



**SOUTH BURNETT**

**REGIONAL COUNCIL**

# **MINUTES**

**Liveability, Governance and Finance  
Standing Committee Meeting  
Wednesday, 11 October 2023**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 11 OCTOBER 2023 AT 9:00AM**

**PRESENT: Councillors:**

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Darren Cunningham (Acting General Manager Infrastructure), Susan Jarvis (General Manager Finance & Corporate), Darryl Brooks (General Manager Liveability), Tiarna Hurt (Executive Assistant), David Hursthouse (Coordinator Development Services), Jennifer Pointon (Manager Community & Lifestyle), Leanne Petersen (Manager Facilities & Parks).

**1 OPENING**

Cr Schumacher opened the meeting and welcomed attendees

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **Item 14.2 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 26 July 2023**.

This declarable conflict of interest arises because I am a member of the Hospital Board.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **Item 14.3 Kingaroy WJ Lang Memorial Swimming Pool – Increase to Electricity Costs**.

This declarable conflict of interest arises because my sister in-law and business partner works for South Burnett Aquatics.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 13 SEPTEMBER 2023**

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**COMMITTEE RESOLUTION 2023/85**

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 13 September 2023 be received.

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

Against: Nil

**CARRIED 6/0****6 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS****6.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS & PARALYMPICS PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2023/86**

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

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

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

Against: Nil

**CARRIED 6/0**

## **7 CORPORATE GOVERNANCE & STRATEGY**

### **7.1 ALGA - MOTION SUBMITTED TO 2023 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**

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#### **COMMITTEE RESOLUTION 2023/87**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the report be noted for information

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

Against: Nil

**CARRIED 6/0**

### **7.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PRE LODGEMENT DEVELOPMENT APPLICATION MEETINGS POLICY - STRATEGIC031**

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#### **COMMITTEE RESOLUTION 2023/88**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Pre Lodgement Development Application Meetings Policy – Strategic031 be adopted as presented.

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

Against: Nil

**CARRIED 6/0**

**8 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**

**8.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2023/89**

Moved: Cr Danita Potter  
Seconded: Cr Jane Erkens

That Cr Potter’s Community Development, Arts & Heritage and Library Services Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0**

**8.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

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**COMMITTEE RESOLUTION 2023/90**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Jane Erkens

That the Community and Lifestyle Operational Update be received.

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

Against: Nil

**CARRIED 6/0**

**8.2.1 QUESTION ON NOTICE - PROSTON QCWA SHED OR SHIPPING CONTAINER**

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Question on notice received from Cr Duff:

Is there still communication with Proston QCWA regarding Lease A in Lot. 5 on RP 904174 and their proposal for a shipping container rather than a shed?

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**8.3 REGIONAL UNIVERSITY STUDY HUBS – 2023 APPLICATION ROUND**

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**COMMITTEE RESOLUTION 2023/91**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That South Burnett Regional Council apply to the Regional University Study Hubs – 2023 Application Round.

In Favour: Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 6/0****9 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)****9.1 RENEWAL OF LEASE - SOUTH BURNETT WESTERN PERFORMANCE CLUB INC.**

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**COMMITTEE RESOLUTION 2023/92**

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

That the Committee recommends to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Trustee Lease of the valuable non-current asset, which is Lot B in Lot 174 on Crown Plan FY803924 with South Burnett Western Performance Club Inc for a term of ten (10) years.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Trustee Lease between Council and South Burnett Western Performance Club Inc on terms and conditions that Chief Executive Officer considers satisfactory to Council.

In Favour: Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 6/0**



**10 PROPERTY & FACILITY MANAGEMENT**

Nil

**11 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES****11.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2023/93**

Moved: Cr Jane Erkens  
Seconded: Cr Scott Henschen

That Cr Erken's Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report. to Council be received for information.

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

Against: Nil

**CARRIED 6/0****12 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING****12.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2023/94**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Scott Henschen

That Cr Schumacher's Regional Development, Development Services and Community & Social Housing Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0****12.1.1 PLANNING SCHEME ADVOCACY**

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**RESOLVED 2023/95**

Write to Deb Frecklington to advocate on our behalf to put some pressure on the Minister for the completion of the new planning scheme.

**12.2 DEVELOPMENT SERVICES OPERATIONAL UPDATE**

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**RESOLVED**

That the Development Services Operational update be received for information.

**13 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)****13.1 DELEGATED AUTHORITY REPORTS (1 SEPTEMBER 2023 TO 30 SEPTEMBER 2023)**

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**COMMITTEE RESOLUTION 2023/96**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Delegated Authority report be received.

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

Against: Nil

**CARRIED 6/0**

**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2023/97**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the meeting adjourn for morning tea.

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

Against: Nil

**CARRIED 6/0**

**RESUME MEETING**

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**COMMITTEE RESOLUTION 2023/98**

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That the meeting resume at 10:45am

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At the resumption of the meeting, Acting Mayor Jones was not present.

At the resumption of the meeting, Manager Community & Lifestyle Jennifer Pointon was not present.

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

**13.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT****COMMITTEE RESOLUTION 2023/99**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the List of correspondence pending completion of assessment report as of 30 September 2023 be received.

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

Against: Nil

**CARRIED 5/0**

**13.3 INFRASTRUCTURE CHARGES & PLANNING INCENTIVES****COMMITTEE RESOLUTION 2023/100**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That Council approve the extension to the Developer Incentive Scheme (DIS) for 2 years to 31 December 2025. The proposed 2-year extension provides a reasonable amount of time for developers to move the through the planning application process, and progress to a stage where a development can be implemented in time to take advantage of the reduction in charges available.

Description	Criteria
Effective Dates	1 January 2024 to 31 December 2025
Applicable Development	All development is eligible if located within the South Burnett Regional Council area
Infrastructure charges discounts	<ul style="list-style-type: none"> <li>▪ 50% discount for any commercial use or industrial activity;</li> <li>▪ 50% discount for long-term employment generating development;</li> <li>▪ 75% discount for Reconfiguring a lot for Residential development;</li> <li>▪ 75% discount for Residential development; (excluding in the Rural Residential Zone)</li> <li>▪ 100% discount for Residential development in the Rural Residential zone; or</li> <li>▪ 100% discount for Rural or Tourist activity (eg. Short-term accommodation) in the rural zone.</li> </ul>

Recommendation and Approval	Manager Environment and Planning recommends reduction in infrastructure charges, for approval by the Chief Executive Officer.
Infrastructure Agreement	Approval for Chief Executive Officer to enter into Infrastructure Agreement with applicant.

2. Approve the release of the forms and guidelines to support and promote the Development Incentive Scheme, as presented:

- Fact Sheet – Development Incentives;
- Application form;
- Appendix A: Rules and procedures; and
- Appendix B: Definitions

3. Council delegate to the CEO the power, under the *Planning Act 2016* (Qld), to enter into an Infrastructure Agreement between Council and the applicant (developer) and apply the relevant discount per Council policy under the Developer Incentive Scheme.

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

Against: Nil

**CARRIED 5/0**

## MOTION

### COMMITTEE RESOLUTION 2023/101

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the late agenda item be dealt with.

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

Against: Nil

**CARRIED 5/0**

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**L.1 APPLICATION FOR FUNDING UNDER THE 2023/2024 QUEENSLAND GOVERNMENT MINOR INFRASTRUCTURE AND INCLUSIVE FACILITIES FUND - BUTTER FACTORY PARK, NANANGO AND MURGON SKATE PARK, MURGON.**

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**COMMITTEE RESOLUTION 2023/102**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That Council endorse the two applications for grant funding under the Minor Infrastructure and Inclusive Facilities Fund to replace inadequate toilet facilities at Butter Factory Park, Nanango with larger accessible amenities and for the construction of a new accessible facility at the Murgon Skate Park.

In Favour: Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott HenschenAgainst: Nil**CARRIED 5/0****Attendance:**

At 11:00am, Coordinator Development Services David Hursthouse left the meeting.

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**14 CONFIDENTIAL SECTION**

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**COMMITTEE RESOLUTION 2023/103**

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

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*:

**14.1 Legal Update - Update on Planning Matter before the Planning and Environment Court.**

This matter is considered to be confidential under Section 254J - e 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 legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

**14.2 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 26 July 2023**

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.

**14.3 Kingaroy WJ Lang Memorial Swimming Pool - Increase to Electricity Costs**

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 Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 11:06 am, Cr Kirstie Schumacher left the meeting.  
Cr Duff took the chair in Cr Kirstie Schumacher's absence.

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**COMMITTEE RESOLUTION 2023/104**

Moved: Cr Kathy Duff  
Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 4/0**

**14.1 LEGAL UPDATE - UPDATE ON PLANNING MATTER BEFORE THE PLANNING AND ENVIRONMENT COURT.**

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**COMMITTEE RESOLUTION 2023/105**

Moved: Cr Jane Erkens  
Seconded: Cr Scott Henschen

That the report be received for information.

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

Against: Nil

**CARRIED 4/0**

**14.2 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED BOARD MEETING MINUTES - 26 JULY 2023**

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**COMMITTEE RESOLUTION 2023/106**

Moved: Cr Scott Henschen  
Seconded: Cr Danita Potter

That the report on South Burnett Community Hospital Foundation Limited Board meeting held on 26 July 2023 be received for information.

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

Against: Nil

**CARRIED 4/0**

**14.3 KINGAROY WJ LANG MEMORIAL SWIMMING POOL - INCREASE TO ELECTRICITY COSTS**

**COMMITTEE RESOLUTION 2023/107**

Moved: Cr Jane Erkens  
Seconded: Cr Danita Potter

That the Committee recommends to Council;

1. That Council amends Service Management Agreement for Summer Country Aquatics Schedule 2 Clause 1s2q contribution to electricity to be a fixed electricity contribution of \$33,767 for FY 2023/2024 and fixed amount of \$2,812.06 for June 2023.
2. The increase in electricity costs be included the second quarter operational budget review.

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

Against: Nil

**CARRIED 4/0**

**14.3.1 QUESTION ON NOTICE - COST BREAKDOWN FOR SOUTH BURNETT POOLS**

Question on notice from Cr Erkens:

Can a report be brought back, with a breakdown on all costs for all the South Burnett Region pools?

**15 CLOSURE OF MEETING**

The Meeting closed at 11:20am.

The minutes of this meeting were confirmed at the Liveability, Governance and Finance Standing Committee Meeting held on 8 November 2023.

.....  
**CHAIRPERSON**