



**SOUTH BURNETT**

**REGIONAL COUNCIL**

# **MINUTES**

**Budget Committee Meeting**

**Friday, 21 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 FRIDAY, 21 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:**

Aaron Meehan (Acting Chief Executive Officer), Peter O'May (General Manager Liveability), Susan Jarvis (General Manager Finance & Corporate), Craig Patch (Strategic Asset Management Accountant), Darryl Brooks (Manager Environment & Planning), Leanne Petersen (Manager Facilities & Parks), Jennifer Pointon (Manager Community & Lifestyle), Kerri Anderson (Manager Finance & Sustainability), Anthony Bills (Manager ICT & Fleet), Brandon Orchard (Coordinator Plant & Fleet), Michelle Calvert (Coordinator Finance), Kimberley Donohue (Executive Assistant), David Hursthouse (Coordinator Development Services).

**1 OPENING**

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

**2 LEAVE OF ABSENCE / APOLOGIES**

Mark Pitt (Chief Executive Officer).

**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.

**MOTION**

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**COMMITTEE RESOLUTION 2023/186**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That we escalate items;

5.14 to be addressed after item 5.8.

5.15 to be addressed after 5.9.

7.1 to be addressed after 5.3.

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

Against: Nil

**CARRIED 7/0****5 BUSINESS****5.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2023/2024 - STATUTORY005**

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**COMMITTEE RESOLUTION 2023/187**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 be adopted as amended.

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 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2023/2024 - STATUTORY009**

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**COMMITTEE RESOLUTION 2023/188**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Investment Policy 2023/2024 – Statutory009 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****Attendance:**

At 8:49am, Coordinator Finance Michelle Calvert entered the meeting.

At 9:05am, Cr Gavin Jones left the meeting.

At 9:07am, Cr Gavin Jones returned to the meeting.

At 9:21am, Cr Gavin Jones left the meeting.

At 9:58am, General Manager Liveability Peter O'May left the meeting.

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**ADJOURN MEETING**

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**COMMITTEE RESOLUTION 2023/189**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for 5 minutes.

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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**RESUME MEETING**

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**COMMITTEE RESOLUTION 2023/190**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 9:36am

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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### 5.3 RATES MODELLING INPUTS

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#### COMMITTEE RECOMMENDATION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council that;

- That Council does not consider any increases to rates and levies until Councils ELT has reported back to the Budget Meeting on 17 May 2023 with a revised budget showing a 5% reduction to the proposed operational expenditure of \$86m representing a \$4.3m expenditure reduction and this is done with a focus on maintaining community services by reducing overheads. and
- A Workshop is held with Councillors and ELT members in relation to rates and operational expenditure.

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#### AMENDMENT 2023/191

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

- That Council does not make a decision to increase rates or levies until Councils ELT has reported back to the budget meeting on 17 May 2023 with options to reduce the proposed operational expenditure by the \$1.4m reduction in revenue discussed as part of the rates workshops had to date.
- A Workshop is held with Councillors and ELT members in relation to rates and operational expenditure.

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

Against: Cr Gavin Jones

**CARRIED 6/1**

**THE AMENDMENT BECAME THE RESOLUTION**

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#### COMMITTEE RESOLUTION 2023/192

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

- That Council does not make a decision to increase rates or levies until Councils ELT has reported back to the budget meeting on 17 May 2023 with options to reduce the proposed operational expenditure by the \$1.4m reduction in revenue discussed as part of the rates workshops had to date.
- A Workshop is held with Councillors and ELT members in relation to rates and operational expenditure.

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

Against: Cr Gavin Jones

**CARRIED 6/1**

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**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2023/193**

Moved: Cr Brett Otto

Seconded: Cr Jane Erkens

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 2023/194**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 11:45am.

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

Against: Nil

**CARRIED 7/0****6 CONFIDENTIAL SECTION**

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**COMMITTEE RESOLUTION 2023/195**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

**7.1 Animal Management**

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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 12:08pm, Manager Community & Lifestyle Jennifer Pointon left the meeting.

At 12:11pm, Cr Gavin Jones left the meeting.

At 12:15pm, Cr Gavin Jones returned to the meeting.

At 12:17pm, Manager Community & Lifestyle Jennifer Pointon returned to the meeting.

At 12:23pm, Coordinator Rates Angela Hayes entered the meeting via teams.

At 12:24pm, Coordinator Rates Angela Hayes left the meeting via teams.

At 12:30pm, Cr Kirstie Schumacher left the meeting.

At 12:30pm, Manager Community & Lifestyle Jennifer Pointon left the meeting.

At 12:30pm, Strategic Asset Management Accountant left the meeting.

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**COMMITTEE RESOLUTION 2023/196**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

**7.1 ANIMAL MANAGEMENT**

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**COMMITTEE RESOLUTION 2023/197**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the matter lay on the table until the Liveability, Governance & Finance Standing Committee on 10 May 2023.

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

Against: Nil

**CARRIED 6/0**

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**ADJOURN LUNCH**

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**COMMITTEE RECOMMENDATION**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for lunch.



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**RESUME MEETING**

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**COMMITTEE RESOLUTION 2023/198**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1:25pm.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At the resumption of the meeting Coordinator Development Services David Hursthouse was present.

At 1:29pm, Strategic Asset Management Accountant Craig Patch left the meeting.

At 1:30pm, Strategic Asset Management Accountant Craig Patch returned to the meeting.

At 1:38pm, Coordinator Development Services David Hursthouse left the meeting.

**7 BUSINESS****5.4 2023/2024 DRAFT FEES & CHARGES**

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**COMMITTEE RESOLUTION 2023/199**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee provide guidance on any changes or considerations to be included in the draft 2023-24 fees and charges, with the final draft to be presented to the May Ordinary Council meeting for adoption.

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

Against: Nil

**CARRIED 5/0**

**5.5 DRAFT 2023/2024 BUDGET - FINANCE & CORPORATE**

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**COMMITTEE RESOLUTION 2023/200**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budget for the Finance, Corporate & ICT Departments and provide guidance for changes to be included in the continued preparation of the annual budget.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 2:08pm, Manager Facilities & Parks Leanne Petersen returned to the meeting.

**5.6 ICT PROPOSED CAPEX PROGRAM 23/24 BUDGET**

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**COMMITTEE RESOLUTION 2023/201**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee receive the proposed 2023-2024 draft budget for the ICT Capex program 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, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

**5.7 DRAFT 2023/2024 BUDGET - PLANT & FLEET**

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**COMMITTEE RESOLUTION 2023/202**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee receive the proposed 2023-2024 draft budget for the Plant & Fleet Department and provide guidance for adjustments to be included in the continued preparation of the full South Burnett Regional Council 2023-2024 annual budget.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 2:17pm, Manager Community & Lifestyle Jennifer Pointon left the meeting.

At 2:30pm, Cr Jane Erkens left the meeting.

At 2:31pm, Cr Jane Erkens returned to the meeting.

**5.8 PROPOSED FLEET 23/24 CAPEX PROGRAM**

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**COMMITTEE RESOLUTION 2023/203**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budget for the Fleet Capex program 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, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 2:48pm, Manager Facilities & Parks Leanne Petersen left the meeting.

At 2:51pm, Manager Facilities & Parks Leanne Petersen returned to the meeting.

**5.14 HIGH PRESSURE CLEANING OF THE CBD FOOTPATHS AND GUTTERS**

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**COMMITTEE RESOLUTION 2023/204**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That Item 12.2.5 be lifted from the table.

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

Against: Nil

**CARRIED 5/0**

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**MOTION**

Moved: Cr Kathy Duff

Seconded: Cr Brett Otto

That the Committee recommends to Council:

That Council call for tenders to do a high pressure clean in our designated towns of the CBD footpaths and gutters including cleaning of bins on a monthly basis commencing September 2023 and that the Village of Proston be done on an annual basis.

**Councillor Duff with the leave of the meeting withdrew her motion.**

**With the leave of the Meeting the foreshadowed motion was withdrawn.**

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**COMMITTEE RECOMMENDATION**

Moved: Cr Kathy Duff

That the Committee recommends to Council:

That CBD maintenance is considered as part of Infrastructure and Parks & Gardens budget and service level discussions at the Budget Committee Meetings on 19 April and 21 April 2023.

**Attendance:**

At 3:14pm, Manager Environment & Planning Darryl Brooks left the meeting.

At 3:19pm, Manager Finance & Sustainability Kerri Anderson left the meeting.

At 3:21pm, Manager Finance & Sustainability Kerri Anderson returned to the meeting.

**5.9 DRAFT 2023/2024 BUDGET - LIVEABILITY (EXCL WASTE)**

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**COMMITTEE RESOLUTION 2023/205**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budget for the Liveability Department and provide guidance for any adjustments 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, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0****ADJOURN AFTERNOON TEA**

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**COMMITTEE RESOLUTION 2023/206**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting adjourn for afternoon tea.

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

Against: Nil

**CARRIED 5/0****RESUME MEETING**

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**COMMITTEE RESOLUTION 2023/207**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 3:38pm.

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

Against: Nil

**CARRIED 5/0****Attendance:**

At 3:50pm, Strategic Asset Management Accountant Craig Patch left the meeting.

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**5.15 ADDITIONAL SHADE FOR CORONATION PARK WONDAI**

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**COMMITTEE RESOLUTION 2023/208**

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

**Procedural Resolution:**

That Item 7.2 – Additional Shade for Coronation Park Wondai be lifted from the table.

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

Against: Nil

**CARRIED 5/0**

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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.

In Favour: Nil

Against: Crs Brett Otto, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

**LOST 0/5**

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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.

**Foreshadowed motion lapsed.**

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**COMMITTEE RESOLUTION 2023/209**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

That the Committee recommends to Council that:

Council work with the Wondai Lions Club to raise funds for a shade shelter over the BBQ and additional shade structures in Coronation Park, Wondai.

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

Against: Nil

**CARRIED 5/0**

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**5.10 UPGRADES TO PERGOLAS AT HART STREET BLACKBUTT UNITS**

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**COMMITTEE RESOLUTION 2023/210**

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

That the Committee recommends to Council;

To consider in the 24/25 Building Capital Works program replacement of the pergolas to four Council units at Hart Street, Blackbutt.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 4:49pm, Manager ICT & Fleet Anthony Bills entered the meeting.

At 4:49pm, Manager ICT & Fleet Anthony Bills left the meeting.

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**5.11 BUILDINGS, COMMUNITIES, NRM & PARKS PROPOSED CAPEX PROGRAM 23/24**

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**COMMITTEE RESOLUTION 2023/211**

Moved: Cr Danita Potter  
Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budgets for the buildings, communities, NRM and parks capex programs and provide guidance for inclusion in the continued preparation of the full South Burnett Regional Council 2023-2024.

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

Against: Nil

**CARRIED 5/0**

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**5.11.1 2023-2024 DRAFT PROPOSED CAPEX BUDGETS - PARKS & FACILITIES**

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**COMMITTEE RESOLUTION 2023/212**

Moved: Cr Brett Otto  
Seconded: Cr Danita Potter

That the Committee receive the proposed 2023-2024 draft proposed capex budgets for Parks & Facilities.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 4:46pm, Manager Environment & Planning Darryl Brooks returned to the meeting.

**5.12 DRAFT 23/24 BUDGET - WASTE**

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**COMMITTEE RESOLUTION 2023/213**

Moved: Cr Scott Henschen  
Seconded: Cr Danita Potter

That the Committee receive the proposed 2023-2024 draft budget for the waste department and provide guidance for adjustments to be included in the continued preparation of the full South Burnett Regional Council 2023-2024.

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

Against: Nil

**CARRIED 5/0**

**5.13 PROPOSED WASTE 23/24 CAPEX PROGRAM**

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**COMMITTEE RESOLUTION 2023/214**

Moved: Cr Danita Potter  
Seconded: Cr Kathy Duff

That the Committee receive the proposed 2023-2024 draft budget for the Waste Capex program 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, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 4:55pm, Manager Facilities & Parks Leanne Petersen left the meeting.

**8 QUESTIONS ON NOTICE****6.1 PERCENTAGE OF EARLY DISCOUNT PAYERS ON RATES NOTICES**

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**COMMITTEE RESOLUTION 2023/215**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That the response to the question regarding percentage of early discount payers on Rates Notices raised by Councillor Scott Henschen be received and noted.

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

Against: Nil

**CARRIED 5/0**

**6.2 BREAKDOWN OF PAYMENTS**

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**COMMITTEE RESOLUTION 2023/216**

Moved: Cr Jane Erkens  
Seconded: Cr Danita Potter

That the response to the question regarding breakdown of payments raised by Councillor Jane Erkens be received and noted.

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

Against: Nil

**CARRIED 5/0**

**9 CLOSURE OF MEETING**

The Meeting closed at 4:56pm.

The minutes of this meeting were confirmed at the Budget Committee Meeting held on 17 May 2023.

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**CHAIRPERSON**