



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

# **MINUTES**

**Executive and Finance & Corporate  
Standing Committee Meeting  
Wednesday, 21 September 2022**

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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, 21 SEPTEMBER 2022 AT 9.00AM**

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

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Tim Low (Acting General Manager Infrastructure), Joanne Newbery (Communications Officer), Bree Hunt (Executive Assistant), Kimberley Donohue (Executive Assistant)

**1 OPENING**

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

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil.

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Cr Duff acknowledged the passing of Her Majesty The Queen with a prayer followed by a minute of silence.

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

**4 DECLARATION OF INTEREST**

Nil.

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 10 AUGUST 2022**

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**COMMITTEE RESOLUTION 2022/28**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 10 August 2022 be received.

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

Against: Nil

**CARRIED 7/0**

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**5.2 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 12 SEPTEMBER 2022**

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**COMMITTEE RESOLUTION 2022/29**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 12 September 2022 be received.

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

Against: Nil

**CARRIED 7/0****6 BUSINESS ARISING****7 GENERAL BUSINESS****8 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS****8.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS PORTFOLIO**

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**COMMITTEE RESOLUTION 2022/30**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Mayor Otto's Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics Portfolio Report to Council be received.

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

Against: Nil

**CARRIED 7/0****8.2 ESTABLISHMENT OF COUNCIL STANDING COMMITTEES AND TERMS OF REFERENCE**

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**COMMITTEE RESOLUTION 2022/31**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Committee recommends to Council that:

1. South Burnett Regional Council adopt the following Standing Committee structure for each of the Standing Committees pursuant to s264 of *the Local Government Regulation 2012*:

Standing Committee	Meeting Date	Members	Chair/Deputy Chair
Infrastructure, Environment and Compliance	First Wednesday of each month	All Councillors	Mayor/Deputy Mayor
Liveability, Governance and Finance	Second Wednesday of each month	All Councillors	Mayor/Deputy Mayor

2. Portfolio Matters to be discussed at each Standing Committee:

Infrastructure, Environment and Compliance Standing Committee

- *Infrastructure Planning –*
  - *Works (Construction & Maintenance);*
  - *Water & Wastewater;*
  - *Plant and Fleet*
- *Natural Resource Management*
  - *Rural Services including Agricultural Innovation*
  - *Compliance*
  - *Environment Health*
- *Rural Resilience and Disaster Recovery*
  - *Parks & Gardens*
  - *Property & Facility Management*
  - *First Nations Affairs*
- *Community Development,*
  - *Disaster Management*
  - *Waste and Recycling Management*

Liveability, Governance and Finance Standing Committee

- *Corporate Governance & Strategy*
  - *People & Culture*
  - *Communications & Media*
  - *Finance & Sustainability*
  - *ICT & Business Systems*
  - *Community Representation and Advocacy*
  - *2032 Olympics*
- *Community Development,*
  - *Health, Youth, Senior citizens*
  - *Arts & Heritage*
  - *Library Services*
- *Tourism & VICs*
  - *Sport & Recreation*
  - *Commercial Enterprises including Saleyards, Dams, Aerodromes, Cemeteries*
- *Regional Development*
  - *Industry, Agriculture, Water security, Energy and circular economy*
  - *Development Services including Planning, Building, Plumbing*
  - *Community & Social Housing*

3. Amend the following Terms of Reference to reflect the changed structure and number of Standing Committees:
- Infrastructure Standing Committee
  - Executive & Community Standing Committee
  - Finance & Corporate Standing Committee

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

Against: Nil

**CARRIED 7/0**

### **8.3 2022 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS**

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#### **COMMITTEE RESOLUTION 2022/32**

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the report be received.

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

Against: Nil

**CARRIED 7/0**

### **8.4 CHRISTMAS CLOSEDOWN**

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#### **COMMITTEE RESOLUTION 2022/33**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council that:

1. Council closes administration offices, depots and library facilities on Friday, 16 December 2022 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
  - Blackbutt – 11:30am
  - Kingaroy – 12:30pm
  - Murgon – 11:15am
  - Nanango – 11:45am
  - Proston – 11:15am
  - Wondai – 12:00pm
2. Council will generally be closed from midday Friday 23 December 2022 and re-open on Tuesday 3 January 2023.
3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period.
4. Parks staff will be required to work as advised through the Christmas period with the exception of Public Holidays.

5. Operational/Field staff will operate on a skeleton staff arrangement from Friday 16 December 2022 to Friday 6 January 2023.
6. Council will advise employees to use leave accrued leave entitlements (e.g. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

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

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 9:33am, Communications Officer Joanne Newbery left the meeting.

At 9:34am, Communications Officer Joanne Newbery returned to the meeting.

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**8.5 CORPORATE RISK AND AUDIT ADVISORY COMMITTEE RECOMMENDATIONS**

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**COMMITTEE RESOLUTION 2022/34**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

That South Burnett Regional Council note the recommendation from the Corporate Risk and Audit Advisory Committee and request the Executive Leadership Team to provide an updated report on the internal audit plan 2022-23 and the action required to finalise any outstanding items.

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

Against: Nil

**CARRIED 7/0**

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**COMMITTEE RESOLUTION 2022/35**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

A review of hours and costs of engineering staff on the Kingaroy Transformation Project in relation to training and compliance with AASB116 prior to capitalisation.

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

Against: Nil

**CARRIED 7/0**

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**COMMITTEE RESOLUTION 2022/36**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

To clear instructions on any proposed advanced payment of the Federal Assistance Grants in 2022/2023 be sought from the Queensland Local Government Grants Commission, relevant State

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and Federal Government Ministers and support a budget revision of the 2022/2023 budget with the objective not to overstate the budget.

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

Against: Nil

**CARRIED 7/0**

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**COMMITTEE RESOLUTION 2022/37**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That a supply chain risk be included on the Corporate Risk Registers and both the Risk Registers and Capital Works Project delivery be reported on quarterly.

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

Against: Nil

**CARRIED 7/0**

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**COMMITTEE RESOLUTION 2022/38**

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That Budget Standing Committee meetings recommence in October 2022, to actively consider the risk to Council's overall financial performance in particular the delivery and supply risks that may impact on the capital works program and end of year financial result and to review the first quarter results.

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

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 9:56am, Executive Assistant Bree Hunt left the meeting.

At 9:58am, Executive Assistant Bree Hunt returned to the meeting.

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

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**COMMITTEE RESOLUTION 2022/39**

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 Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 7/0**

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**8.6.1 QUESTION ON NOTICE - FINANCIAL HARDSHIP POLICY**

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Question on Notice from Cr Kirstie Schumacher:

Are the details of Council's Hardship Policy included in the rates reminder notices that are issued?

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

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**COMMITTEE RESOLUTION 2022/40**

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 7/0**

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**8.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DISPOSAL OF ASSETS POLICY - STATUTORY008**

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**COMMITTEE RESOLUTION 2022/41**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the South Burnett Regional Council Disposal of Assets Policy – Statutory008 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 7/0**

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**8.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR PORTFOLIO REPRESENTATIVE POLICY - STATUTORY003**

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**COMMITTEE RESOLUTION 2022/42**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Councillor Portfolio Representative Policy – Statutory003 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 7/0**

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**8.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INSURANCE MANAGEMENT POLICY - STATUTORY024**

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**COMMITTEE RESOLUTION 2022/43**

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Insurance Management Policy – Statutory024 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 7/0**

**8.10.1 NOMINATION OF SINGLE DRIVER - INSURANCE POLICY**

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**OFFICER'S RECOMMENDATION**

Question of Notice from Cr Scott Henschen:

Does Council have any vehicles with a single nominated driver? If not could Council investigate the option for our insurance policy as to what the implications and cost savings are?

**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2022/44**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

**CARRIED 7/0**

**RESUME MEETING**

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**COMMITTEE RESOLUTION 2022/45**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 10:41am.

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

Against: Nil

**CARRIED 7/0**

**8.11 EXTENSION OF THE RATES DISCOUNT DATE TO 23RD SEPTEMBER 2022**

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**COMMITTEE RESOLUTION 2022/46**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the extension of discount by one additional day to the 23<sup>rd</sup> of September 2022 be approved.

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

Against: Nil

**CARRIED 7/0**

**8.12 FINANCIAL ASSISTANCE GRANT ALLOCATIONS OVERVIEW - SOUTH BURNETT REGIONAL COUNCIL VS QLD CATEGORY 3 COUNCILS**

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**COMMITTEE RESOLUTION 2022/47**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the report be received for information.

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

Against: Nil

**CARRIED 7/0**

**8.12.1 QUESTION ON NOTICE - ADDITIONAL FUNDING RECEIVED**

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Question on Notice received from Cr Brett Otto:

What is the breakdown of the additional \$533k which was received compared to the 2022-23 budget prediction?

**8.12.2 FINANCIAL ASSISTANCE GRANT ALLOCATIONS - LETTER TO MAYOR HARTWIG**

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**RESOLVED 2022/48**

That the Office of the Mayor invite Mayor Hartwig to meet with all Councillors and neighbouring Councillors to articulate what WBBROC role is in the future.

**8.12.3 FINANCIAL ASSISTANCE GRANT ALLOCATIONS - LETTER TO DEB FRECKLINGTON & SHADOW MINISTER**

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**RESOLVED 2022/49**

A letter be sent to Deb Frecklington MP and Shadow Minister Ms Ann Leahy for Local Government to a request a forum or an opportunity to meet to progress the issues raised with the Financial Assistance Grant Allocations.

**8.12.4 FINANCIAL ASSISTANCE GRANT ALLOCATIONS - REVIEW OF METHODOLOGY**

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**RESOLVED 2022/50**

A report to be brought back to the October Executive and Finance & Corporate Standing Committee Meeting on how Council can approach a media story/ video to communicate with our broader residents to bring awareness to the challenges Council faces with dwindling grants.

Including any advice regarding the review of the current methodology versus the federal guidelines and what options Council may have to have input into the methodology.

**9 PORTFOLIO - REGIONAL DEVELOPMENT****9.1 REGIONAL DEVELOPMENT (INDUSTRY, AGRICULTURE, WATER SECURITY, ENERGY AND CIRCULAR ECONOMY) PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/51**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Cr Schumacher's Regional Development (Industry, Agriculture, Water Security, Energy and Circular economy Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 7/0**

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### 9.1.1 FORMAL DEPUTATION

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#### COMMITTEE RESOLUTION 2022/52

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That meeting support is provided to enable Mayor Otto and Cr Schumacher to present a formal deputation to Minister Furner, Minister DeBrenni and Minister Butcher about the work that has been progressed as part of phase two of the National Water Infrastructure Development Fund options analysis and business case for the South Burnett.

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

Against: Nil

**CARRIED 7/0**

### 9.2 VISITOR INFORMATION CENTRES

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#### COMMITTEE RESOLUTION 2022/53

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee note the CEO proposed action to call for an expression of interest from staff for voluntary placement at the Visitor Information Centres and the proposed combined workshop with Visit South Burnett.

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

Against: Nil

**CARRIED 7/0**

## 10 QUESTIONS ON NOTICE

### 10.1 DISCOUNT ON RATES

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#### COMMITTEE RESOLUTION 2022/54

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the question regarding discount on rates raised by Councillor Schumacher be received and noted.

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

Against: Nil

**CARRIED 7/0**

**10.1.1 POTABLE WATER INFORMATION - RATES NOTICE**

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**RESOLVED 2022/55**

That a report be brought back to the October Executive and Finance & Corporate Standing Committee Meeting on what can and should be included on the rates notices regarding potable water and non-potable water.

**10.1.2 POTABLE WATER - PROSTON**

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**RESOLVED 2022/56**

That a report be bought back to the October Infrastructure Standing Committee Meeting on;

1. What happened with the incident in Proston?
2. Why did it happen?
3. What Action was taken?
4. Different strategies that can help prevent these issues reoccurring e.g. development of a fact sheet to be included when properties in that area are sold, creation of a media release, direct written contact with residents.

**10.2 HARSHIP POLICY**

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**COMMITTEE RESOLUTION 2022/57**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the response to the question regarding hardship policy raised by Councillor Potter be received and noted.

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

Against: Nil

**CARRIED 7/0**



### 10.3 BACONFEST - POWER SUPPLY ISSUES

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#### COMMITTEE RESOLUTION 2022/58

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

That the response to the question regarding BaconFest – Power Supply Issues raised by Mayor Otto be received and noted.

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

Against: Nil

**CARRIED 7/0**

### 11 CONFIDENTIAL SECTION

### 12 CLOSURE OF MEETING

The Meeting closed at 11:43am.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 12 October 2022.

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**CHAIRPERSON**