



**SOUTH BURNETT**

**REGIONAL COUNCIL**

# **MINUTES**

**Budget Committee Meeting  
Wednesday, 19 April 2023**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
BUDGET COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 19 APRIL 2023 AT 8:30AM**

**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), Aaron Meehan (General Manager Infrastructure), Susan Jarvis (General Manager Finance & Corporate), Kerri Anderson (Manager Finance & Sustainability), Leanne Petersen (Manager Facilities & Parks), Kevin Searle (Manager Works), James D'Arcy (Manager Infrastructure Planning), Lynelle Paterson (Coordinator Executive Services), Kristy Miatt (Executive Assistant Communications), Sanju Augustine (Senior Grants Audit Officer), Craig Patch (Strategic Asset Management Accountant), Rebecca Humphrey (Manager People & Culture), Kristy Champney (Executive Assistant Infrastructure), Kimberley Donohue (Executive Assistant).

**1 OPENING**

Mayor Otto opened the meeting with the Lord's Prayer and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES**

Peter O'May (General Manager Liveability).

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

Nil.

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 15 MARCH 2023**

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**COMMITTEE RESOLUTION 2023/167**

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the Minutes of the Budget Committee Meeting held on 15 March 2023 be received.

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

Against: Nil

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**CARRIED 7/0****MOTION**

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**COMMITTEE RESOLUTION 2023/168**

Moved: Cr Brett Otto  
Seconded: Cr Gavin Jones

That Item 7.1 be escalated and dealt with next on the agenda.

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

Against: Nil

**CARRIED 7/0****7.1 UPDATE - SEALING OF THE ROAD CONNECTING HALY & MACKENZIE STREETS, WONDAI**

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**COMMITTEE RESOLUTION 2023/169**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

That Council note the report 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****MOTION**

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**COMMITTEE RESOLUTION 2023/170**

Moved: Cr Brett Otto  
Seconded: Cr Danita Potter

That items 6.1 and 6.2 lay on the table until the May Infrastructure, Environment, Compliance Standing Committee Meeting.

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

Against: Nil

**CARRIED 7/0**

## 6 NOTICES OF MOTION

### 6.1 NOTICE OF MOTION - MCKENZIE AND HALY STREETS WONDAI – UPGRADE WORKS

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#### MOTION

The Committee recommends to Council that:

Council scope and cost the following works and bring a report to the standing committee meeting to be held on 03 May 2023 for consideration as to inclusion in council's 2023/2024 capital budget.

- Road and drainage work to complete the sealing of the missing link between McKenzie and Haly Streets Wondai.

### 6.2 MACKENZIE STREET WONDAI

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#### MOTION

That the Committee recommends to Council;

That the South Burnett Regional Council seal the last part of MacKenzie Street between Bramston and Haly Street in Wondai and that this be considered on the 23/24 Capital Works Budget.

#### Attendance:

At 8:42am, Manager Facilities & Parks Leanne Petersen entered the meeting.

At 8:48am, Executive Assistant Infrastructure Kristy Champney entered the meeting.

At 8:48am, Executive Assistant Infrastructure Kristy Champney left the meeting.

## 7 BUSINESS

### 7.2 ADDITIONAL SHADE FOR CORONATION PARK WONDAI

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#### COMMITTEE RECOMMENDATION

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council that:

Additional operational funds of \$28,000 be allocated to the Parks budget for 2023/24 to plant eight trees in Coronation Park, Wondai to help improve shade and beautification of the park.

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#### Cr Gavin Jones foreshadowed the following motion:

That the Committee recommends to Council that:

That a concept plan be developed alongside Community Consultation for Coronation Park, Wondai.

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**7.2.1 MOTION - ADDITIONAL SHADE FOR CORONATION PARK WONDAI**

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**COMMITTEE RESOLUTION 2023/171**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That item 7.2 be laid on the table until the Budget Committee Meeting on Friday 21 April 2023.

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

Against: Crs Brett Otto and Kathy Duff

**CARRIED 5/2****7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY - STATUTORY006**

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**COMMITTEE RESOLUTION 2023/172**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – Statutory006 be adopted as presented.

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

Against: Nil

**CARRIED 7/0****7.4 CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES 2023/2024**

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**COMMITTEE RESOLUTION 2023/173**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council allows an annual rebate of 190KL on the water usage to any patient who qualifies for and operates a home Haemodialysis Machine supplied by Queensland Health.

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

Against: Nil

**CARRIED 7/0**

## 7.5 WAIVING MINIMUM GENERAL RATES 2023/2024

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### COMMITTEE RESOLUTION 2023/174

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council grants a rebate equal to the full value of the separate charges and part of the differential general rates equal to the difference between the Minimum Differential General Rate for the appropriate category and the rate calculated using the rate in the dollar and the valuation for the properties identified hereunder:

1. Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.
2. Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess No	Property Description and Location
31384	Hebbel Drive, Tablelands
31598-1	Bradleys Road, Wooroonden

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

Against: Nil

**CARRIED 7/0**

## 7.6 REPORT ON CHARITABLE ORGANISATIONS RECEIVING A RATING CONCESSION

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### COMMITTEE RESOLUTION 2023/175

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council receive the information and provide guidance on updated wording for the revenue policy on what constitutes a charitable organisation with respect to applying for rating concessions available.

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 9:36am, Manager People & Culture Rebecca Humphrey entered the meeting via teams.

**7.7 DRAFT OPERATIONAL INCOME STATEMENT 2023/24**

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**COMMITTEE RESOLUTION 2023/176**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

That the Committee notes the current draft operational income statement for the 2023/2024 budget for information and that Council hold briefing workshops for Councillors by an officer from QAO in relation to AASB116, depreciation and sustainability ratios as well as by the Business Systems team on process improvements (efficiency & effectiveness) and the current barriers/ investment (financial and resources) prior to adoption of the 2023/24 budget.

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

Against: Nil

**CARRIED 7/0**

**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2023/177**

Moved: Cr Scott Henschen  
Seconded: Cr Danita Potter

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 2023/178**

Moved: Cr Scott Henschen  
Seconded: Cr Kathy Duff

That the meeting resume at 11:27am.

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 the resumption of the meeting Manager Facilities & Parks Leanne Petersen was not present.

At the resumption of the meeting General Manager Infrastructure Aaron Meehan was not present.

At the resumption of the meeting Manager Works, Kevin Searle and Manager Infrastructure Planning, James D'Arcy was present.

At 11:29am, General Manager Infrastructure Aaron Meehan returned to the meeting.

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**7.8 DRAFT CASH RECONCILIATION 23/24**

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**COMMITTEE RESOLUTION 2023/179**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the Committee notes the current draft cash reconciliation for the 23/24 year to assist with capital program funding options.

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 11:44 am, Cr Gavin Jones left the meeting.

At 11:32am, Coordinator Executive Services Lynelle Paterson entered the meeting.

At 11:32am, Executive Assistant Communications Kristy Miatt entered the meeting.

At 11:32am, Senior Grants Audit Officer Sanju Augustine entered the meeting.

At 11:33am, Manager Works Kevin Searle left the meeting.

At 11:33am, Manager Infrastructure Planning James D'Arcy left the meeting.

At 11:43am, Manager Works Kevin Searle returned to the meeting.

At 11:43am, Manager Infrastructure Planning James D'Arcy returned to the meeting.

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**7.9 DRAFT 2023/2024 BUDGET - EXECUTIVE**

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**COMMITTEE RESOLUTION 2023/180**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budget for the Executive Department and provide guidance for and changes to be made for inclusion in the continued preparation of the full South Burnett Regional Council 2023-2024 annual budget.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:50am, Coordinator Executive Services Lynelle Paterson left the meeting.

At 11:50am, Executive Assistant Communications Kristy Miatt left the meeting.

At 11:50am, Senior Grants Audit Officer Sanju Augustine left the meeting.

At 11:50am, Manager People & Culture Rebecca Humphrey left the meeting via teams.

At 11:51am, Cr Gavin Jones returned to the meeting.

**7.10 TOOWOOMBA AND SURAT BASIN ENTERPRISE (TSBE) MEMBERSHIP**

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**COMMITTEE RESOLUTION 2023/181**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That Council renew Platinum membership of Toowoomba and Surat Basin Enterprise (TSBE) for the 2023 – 2024 financial year.

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

Against: Nil

**CARRIED 7/0****The meeting took a 5 minute recess at 11.55am.****The meeting resumed at 12:01pm.****Attendance:**

At 12:27pm, Manager Finance &amp; Sustainability Kerri Anderson left the meeting.

At 12:29pm, Manager Finance &amp; Sustainability Kerri Anderson returned to the meeting.

At 1:03pm, Cr Kirstie Schumacher left the meeting.

At 1:06pm, Cr Kirstie Schumacher returned to the meeting.

At 1:10pm, Cr Danita Potter left the meeting.

At 1:13pm, Cr Danita Potter returned to the meeting.

**ADJOURN LUNCH**

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**COMMITTEE RESOLUTION 2023/182**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the meeting adjourn for lunch.

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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**RESUME MEETING**

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**COMMITTEE RESOLUTION 2023/183**

Moved: Cr Scott Henschen  
Seconded: Cr Kirstie Schumacher

That the meeting resume at 2:24pm.

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

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 2:26pm, Cr Kathy Duff left the meeting.

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**7.11 DRAFT 23/24 BUDGET - INFRASTRUCTURE (EXCL WATER AND WASTEWATER)**

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**COMMITTEE RESOLUTION 2023/184**

Moved: Cr Gavin Jones  
Seconded: Cr Scott Henschen

That the Committee receive the proposed 2023-2024 draft budget for the Infrastructure Department (excluding Water & Wastewater) and provide guidance on any adjustments to be made in the continued preparation of the annual budget.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 2:34pm, Cr Kathy Duff returned to the meeting.

At 3:00pm, Strategic Asset Management Accountant Craig Patch entered the meeting.

At 3:32pm, Manager Finance & Sustainability Kerri Anderson left the meeting.

At 3:34pm, Manager Finance & Sustainability Kerri Anderson returned to the meeting.

At 3:47pm, Strategic Asset Management Accountant Craig Patch left the meeting.

At 3:48pm, Strategic Asset Management Accountant Craig Patch returned the meeting.

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**7.12 WORKS DRAFT CAPITAL BUDGET 2023/24**

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**COMMITTEE RESOLUTION 2023/185**

Moved: Cr Kathy Duff  
Seconded: Cr Gavin Jones

That the Committee receive the proposed 2023/24 draft Works capital program as amended and provide guidance for inclusion in the continued preparation of the full South Burnett Regional Council 2023-2024 annual budget.

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

Against: Nil

**CARRIED 7/0**

**8 CONFIDENTIAL SECTION**

Nil.

**9 CLOSURE OF MEETING**

**The Meeting closed at 3:52pm.**

**The minutes of this meeting were confirmed at the Budget Committee Meeting held on 21 April 2023.**

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**CHAIRPERSON**