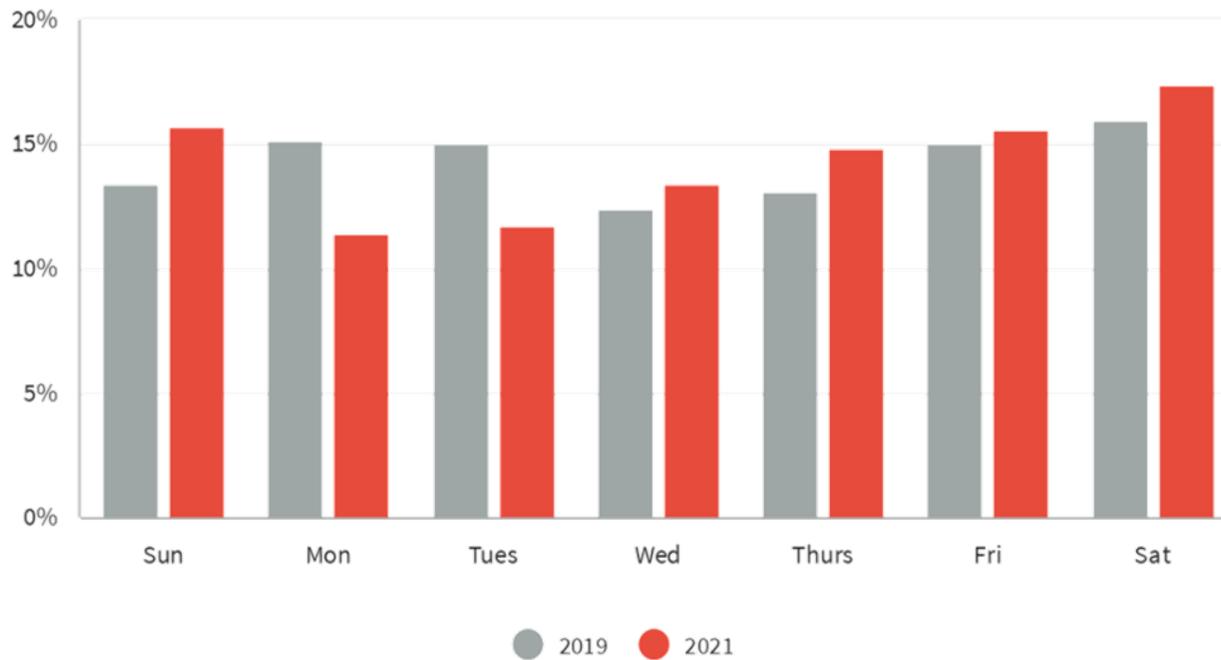
34%

INSIGHT

As a result of lock downs the ADR of both 2020 and 2021 has increased, as more people are looking to travel too regional areas. September 2021 has had an ADR of \$134 which is a 34% increase when compared to 2019. An increase in ADR means that people are willing to pay for more accommodation which is a great result.

Day of the Week

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



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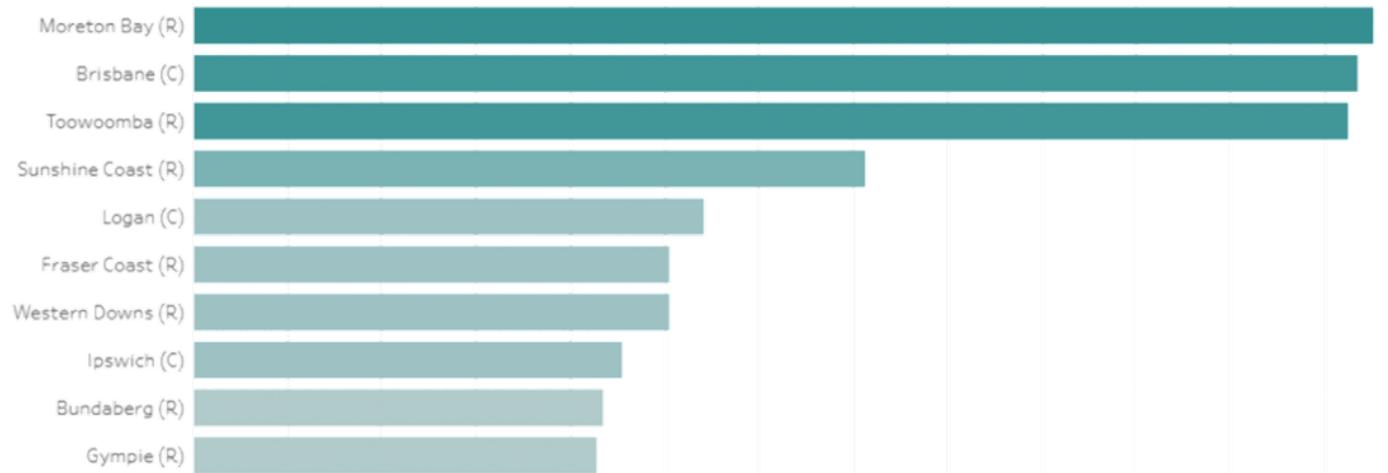


INSIGHT

The highest day of visitation in September 2021 was Saturday at 17.4%.

Source Market

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



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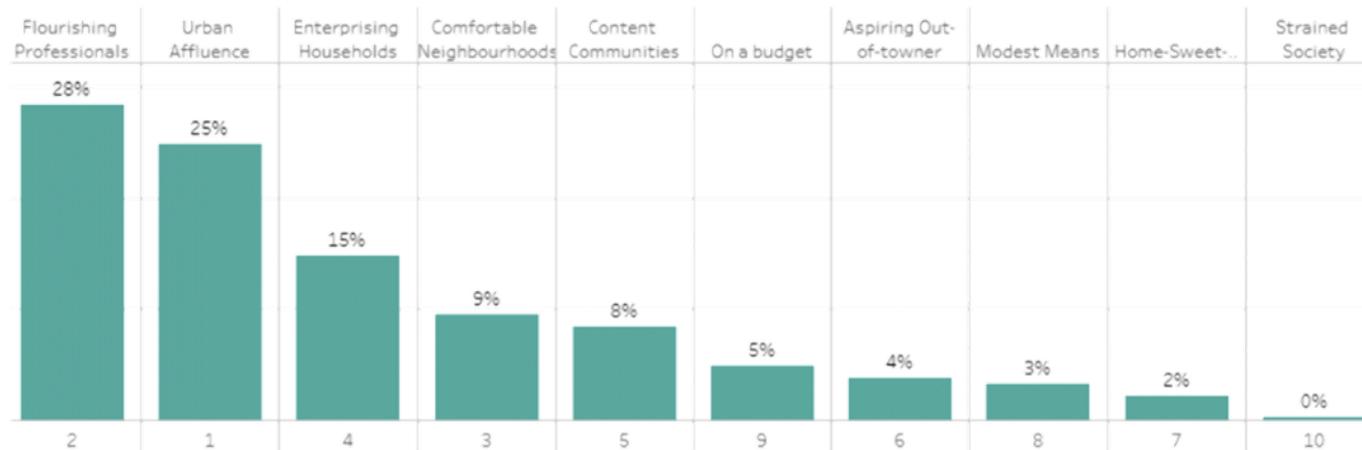


INSIGHT

The LGA's with the most amount of devices seen within the South Burnett region in September 2021 were Moreton Bay with 12.51% of the total devices seen, Brisbane with 12.35% and Toowoomba with 12.25%.

Top Visitor Segments - Brisbane

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



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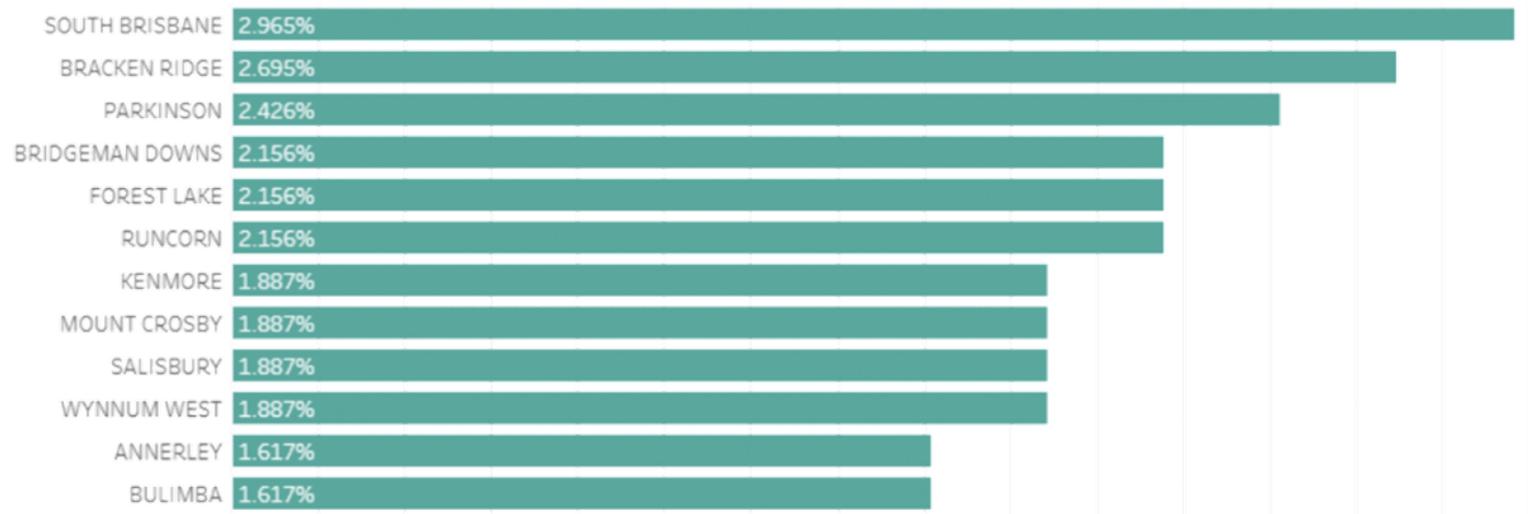
INSIGHT

The top visitors of South Burnett from Brisbane in the month of September were the first and second wealthiest segment, contributing to 53% of visitation.

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

Top Visitor Suburbs Brisbane

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



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ESSENTIAL DATA IN REALTIME



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

GATHERS DATA FROM

500k+

online, peer-to-peer communication platforms

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

CURRENTLY TRACKS

19,500+

global destinations

AGGREGATES DATA FROM

1m+

peer-to-peer, online conversations

RELIES ON

unprompted and unbiased

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



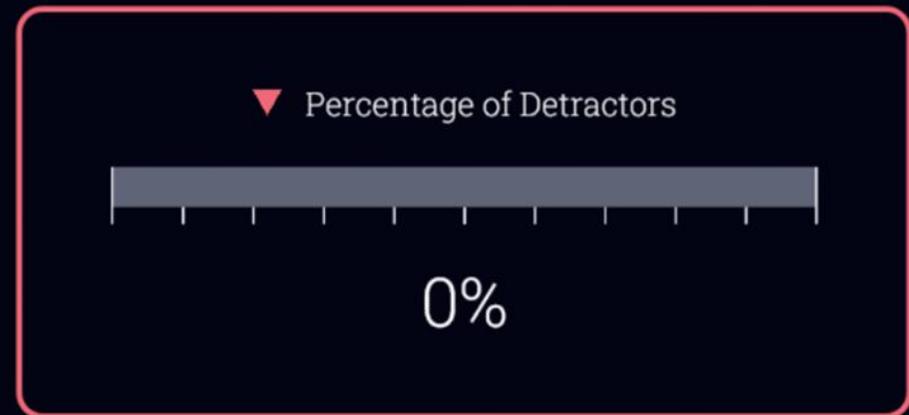
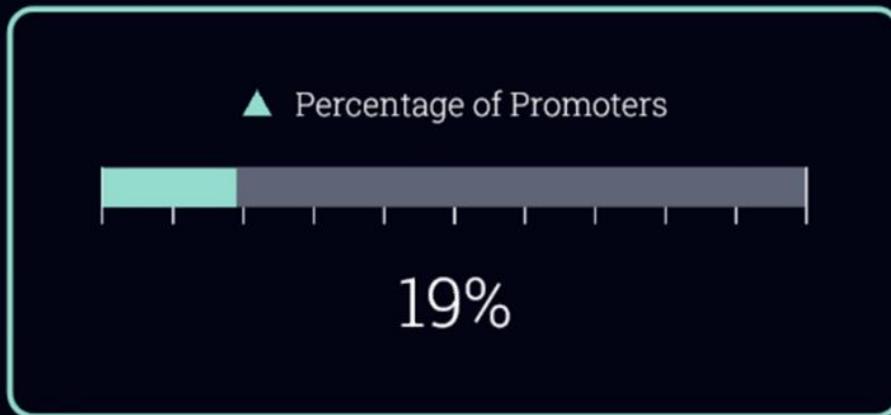




TOURISM SENTIMENT SCORE®:

19

SOUTH BURNETT'S SCORE IS COMPOSED OF



SOUTH BURNETT, QUEENSLAND | NOVEMBER 2021







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

SOUTH BURNETT, QUEENSLAND | NOVEMBER 2021



MOST TALKED ABOUT



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



Tourism Sentiment Score: 89

Winery +
Vineyards

31% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: 1

Hiking + Rock
Climbing

20% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: 23

Wildlife Viewing

17% OF TOTAL TOURISM
CONVERSATION



MOST APPEALING

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



Tourism Sentiment Score: 89

Winery +
Vineyards

73% OF TOTAL POSITIVE
CONVERSATION



Tourism Sentiment Score: 23

Wildlife Viewing

13% OF TOTAL POSITIVE
CONVERSATION



Tourism Sentiment Score: 81

Restaurant /
Dining / Takeaway

6% OF TOTAL POSITIVE
CONVERSATION





TRENDING UP FROM INVALID DATE

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



Tourism Sentiment Score: 7

Accommodation

**+100% INCREASE OVER
INVALID DATE**



Tourism Sentiment Score: 15

Ground
Transportation

**+100% INCREASE OVER
INVALID DATE**



Tourism Sentiment Score: 98

Festival + Events +
Concerts

**+100% INCREASE OVER
INVALID DATE**



TOPICS TALKED ABOUT LESS

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



Tourism Sentiment Score: 23

Wildlife Viewing

**-52% DECREASE OVER
INVALID DATE**



Tourism Sentiment Score: 89

Winery +
Vineyards

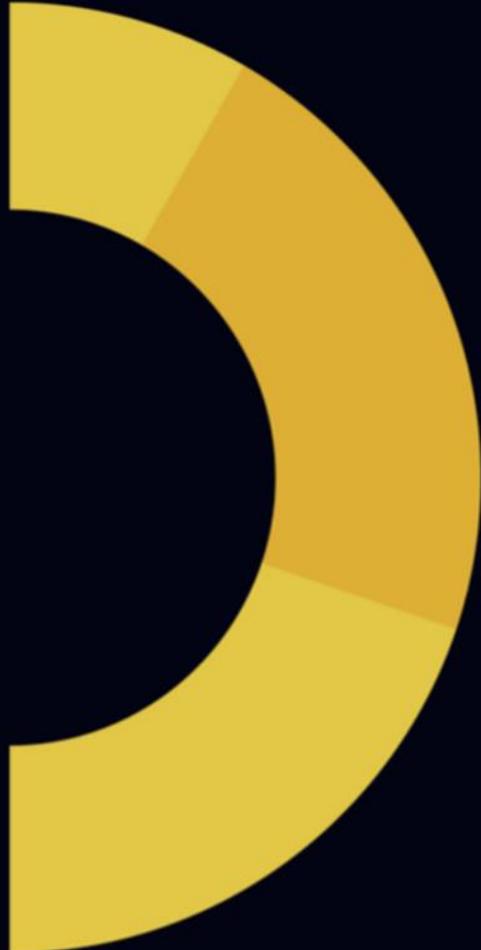
**-8% DECREASE OVER
INVALID DATE**



Tourism Sentiment Score: 47

Natural Disaster

**0% DECREASE OVER INVALID
DATE**



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

SOUTH BURNETT, QUEENSLAND | NOVEMBER 2021



KEY TOPICS YOU CHOSE TO TRACK:

SOUTH BURNETT ASSETS

| | November 2021 | Invalid date | Performance |
|--|--------------------------------|-------------------------------|-------------|
|  BIKING + CYCLING | Tourism Sentiment Score: - | Tourism Sentiment Score: - | - |
|  FESTIVAL + EVENTS + CONCERTS | Tourism Sentiment Score: 98 | Tourism Sentiment Score: - | - |
|  RESTAURANT / DINING / TAKEAWAY | Tourism Sentiment Score: 81 | Tourism Sentiment Score: - | - |

SOUTH BURNETT, QUEENSLAND | NOVEMBER 2021



INSIGHTS BASED ON DATA FROM THE
TOURISM SENTIMENT INDEX

NOVEMBER 2021

Brought to you with data from





Bjelke-Petersen Dam

CAMPING · BOATING · FISHING · WATERSPORTS



To book visit www.yallakoolpark.com.au or
call 07 4168 4746

 [yallakoolonbpdam](https://www.facebook.com/yallakoolonbpdam)





Boondooma Dam

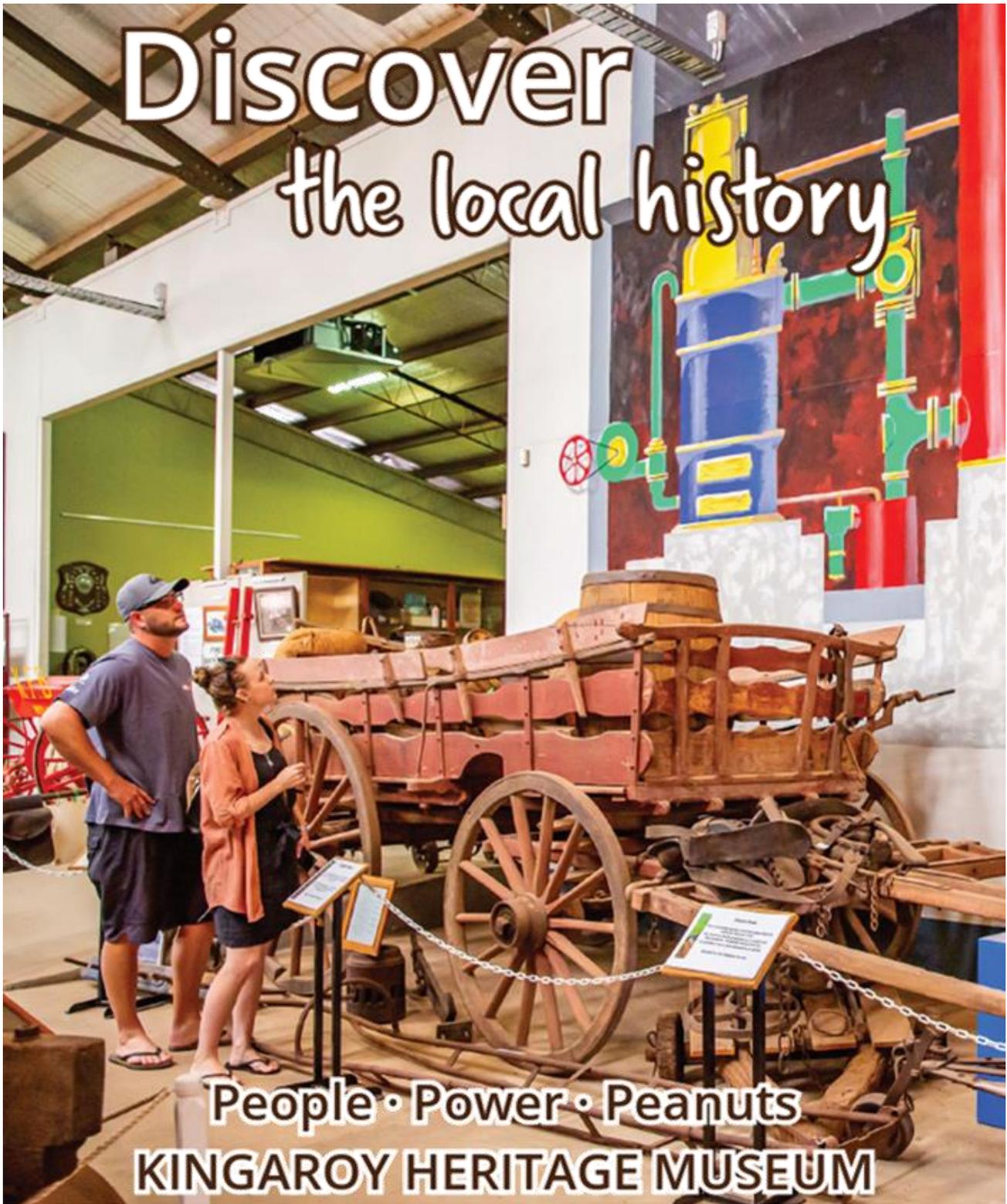
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To book visit www.lakeboondooma.com.au or
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South Burnett
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Discover South Burnett
07 4189 9555

Discover the Kingaroy Visitor Information Centre



Let us help you discover more
about the South Burnett

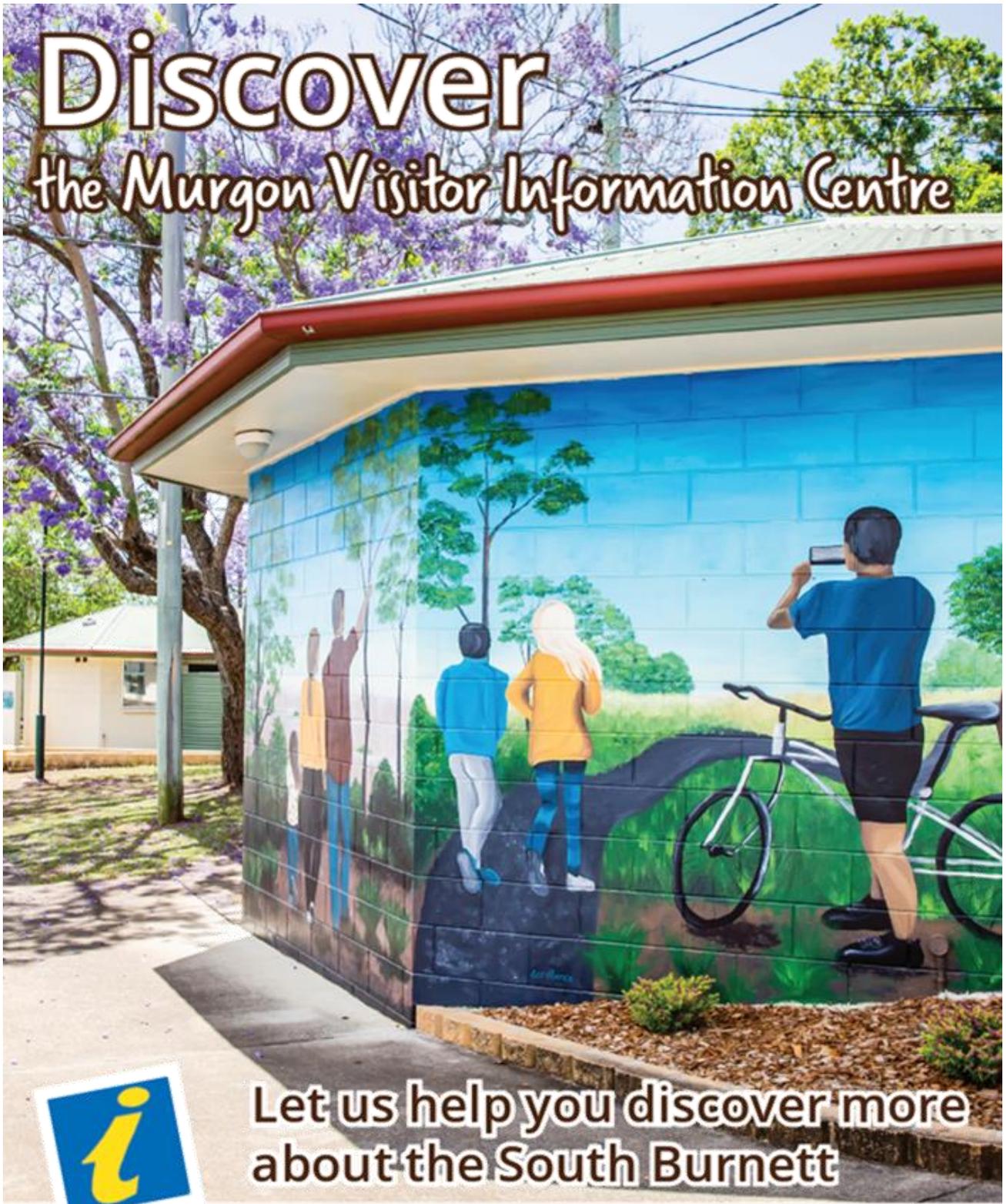
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Discover the local heritage



Treasures • Trinkets • Time capsules
WONDAI HERITAGE MUSEUM

South Burnett

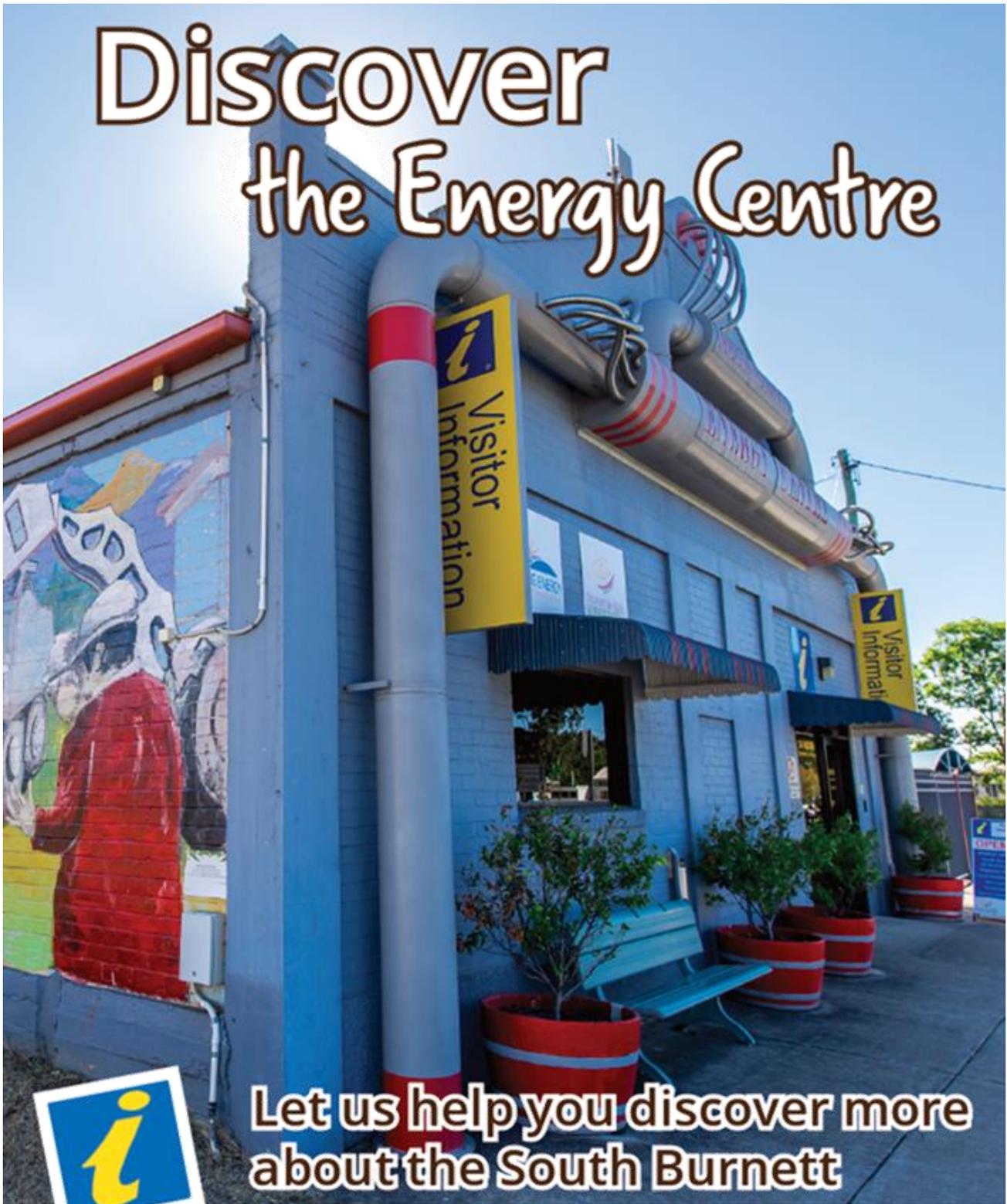
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Discover the Energy Centre



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Discover the Timber Museum

Let us help you discover more
about the South Burnett



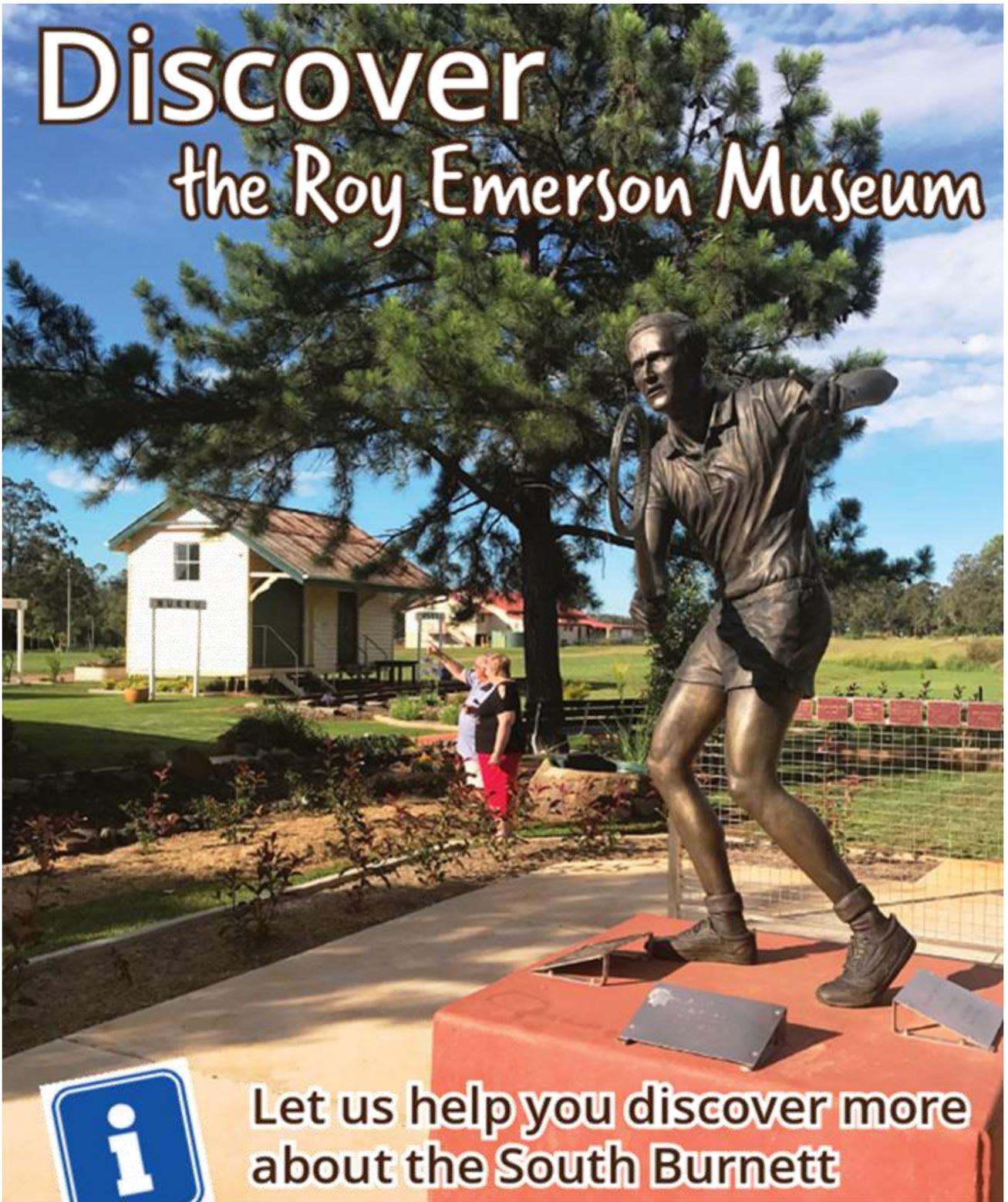
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Discover the Roy Emerson Museum



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Proston Library and Tourist Information Centre

.....

Drop in and see the staff at the Proston Library for all your local tourist information. The centre has a small selection of information relating to attractions, accommodation and events in the area. Open Tuesday to Thursday 9.30am - 4.30pm | Friday 9.30 - 1.00pm.

Address: 34 Blake St, Proston

Phone: (07) 4168 9103

9.3 BOONDOOMA DAM FISH STOCKING ASSOCIATION - YELLOWBELLY COMPETITION 2022

File Number: RD3
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

To update Council on the Boondooma Dam Fish Stocking Association 2022 Yellowbelly Competition.

SUMMARY

In discussions with the executive of the Boondooma Dam Fish Stocking Association a request has been made to assist the association after the cancellation of the 2021 competition due to the impact COVID-19.

OFFICER'S RECOMMENDATION

That the committee recommends to Council

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

LINK TO CORPORATE/OPERATIONAL PLAN

Theme 1: ENHANCING LIVEABILITY AND LIFESTYLE - Elevate the South Burnett region to be recognised as a "Community of choice".

EC16: Partner with community to develop and promote events.

FINANCIAL SUPPORT

Council has previously contributed the below towards fingerlings restocking at the dam;

- 06/8/15 – \$5,000
- 30/9/15 – \$5,000
- 31/8/16 – \$5,000
- 26/7/17 – \$5,000
- 09/1/19 – \$5,000

Council has also provided the following support through the Community Grant Program;

- 2018-19 – \$2,000
- 2020-21 – \$2,000

And the following in CES towards the competition;

- 30/9/14 – \$2,000
- 30/9/15 – \$2,000
- 28/9/16 – \$2,000
- 4/10/17 – \$2,000

BACKGROUND

Boondooma Dam Stocking & Management Association celebrated their 30th Annual Boondooma Dam Yellowbelly Fishing Competition on the 8/9th February 2020. The 2021 event was scheduled and then had to be postponed due to the impacts and implications of the management of COVID-19.

In recent discussions with the executive of the association, there are concerns regarding the conduct the 2022 event. A request has been made for Council to consider in-kind and administrative assistance to navigate several regulatory issues that face the organisers and assist in getting the event back up and running.

The Yellowbelly Fishing Competition is an annual event held on the second weekend in February each year at Lake Boondooma, 20kms from Proston. It is the largest freshwater fishing event in Queensland.

If the event goes ahead it would be held on 12 – 13 February 2022.

It is estimated that more than 1,000 campers enjoy the great facilities provided by the South Burnett Regional Council at Lake Boondooma. Many of the campers extend their stay in the area to visit other tourist attractions including Boondooma Homestead, the Wondai Timber Museum, Wondai Art Gallery, local wineries, and many other attractions in the local area.

The Association has released approximately 3.001 million fingerlings into Lake Boondooma since 1984. Included in the total are approximately 948,058 Australian Bass, 1.825 million Golden Perch of Yellowbelly and 165,000 Silver Perch.

The annual fishing and family fun-weekend is a major fundraiser that supports the ongoing stocking of Lake Boondooma.

ATTACHMENTS

Nil

9.4 CLIMATE RISK ASSESSMENT

File Number: RD4

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

To provide Council with an update on assessment on Climate Risk.

SUMMARY

From drought to inundation, the ability to manage these and other risks is critical. This is combined with the role councils play in protecting and enabling their communities to grow and prosper.

While risks and costs are seemingly ever increasing, Council recognises that practical and evidence-based understanding of risks is fundamental to developing pragmatic solutions.

OFFICER'S RECOMMENDATION

That the report be noted and received for information.

BACKGROUND

The following resolution was adopted at the Executive and Finance & Corporate Standing Committee Meeting 15 September 2021:

11.1 CLIMATE RISK ASSESSMENT

COMMITTEE RESOLUTION 2021/99

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 4/0

Councils have always had a role in managing risks within their boundaries. Proactive action and the ability to demonstrate how a local government area is considering and acting to mitigate and/or take advantage of changing risk is increasingly important.

Previous actions have included a report presented to the Corporate Risk / Audit Steering Group from the internal staff Working Group.

The Corporate Risk and Audit Steering Group received the recommendation for information and noted Council's registration as well as membership and participation in the Local Government Association of Queensland Climate Resilient Councils Programme and workshop with LGAQ on 15 September 2021.

Subsequently and under a separate resolution, an EOI has been entered for training to be delivered to Councillors under the Climate Resilient Programme.

The Climate Resilient Councils Programme has developed *Climate Risk Management Framework for Queensland Local Government* which aims to encourage logical, defensible, and effective actions that can minimise the overall cost of reducing the potential impact of all current and future climate risk within a Local Government Area (LGA).

By using this framework and its companion volume *Climate Risk Management Guideline for Queensland Local Government*, local governments will be following leading international and national processes and practices.

Council is obtaining a copy of the Framework and Guidelines for review and consideration in the risk register and treatment plans for 2022/23. Through internal discussions, it is believed that this matter would be best addressed as part of the corporate risk registers and treatment plans for 2022/23. The responsible Department would potentially create the risk register and treatment plan, utilising the Framework, to support the initiative that Council is undertaking with LGAQ as a pathway to achieve the outcomes collectively

ATTACHMENTS

Nil

10 QUESTIONS ON NOTICE**10.1 QUESTIONS ON NOTICE****File Number:** 8/11/2021**Author:** Personal Assistant Finance & Corporate**Authoriser:** Chief Executive Officer

The following question on notice was received via email from Mayor Otto on 12 October 2021.

Questions

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

Responses

A report is being prepared and will be tabled at the December Executive and Finance & Corporate Standing Committee Meeting.

RECOMMENDATION

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

ATTACHMENTS**Nil**

11 CONFIDENTIAL SECTION

12 CLOSURE OF MEETING